

CALVARY CHAPEL



Childrens Ministry

ST. PETERSBURG

Ministry Handbook



Policies, Procedures And Guidelines

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The Foundation

Our Mission

It is our mission to introduce children to Jesus Christ and to help them grow in a relationship with Him. We are to be His witnesses. So we share with the children what we have seen and heard about Jesus in our own lives. Also, we share from God's word (II Timothy 3:14-17). God's word is able to train us, equip us, correct us and is able to give wisdom that leads to salvation through faith in Jesus.

Our Goals

- To provide a safe, secure and loving environment for children where parents feel comfortable leaving their child.
- To help each child understand that God is real and that a personal relationship with Him gives meaning to life.
- To aid each child in accepting Jesus Christ and developing a dynamic relationship with Him.
- To provide children the opportunity to participate in worship and ministry.
- To support families in their responsibility for the spiritual nurture and growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister with children.

Ministry Overview

Nursery Ministry

Our nursery ministry consists of development appropriate classes for newborn babies up to two years old. Our nurseries use “Little Blessings”, a curriculum made especially for little ones. The curriculum offers parent take home pages and music CD’s so that parents can continue the fun with their babies throughout each week. The two-year-old classes use creative and fun Bible-based curriculum that is especially designed for little ones on the go. In addition, we offer a Mom’s Room with a video feed of the service for nursing mothers and their babies. Nurseries are offered during all Wednesday, Saturday and Sundays corporate services.

Sunday school

We offer children’s classes for every age from three-year-olds through fifth grade during each weekend service. Children’s classes are limited to Kindergarten and under during the Sunday evening service. Children who attend classes including first through fifth grade will get a complete overview of the Old and New Testaments. We teach the children to ask three questions as they read through God’s word:

1. What does the Bible say?
2. What does the Bible mean?
3. What does God want me to do?

Wednesday Night Classes

Our mid-week Bible study meets on Wednesday nights throughout the year at 7 p.m. We have classes for three-year-olds through fifth grade. Boys and girls meet separately in the fourth and fifth grade classes.

Special Events

We offer a variety of special events for children through out the year. These special events include but are not limited to the following annual events.

- **Vacation Bible School** is a week long day camp for children four-year-olds through graduating fifth graders.
- **Elementary Summer Camp** is a sleep away week long camp for children in third through sixth grade.
- **Holy Land Experience** is a special graduation field trip to the “Holy Land Orlando” for children who are graduating the fifth grade.

Other Children's Ministry Programs

Keepers at Home

Keepers at Home is a program for girls ages 5-15 that teaches God's design for a Christian woman and prepares girls to be helpmeets and mothers. Girls will earn badges for skills in Bible, creativity, homemaking, knowledge, nature, character and recreation. They meet on Mondays at the church.

Boys Scouts of America

Our Boy Scout pack/troop encourages boys (elementary through teens) to develop a right relationship with God and man by teaching biblical values and leadership skills, building self-confidence, and allowing time for fun and fellowship.

