



“WILD ABOUT KIDZ”

“THE CHURCH KIDZ”

VOLUNTEER POLICY



WILD about KIDZ Policy

As a church nursery we need to make both parents and their children feel welcome, loved, comfortable, and safe. Parents need to see that their child's safety is extremely high on our priority list here at the Church. We have a unique opportunity to be a blessing to those God leads our way, if we have a breakdown in any of the areas mentioned, we jeopardize this amazing opportunity. Your desire to plant God's word in the heart of these children and service in this area is greatly appreciated!

The Nursery:

- Our nursery is only for babies and toddlers: 0-3 years of age.
- The nursery is open for children from 9:45AM till the end of the service.
- A first aid kit is located in the large grey cabinet, snacks and extra supplies can be found in the storage cabinet in 19-36 month room.
- Information sheets about each child are organized by age in a binder per room.
 - *This information is to remain confidential.*
- Children are to remain in the nursery area once they are registered at all times. If you need to take your child out early they will need to remain with you the rest of the service. Too many disruptions in and out of the classroom make it a little more stressful for the other children. **(No exceptions please)**
- The children are only allowed to leave with their parents or those (no siblings) their parents have authorized on each child's registration form to get them. ***If there is any doubt check ID.*** (driver's license)
 - You must also have coinciding ticket
- No children are to be in the nursery area unless they have adult supervision or we as a church are providing childcare during non-service times.
- **Discipline policy:** all though we expect no situations with our children or volunteers this is the process we will follow.
 - Teacher will speak with the child to help them make the right choice and correction within the classroom.
 - Time Out chair will be used on second offense.
 - Teacher, Nursery Coordinator and/or Children's Pastor will bring parent aside after service to discuss situation and to find a solution or plan to the issue at hand. If needed they will get the parent before end of service to help with any discipline needed.
 - Each of the steps above will be followed up with letting the parent know what took place and documentation will be noted in the child's file on the 2nd and 3rd offense for protection of volunteer, church, parent's and child.
 - Our desire is to work with the parent and child to have a win, win result.
 - Document in notebook date of service, your name, and if any incidents occurred; if not document "no incidents".

Our Goal:

- To lead little ones to Christ.
 - Follow classroom format for each age group
- Bless those we meet by encouraging parents, loving on each child, and supporting each other.
 - First impressions are lasting impressions.
 - Familiarize yourself with the parent and child so you have an idea of who is picking the child up after service.
 - Acknowledge (eye contact and get up to meet) the parent when they drop off their children and make sure they have registered or signed in at desk.
 - Remind them to sign their child out, too.
 - ALWAYS remember we are a family and we love our new people with the love of the Father

ALL Children's Ministry Volunteers:

- We need you to be consistent, dependable, and on time.
 - *(arrive at 9:30)*
- *First aid is located in cabinet next to the check-in station.*
- Should you not be able to cover your time please find a replacement to switch Sundays.
 - *(contact the Nursery, Preschool or Children's CH Coordinator regarding any changes)*
- The ratio for child to worker is **3 to 1** for the WAK program, **4 to 1** for the Preschool, and **15 to 1** in Children's Church.
- Please make sure to change each child prior to parent picking them up if not dry and wash their face and hands.
- It is routine for a background check to be done on anyone serving in the Children's Ministry.
 - *(Regardless of age, sex, or affiliation with our church).*
- Assistants or anyone working under the age of 18 must always be accompanied by an adult.
- Pray individually for the children as they are playing and for the other caregivers as you work together.
- Your children, children of volunteers, are not to enter the nursery or children's area during your day of service.
 - *~While this may not seem like an issue for us, for would be visitors who do not know our children, it can be a concern for them. In order to head off any potential problems or health risks, we require that the WAK area be maintained designated for the babies and toddlers who are 0- 3 years old only.*
- Be sure to communicate (smile) with parents as they drop off and pick up their children.
- Be professional.
 - Dress code: comfortable clothes, no low cut tops or tight fitting clothing, comfortable shoes, no bare feet please
 - Work area-Room:
 - Clean beds, changing table, and toys.
 - Wash your hands often, especially before and after diaper changes.
 - Keep parent and child information confidential.
- Do not leave children unattended, under any circumstances.
- **Document any injuries and/or accidents. Blank forms for this are on the wall in holder with the information sheets.**
 - Give copy of form to parent
 - Place original in the accident binder or give to your group coordinator.
- It is important that you follow and enforce the sickness policy.
 - *Even if you have to turn away children when they are being dropped off.*
- Discipline issues are to be recorded in the notebook on the wall
 - We must have a date for each Sunday or event worked even if no issues are present.
 - Example: 7-8-15 – No issues
 - 7-15-15 – issue /document circumstances, talked with parent and/or coordinator then sign off by all parties
- When working as a volunteer (teacher or helper) you are not to leave your area until all children have been accounted for and picked up after service.
 - Please empty trash and place bag outside door
 - Put all chairs on top of tables if able to help our cleaning crew.
 - Make sure any food is picked up from floor or tables.
- Report any issues to the your group coordinator for the day.



