

# [communion] kids

## *POLICIES AND PROCEDURES*

Revised August 2017

Marston Middle School

3799 Clairemont Drive

San Diego, CA 92117

## **[Mission Statement]**

The goal of Communion Kids is to train the children to know and live out the Gospel of Jesus Christ by immersing them in Scripture and encouraging them in prayer.

“Train up a child in the way he should go; even when he is old he will not depart from it.”

*Proverbs 22:6 ESV*

“...from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.”

*2 Timothy 3:15 NIV*

## **[Contact Information]**

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## [General Policies]

### **+Wellness**

Children must be symptom free from the following illness without medication for 24 hours before entering the classroom:

- Fever of 100 or higher
- Vomiting or diarrhea
- Eye infection
- Rash
- Nasal drainage that is green or yellow
- Sore throat
- Open sores
- Cold/Flu
- Excessive coughing
- Lice

If a child develops any of these symptoms while in class, the parent will be called in to pick up the child.

### **+Allergies**

Parents will disclose any allergies during check-in and should also discuss allergies with teachers at drop off.

### **+Injury and First Aid**

1. We can only administer Band-Aids and ice packs.
2. If there is an injury in the classroom, the volunteer must complete the Injury Log located in the binder. After informing the parent, that parent must initial the log.
3. Any injury must be reported since some trivial injuries can turn out to be serious.

### **+Safety and Security**

We believe that it is of utmost importance that our children are nurtured in a safe and responsible environment. We also desire that our volunteers be protected from any false allegations of misconduct.

1. Each volunteer in our ministry is required to complete an application process, which includes a background check.

2. Each volunteer is required to read and agree to follow the stipulations in this manual regarding Communion Kids Policies and Procedure.
3. There is a Two-Adult rule in place for all classrooms. This means there should *always* be two adults, at least one of whom is a woman, present while children are there. This is to protect the children from the possibility of abuse and to protect the adults from false accusations. If there is a situation in which there is only one adult, the door to the room should be open.
4. If there are last minute volunteers who have not been screened, they will be approved by the supervisor and placed with a volunteer who has had a background check.

### **+Restroom and Diapering**

1. Parents are encouraged to take their toilet-trained child to the restroom prior to dropping him/her off in class.
2. Only women should take children to the restroom. Only volunteer women or the parent of a child may change diapers.
3. All diapers should be checked and changed if necessary before children are picked up.
4. Adults must wash/sanitize their own hands as well as the children's hands after going to the restroom or changing a diaper.

### **+Evacuation**

In case of earthquake:

1. Remain calm and direct children to duck and cover under the tables.
2. Once earthquake has stopped, gather children and lead them to the grassy area.
3. Take roll to ensure all children are accounted for.

In case of fire:

1. Remain calm and gather all children and lead them to the grassy area.
2. Take roll to ensure all children are accounted for.

## [Parent Responsibilities]

### +Alerts and Requests

1. If your child has any allergies or special conditions, please explain them to the volunteer leading your child's class. For allergies, make sure that a note about the allergy has been made during check-in.
2. Alert the volunteers if the child is potty training. Please take potty-trained children to the restroom before dropping them off in class.

### +Items you Bring

1. Label all of your child's belongings, including diaper bags, cups, bottles, pacifiers, etc.
2. Please leave all toys and dolls at home as they can get lost or cause other children to be upset.

### +Check In

1. All parents are required to take their child to the check-in table and affix a name tag on the back of each child.
2. Each parent will keep the sticker with the identical code as their child to be shown at pick up.

### +Pick Up

1. All parents are required to pick up their child immediately at the end of service at their designated classrooms.

### +Evacuation

1. In case of an emergency while the parents are in service, they must follow the evacuation instructions out of the auditorium. Parents flooding the childcare area will cause congestion and prevent the children from being able to safely evacuate the building.
3. All volunteers will be responsible to follow the evacuation plans in their designated areas.

### +Volunteering

1. We encourage parents to volunteer in our classes in the care of their children.

## [Volunteer Responsibilities]

### +Requirements to Serve

1. Each volunteer must be in agreement with the articles of faith for Communion Church (see online at [communionsd.com](http://communionsd.com)).
2. Volunteers must be knowledgeable about and adhere to the policies and procedures as outlined in this manual.
3. Each volunteer is required to complete an application process, which includes an interview and background check.
4. We hold comprehensive trainings to ensure volunteers understand and follow policies and to enable them to nurture our children.
5. Youth volunteers must be at least 13 years old with parent permission.
6. If there are last minute volunteers who have not been screened, they will be approved by the supervisor and placed with a volunteer who has had a background check.

