

Campbellsville Baptist Church

Children's Ministry Policies

Campbellsville Baptist Church is committed to providing a safe and loving environment in which children can grow and to which parents can comfortably entrust their child. The following policies and procedures are put in place to help protect our children and those who are caring for them.

I. SCREENING OF VOLUNTEERS AND PAID STAFF

Church employees and volunteers working with children will be required to complete a confidential application form, be interviewed by an appropriate staff member or members, have references checked, and give written permission for a possible criminal records check. (For full-time staff, the criminal records check is required.)

For details regarding the application, see the Confidential Volunteer Application Form for serving in CBC Children's Ministry.

II. GUIDELINES FOR CHILDREN'S MINISTRY VOLUNTEERS AND EMPLOYEES

A. The Two Adult Rule

Two volunteers/employees are required in any preschool or children's room when an activity or child care is occurring. A person of 13-20 years of age will always work under the supervision of an adult worker age 21 or over. No one under age 13 will serve in the preschool or children's area.

B. Worker Ratios

Provided that the Two Adult Rule is obeyed, the following ratios should also be met:

1 caregiver for every 3 infants/toddlers (birth to 24 months)

1 caregiver for every 7 preschoolers/children (Age 2-12)

C. Name Tags

While on duty, all children's ministry workers must wear a name tag identifying them as leaders.

D. Rest Room & Diapering

It is not always possible for two volunteers/employees to assist preschoolers using the rest room. As such, the volunteer/employee should leave the door slightly ajar, and remain outside the rest room if possible. Children should handle their own clothing as much as possible. If help is needed, bring the child out of the stall. Assist children in the open, while maintaining privacy. This will protect both the worker and the child's personal rights.

We ask that only adult females diaper the infants and toddlers. All diapering must be done at the designated changing table. Other adults should be present.

E. Discipline

The goal of discipline is to help children be able to control their own actions and reactions. The church's role is NOT to punish the child. With proper planning, age-appropriate activities, and clear expectations, the need for correcting children's behavior is reduced. However, when a child exhibits negative behavior, teachers should keep these things in mind:

- NO spanking or any unkind or harsh words should be used at any time.
- Maintain the dignity of all involved. Talk with children individually about problems of misconduct rather than disciplining them in front of the group.
- Redirect behavior. State positively what the child needs to do. ("*You may stand on the floor instead of the chair.*")
- Use the opportunity to teach the child appropriate ways to deal with their emotions.
- If time away from the group is needed, a teacher should attend the child rather than have him sit by himself.
- If a teacher would like assistance, he or she should ask the Children's Minister or supervisor in the area.

F. Appropriate Contact

We believe children are special and should be treated equally. Each child should be greeted warmly with a smile. Workers' actions should demonstrate to the child and the parent that they are welcome and important. Each child should also receive a warm, friendly goodbye.

Child care workers must always use caution in appropriately touching children. Brief hugs, high fives, or a touch on the shoulder are appropriate. It is NOT appropriate to have a child on your lap if there are no other adults present. Again, NO spanking should be used at any time. Use good judgment at all times.

G. Hygiene Practices

Strict hand washing is of utmost importance in the prevention of the spread of infection. Caregivers should wash a child's hands after the child has used the toilet and before eating snacks.

Anyone changing a child's soiled diaper or assisting a child with toilet needs will be required to wear single-use disposable gloves. These gloves are furnished by the church. A new pair of gloves is required for each diaper change. This procedure should be followed in the case of emergency first aid where blood or other body fluids may be present. Any surface which has been potentially contaminated by a body fluid will be cleaned and wiped with a disinfecting solution. There will be adequate disposal of soiled diapers by placing them in containers with lids.

All infants will be placed in clean cribs on clean sheets. Toys will be washed and disinfected after use.

III. SECURITY GUIDELINES

A. As described in the CBC Preschool Department Handbook, the following guidelines apply to the activities and child care for infants through kindergarten.

