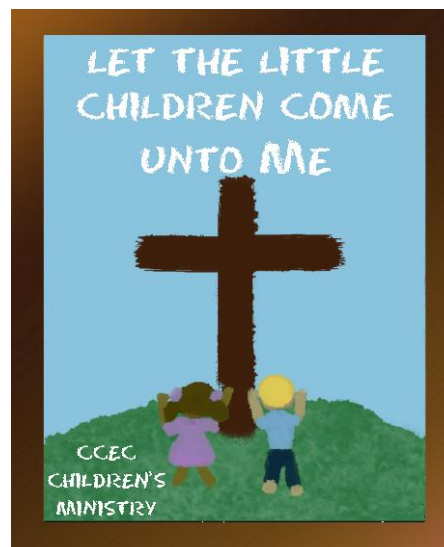


Calvary Chapel Cajon

Children's Ministry

Policies and Procedure Manual 2011

"...from childhood you have known the Holy Scriptures..."
2 Timothy 3:15



Welcome to Children's Ministry!

Mission Statement

We are dedicated to teaching children the "Word of God" in a safe and nurturing environment, encouraging them in the "Worship of God" through an intimate relationship with Jesus Christ, and preparing them to live a life committed to the "Work of God" through lives of obedience, evangelism, and service to others.

Calvary Chapel Cajon

Children's Ministry

Policy and Procedure Manual 2011

A safe, nurturing environment for the children is essential in ministering to the families of our church. Just following these policies won't guarantee a trouble free classroom, but we can't be effective without them. These policies are given to help protect you just as much as the children!

Children's Ministry Screening Process

Anyone serving in the Children's Ministry at Calvary Chapel El Cajon in any capacity is required to go through the following screening process. This process is designed with the safety of our children at the highest priority. It includes:

1. An active Ministry Application and Children's Ministry questionnaire must be on file and approved.
2. Applicant must attend Calvary Chapel El Cajon at least 6 months.
3. A Background check will be done through the Department of Justice.
4. The Policy and Procedure Document read and signed.

Personal Responsibilities

Church Attendance

Your spiritual well-being is of great importance to us. We cannot let serving take priority over worship and growing in the Lord. The horizontal will only be as strong as the vertical. Serving is to be an expression of our relationship with the Lord, not the basis for it. In order to minister to others, we must first be fed and ministered to ourselves. Also, it is a good witness to our students when they see us put a priority on our personal walk with the Lord through church attendance. Therefore, we require that you attend at least one weekly service on Sunday or Wednesday. We understand that vacations, illnesses, etc, will occasionally interrupt this.

Staff Prayer

We have the privilege of coming before the Lord in prayer each week before we minister to His Kids. We ask that all children's staff make it a priority to join the staff prayer 30 minutes before the service begins.

Sunday 1st Service at 8:00 A.M. Room 15

Sunday 2nd Service at 10:10 A.M. Room 13

Wednesday Calvary Kidz at 6:00 P.M. Room 13

Absences

Please remember you are a vital part of this ministry, but we do understand that you will be sick and/or need days off for vacation etc. If you know you are going to be absent, **please contact us as soon as possible**. All volunteers will be given the Children's Ministry Director's home phone number, cell number, and email address. If you are not here, we need to find a replacement as soon as possible.

Children's Ministry Meetings/Trainings

We ask that all children's staff attend a monthly meeting held the last Sunday of each month right after second service. This time together includes prayer, review of procedures if needed, and a short training session. These trainings will include subjects such as discipline, preparing lessons, how to lead a child to Christ, review games, etc. Volunteers are also strongly encouraged to attend a yearly Children's Ministry Conference.

Dress Code Standard

Volunteers need to dress modestly while working with the children. Because this ministry involves bending over, picking children up, raising our hands above our heads, and sitting on the floor, it is important that we are mindful of how we dress. We need to refrain from types of attire that would draw attention to our bodies.

- Ladies: No short skirts or shorts. No low cut shirts. No stomach showing when you raise your arms, no spaghetti strap shirts, no low cut tops, no tight clothing.
- Guys: No underwear showing or t-shirts with writing that does not glorify God.