### +Scheduling

1. Volunteers will communicate with the schedule administrator concerning scheduling.
2. Once the schedule is established by the administrator, any changes should be made by switching with another volunteer and notifying the administrator as soon as possible.
3. In case of an emergency that causes the volunteer to be late or absent, it is imperative to call or text the schedule administrator/supervisor.
4. When a volunteer is no longer able to serve, 4 weeks' notice is needed to find a replacement.

### +Arrival and Set up

1. Arrive a minimum of 1 hour before the service begins to pick up your name badge, pray and to set up your classroom
2. Curriculum will be prepared beforehand for you.
3. Materials will be available in the classroom for you to set up.
4. It is the volunteer's responsibility to understand and adequately execute the given program for the day.

### **+Check In Table**

1. If you are assigned to check in that morning, please be ready half an hour before service.
2. Once children are dismissed, please return lap top to its designated spot and place printer and all cords out of view underneath the table.

### **+Class Time**

1. Review the classroom rules with the children every week.
2. Remain in the classroom at all times unless you are taking a child to the restroom.
3. Enjoy your time with the children! We are not babysitting these children, but ministering to them to draw them closer to Jesus.

### **+Appropriate Touch**

1. Volunteers are encouraged to not give forward-facing hugs to children.
2. Side hugs, high-fives and getting down on one knee are more appropriate.
3. Volunteers should not allow children older than 3 years to sit on their laps.
4. No piggy back rides.

### **+Snacks**

1. All children's hands must be washed prior to eating a snack.
2. Before handing out snacks, ensure the children do not have allergies.
3. Children may have snacks only when they are seated.

### **+Pick up and Clean up**

1. At the end of class, children can sit in a circle, line up or help clean as they wait for parent pick up. Children should not be running around.
2. Ensure that all tables, toys and supplies are wiped clean and neatly stored away prior to leaving the room.
3. Return your name badge to the check-in area.

## [Classroom Management Policies]

All Children's Ministry volunteers are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play, worship and interact with each other. This atmosphere should be maintained by preparing before hand, proactively directing children toward acceptable activities, verbally encouraging positive behavior, and when necessary, correcting or redirecting inappropriate behavior.

### +Classroom Rules

1. Obey the teacher
2. Listen
3. Respect others
4. Keep your hands and feet to yourself

### +Help Children

1. Review the classroom rules with the children every week.
2. Have the child repeat what you have asked them to do.
3. Discipline should always be given in love, not anger.

### +Aggressive Behavior

1. Biting, hitting, pushing, scratching, or pulling.
2. Yelling, using threatening language or any other form of disrespectful speech.
3. The child will be removed from the class and the parent will be notified.

### +Discipline Steps

1. Verbal Warning: preferably a whisper to not disturb instruction.
2. Remove and Set Apart: until the child is ready to participate.
3. Inform Parent: child will sit with parent in auditorium.

### +Inappropriate Discipline

1. Spanking, hitting or any other display of physical force towards a child will not be tolerated.
2. Yelling, using threatening language or any other form of disrespectful speech is also inappropriate.
3. If any form of inappropriate discipline is taken by a volunteer, they will be asked to resign from serving with Communion Kids.

### +Preventative Actions

1. Create a loving, caring atmosphere.
2. Focus on positive actions.
3. Be fair and consistent.

## [Volunteer Statement]

- ✓ I declare that I have not engaged in sexual abuse, or a pattern of physical, emotional, or spiritual abuse, or neglect of a child. If I have been the subject of an allegation of a complaint, disciplinary action or dismissal due to such acts, regardless of the outcome of the allegation, I have notified Communion Kids ministry at Communion Church.
- ✓ I understand my responsibility to verbally report abuse and other inappropriate conduct toward a child to my Communion Kids leader to implement Child Safety Procedures.
- ✓ I understand Communion Church takes allegations of child abuse seriously and that abuse in any form will not be tolerated. I understand that Communion Church will cooperate with civil authorities in the investigation of any report of abuse.

I have read the above information in the entirety of this manual.

I agree to observe all church policies regarding working with children.

Name Printed \_\_\_\_\_

Date \_\_\_\_\_

Signature

\_\_\_\_\_

If a minor (not yet 18 years of age):

Parent Name Printed

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

This statement will be kept by the Communion Kids ministry. Thank you!