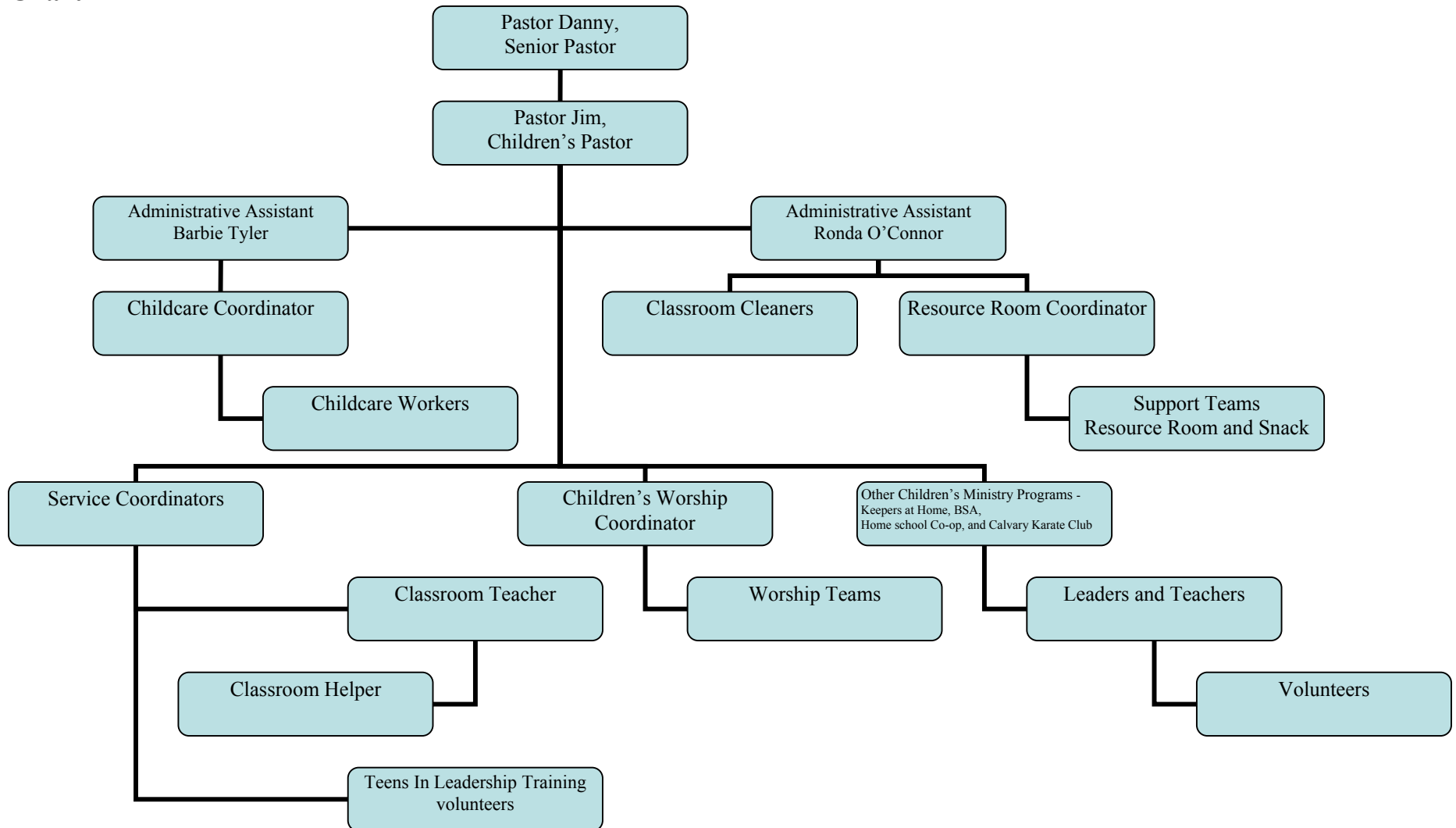
C. H. O. S. E. N. - Home School Co-Op

Our Home School Co-Op offers a variety of academic/enrichment classes for home school children on Friday mornings during their fall and a winter sessions.

Calvary Karate Club

Calvary Karate Club is Christian centered Karate for the whole family. Classes meet on Mondays at the church.

Children's Ministry Structure Chart



Here is a chart of our overall ministry structure within the Children's Ministry. It is helpful if you would direct your ministry questions or concerns to the appropriate leader.

Children's Ministry Structure

Service Coordinator

Your service coordinator supervises all of the various elements of your service. There is a Nursery coordinator, Preschool coordinator and an Elementary coordinator for each service. Call your service coordinator if you have any questions about classroom procedures, curriculum or safety issues. It is also our policy to have teachers call their service coordinator to page a parent out of service.

Resource Team

We have a resource team for each service. The resource team serves the teachers by making copies, delivering supplies and snacks and running general errands so that teachers can stay focused on the children. The resource team maintains curriculum and all of the resources available for the teachers to use to enhance their lessons in the classrooms.

Teachers/ Helpers

We currently have more than 200 adults ministering to more than 700 children each week. Each class is taught by a teaching team of dedicated Christians who share the responsibilities of the class. Our teachers and helpers commit themselves to serve in our classrooms in six-month increments called semesters. Many of our teachers teach year round. This provides our children with stability and consistency in their classes as relationships are built and cultivated. We have two semesters that run from January through June and July through December.

Teens In Leadership Training (T.I.L.T.)

We have an increasing number of teens serving in our classes, too. Our guidelines call for at least a four-year age difference between the teen and the students. The T.I.L.T. volunteers meet every other month to evaluate the Children's Ministry and learn leadership skills, although special training events may be scheduled. The T.I.L.T. meetings are led by teen appointed, teen leaders and are supervised by the Children's Ministry leadership. Teens may graduate from the T.I.L.T. program after completing the training and teaching activities required by the program. T.I.L.T. graduates may teach a Children's Ministry class with an adult helper. All teens who are currently serving or thinking about serving in the Children's Ministry should attend T.I.L.T. meetings on a regular basis. Teens must be either 12-years-old or in the sixth grade to serve in the Children's Ministry.

Appeals

Care should be taken to direct comments, complaints or criticism to the appropriate person, keeping the biblical procedure outlined in Matthew chapter 14 in mind. Never complain about someone to others – that is gossip. Always go directly to the source and seek understanding first, then restoration of the relationship or situation. If you are not satisfied with the response you receive, please feel free to then contact Jim O'Connor, the Children's Pastor or Barbie Tyler, our Children's Ministry Administrative Assistant. We are always open to your ideas, questions, or concerns. Unity does not equal agreeing, it means ministering in love.

Our Child Safety Program – Policies and Procedures

The Gospel of Mark records that when people brought little children to Jesus, he took them in his arms, put his hands on them and blessed them. It is our desire to bring children to Jesus too.

Because we recognize that we are a reflection of God's love to those in our care, we take seriously our responsibility to them. These guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

We view ourselves as partners with parents, seeking to provide quality care and instruction in our children's ministries. All of our guidelines are designed to promote growth in God for each child and adult involved.

Everyone who teaches, helps or cares for the children under the sponsorship of Calvary Chapel St. Petersburg must meet these qualifications and follow these policies and procedures. Our children are God's precious gift to us. It is our desire to provide a safe, fun and loving environment for them to experience God and the joy of learning more about how much He loves them. That is why the leadership of Calvary Chapel St. Petersburg has set up the following guidelines to be followed during corporate services, special childcare and all other programming.

It is our hope that these policies will serve as a guide for those of you caring for our precious children and as an encouragement for the parents leaving their children in our care.

Volunteer Qualifications

- a. All volunteers should be regular attendees of the church for at least six months before being appointed to any leadership positions in the Children's Ministry.
- b. All volunteer workers must be 18 years of age or older unless working under the supervision of an adult who has met the qualifications in these policies.
- c. All volunteers in our children's ministry must have a current signed application on file with the church.