Responsibilities of the Teacher and Aide **Preschool - 5th Grade**

The teacher and the aide should be a **teaching team**. Although one will have the primary responsibility of presenting the lesson, you should work together and communicate with each other so you have the same goals and objectives for your class.

Responsibilities of the Teacher (Preschool - 5th Grade)

Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the Word of truth.

2 Timothy 2:15

- **Prepare to teach:** Each teacher will be given a prescribed curriculum for the grade level they are teaching. You have the responsibility to prepare, study, pray, and allow the Lord plenty of time to lead you in the scriptures to what He wants you to share with the children.
- **Prepare the classroom environment:** Your room should be cheerful, clean, and welcoming. Use the bulletin boards to display the children's work or decorate with bright and colorful Biblical themes.
- **Teaching:** You are the leader of the classroom. Your teaching will consist of a monthly memory verse and a Bible lesson. You may add games or crafts that help supplement the lesson. Work with your assistant to help prepare crafts, object lessons, or games beforehand.
- **Prayer:** Pray with the children during class as well as throughout the week for them and their families.
- **Communication with Parents:** Take time to meet the parents and speak with them. Let them know that their child is important to you.
- **Clean-up:** Make sure all scraps of paper and food are cleaned up. Be careful not to have a catch-all area with odds and ends of things stacked up. **IT IS IMPORTANT TO CLEAN YOUR ROOM AFTER CLASS TIME IS OVER SO THAT THE ROOM IS IN ORDER FOR THE CLASS THAT IS FOLLOWING YOURS.** Remember we do share these rooms with other ministries and need to leave them tidy for them.

Responsibilities of the Aide (Preschool-5th Grade)

- **Check-in Notebook:** The aides are responsible for getting the check-in sheet notebook. They greet the children and parents at the door, making sure the parents sign in properly and receive a parent claim tag. They also make sure children are signed out at the end of class and that claim tags are returned.
- **Walkie-talkie:** Aides will also get walkie-talkies for the classroom. They will call the Service coordinator for any needs.
- **Snacks:** Aides will bring snack and a drink to class and return extras to the resource room. Snacks are provided in the resource room. **NO PEANUTS OR SNACKS WITH PEANUTS ARE TO BE GIVEN TO THE CHILDREN.**

- **Nametags:** Aides will be in charge of each child receiving and wearing a name tag.
- **Help maintain classroom control:** The aide should take care of interruptions so that the teacher can continue with the lesson (i.e. disruptions, discipline, illness, sad or frightened children). Without help in this area, a teacher can not effectively teach the class.
- **Prayer:** Pray for the children and teacher during class as well as throughout the week.
- **Clean-up:** Make sure all scraps of paper and food are cleaned up. Be careful not to have a catch-all area with odds and ends of things stacked up. **IT IS IMPORTANT TO CLEAN YOUR ROOM AFTER CLASS TIME IS OVER SO THAT THE ROOM IS IN ORDER FOR THE CLASS THAT IS FOLLOWING YOURS.** Remember we do share these rooms with other ministries and need to leave them tidy for them.

Responsibilities of the Youth Worker

- Be on time to the place where you are ministering.
- If working in a class, arrive 15 minutes before check in begins to help set up and remain in class until all the children are checked out and the entire area has been cleaned up.
- Remain in your assigned area throughout the service unless otherwise directed.
- Look for ways to help the teachers and kids in the class - think: what do they need?
- You must attend at least one service WEEKLY where you are being taught at your level (Jr. High or High School classes)
- You must let your classroom leader, as well as the Children's Ministry Director, know as soon as possible if you are not able to serve on a day that you are scheduled.
- Your responsibility is to serve the children. Do not use this time to hang out with other youth workers or use your cell phones.
- Make sure that you are not being a distraction to others.
- Be respectful and helpful to the adults in charge. You are there to serve them as well as the kids.
- You are not allowed to escort children or help them in the bathroom.
- When you are with children during a service, you should be in the company of two adult workers at all times. No Children's Ministry Worker should ever be alone with a child or children!

