



# Children's Ministry

## Policy and Procedure Manual (North)

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**Children’s Ministry Policy & Procedure Manual**  
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Creating World Changers  
Training Children · Equipping Parents

## Mission Statement

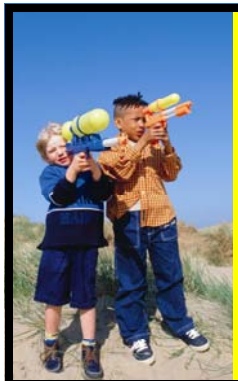
The mission of CFC Kidz Children's Ministry is to provide a safe, fun, and exciting learning environment where kids will discover that God's Word is relevant to their lives today!

### Core values:

- **A Safe Zone.** We exist to provide an environment that is clean, peaceful, age appropriate and also physically, mentally and emotionally safe.
- **A Relationship Zone.** We exist to create an environment where children are loved unconditionally, valued immeasurably, and accepted wholeheartedly.
- **A Bible Zone.** To create a learning environment that is exciting & fun! Kids will discover that God's Word is relevant to their lives and can be applied to how they live every day.

### Our goals are:

- To provide an opportunity for every child to be born again. (John 3:16)
- To have God's Word taught in every class from birth to fifth grade. (Jeremiah 29:13)
- To develop outreach opportunities, both in the church and the community, where the children can use their gifts and talents. (Mark 16:15)
- To develop leaders who can effectively teach the children through diverse means such as creative storytelling, music, drama, performing arts and puppetry. (Ephesians 4:12)



## CFC Kidz Children's Ministry Classroom Policies (North)

The mission of CFC Kidz Children's Ministry is to provide a safe, fun, and exciting learning environment where every child birth-5<sup>th</sup> grade can come to know Jesus Christ as their personal Lord and Savior.

### Core values:

- **A Safe Zone.** We exist to provide an environment that is clean, peaceful, age appropriate and physically, mentally and emotionally safe.
- **A Relationship Zone.** We exist to create an environment where children are loved unconditionally, valued immeasurably, and accepted wholeheartedly.
- **A Bible Zone.** To create a learning environment that is exciting & fun! Kids will discover that God's Word is relevant to their lives and can be applied to how they live every day.

Here are some things that will help our families have a great experience at church.

1. Our adult to child ratio goal is:

Birth-12 months: 1 adult per 3 children

13-24 months: 1 adult per 4 children

2 years old: 1 adult per 5 children

3 years old-5<sup>th</sup> grade: 1 adult per 10 children

**\*\*There must always be a minimum of two unrelated adults per class.\*\***

2. Team Leaders, Service Coordinators or anyone else in a leadership responsibility must have completed the membership class at Christian Faith Center.
3. Parent helpers, who are a part of the co-op, do not need to be members but can only serve in their child's class. They cannot have any leadership responsibilities. They must;
  - a. Attend regularly for 3 months before they fill out an application.
  - b. Must attend a membership class within 6 months to keep volunteer status.
4. Youth Helpers:
  - a. Must be 10-17 years of age.
  - b. Do not need to be a member.
  - c. Cannot hold any leadership responsibilities (without having gone through membership).
  - d. Upon turning 18 they must fill out an adult application and attend a membership class.
5. All team members and staff must wear ID badges at all times. No one is allowed in the classroom without an ID badge.
6. All children must wear a name tag.
7. Every volunteer must have an approved application on file.
8. Every volunteer must have a criminal background check done before they are allowed to serve in a class.
9. Visitors must be approved by a Service Coordinator or Team Leader and wear a guest badge.
10. Children in diapers are changed in a common area where other teaching staff is present.
11. When children are taken to the restroom there will always be two adults present.
12. When children are signed in to their class they will be issued a "Kid Slip".
13. Children, birth-5 years, will be picked up by a parent or sibling at least 16 years old. Whoever picks up the child must present the "Kid Slip".
14. Children, 6 years-5<sup>th</sup> grade, will be signed into their class and picked up by a parent or sibling in 7<sup>th</sup> grade or above. Whoever picks up the child, must present the "Kid Slip".
15. All classes open 45 minutes prior to services starting.
16. To minimize classroom disruptions, and allow teachers to teach the children in our classes, birth-preschool classes will close 15 minutes after service starts.