Application Procedures

- a. A Children's Ministry application is available from the ministry information center, the children's ministry resource center, the children's ministry office or can be downloaded from the church website. EVERY volunteer in the children's ministry must complete and turn in a signed application.
TEENS: Must complete a Teens In Leadership Training (T.I.L.T.) commitment form in addition to the ministry application.
- b. **Background Checks:** Security background checks for persons 18 years and older, including a search for criminal history with fingerprinting will be conducted through VECHS and the FBI. The results of the security background checks will be reviewed by the children's pastor and authorized church staff.
- c. **Confidentiality:** All personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. The written results of the security background check initially will be reviewed by the authorized church staff assistant receiving the information and forwarded to the children's pastor for review. After this initial review, if the children's pastor determines that further review should be made, he may consult with the senior pastor to conduct further inquiries as necessary.
- d. **Storage of confidential records:** The church will maintain a secure facility in the church office for all ministry applications and results from the security background checks. Volunteer profiles and background checks may be required to be updated from time to time, but only if the worker is still a current volunteer. Only authorized personnel (see church policy manual) will have access to these files.
- e. Volunteers are reviewed on a regular basis for re-appointment to their current or new positions.
- f. All volunteers must have the approval of the children's pastor before being placed in any position of ministry to children.
- g. Volunteers that are not approved for working with children for one reason or another will be graciously assisted in finding another place of ministry in the church.

Volunteer Identification

- a. All volunteers must wear the appropriate identification whenever serving in our children's ministry. Please make this a high priority.
- b. If you forget or lose your identification, please go to the resource room and request a temporary identification badge.
- c. We will replace your first lost badge free of charge, but may need to charge for replacements after that.
- d. Do not allow unauthorized individuals into your classroom or trust children to their care. Please direct them to your service coordinator.

Ten Standards of Excellence for a Volunteer

1. Christian

Our ultimate goal in the Children's Ministry is to lead kids to Christ and then help them to grow in their Christian life. Therefore, our volunteers should have a personal relationship with Christ themselves! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of the pastors here at Calvary Chapel. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God!

John 3:16 For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

2. Regular

In church attendance and involvement for at least six months. Not only the Children's Ministry functions but also the regular worship services, other church events and /or fellowship groups. **Hebrews 10:25** Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another- and all the more as you see the Day approaching.

3. Encouraging in Speech

Our words should be encouraging, uplifting and positive. There should be no insults, cut-downs, gossip, slander or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

Colossians 4:6 Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

1 Peter 4:11 If anyone speaks, he should do it as one speaking the very words of God.

Ephesians 5:4 Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

Matthew 12:36 But I tell you that men will have to give account on the day of judgement for every careless word they have spoken.

4. An Example of Christian Character

Because workers in our Children's Ministry should be examples and a positive influence on the children they minister to, they should refrain from activities that do not glorify or honor God and in "gray areas" should be sensitive to the convictions of others in both their actions and conversation. In your personal life you should be committed to Bible Study, prayer and Christ-like living.

Titus 2:6-7 Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness.

1 Corinthians 6:19,20 Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

5. Responsible In Leadership

This involves attending meetings and training or communicating when unavailable. This includes not planning events or outings without the knowledge and clearance from the Children's Pastor. Give respect to church procedures by following them.

1 Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers.

6. Faithful in Commitments Made

When you give your word, keep it. If you say you will do something, or be somewhere, follow through on it. If something happens where you can not, then communicate so that those affected can take necessary action.

1 Corinthians 4:2 Now it is required that those who have been given a trust must prove faithful.

Proverbs 28:20 A faithful [volunteer] will be richly blessed.

7. Pure in Relationships

No teacher or volunteer is EVER to be alone with one child, especially in a washroom or outside of a program. ALWAYS have a woman assist girls in the washroom and a man assist boys in the washroom. This is for your own protection as well as the church's and especially for the children. Men should never be alone with one girl in a room. When with girls, men should always leave the door open and sit in view of the doorway. This is not an issue of trust as much as it is common sense and respect for our young women. We are to not only avoid sin, but even the appearance of sin. Men are never to give a girl a ride home without another adult present. Hug pre-teen girls and older from the side.

1 Timothy 5:1,22 Treat younger men as brothers, older women as mothers and younger women as sisters, with absolute purity Keep yourself pure.

Ephesians 5:3 But among you there must not be even a hint of sexual immorality, or of any kind of impurity Because these are improper for God's holy people.

8. Respectful of Authority

In word, action and attitude

Hebrews 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

1 Thessalonians 5:12 Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

9. In Partnership with Parents

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children whom you minister to. Seek their input, listen to their concerns. Never side with a child against a parent or contradict a parent in front of a child. You are **on the parent's** team! If you have a concern about a parent or home situation, talk to the Children's Pastor immediately.

Deuteronomy 6:6,7a These commandments that I give you today are to be upon your hearts. Impress them on your children.

Proverbs 22:6 Train up a child in the way he should go, and when he is old he will not turn from it.

10. Teachable in Spirit

This may be the most important trait of any volunteer who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen we hurt only ourselves and rob ourselves of another chance to grow.

Proverbs 12:15 The way of a fool seems right to him, but a wise man listens to advice.

Proverbs 13:10 Pride only breeds quarrels, but wisdom is found in those who take advice.

Proverbs 19:20 Listen to advice and accept instruction and in the end you will be wise.

Registration Guidelines

The classroom attendance sheet is on a clipboard in your class. Parents are required to write their child's name, paging number, if they will be in a class rather than service and their signature when they drop the child off. Parents/guardians fall into two groups for registration.

Regulars

For most of our regulars, signing in and out is a simple procedure and they are very aware of how it works. If they are a regular and do not know their paging number you can look it up. Under the sign-in sheet on each clipboard we keep an up-to-date alphabetical list of each family and their paging number. If you find their number on the list you write it down on the clipboard.