Please Remember, now that you are in a place of serving the Lord you are an example to those around you. Others should see Jesus reflected in you as you serve our Lord.

Responsibilities of Nursery Workers (see pages 10-13)

Classroom Procedures

1. Be Prepared!

Please arrive at least 30-40 minutes prior to the service to participate in prayer, prepare your classroom, and to be ready to greet your children 15 minutes before the class begins.

Name badge

Wear the photo name badge provided for you. If you do not have a name badge or you have lost yours please contact the Children's Ministry Director ASAP to receive one.

2. Checking Children In & Out

A video of the proper way to sign children in and out of the classroom is available on our website (www.ccelcajon.com) under Children's Ministry. You may also contact the Children's Ministry Director to view the video at the church. All volunteers are strongly urged to view this video so that we are all using the same procedures for the safety of the children.

CHECK-IN

- Children ages babies through 5th grade are to be checked in and out by their parent(s) or responsible adult.
- Greet parent and child(ren) warmly. Use their name as much as possible. Instruct parents to sign in their child's first and last name on the Sign In sheet. (Children are not allowed to sign themselves in.)
- The parent will then sign in their first and last name.
- The parent fills in the child's birth date.
- The parent fills in their phone number where they can be reached at that time.
- Ask the parent if there are any special instructions, such as: allergies, or if another adult will be picking them up.
- The parent will then receive a numbered claim tag according to the number they signed in on.
- Once the child is signed in, they must remain in the classroom.

- The child receives a nametag at the time of check in. The children must wear their nametag throughout the class time for safety reasons.
- Children in the Nursery need a name tag on their back, diaper bag, and bottle/cup.
- Restroom use- Encourage parents to take their children to the restroom before they are checked into class.

DO NOT CHECK IN CHILDREN IF 2 ADULT VOLUNTEERS ARE NOT IN CLASS.

CHECK-OUT

- If the classroom door is closed please open the door when you see the 1st parent arrive. (K-5th)
- Parents come to the table, one at a time and write their signature in the "out" column.
- They turn in their claim tag to you; please check that the number matches the number on the sign-in sheet.
- You will then call the child to the table.
- Nursery workers need to keep the bottom half of the door closed during check-out time.
- All other children are to remain with the teacher until they are called to leave.
- **DO NOT allow a child to leave with any person that does not have the parent claim tag.** Politely let the person know that for safety reasons, you cannot release the child without the claim tag. If there is a problem, politely and discreetly contact the Children's Ministry Director using your walkie-talkie.

3. Guideline for Discipline

NO TEACHER OR AIDE WILL EVER, UNDER ANY CIRCUMSTANCES, SPANK A CHILD! If there is ever an issue that you feel requires parental involvement, please bring it to your Children's Ministry director's attention before speaking with the parents.

- Discipline is training or teaching children the limits of proper behavior and to practically implement God's commands in their lives. Discipline helps children to respect others and appreciate orderliness. It must begin with love. Earn the respect of your children by showing care, love, and interest. Discipline actions and behavior, not the child's character. Be consistent; don't let things slide.
- State the classroom rules at the beginning of each class time so each child knows what is expected of him. Make rules simple and few, such as:
 1. One person speaks at a time

2. Keep your hands and feet to yourself
 3. Use kind words and actions with each other.
- If a child absolutely refuses to cooperate, deal with him individually. Remain calm, speak kindly, but be firm. You meet a child's need for security and stability by establishing and enforcing rules.
 - Fighting Procedures

Most fights begin with a conflict and escalate over time. It is the responsibility of the children's ministry team to be aware of the conflict and to prevent escalation. When conflict between two children is recognized, the children's ministry team member should:

 1. Verbally intervene and encourage cooperation and gentleness. If possible, the source of the conflict must be removed or solved. After this intervention, the team member must continue to observe and monitor the situation.
 2. If the conflict continues after the initial attempt at intervention, the team member must separate the two children who are at conflict. It is vital that both children are moved to different areas to prevent the appearance of "picking on" one child over the other. The team member must continue to supervise the two children after separation.
 3. If the conflict continues to escalate, even after separation, the teacher must contact the children's director. Depending on the severity of the fight, the parents will either be notified immediately, or following the service. The director will be the one to communicate the incident. The parents will be given a copy of the Incident Report Form filled out by the children's ministry team member involved.