1. A parent shall register each child at the Greeting Station in the Preschool Hallway on the appropriate sign-in sheet. The parent will receive a Pick-up Card from the Greeter, to be used when picking up the child. The child will receive a sticker nametag to wear during the time at church. Parents must indicate the area(s) in which they can be located in case of emergency.
2. No one other than a designated worker or volunteer is to receive any child. A child cannot be left in a preschool room unless a caregiver is present. We ask that the parent remain with their preschooler until a caregiver arrives and is ready to receive the child.
3. A “Child Information Sheet” is to be completed for each child. This sheet should include any special needs the child may have.
4. Children may be placed in **the nursery only** when a parent or caregiver can be located on the church’s premises. If unable to be located on the premises, appropriate emergency contact numbers must be given when the child is placed in our preschool ministries.
5. Only preschool workers, volunteers, preschoolers and their parents or caregivers should be in the preschool area. For the security of our children, we ask that the preschool hallway not be used as a thoroughfare by the general congregation unless an emergency exists or an accommodation must be made for a physical disability.
6. Doors to preschool rooms are kept closed. Only preschoolers, teachers and caregivers will be allowed in the preschool room. Parents are asked to knock softly on their child’s door. A caregiver will meet the parent at the door both to welcome and to release the child. To minimize separation anxiety, parents are encouraged to say goodbye and promptly leave without entering the room.
7. Visiting families will be given a temporary number on their Pick-Up Card.
8. Church families with preschool children will be given a 2-digit permanent number for their entire tenure in the preschool department. If a parent is needed in the preschool department, a 3-digit number will be displayed on the sanctuary visual paging system. The first number will denote the child’s classroom.

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|-------------|-----|---------------------|-----|
| Bed Babies | 0xx | Creepers & Toddlers | 1xx |
| 2-year olds | 2xx | 3-year olds | 3xx |
| 4-year olds | 4xx | 5-year olds | 5xx |

Example: A family has two children in the preschool department: Jane, age 4 and John, age 2. The family's number is "77". Jane's current number is "477" and John's current number is "277". Next year, Jane's number will be "577", John's will be "377" and the new baby sister, Mary will be "077".

Each parent will be given one tag with their permanent two-digit number which should be affixed to their key-ring.

9. While class visits may be disruptive, parents are free to watch classes through the window panels on the doors if they can do so **unseen** by their child. Parents will be notified immediately if a child seems unduly upset and unable to adjust to the classroom. *(These windows are not to be covered or otherwise blocked so as to obscure view from the hallway. In addition, other rooms that may be used for child care on the Church premises should be equipped with windows allowing view from the outside, or the door will be kept ajar.)*

10. Parents should pick up their children promptly at the close of the service or meeting. We respectfully ask that only one parent enter the preschool area to drop off and pick up the child. Minor siblings will not be permitted to pick up a child.

11. To retrieve their child, parents should knock on the door of the child's room to let the teacher know the parent is ready to pick up the child. The parent must give the teacher the Pick-Up Card and sign-out the child on the appropriate sign-out sheet. We are a growing church and not all of our volunteers know parents personally, nor are they able to make all the connections to place child and parent together. For the safety and security of the child being returned to the proper parent, we consider this to be the best procedure.

B. The following guidelines apply to the activities and child care for children in 1st-4th grade.

1. A parent shall register each child at the Greeting Station in the Children's Ministry Hallway (3rd Floor) on the appropriate sign-in sheet. The parent will receive a Pick-up Card from the Greeter, to be used when picking up the child. The child will receive a nametag to wear during the time at church. Parents must indicate the area(s) in which they can be located in case of emergency.

2. No one other than a designated worker or volunteer is to receive any child. A child cannot be left in a children's ministry room or at an activity until a leader is present. We ask that the parent remain with their child until the appropriate leader arrives and is ready to receive the child.

3. Parents should pick up their children promptly at the close of the service or meeting. Minor siblings will not be permitted to pick up a child.

4. To retrieve their child, parents should knock on the door of the child's room to let the teacher know the parent is ready to pick up the child. The parent must give the teacher the pick-up card and sign-out the child on the appropriate sign-out sheet. We are a

growing church and not all of our volunteers know parents personally, nor are they able to make all the connections to place child and parent together. For the safety and security of the child being returned to the proper parent, we consider this to be the best procedure.