NOTE: If you are unable to find it on the list, you will need to issue them a temporary paging number for the service (see visitors below). If someone wants a permanent paging number that does not already have one, direct them to the Ministry Information center in the main lobby to get the application. Once this information application has been processed the office will send them a permanent paging number in the mail.

Visitors

You can assign visitors a temporary paging number for the service by giving them a laminated yellow paging card with a number found in your registration cabinet. This number can be used as the paging number for one service. Explain to the parent that this number will be displayed on the screens in the auditorium if their child needs them during the service. Tell them that this number is for one service only and must be returned when they pick up their last child.

NOTE: Always ask if they have more than one child. If they do and they have already received a number from another class, they should use the same number for all of their children. If you are the first drop off point, tell them to show this card to the other teachers so they can also record the paging number. The card may be returned to the last class they are picking a child up from.

Paging System

The purpose of the paging system is to enable us to call parents if a child needs them.

We page parents for three basic reasons.

1. The child is sick (illness) – parent can give care to the child
2. The child is continuously upset, sad or afraid (inconsolable) – parents can comfort the child
3. The child is disruptive and uncontrollable (disobedient) – parents can correct the child

Always consult with your service coordinator to page a parent. To page a parent, a teacher must call the resource room to have the service coordinator come to the classroom. Inform your coordinator of the situation and circumstances. All communications to a parent should go through your coordinator. The service coordinator will determine if a parent needs to be paged or if other actions should be taken. If a parent is paged, the parent will be sent to the classroom. Always have a service coordinator present when talking with a parent. For discipline issues, be sensitive to how and where you talk to the parents and children. Your team should be able to handle the class so that you can go briefly into the hall to talk to the parent.

1. Illness

We have a well-child policy. We do not provide care for ill children. If a child is ill, they should not be accepted into the classroom. If a child is already in the classroom and you notice signs or symptoms of illness, get your coordinator. We may need to page the parent to come and remove the child from the classroom. These guidelines are for the protection of all of our children. If you are uncomfortable enforcing these guidelines, call for your service coordinator.

If you notice a child with any of these symptoms, have your service coordinator make a decision if the child can go into class (preferably before they sign into the classroom):

- Fever or diarrhea within the last 24 hours
- Sneezing, coughing or clear runny nose that is 4 days old or less
- Green or yellowish nasal discharge
- A rash of any unknown or contagious origin

2. Inconsolable

It is normal for a child to be upset when their parent leaves, especially if they are new to our fellowship. It takes some children weeks or even months to fully adjust. If the child cries, the sooner the parent leaves the sooner the child will begin to adjust. If the child is inconsolable for an extended period of time, we may page the parent. Before the child sees the parent, the service coordinator will meet them in the hall to discuss what they would like to do. In some instances, the parent and coordinator may decide that leaving the child in class is the best course of action.

3. Disobedience

Guiding Behavior

Discipline is not meant to be punishment. Instead, it is a time for teaching- the very kind of teaching Jesus did with His disciples. Teaching of this kind is two-fold: first, to immediately stop inappropriate behavior; second, to help the child find another, more appropriate way to behave. Here are some procedures for guiding behavior.

- a. Prevent problems before they occur – the best way to avoid trouble is to stop it before it happens!
- b. Set clear limits. Use the word “no” as little as possible because it does not teach the child appropriate behavior. Instead, give the child information. For example, “We do not bite Timmy.” Save the word “no” for dangerous situations.
- c. Instruct behavior. Briefly describe appropriate actions.
- d. Redirect behavior. Try offering the child another activity.
- e. Offer a choice. When you say, “You may play with the truck or the car. Which one do you want?” you are giving the child a choice.
- f. Acknowledge feelings. Use the words “I see...” often. Show the child that you understand.
- g. Talk through problems. Here is a good example: “Ryan wants the truck. Timmy wants the truck. What can we do? Here is another truck. Which one would you like Ryan?”
- h. If you have tried redirection and talking through the problem without success, then it is time to call in the service coordinator. It is the coordinator’s responsibility to talk with the parents about behavioral issues.

A few tips to keep in mind:

1. Acknowledge a child's good behavior.
2. Talk about the action and not the child's personality.
3. Remember that seventy percent of communication is non-verbal.
4. When addressing a child's behavior, always lower your voice.
5. Realize that a child's behavior may simply be a cry for your attention.
6. Avoid hurrying a child. A hurried child is usually a frustrated child.
7. Pray!

If Misbehavior continues:

1. If the misbehavior continues, the teacher should seek the assistance of a coordinator. The student should be taken just outside the classroom and asked to state the offense and the desired behavior. A warning should be given that if the misbehavior continues the parent will be paged.
2. If after returning to class the student continues to misbehave, the parent should be paged to address the child's behavior. In some instances, the parent may be asked to remove the child from class.
3. Because children have short memories from week to week, it may be necessary to repeat the steps outlined above. Always give the child a 'clean slate' when they return after discipline. Do not hold a grudge; take just as long as last time to discipline.
4. Ultimately a child will not be permitted to disrupt a class continually. In time, and after much positive effort, a child may be removed from a classroom due to misbehavior, but only after the service coordinator and possibly the children's pastor approves this measure. It is a last resort, but it will be used when absolutely necessary.