4. Bathroom Procedure

- **Please note:** If you only have 2 adults in your classroom both adults must stay with the children in the classroom. Use the walkie talkie provided to contact the Service Coordinator who will come to your class to pick up the child with another adult. If there is not an adult available, the 2 adults must take the entire class to the bathroom, making sure that both adults are in view of each other and that no children are together, alone without an adult having eyes on them.
- **REMEMBER AN ADULT IS NEVER TO BE ALONE AT ANY TIME WITH A CHILD. IT IS FOR YOUR PROTECTION AS MUCH IT IS FOR THE CHILD'S PROTECTION.**

- When a child needs to use the restroom the following procedure must be followed each time. Two adults must accompany a child to the restroom. Upon arriving at the restroom the adult of the same gender must go into the bathroom before the child to see if there is anyone else in the bathroom. If the bathroom is empty, the child may be in the bathroom alone.
- If there is another person in the bathroom the adult of the same gender must prop the door open to be available to observe the activity in the bathroom.
- Once the child has finished, both adults walk the child back to the classroom.

5. Worship Time

- Worship for K - 5th grade is altogether. Children begin lining up for worship 5 minutes before worship begins. Each class should be in the designated worship area and ready for worship at 8:35 A.M. for first service, and 10:35 A.M. for second service.
- Bring your class' Sign In Notebook and Claim tags with you to worship for those checking into class late. Don't forget to take your Sign in Notebook back to class after worship.
- You will need to count the number of children prior to leaving for worship. Make sure that the number corresponds to the amount on the Sign In sheet. You will want to recheck the number of children in your class immediately following worship before returning to the classroom. Take into account that additional children may have been signed in during worship.
- Be an example! The children will be watching to see if you are participating in worship. Participate in the songs including hand motions. Sit with your children and let them see your excitement to worship the Lord. The greatest lessons taught are often through example. During worship it is also your responsibility to supervise your class. Please keep an eye out for children who are disrupting others. Intervene and separate children if necessary.

6. Walkie Talkies

- Each classroom has been provided with a walkie talkie to enable you to connect with the Service Coordinator. The Service Coordinator is there to assist you in any way needed, Please do not hesitate to use the walkie talkies as needed.

7. Accident Reports

- If a child is somehow injured during your class time you must fill out an Accident Report Form. Accident Report Forms are in a labeled blue folder in each classroom. There are also Accident Report Forms in the back of your class' Sign in Notebook. If it is minor injury, fill out the Accident Report and place it on the Sign-In clipboard. Also please notify the parents of any physical complaint or injury a child may have.
- If an injury is of a more serious nature, contact the Service Coordinator immediately by using your walkie talkie. Accident Reports must also be completed for Serious Injuries.

8. Holiday Policy

- **Halloween:** It is our policy at Calvary Chapel of El Cajon to do as much as we can to counteract or at least downplay Halloween. In keeping with this, we do not allow any use of the symbols associated with Halloween, including jack-o-lanterns, witches, ghosts, goblins, black cats, or scary scenes.
- **Christmas:** We are committed to remember the Birth of Jesus at Christmas time. Our desire is to protect our children from the commercialism that envelops this season. We understand that families celebrate this holiday in different ways as it relates to Santa Claus, etc. Based on this concern, we feel that pictures, prizes or others uses of Santa Claus should not occur in our classrooms here. We should always emphasize the birth of Christ and what that means to us above any "seasonal" ideas.
- **Easter:** Because of the supreme importance of the resurrection of Jesus to our faith, the distraction of the Easter Bunny is a hindrance to the spiritual education for our children. We want to give full attention to our Lord's resurrection by not incorporating bunnies, eggs, or "Easter" candy into any lesson or craft time.