(Updated February 2009)

## ***Team Assistant Responsibilities***

### ***Prayer:***

Pray daily for our children, teachers, parents and church leaders.

### ***Meetings:***

Please attend meetings scheduled for team leaders and assistants. These meetings help our team stay strong and work in unity.

We encourage our entire team to attend our annual Children's Worker's Conference, Turn Up the Heat.

### ***Helping in the classroom:***

- Arrive one hour before class begins. Ask the Team Leader what they would like you to do.
- Assist the Team Leader in the class in which you are assigned. You may be asked to take a particular responsibility in the class, depending upon what the Team Leader has planned for the day.
- The Team Leader will help you become aware of your role in the class. They will train you on class procedure. The Team Leader will help you become familiar with how a class is run.
- The Team Assistant is responsible to maintain a good atmosphere in the class while the Team Leader is greeting the parents and children.
- Concentrating on having a positive, helpful attitude will do much in having a peaceful, fun time with the children. When speaking with the parents, teachers and children, be positive and look for opportunities to praise what the children have done.
- Please dress neatly in clean, comfortable clothes and maintain good hygiene. No sweat pants, short shorts or cut offs please.
- When class is over (or when directed by the Team Leader) clean the classroom to prepare for the next service or for Christian Faith School use the next day.
- Please stay until all the children have been picked up or when you are released by the Team Leader.
- If you can't keep your scheduled time please check the schedule and replace yourself. Call the Team Coordinator or Service Coordinator and let them know who will be serving for you.

(February 2009)

## Discipline Guidelines and Strategies

This is a guideline meant to help our team leaders create a great learning environment.

### **Guidelines**

1. No adult may inflict any corporal punishment of any kind. This includes; pushing, pulling, punching, hitting, shoving, grabbing, pinching and yelling.
2. Children will be kind and caring towards one another. We understand that at different developmental stages children will, in innocence, hit another child, take a toy, pull hair etc. Discipline measures for these types of issues may be; a time out, removing the child from the situation, talking to the child etc.
3. Any child who repeatedly displays any signs of hurting another child may be asked to miss class for a couple of weeks or their parents may be asked to stay in class with them. Only Children's Ministry staff, Service Coordinators, or Team Leaders may remove a child from their class. An incident report must be filled out and given to the Children's Ministry staff person responsible for that age of ministry.
4. If a child exhibits biting behavior the parent will be asked to remove the child from class until the biting ceases or the child must be accompanied by a parent in his/her class.
5. Weapons of any kind are not permitted. This includes pocket knives.

### **Strategies**

1. Go over classroom rules every service.
2. Catch kids doing something right!
3. Make eye contact and be sure they understand what you expect.
4. Distract the child from the situation of conflict.
5. Warning-try to resolve the situation by talking about it with the child.
6. Time out (in the back of the room-still facing the front).
7. Separate children who are talking and/or messing around in class.
8. Talking to the parent (to be done by the Team Leader or Service Coordinator)
9. Make the Service Coordinator aware of any problems that may be ongoing.
10. When kids make right choices reward them. A hug, a high five, a positive word goes a long way.

## **CFC Kidz Children's Ministry First Aid and Emergency Policies**

Although we cannot prepare for every possible emergency, we can be wise as we prepare for some common occurrences.

All Children's Ministry Volunteers should become familiar with the procedures for simple first aid as well as for dealing with an emergency.

Calling parents from the service to care for a child is done by contacting the Service Coordinator or a Children's Ministry staff member. Emergency medical personnel from the adult service can also be reached by contacting the Service Coordinator or Children's Ministry staff.

### *Simple First Aid*

**Simple First Aid Kits are available on site in these locations:**

**CFC Kidz Nursery-all classrooms**

**CFC Kidz Preschool-in all cabinets in classrooms**

**KidZone (6 Years-5<sup>th</sup> grades)-In the lower drawer of the black filing cabinet in the teacher room.**

- Incident Report Forms need to be completed each time an accident or health issue occurs.
- This form should be completely filled out by the person who treated the child and signed by witnesses.
- Turn in the completed form to the Team Coordinator or Service Coordinator.
- Within 24 hours a follow up call to the parents will be made, by a Children's Ministry staff member or service coordinator, to see how the child is doing.
- A copy of the form will be given to the Children's Pastor and the original filed in the Accident/Incident notebook kept in the Children's Ministry Administrative Assistant's office.