We are challenged by scripture to keep our standards of discipline high. For that reason we will always tell our parents if we have to speak to a child for disobedience in the classroom. Use the "Words To Live By" chart in the back of this packet to guide yourself in teaching children what God's Word has to say about their behavior. Circle the verse that deals directly with their problem. Quite often older children can show you what they've done. When you and your coordinator talk to the parent after class, do it privately and relate to them the instruction you gave their child from the Word of God. Encourage the child and parents if the child responds well to your instruction. You can give them a "Words To Live By" chart to take home. Be loving to the child and supportive of the parent. They may reinforce what you have said – they may not. Assume that they will and be kind and gentle. If you have an ongoing problem with a child or with the behavior in your class in general, discuss it with your service coordinator and we will arrange to come in and work with you and your class until the problems are worked out.

Never spank or strike a child in your class. Correction is the responsibility and privilege of the parent who should lovingly correct their own children. Never embarrass the child or allow the parent to do so. Do not condemn the child but address the behavior. Remember to point them to the right way. God's word is our guide and our standard: "Train up a child in the way he should go. . ." Proverbs 22

NOTE: If your own child needs such discipline, it is to be done in private, never within a program. Observers may not know it is *your* child.

Sign-out

The final part of registration is sign out. We have parents sign their children in and out so we can be sure that our children are always under someone's care. Children must not leave your classroom unsupervised. **Be careful to make sure that children leave with their proper parent or guardian.** Check to see if the signatures match for sign-in and sign-out. Children will not be released to a sibling or other relative unless it is approved by the service coordinator. If there is any doubt or questions for any reason you **must** get your service coordinator.

NOTE: It is our policy to have children sitting and waiting during check out time. Children should remain seated until dismissed individually, as the teacher is ready, even if the parent or guardian has arrived. Maintain supervision and control during checkout so that all children are properly returned safely. Parents and guardians have been very supportive of this. Let us be consistent in all of our classes.

Classroom Policies and Guidelines

Teacher/student ratios: We will try to maintain the following teacher/student ratios. However at all times there will be a minimum of two adults in a classroom.

Nursery	(0-6 mo.)	- 1:2
	(7-12 mo.)	- 1:3
	(13-23 mo.)	- 1:4
	(2 yr olds)	- 1:5
Preschool	(3-5 yr. olds)	- 1:8
	(Kindergarten)	- 1:10
Elementary	(1 st – 5 th grade)	- 1:15

If the ratio exceeds these limits the class may need to be closed to ensure the safety and quality of the education for each child.

Classrooms and teaching areas should never be locked while in use, with exception of a lockdown or lockdown drill. Lights should remain on at all times unless a video is being played! Please inform your coordinator ahead of time if you are planning to show a video.

Each door of a classroom should have a window. The curtain on the window should remain open while the room is in use, with exception of a lockdown or lockdown drill. Sight lines through the window should remain unobstructed at all times.

Visible Ministry Policy

1. As stated in the standards of excellence, no worker, especially men, are ever to be alone with a child.
2. At least two workers should be present at all times.
3. If a child arrives early, the parent must stay until a second worker is present.
4. Curtains on the windows should remain open or the door open at all times when children are inside with adults.
5. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of an open door or window.

Approved Activities

1. All events or outings involving children from Calvary Chapel St Pete must be cleared through the Children's Pastor even if you do not consider it a "church event". If it involves church children who you work with as a church worker, the leadership MUST be informed.
2. All usage of children's ministry rooms should be approved by the Children's Pastor in advance.
3. Whenever moving children from a classroom, do a head count upon departure and arrival to make sure every child is accounted for.
4. Workers are NEVER to take a child home (child's or worker's) without another adult accompanying them.
5. Never take a child or children outside of the church building or program classroom without prior consent of your coordinator or the Children's Pastor and, in some cases, written permission from the parents. Permission slips are available from the Children's Ministry office.
6. A minimum of two approved adult volunteers is required for any trip or out-of-class activity.
7. When an activity requires travel, all drivers must have a valid driver's license and current automobile insurance. Drivers must be approved through the church prior to driving. The number of persons per car should not exceed the number of working seatbelts. Each driver should have a copy of the activity permission slips for those students riding in his/her car. Emergency contact phone numbers are of primary concern and shall be available to the leaders.
8. When an activity is a local one, it is best if parents arrange their own transportation to and from the activity site. At least 2 adults must stay until the last child is picked up.
9. Overnight Policies
 - a. All overnight events must be accompanied by at least 2 approved, unrelated volunteers.
 - b. All overnight events should be pre-approved by the Children's Pastor.
 - c. There will not be overnight events for children younger than 3rd grade unless it is specifically a parent/child outing.
 - d. At least two supervising adults attending the overnight need to have a ministry application and approval on file.
 - If both male and female students are attending the overnight activity, there must be at least two male and two female-screened adults present. All overnight activities must provide for separate sleeping accommodations for the male and female participants.

Personal Touch/Affection Guidelines

Physical touch and affection is important to a child's physical and emotional development. It is an essential responsibility in nurturing lives. However, there is obvious danger with inappropriate touch or affection either intentionally or inadvertently in a children's ministry. Physical contact with children should be age and developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:

1. All physical affection needs to be in the presence of other workers.
2. Physical touch or affection should be brief in nature, and never on a child's private parts.
3. Preteen and older girls should be hugged from the side.
4. Kids on laps should be sitting on legs, not straddled over adult private parts.
5. Kisses (I.e. on top of head) should be extremely limited and rare and never on lips of a child.
6. When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no embarrassing reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it. Inform your service coordinator of the incident.