Responsibilities of the Nursery Worker

Infants and Toddlers

A healthy and safe environment for babies and toddlers is essential in ministering to the families of our church. Our goal is to provide a safe and secure atmosphere for the babies so that the parents will feel comfortable during service. Adhering to the following guidelines will help us to have a nursery that is a blessing, first to the Lord and then to the parents and the children.

A. Room Safety and Cleanliness

Cleanliness and safety are critical in having an effective nursery. One of the greatest concerns for any parent will be the protection of their child, especially in a room where most of the children are putting things into their mouths and spreading germs. It is very important that we maintain the rooms in the best possible condition. The following are steps to take before, during, and after your session.

When you arrive:

1. Look at your room from the viewpoint of the parents you are serving. Ask yourself the question, "If I were brand new to this church and bringing my 3 month old child here, would I feel comfortable?" Then look for anything that might need attention.
2. Is everything straightened?
3. Are all the toys cleaned and disinfected?
4. Are there any broken or inappropriate toys for babies or toddlers?
5. Are all toys large enough so they can't be swallowed?
6. Are there fresh sheets on the crib mattresses and changing table?
7. Do a quick safety check, checking for sharp objects on the floor, etc.
8. Are there any potentially dangerous objects on the floor or counters: pins, buttons, coins, hot beverages, etc?
9. Are there pieces of furniture that the children can climb on near a counter or door that can be potentially dangerous?
10. Are all cleaning supplies put away in a safe place?
11. The Child Safety Locks are to be in place and locked at all times.
12. Is your check-in notebook open and ready for parents to sign in? Are there enough name tags for children and their belongings? (See page 6 for Check-in and Check-out procedures)
13. Do you have snack that is appropriate for babies and toddlers? Only Cheerios, fish crackers, or animal crackers are used for snacks in the Nursery. **Absolutely no peanuts may be given to the children. Do not bring in peanuts for yourself to snack on while you are in the nursery.**

During your service time:

1. No children over the age of one will be allowed in the Nursery. Youth who desire to serve must complete the youth application and be approved by the Children's Ministry Director.
2. Youth workers are allowed to hold babies only when sitting down. They may not walk around with a baby in their arms.

After your service time:

1. Change any crib sheets and changing table sheets. Place used sheets in the linen bin or bag provided. They will be washed periodically.
2. Clean and disinfect with alcohol all of the toys that were used.
3. Wipe down the table, cribs, and changing table area if used with antibacterial cleaner.

B. Nursery Procedures

1. Always wear your photo nametag.
2. Greet the parents with a smile and excitement to see their child.
3. Have the parents sign the child in following the procedures on page 6.
4. Assist the parents as they sign their child in by receiving the belongings and labeling them.
5. Fill out 3 labels per baby; one for the baby, one for the diaper bag, and another for their bottle or cup. The diaper bag is to be hung from white rack.
6. Get parental permission to give food or drink.
7. As the parents are leaving, distract the child by talking to them.
8. All infants/toddlers should be changed at least once during the service, but do not disturb sleeping babies.
9. Throughout the service interact with the children. Use the storybooks, music, and activities available in the room.
10. **Remember**, this is a time to minister to the infants and toddlers not to just baby-sit or visit with others.
11. Only return infants to the parent who signed them in. Contact the Children's Director if there is a problem. The safety of the child is the number one priority.

C. Changing Diapers

Please use the following steps when changing diapers. You may use the diapers provided by the parents or the disposable diapers available in your room. Please change each child at least once during your session. This will be a blessing to the parents.

NOTE: FOR SECURITY REASONS, ONLY WOMEN WILL BE ALLOWED TO CHANGE DIAPERS AT ANY TIME. MEN AND YOUTH WORKERS ARE NOT TO CHANGE DIAPERS AT ANY TIME.

Steps to changing diapers:

1. Collect all of the necessary supplies (gloves, clean diaper, plastic bag, baby wipes, etc.)
2. Wash hands and put on gloves.