### **Serious Injury:**

1. Should a person or child need immediate medical attention for serious or life threatening injury or condition, call 911 immediately. Give clear and complete information to the 911 operator. Stay on the line as long as they ask you to. Dispatch someone to wait outside to show the medical personnel in.
2. Make sure the Service Coordinator is notified as soon as possible. They will be able to help facilitate the best medical attention for the situation.
3. Call Charles Denton at [206-697-4897](tel:206-697-4897), and notify Security of the situation.
4. The Service Coordinator will:
  - Page the parent by having media put up the child's number on the screens in the sanctuary.

## **Fire:**

In the event of a fire, alarms will sound and all children should be evacuated along assigned routes to safe areas away from the building. Keep children as calm and quiet as possible. Move quickly but do not run or allow children to run.

If you discover a fire:

1. Pull the nearest fire alarm.
2. Calmly inform the Service Coordinator
3. Begin evacuation procedures & wait for further instructions.

All exits are clearly marked and emergency exit routes are shown on wall maps in each room.

## **Evacuation Procedure:**

- Before leaving the classroom, teachers should count all of the children, accounting for all children checked into the classroom.
- Teachers should take check-in sheets along with children to a safe area outside the church. The check out sheets will allow teachers to release children to parent or guardian if needed.
- Station one adult in front of the line and the Team Leader at the end of the line.
- If children are on a bathroom break the adults with them are responsible to get them to the safe place and join their class.
- Once the class arrives at the safe place the teacher must immediately count the children present. If that number is not exactly the same as the number of children taken before leaving the classroom the Service Coordinator should be notified immediately.
- A Christian Faith Center staff member will notify teachers when it is safe to enter the building.
- If we are unable to enter the building again, teachers will need to remain with their children until parents arrive to pick them up.

## **Earthquake:**

1. DUCK or drop down to the floor.
2. Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms.
3. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
4. If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.
5. Evacuate after the earthquake stops following evacuation procedures above.

## **CFC Kidz Children's Ministry Infection Control Policies**

In order to minimize the spread of any infectious diseases within the Children's Ministry and to insure the health and safety of all children and caregivers, we have adopted the following policies and procedures.

How Illnesses are spread:

- Infections such as diarrhea and Hepatitis A are primarily spread by fecal/oral route, meaning that there is a higher spread among children who are in diapers.
- Infections such as serious forms of meningitis, influenza, chicken pox, and most respiratory infections are spread by contact with respiratory secretions.
- Infections such as pink eye, impetigo, scabies, lice, ringworm, and chickenpox are spread by person-to-person contact.
- Fever blisters are spread by contact with saliva.
- Cytomegalovirus, a viral infection often without symptoms in children, is spread through urine and saliva.
- So far as is now known by medical science, Hepatitis B and AIDS are spread by contact with blood (transfusions, across the placenta in the unborn baby, and through the birth process), and intimate contact. There have been no known cases of Hepatitis B or AIDS spread in daycare centers and no documented spread through daily living activities within families.

### **Health Concerns:**

Ill or infectious children will be asked not to participate in the children's services until they are well. To provide a healthy environment in our classrooms we do not accept any children with any of the following symptoms:

- Fever/vomiting/diarrhea (in the past 24 hours)
- Discharge in or around the eyes
- Questionable rash
- Green or yellow runny nose
- Excessive coughing
- Any communicable disease (chicken pox, etc.)
- If a child is being treated with antibiotics, they should have received treatment for at least 24 hours prior to coming to class.

If a child becomes ill while in class contact the Service Coordinator and they will page the parent.

- Page a parent by putting their number on the TV monitor in the main sanctuary using the paging system on the sound booth stage.

Children's Ministry volunteers or staff are not to give or apply any medication (this includes teething gel and diaper rash ointment). If a child needs medication, the parent must administer it. No medication can be left in the child's bag or given to a Children's Ministry volunteer.

**Christian Faith Center  
CFC Kidz Children's Ministry  
Accident/Incident Report**

Date of Accident/Incident: \_\_\_\_\_

Location (where accident/incident took place):  
\_\_\_\_\_

Person's Name (who was involved in an accident/incident):  
\_\_\_\_\_

Age (If child): \_\_\_\_\_ Grade (If Child) \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Parent's Name (If accident/incident involves a child): \_\_\_\_\_

Time accident /incident occurred: \_\_\_\_\_ a.m. or p.m.