Restroom Policies

1. Generally, each preschool and elementary class should plan one bathroom break for the entire class about half-way into the schedule. Preschool classes should use the yellow rope, the “bathroom train”, supplied in the classroom to walk the entire class to the restrooms together. The “bathroom train” goes carefully and quietly through the halls. Have half of the class hold on to each side of the rope to keep the train shorter.
2. If necessary, call the resource team for additional help when taking a class to the restroom. No children should be sent into the restroom unsupervised unless it is a single stall restroom.
3. Preschoolers, age 3-5 can use the same restroom. For older children, while supervising the restroom of the opposite sex, workers may stand at the door and prop it open to supervise and listen for the children.
4. If a child needs to use the restroom after the class bathroom break, the service coordinator should be called to walk the child to the bathroom in the Nursery hallway. We have procedures for the coordinators to be accountable in this situation.
5. When helping a preschooler in the restroom, always leave the door open far enough that other workers can see in. Never shut the restroom door.
6. Do not allow the children to “watch” while another child is using the restroom.
7. Do not send very young children into the restroom with older children. Take them in age appropriate groups.
8. **In bathroom emergencies – 2 year olds and younger** – Use disposable gloves when handling soiled clothing. Soiled clothing should be placed (un-rinsed) in a plastic bag and labeled with the child’s name. **3 year olds and up** – Teacher/helpers may not change the child unless a diaper bag with extra clothes has been given to the teacher. No bag? The parent must be paged. The child, if capable, may change himself if necessary.
9. **DIAPERS:** We do not permit men to change diapers under any circumstances. Diapers must be changed by an adult female worker. Teens that have been approved/ trained by the Nursery Director may change diapers in the presence of an approved/ trained adult worker. **3 year olds and up** – We do not permit volunteers to change diapers for children over 2 years old unless a diaper bag has been left with the teacher. No bag? The parent will be paged if a child over 2 years old needs to be changed.

First Aid and Emergencies

Minor Accidents

1. FIRST AID kits are available in the Resource Room and most of the classrooms (simple kits). Ice packs are also available in the Resource Room first aid kit and in the freezer in the Kids' Kitchen for emergencies.
2. Report any hazardous situations to the leadership immediately and correct the situation if you can do so safely.
3. If a child is injured in any way, please notify your coordinator by calling the resource room. The coordinator will fill out an Incident Report. All injuries, no matter how small, must be reported to the parents. All HEAD INJURIES must be reported! Do not use any other child's name when notifying a parent of an injury.
4. Deal with the incident lovingly and right away. Do not get the parent, the coordinator will decide when and if the parent should be paged. However, DO tell the parent about the injury when they pick up their child and have them sign the incident report, regardless of how minor the injury. If a parent reacts negatively you should inform your coordinator of the situation immediately.

Major Medical Emergencies

In case of serious emergency involving broken bones, convulsions, fainting, unconsciousness or other serious injury, follow these procedures:

- Keep calm and keep children and the injured as calm as possible.
- DO NOT MOVE THE INJURED CHILD.
- Speak calmly, reassuring to the child.
- Call the Resource Room for help.
- The Resource Team will notify the Safety Ministry, Service Coordinator and Medical Personnel On-Call.
- The Safety Ministry or Medical personnel On-Call will determine if 911 will be called after assessing the situation. The Resource Team will call 911 and give the necessary information and directions as needed.
- After Safety ministry has arrived you should help in moving children from the scene of the accident.
- The person in charge (Coordinator) will page the parents and advise them of the condition of the child.
- Safety Ministry, Medical personnel or 911 will give parents additional instructions and refer to the child's parents for details of preference of hospital or doctor.
- In case a child is transported to the hospital, a leader will accompany the child, especially if the parents cannot be located in a timely fashion.
- As soon as possible, the teacher needs to return to his/her class to see that other children remain calm and reassured.
- An incident report should be written as soon as possible with specifics of medical personnel recommendations and name of the hospital where the child was taken.

In Case of Fire or Other Emergencies

Fire/ Fire drills

Fire drills are practiced once each semester during each service. The following procedures should be followed during a fire or fire drill.

FIRE EMERGENCY PROCEEDURES: Elementary and Preschool Classes

- When notified of a fire emergency, have all children line up against the wall by the door.
- Perform a quick head count with sign in sheet.
- Take the registration clipboard with the laminated fire evacuation map and checklist with you.
- With one teacher at the head of the class and one teacher at the end of the class, lead the children outside to the designated “safe zones” (see evacuation map on the wall of classroom or clipboard.)

PRESCHOOL CLASSES: Have the children hold onto the yellow evacuation rope and lead them outside to the designated “safe zones” (see evacuation map on the wall of classroom or clipboard).

- Have all children sit down in a “tight” group.
- Perform a thorough head count, report any missing/added children to your service coordinator.
- At the service coordinators instruction, sign out your children to their parent/guardian.
- Keep the children seated until they are checked out.
- When all children are checked out, report to your service coordinator.

Safe Zone for Elementary: Sidewalk in front of the bus stop on US 19 North.

Safe Zone for Preschool: Furthest South East Corner of East parking lot.

- If this was a drill return to classroom and perform another head count.

FIRE EMERGENCY PROCEEDURES: Nursery Classes

- When notified of a fire emergency, have all children line up against the wall by the door.
- Perform a quick head count with sign in sheet.
- Take the registration clipboard with the laminated fire evacuation map and checklist with you.
- Push the Evacuation cribs or wagons outside of the classroom and load the children into them, volunteers should carry any children that will not fit safely into the cribs or wagons.
- Take the children out of the building and proceed to the “safe zone” (see evacuation map on the wall of classroom or clipboard.)
- Perform a thorough head count, report any missing/added children to your service coordinator.
- At the service coordinators instruction, sign out the children to their parent/guardian.
- Keep the children seated until they are checked out.
- When all children are checked out, report to your service coordinator.