3. Talk with the child about what you are going to do.
4. Place a clean paper liner on the changing table.
5. Place the child on the clean changing table. **Never turn away from the child while on the changing table.**
6. Remove the wet or soiled diaper. Place in a plastic bag.
7. Use a moist baby wipe to clean the diaper area, wiping from the front to the back. Place the used baby wipe in the plastic bag that contains the soiled diaper. Close and knot the bag and place in wastebasket.
8. Put a clean diaper on the child and remove the child from the changing table.
9. Throw away the liner and clean the table with disinfectant and wipe with a paper towel.
10. Remove gloves and dump in wastebasket.
11. Wash hands thoroughly using soap and water.

D. Hand Washing

To keep germs to a minimum it is important to frequently wash your hands. A sink is provided in each of the Nursery classrooms.

Appropriate times to wash your hands are:

1. When you first arrive
2. Before handling food or bottles
3. After using the restroom
4. After changing each child's diaper
5. After contact with any child's bodily fluids
6. After wiping noses
7. After cleaning up, before leaving

E. Well Baby Policy

In order to prevent the spread of disease causing germs, only well babies will be accepted in the nursery. Please do a quick check of the child as they are checked in to ensure that there are no signs of obvious illness. If there are signs, **DO NOT CHECK THE CHILD IN.** If you need assistance with the parents, contact the Children's Ministry Director to assist you.

Our well baby policy will be posted outside the Nursery for the parents to see.

The following is our policy for babies/toddlers:

- If a child has experienced any of the following symptoms in the past 48 hours we will ask the parent to not check in their child. This includes:
 1. Fever

2. Vomiting
3. Discharge around the eyes
4. Runny nose other than clear due to teething or allergies
5. Excessive coughing
6. Diarrhea, questionable rash, and communicable diseases

Some parents will have children showing some symptoms and say that their child has been on antibiotics. We require that children be on antibiotics for at least 48 hours and currently symptom free. We encourage you to use discernment.

Here is an example: A child is taken to a physician on Friday and prescribed antibiotics. The antibiotic treatment begins Friday afternoon. As long as the symptoms are clear on Sunday morning you can admit the child. Use your discernment, but if ever in doubt, err on the side of caution, since we don't want to endanger the greater number of children.

A handout stating the policy is available for you in your room to give parents to clarify our policy.

F. Crying Infants/Toddlers

Don't panic. There are a lot of reasons a baby or toddler may be crying. Try the following:

1. Check their diaper.
2. Try patting the infant to see if he or she needs to be burped.
3. If an infant/toddler is hungry, see if a bottle has been provided. If not, see if the parent has approved a snack for the child. Fish crackers, animal crackers, and Cheerios will be the only snacks provided. There will be water provided.
4. Turn on music and sing to the child. Pray for the child while you are holding him.
5. Try holding, walking, or rocking the child. **If these methods work**, continue and praise the Lord; if nothing works and the child continues to cry for TEN MINUTES or longer, contact the Children's Ministry Director.
6. If you must get the parent out of the service, do not do it yourself. Radio the Service Coordinator to contact the parent.
7. NEVER LEAVE A CRYING INFANT ALONE.

G. Injuries

In the event of any minor injury, use the first aid kit that is in the shelf above the copier in the resource room. Fill out an Accident Report Form, notify the parents when

they pick up the child, and notify the Children's Ministry Director. All incidents need to be reported and documented for the safety of all those involved.

Emergency Policies and Procedures

Fire Procedures

When news of a fire is reported, the children's ministry team leaders will cease classroom or event activities and instruct the children to calmly line up at the door. One team member will lead the children out of the classroom, following the posted evacuation route (by each door). Another team member will ensure that all children are in line, pick up the check-in roster, turn off lights, close windows and doors, and follow the last child out of the classroom. **It is vital that the last adult out of the classroom confirms that no child is present in the room when the door is closed.**

The children's ministry team members must escort all children to grass area of the playground. Children should be instructed to walk in line behind an adult leader and stay in line at the safe area. A Children's Ministry team member should ensure that all children are in line before following the last child to the safe area.

Using the check-in roster, every child must be accounted for while in the safe area. If the check-in roster was not retrieved from the classroom, this verification cannot be effectively accomplished.

Team members may lead the children back into the classrooms when instructed to do so by a firefighter or the children's ministry director.