C. Sign in/out is not required for 5th and 6th grade children.

IV. CLOTHING & FEEDING

Parents should label all items such as diaper bags, bottles, toddler cups, extra clothing, blankets, etc. prior to arrival. Parents are expected to provide diapers and wipes for their child.

Each infant/preschooler should bring a complete change of clean clothing, including socks and underwear and place in the child's diaper bag. This is for unexpected accidents during potty training, unforeseen illnesses, etc.

Parents should label baby bottles, prior to arrival, with child's name and time to be given. If powdered baby formula is to be mixed, please provide specific instructions to the staff.

Toddlers may be provided a snack (Goldfish, Teddy Grahams, etc.) during their stay. Parents are asked to notify the staff of any food allergies the child may have.

An area is provided for nursing mothers in the bed babies room.

Personal toys should be left at home unless it is a child's security item.

V. HEALTH CARE & SAFETY

A. Illness

In order to ensure a safe and healthy environment for children, a child should not be brought to church when any of the following exists:

- Fever of 100 degrees or higher (currently or within the previous 24 hours)
- Vomiting or diarrhea
- Any symptom of a known contagious childhood disease
- Sore throat, inflamed mouth
- Croup
- Any unexplained rash
- Any skin infection that has not been treated by a physician
- Pink eye or other eye infection
- Runny nose with yellow or green mucus

After a contagious disease, a child must be free of fever for 24 hours before returning to church. Should a child develop an infectious childhood disease within 48 hours of being present at church, the parent should contact the Minister to Children immediately so that other parents may be informed of this risk.

B. Medication

Volunteers in the preschool/children's areas will not administer any medication.

C. Allergies

Parents should report any allergies to the teacher immediately upon arrival in the preschool/children's area.

D. Special Needs

If a child attending CBC programs has physical, mental, or emotional special needs, the parent needs to contact the Minister to Children so that an Individual Christian Educational Plan (ICEP) can be developed for the child. This will determine if a child needs a special aid, equipment, or environment. It is our desire to blend all children into the regular children's programming, if possible.

E. Equipment Safety

All equipment, including playthings, furniture and classroom equipment will be inspected frequently to insure its safety. Any equipment found to be in need of repair or replacement will be removed from the classroom or play area immediately for necessary repairs or replacement.

F. First Aid & Emergencies

Each parent or caregiver is to provide his/her room location upon check-in (or emergency contact #). In case of an emergency or accident, the utmost caution and care will be used. Teacher and volunteers will take immediate action by contacting the parent or caregiver and applying appropriate first aid immediately. Teachers and volunteers are not responsible for accidents.

If first aid is needed, a kit is located in the preschool supply room on the 1st floor and in the children's supply room on the 3rd floor.

VI. SPECIAL EVENTS

Signed parental consent forms will be required for all out of town or overnight activities, including a medical release form in case of emergency.

Any extra church-related activity planned by a CBC children's volunteer/employee must first be approved by the Minister to Children.

Child care for special events will be coordinated by the Child Care Coordinator, with the approval of the Minister to Children.

VII. CHILD ABUSE DEFINITIONS

As defined by The National Committee for Prevention of Child Abuse:

A. Physical Abuse

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts,

broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage or death.

B. Sexual Abuse

The sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography.

C. Emotional Maltreatment

A pattern of behavior that attacks a child's emotional development and sense of self worth, such as constant criticizing, belittling, insulting or manipulation. Also includes providing no love, support or guidance.

D. Neglect

The failure to provide a child with basic needs including food, clothing, education, shelter and medical care. Also includes abandonment and inadequate supervision.

VIII. REPORTING PROCEDURES

If a volunteer/employee suspects child abuse involving a child in any preschool or children's program at CBC, he/she should follow these steps:

1. Make a verbal and/or written report to the Minister to Children immediately. The volunteer/employee should NOT interview the child. The volunteer/employee should NOT notify any other volunteer or parents. **It is important that all information of the suspected situation be kept in the strictest confidence.**
2. After the suspected case has been reported by the volunteer/employee, the proper steps will be taken by the Minister to Children and/or other church staff to handle the situation.