Safe Zone for Nurseries: Furthest North West Corner of front parking lot.

- If this was a drill return to classroom and perform another head count.

FIRE EMERGENCY PROCEEDURES: Resource Room Team

If at any time you see or are made aware of a fire emergency:

- If the fire alarm is not yet sounding, report over the paging system, “FIRE, FIRE, FIRE, in the (say location of fire) EVACUATE THE BUILDING, THIS IS NOT A DRILL.”
- Alert the coordinators via radio about the fire emergency.
- Alert the Safety ministry via the black radio about the fire emergency.
- Take the Resource Room attendance clipboard with you.
- Go to the Nursery wing to assist the service coordinator in the evacuation of the children.
- If the fire alarm is not yet sounding, pull the nearest fire alarm pull station on the way out of the building. This will alert 911 of the emergency.
- If this was a drill help the Nurseries return to their classrooms.

FIRE EMERGENCY PROCEDURES: Service Coordinators

If at anytime you see or are made aware of a Fire Emergency:

- If possible, pull the nearest fire alarm pull station.
- Report via radio “FIRE, FIRE, FIRE, FIRE IN THE (SAY LOCATION)”
- Alert all classrooms in your area of the fire and instruct to evacuate. Make sure the teachers take their clipboards with the registration form attached.
- Check bathrooms in your area to make sure no children are in there.
- Place yourself in the hallway giving instruction for smooth traffic flow.
- Check all classrooms in your area to insure all children are out, including the Mom’s room, Kids’ kitchen and adult classrooms, being the last person out of your area.
- Once your area is clear, leave the building making your way to the “safe zone” for your area.
- Have each teacher do a head count, report any missing children to other service coordinators.
- Oversee the checkout of the children in your area.
- If this was a drill return, report your area as ALL Clear and instruct teachers to return to their classrooms and perform another head count.

Lockdown/ Lockdown drills

A Lockdown is called if there is suspicious activity reported and the situation appears to be unsafe and dangerous for the children in the classrooms. Safety should be notified if a Lockdown is being called. Lockdown drills are practiced once each semester during each service. The following procedures should be followed during a fire or fire drill

LOCK DOWN PROCEDURES: Elementary, Preschool and Nursery Classrooms

If you see an unsafe dangerous situation, or if one is reported to you:

- IMMEDIATELY lock your classroom door.
- Call the Resource Room (ext. 279) to report the situation that you have seen or heard.
- Pull the black-out curtain down over the glass and secure using Velcro straps.
- Leave the classroom lights on.
- Move all children to the back of the room.
- Keep all children as quiet as possible. This is a good time to have a prayer circle.
- Do not open your door under any circumstance. Your door will be opened by the police or the service coordinator.
- If this was a drill, the Resource Room will call “ALL CLEAR” over the intercom. Do not open your door or answer anyone who knocks until you have heard the “ALL CLEAR.”

LOCK DOWN PROCEDURES: Resource Room Team

If you see an unsafe or dangerous situation, or if one is reported to you:

- IMMEDIATELY “ALL PAGE” classrooms and say “LOCK DOWN, LOCK DOWN, LOCK DOWN, THIS IS NOT A DRILL. LOCK DOWN, LOCK DOWN, LOCK DOWN, THIS IS NOT A DRILL”
- Hang up then call 911. Report that we have an intruder and are in lockdown. Give address (8900 US 19 North). Give as much description as possible (i.e. Is he/she armed, description of suspect, location of suspect etc...) Remain on the line with 911 until told to hang up.
- Roll down the metal gate and lock.
- Call Safety Ministry using the Black Motorola radio, and inform them of Lock Down.
- Lock doors entering into the Resource Room. Lock yourself in either RR2 or RR3, or hide under the computer desk. Turn your radio volume down to the lowest hearable level.
- If this was a drill, Call “ALL CLEAR” over the paging system, when all coordinators have reported “ALL CLEAR” via the radio.

LOCK DOWN PROCEDURES: Service Coordinators

If you see an unsafe or dangerous situation (threatening to persons or property), or if one is reported to you:

- IMMEDIATELY YELL “LOCK DOWN, LOCK DOWN, LOCK DOWN”
- Report via the radio to the Resource Room to LOCK DOWN.
- Commence closing/locking all hallway DOUBLE DOORS (check panic bars and levers.)
- Check bathrooms to ensure all children are out.
- Check all classroom doors to insure they are locked, including the Resource room and South Summit.
- Secure yourself in a classroom.
- Turn the radio volume down to the lowest hearable level.
- Call Resource Room via radio to confirm 911 has been called.
- If no response, use a classroom phone to call 9 +911. Give address (**8900 US 19 North**) and location where you are at (i.e. C-14.)
- Stay on the line with 911 until told to hang up.
- If this was a drill, after checking all classrooms to make sure they are locked. Call “ALL CLEAR” over the radio to the resource room.

Policy Exceptions

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this policy, the standards and spirit of this policy shall be recognized as being in force. Exceptions should be cleared with the Children’s Pastor in advance. As soon as an unavoidable or uncorrectable deviation is observed, please notify the Children’s Pastor as soon as possible for your own protection.

Monitoring the Children's Ministry Area

Individual Responsibility. In order to maintain a safe environment for all children and youth, all persons must be aware of their individual responsibility to report any questionable circumstance, observation, admission or situation which endanger or threatens children. All questions or concerns of suspected activity or abuse or harassment by a volunteer should be reported to the children's pastor only. Should the activity of concern involve a paid church employee, the matter may be reported to an associate pastor. Pending the outcome of an investigation, all information pertaining to the alleged incident should be kept confidential. A mere allegation of improper behavior by a volunteer will not be treated as an actual occurrence pending the completion of the investigation and the church will take steps necessary to protect the integrity of the volunteer involved.