If it is not safe to return to the classroom prior to the parents picking up the children, the team members must stay with the children until the parents come to claim their children. Checkout must be carried out using the same procedures as in the classroom.

If the building is not declared "safe" prior to the next service beginning, the parents will not be permitted to leave their children, and the children's ministry program will be suspended for that hour or day. This is a decision that the pastor will make based on the advice of the fire department personnel.

Earthquake Procedures

At the beginning of the tremor, the children's ministry team members will instruct the children to carefully crawl under the tables in the classroom, away from possible falling

objects. Once all the children are under the tables, the children's ministry team member can also find a safe place in the classroom (under a table or in a doorway).

Once the shaking has stopped, the team members can permit the children to come out from the tables. Classroom activity may resume as normal unless the children's ministry director requests evacuation.

If evacuation of the building is requested, the children's ministry team members are to carry out an evacuation as outlined in the "Fire Procedures" section. One team member leads the children to safe area posted on the wall by the door, while another team member assures all the children are out prior to following the class to the safe area.

Make sure to take the check-in roster to the safe area with you.

If it is not safe to return to the classroom prior to the parents picking up the children, the team members must stay with the children until the parents come to claim their children. Checkout must be carried out using the same procedures as in the classroom.

If the building is not declared safe prior to the next service beginning, the parents will not be permitted to leave their children, and the children's ministry program will be suspended for that hour or day. This is a decision that the pastor will make.

Medical Treatment of a Child

We are restricted by law from administering any form of medication, or applying any form of ointment or cream in response to any ailment or sickness. This includes non-prescription medications or creams as well as prescriptions. If a child needs to have a medication administered, the parent must come to the room and administer it. Diaper areas can only be cleaned with "baby wipes" or water. No baby powder is to be used in changing any child.

Treatment of the Injured Child

1. If the injury occurs during a church event, refer to the child's Emergency Release form for specific physical conditions that may effect your treatment of the child.
2. If the child had fallen, do not attempt to move the child until the paramedics arrive. Further injury due to broken bones can occur if the child is moved incorrectly.

3. If the child is bleeding; apply direct pressure using a clean gauze or cloth to stop the bleeding while you are waiting for the paramedics. When possible, use rubber gloves while dealing with situations involving blood or bodily fluids.
4. If there is a suspected broken bone; do not move the child. Apply ice to the injury and wait for the paramedics.
5. If a child is unconscious and not breathing; seek someone who knows CPR, and begin CPR while waiting for the ambulance.
6. Fill out an Accident Report Form for all injuries. For serious injuries include detailed information, witnesses' names, phone numbers, etc. which must be collected at the time of the injury.

Death of a Child

1. PRAY! Stay calm and send someone to call 911.
2. Whenever possible, remove the rest of the children from the area.
3. Do your best to collect observations from witnesses to the accident.
4. Do not move the child. Wait for the police and paramedics to arrive.
5. Retrieve the Emergency Release form if the death occurs on a church event for contact information.
6. Contact the parents. This may require that you get a message to a church staff person in the adult worship service that will make the announcement for the parents to meet you outside. It may require that you call them on the phone and ask them to meet you at the church or event site.
7. Fill out an Accident Report Form. A copy of the Accident Report must be given to the parents immediately. Make sure you include witnesses, time of events, documenting as precisely as possible the entire event.

Communication with Parents

1. Whenever possible, provide the parents with both a verbal and written account of the situation which caused the injury or death. The written account can be as simple as the Accident report form or as complex as a multiple page report that includes witness accounts, details of the situation, and treatment rendered.
2. Time is critical! Verbal accounts of the situation will most likely occur within minutes of the accident. Written accounts will take some time to compile and

create. Written reports must be reviewed by the children's ministry director and the senior pastor prior to being submitted to the parent(s).

3. Copies of all reports will be kept on file in the children's ministry office.

Follow-up

The purpose of our ministry is to communicate the love of Jesus to those we encounter. To simply file a report doesn't minister. The reports we write are a formal, legal procedure. The communication and connection after the situation is critical. The children's ministry team member involved in the situation is expected to contact the parents and child several times in the days that follow the accident.