Police called? \_\_\_\_\_ Officer: \_\_\_\_\_

Ambulance called? \_\_\_\_\_ Ambulance service used: \_\_\_\_\_

Description of Accident/Incident: (include nature of injury/incident sustained, location of injury/incident and description of physical surroundings where accident/incident occurred)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:	Name	Phone
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_____	_____	_____
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When the injured person or their parents refuse medical attention:

I understand that \_\_\_\_\_ is/am entitled to medical services, but I do not feel it is necessary at this time. I reserve the right to seek medical attention at a later date.

**Please see reverse side for further action taken.**

**Notification of Parents:**

Person Notifying Parent: \_\_\_\_\_

Parent talked to: \_\_\_\_\_

Method of notification: ◇ at church ◇ by phone

Date: \_\_\_\_\_

Information Shared:

**Parental Reaction/Response:**

**Action Taken:** (What action was taken to alleviate possible reoccurrence of accident/incident):

**Date:**

**Action Taken:**

**By Whom:**

**Follow Up: (within 24 hours)**

**Date:**

**Person doing follow up:**

**Current Status: (how is child doing)**

**Parental Status: (how is the parent doing with what happened or what was communicated to them)**

**Action Taken: (share action taken as written above under Notification of Parents)**

If more follow up is required please use another copy of this form and attach to completed accident/incident report.

**Child Abuse Policy**  
*Definition of Child Abuse*

**Physical Abuse:** Infliction of physical injury on a child other than accidental means causing death, disfigurement, skin bruising, impairment of physical or emotional health or loss or impairment of any bodily function.

**Neglect:** Failing to provide food, shelter, clothing, supervision, or health care necessary to a child's health or safety. Also abandonment and inadequate supervision.

**Sexual Abuse:** committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or indirectly through clothing, the genitals, anus, or breasts of a child other than hygiene or child care purposes.

**Emotional Mistreatment:** a pattern of behavior that attacks a child's emotional development of self worth, such as constant criticizing, belittling, insulting, or manipulation; also, providing no love, support or guidance.

**Child Abuse Reporting**

**Mandated Reporters**

Teachers, school administrators, therapists, licensed child care providers, counselors, and anyone else who works with children are required by Washington State Law to report suspected incidences of child abuse and neglect.

**When to Report**

Mandated reporters are required to report to authorities within 48 hours of any instance of child abuse they have "reasonable cause" to believe occurred.

**Legal Responsibility**

Anyone who in good faith makes a report and or gives testimony with regard to possible child abuse or neglect is immune from civil or criminal liability, failure to report can result in a gross misdemeanor charge.

**Procedure for Reporting Suspected Child Abuse**

1. Contact the Service Coordinator and they will contact a member from the Children's Ministry Staff. Please have the child's full name, parent's name, and phone number written down to give to the Service Coordinator or staff member.
2. All allocations are to be kept private and confidential.
3. All suspected or witnessed abuse situations must be recorded on an "Incident Report" form (attached).
4. All allocations and reports will be reviewed by a Pastoral Board made up of associate Pastors Kathy Wilkerson, Corby Hunich, and Jerry McClain.
5. Within 48 hours a member of the Pastoral Board will make contact with Child Protective Services.

**Christian Faith Center Child Abuse Report Documentation**

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Type of abuse: Physical    Neglect    Sexual    Other

Time incident occurred (or was observed): \_\_\_\_\_

Date of incident (or when suspected abuse was noticed) \_\_\_\_\_

Place of incident (or where suspected abuse was noticed): \_\_\_\_\_

Date form was completed: \_\_\_\_\_

Name of staff completing this form: \_\_\_\_\_

Witnesses (include addresses and phone #'s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident (be specific/identity injuries, indicate left or right, condition of child, statements, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is the suspected perpetrator?

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone#:

\_\_\_\_\_

Relationship to victim:

\_\_\_\_\_

Briefly describe steps taken by staff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian names:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone #:

\_\_\_\_\_

Was first aid administered or professional medical treatment needed?

YES      NO

If yes, briefly describe who provided, when, where, etc.

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Child Protective Services Notified? Yes    No

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Child Protective Services Comments & or Instructions:

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Police notified?    Officer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Comments:

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