1. During services, children are not allowed to wander around the campus. If you see a child who is not in an appropriate place, please approach them or contact a service coordinator. We will take the child to their class or to their parent.
2. If you see an adult wandering around the building, please ask if you can help them find their way. Otherwise, for security purposes, we do not permit people to wander around the children's classes. If they continue to wander around call the Resource Room and inform them of the situation. The Resource Team will inform a service coordinator or Safety Ministry volunteer.
3. Service Coordinators will be available in the hallways to assist teachers, parents, visitors or volunteers as needs arise.

Child Abuse Definitions & Symptoms, Indicator of Abuse

Definitions

Child Abuse	Any mistreatment or neglect of a child that results in harm or injury
Physical	Purposely <i>injuring</i> a child by hitting, biting, shaking, kicking, burning or throwing objects
Emotional	Consistent and/or extreme crushing of a child's spirit with verbal attacks, threats or humiliation.
Sexual	Any sexual activity with a child – whether in the home or by a caretaker, including on the street by a person unknown to the child. The abuser may be an adult, adolescent or another child, provided the child is four years older than the victim.
Neglect	Willingly failing to provide for a child's emotional or physical needs: failing to offer guidance and supervision.

Symptoms, Indicators of Abuse

The following signs and symptoms do not always mean abuse. Repeated incidents of injury combined with behavioral problems, inconsistent stories, etc. are typical indicators a family may need assistance. Fears of a teacher, adult worker or relative, may indicate something unhealthy in the relationship.

Physical	<ul style="list-style-type: none"> Unexplained bruises, welts, broken bones Cuts or scrapes, burns, missing hair Injuries or redness around genitals Injuries at different stages of healing Injury or medical condition that hasn't been properly treated Bodily complaints related to stress-stomach aches, headaches, vomiting without cause Suicidal gestures or self mutilation Substance abuse or eating disorders Appearance may be one of poor grooming and dirty, clothing may be in poor condition or not suited to the weather
Child's Behavior	<ul style="list-style-type: none"> Aggressive or withdrawn behavior-especially as a shift in personality Unusual fears(of certain people, going home, etc,) Craving for attention Running away Fatigue without physical cause and/or depression Lack of concentration, school problems- misbehavior Hunger, begging for food, stealing Frequent tardiness or absence from school Unusual knowledge of sex, explicit language, inappropriate behavior with peers, knowledge beyond developmental age Regression to earlier behaviors such as thumb sucking, bed wetting, etc. Afraid to be alone with certain people or "dingy" with other people Pseudo-mature behavior
Adult's Behavior	<ul style="list-style-type: none"> Harsh punishment of child in public Refer to the child as "difficult", "different" or "bad" Seem unconcerned about the child Give conflicting stories about injuries Become defensive when asked about the child's health Presence of family stressors- loss of job, financial difficulties, marital problems Family history of violence or substance abuse Parents who were physically or sexually abused as children Families in which children or women are seen as possessions; male authoritarian and rigid households; also strongly religious homes in combination with these factors

Children may talk about being abused. Take what they say and any suspicions you have, seriously.

Suspicious Activity/ Reporting Violation or Suspected Abuse

Reporting Alleged Abuse

1. In the event anyone personally witnesses, are informed or suspect an occurrence in a violation of the above, they should report to a service coordinator or the Children's Pastor. They will be asked to complete an Incident Report Form. All efforts at handling the incident should be documented. Anyone witnessing such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child and to protect against physical, emotional or psychological injury to all persons involved.
 - a. All incidents shall be reported immediately to the children's pastor, if available or to the Adult coordinator in charge of the event or activity. The incident must be reported to the Children's Pastor within 24 hours of being made aware of the incident.
 - b. The Children's Pastor will notify the proper civil authorities, as directed by the church leadership.
 - c. The accused should not be confronted until the safety of the child or youth is secured, and only upon advisement by the church leadership.
 - d. A prepared statement to the press and to the congregation should only be made by the Senior Pastor or his representatives as advised by the church attorney. A duly authorized representative of Calvary Chapel St. Petersburg will be responsible for all communication on behalf to the church.
 - e. Personally secure the safety of child, children or youth. Do not leave the child while reporting the incident.
 - f. Do not personally confront the alleged or accused violator of the policy unless imminent injury or damage is present.
 - g. Only the Children's Pastor or another pastor will report the incident to the parents or guardians of the victim(s).
 - h. In the event a child or youth reports alleged abusive conduct, regardless of where the conduct occurred, (at church, offsite church event, or non-church event) the person initially contacted by the child must complete a written Incident Report which should include, as much as possible, the precise wording of the child or youth. This report should immediately be given to the Children's Pastor or another pastor.
2. In the event a child makes an accusation of abuse or neglect occurring in the child's home, the person initially contacted will report to the Children's Pastor for disposition on the matter.

Response to the Accuser

- a. Allegations should be taken seriously and emotional support given to the accuser. The care and safety of the accuser is the first priority.
- b. All efforts should be made to reach out to the accuser and the accuser's family, extending whatever pastoral and professional resources may be needed.

Response to the Accused

- a. Treat the accused with dignity and support. He/she will be relieved of his/her duties until the investigation is finished.
- b. Pastoral and/or professional resources should likewise be extended to the accused.