3, 4, 5 yr. old Preschool Policy

(6 year olds allowed staying in preschool class at discretion of teacher)

- Must be potty trained.
- Must be able to sit in a structured classroom setting. (sit for at least 5 minutes for each activity)
- If a child wants to go into service with parent after class has started, they must remain with parent. (we will not be able to allow in and out of classroom)
- Please take your child to the bathroom prior to class starting.
- Nursery sick and discipline policy applies to preschool class as well.
- Registration form must be filled out on each child.
- Please check your child in prior to service starting and out upon leaving.
- No child will be allowed to leave with anyone other than those listed on the registration form and/or parent.
 - You must also have coinciding ticket.
- **Discipline policy**: all though we expect no situations with our children or volunteers this is the process we will follow.
 - Teacher will speak with the child to help them make the right choice and correction within the classroom.
 - Time Out chair will be used on second offense.
 - Teacher, Nursery Coordinator and/or Children's Pastor will bring parent aside after service to discuss situation and to find a solution or plan to the issue at hand. If needed they will get the parent before end of service to help with any discipline needed.
 - Each of the steps above will be followed up with letting the parent know what took place and documentation will be noted in the child's file on the 2nd and 3rd offense for protection of volunteer, church, parent's and child.
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1st – 6th GRADE STUDENTS

- No cell phones, ipods or any electronic device is allowed.
- If a child wants to go into service with parent after class has started, they must remain with parent. (we will not be able to allow in and out of classroom)
- Please take your child to the bathroom prior to class starting.
- Nursery sick and discipline policy applies to the Church Kidz class as well.
- Registration form must be filled out on each child.
- Please check your child in prior to service starting and out upon leaving.
- No child will be allowed to leave with anyone other than those listed on the registration form and/or parent.
 - You must also have coinciding ticket
- **Discipline policy:** all though we expect no situations with our children or volunteers this is the process we will follow.
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Oops, I had an Accident!!

Child's Last Name: _____ First Name: _____ M. _____

Teacher's Last Name: _____ First Name: _____ M. _____

Assistant Last Name: _____ First Name: _____ M. _____

(This is the teacher facilitating the class and the helper)

Date of Accident: _____ Time of Accident: _____ AM/PM

Location of Accident: _____

What happened: (be specific/details, time/date when you discussed & who is present)

Witness Signature

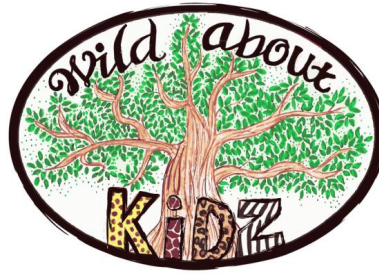
Date

Witness Signature

Date

Parents Signature

Date



WILD ABOUT KIDZ and THE CHURCH KIDZ Agreement

Please **circle one** you are agreeing to: (one agreement per child and per volunteer)

Parent Agreement or **Volunteer Agreement**

I agree to follow and abide by all of the policies and procedures set by the Church at Mountain Home, Inc. for the “WILD about KIDZ” and “the Church KIDZ” areas. This is to maintain the spiritual and physical wellbeing of each child in its care.

Signed: _____

Print Name: _____

Witnessed: _____

Date: _____

Email: _____