Lost Child Procedures

It is the policy of Calvary Chapel of El Cajon Children's ministry to use a check-in and check-out procedure as stated in the Children's policy and Procedure Manual.

The check-in/out system is designed to protect children, and to do all we can to provide the parent(s) with a sense of security. In the event that a child is not in the room when the parent(s) come to pick him or her up, the following procedure must be followed.

1. Check the check-in sheet to affirm that the child was checked in to the class.
2. If the parent has a claim tag, and the child is not found on the list, determine if the child was checked into another classroom. If able, the children's ministry team member can accompany the parent to another classroom to check there. If the teacher or aide is unable to leave the classroom contact the Service Coordinator.
3. If the child's name cannot be found on any check-in sheet, contact the children's ministry director.
4. Once in the room, the director will determine what action to take next. The options are:
 - a) Rule out the possibilities of the child being taken to the playground, the Centre, or restroom
 - b) Rule out the possibility of someone else checking out the child.
 - c) Check the other classrooms to determine if the child has been gathered up by another teacher while on the playground, worship, etc
 - d) Physically check all the restrooms.
 - e) Physically check the playground and the Centre.
 - f) Physically check the family car.
 - g) Physically check the facility with the parent(s) looking for the child.
 - h) Contact the senior pastor or associate pastor.
 - i) When all possibilities are exhausted, contact the police.

5. Fill out the necessary forms provided by the police, and also an Accident Report Form. Copies of the forms are given to the parent(s) and kept on file in the children's ministry office.

Intruder Procedures

If an adult enters uninvited into the classroom or playground area, the children's ministry team members must work together in protecting the children. The safety of the children is the highest priority. The procedures to follow are:

The adult intruder must be approached quickly. It must be determined if the adult is checking-in or checking-out a child. The helper must get up and greet the adult by saying, "Can I help you?"

If the adult is not checking-in or checking-out a child, he or she must be directed away from the children and to the usher. If he or she refuses to leave, quickly use your walkie talkie to call security or the children's ministry director. If no one comes another helper must leave quickly and get an usher or security.

If the adult appears to threaten the safety of the children, children's ministry team member must quickly instruct the children to get up and leave the room.

As many security members as possible should enter the room to assist in dealing with the intruder, and to protect the children as they exit the room. Security will join together in telling the intruder to leave the classroom.

Once the associate pastor or children's director arrive, it will be determined if the police will be called to assist in removing the intruder.

Even if the intruder leaves "willfully," it may be best to call police to make a formal report and to have the person confronted by the police.

The children of that classroom will stay out of the room until it is deemed safe to return by the associate pastor or the children's ministry director. If it is not safe for the children to return, they will be checked-in to another room. A staff member will be placed at the door to notify parents of where their children can be checked out.

Bomb Procedures

In the event of a bomb threat, the police will be called and the children will be evacuated similar to the "Fire Procedures" section. If possible, evacuate the children from the room. If this is not possible, wait quietly for help to arrive. It is important not to aggravate the intruder with the bomb.

If the bomb threat comes to the office via phone call or person in the office, the office will communicate with the entire children's ministry team to evacuate the children.

As with the "Fire Procedures" all check-in rosters will be taken with the children to the safe area. If the building is not declared "safe" by the time the parents arrive for check-out, the parents will be directed to the "safe area" to pick up their children there.

If the building is not declared "safe" prior to the next service, the parents will not be permitted to leave their children, and the children's ministry program will be suspended for that hour or day. This is a decision that the pastor will make based on the advice of police.

Calvary Chapel Cajon

Children's Ministry

Policy and Procedure Manual 2011

Acknowledgement Page

Thank-you for taking the time to review the Children's Ministry Policy and Procedure Manual. Please sign and date below to confirm that you have received and reviewed our policies and procedures. This page must be returned to the Children's Ministry Director before you are permitted to help in the classroom.

I acknowledge that I have received a copy of the Children's Ministry Policy and Procedure Manual. I have reviewed the policies and procedures and agree to abide by them while ministering to the children at Calvary Chapel of El Cajon.

Signature

Date

Print Name