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Calvary Chapel St. Petersburg

# Calvary Kids

## Policies, Procedures And Guidelines

Updated March 11, 2017



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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 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 with the opportunity to participate in worship and ministry.
- To support families in their responsibility to spiritually nurture and help in the growth of their child.
- To provide godly men and women who are adequately trained to serve as positive role models as they minister to children.

## Ministry Overview

### Nursery Ministry

Our nursery ministry consists of developmentally appropriate classes for newborn babies through age two. Our classes for ages 0-23 months use "Little Blessings", a curriculum made especially for little ones. The curriculum offers parents a take home page so that they can continue the fun with their babies throughout the 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 corporate services.

### Sunday school

In addition to our nursery ministry, we offer children's classes for age three years-old through fifth grade during each weekend service. Children who attend classes first through fifth grade will get an 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 pm. Like the weekend services, we offer classes for nursery through elementary grades on Wednesday nights.

### Special Events

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

- **Elementary Kids Camp** is a week-long sleep away camp for children in first through fifth grade.
- **Vacation Bible School** is a week-long day camp for children four years-old through graduating fifth graders.
- **The Tubing Trip (end of summer)** a one-day tubing trip.

## Other Calvary Kids Ministries

**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 the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Mondays at the church



**Trail Life USA** is a Christian adventure, character, and leadership movement for our nation's young men. This exciting K-12 program meets on Monday nights and centers on outdoor experiences that build a young man's skills and allow him to grow on a personal level and as a role model and leader for his peers.

This Christ-centered program is chartered by churches and organizations and led by high caliber Christian adults using a specifically biblical worldview as our standard.”



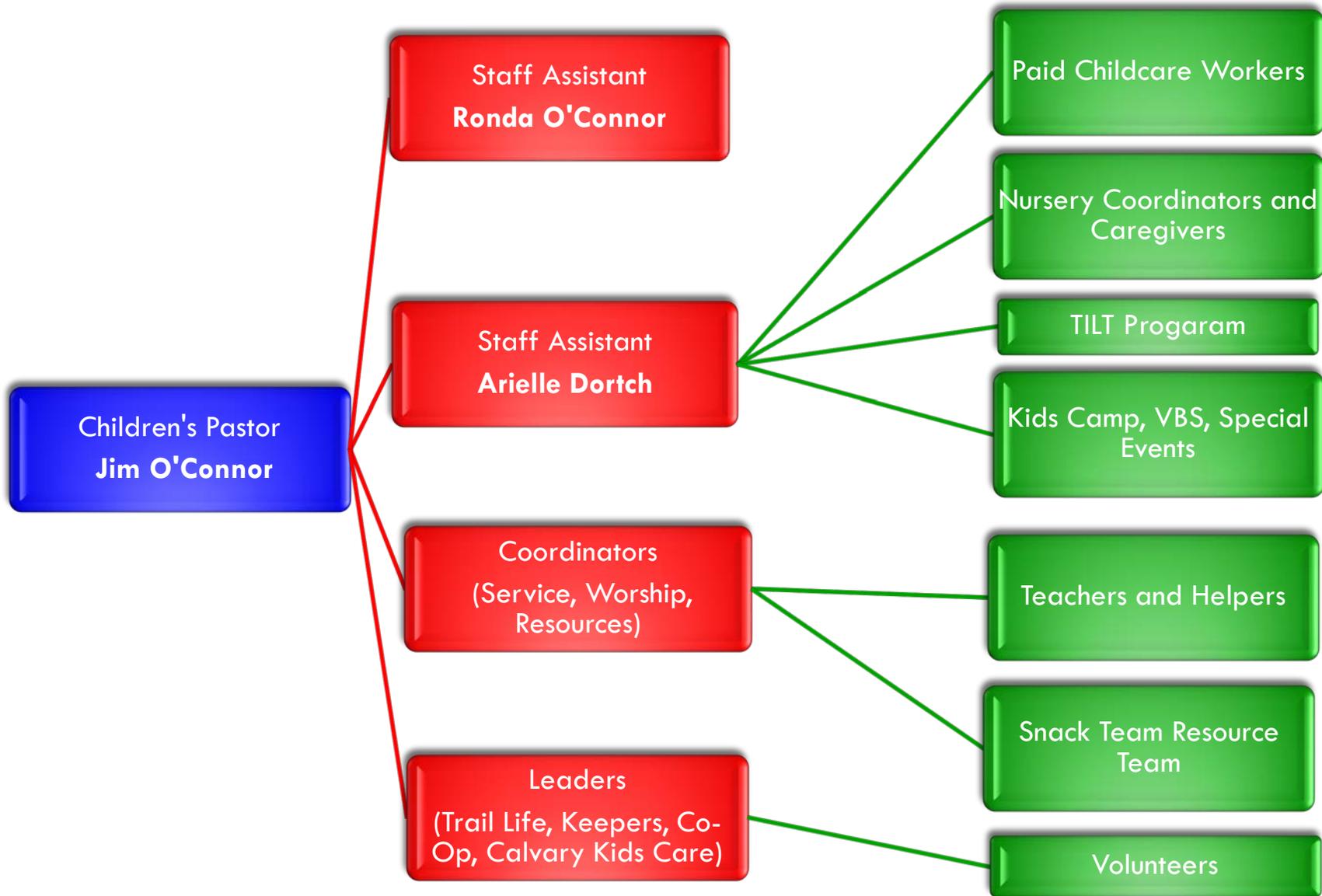
**TRAIL LIFE USA™**

Adventure › Character › Leadership

**C. H. O. S. E. N. - Home School Co-Op** offers a variety of academic/enrichment classes for home school children on Friday mornings during their Fall and Spring sessions.

Their website is <http://www.chosenco-op.org>.





Calvary Kids Structure Chart

## Calvary Kids Structure-see chart

### 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. Coordinators should also be contacted for any last minute absences.

### Resource Team

We have a resource team for each service. The resource team serves the teachers by making copies, delivering supplies, 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 150 adults ministering to more than 500 children each week. Each class is taught by a 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 continue 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 the end of June** and **July through the end of December**.

### Teens in Leadership Training (TILT)

We have a large number of teens serving in our ministry. In addition to serving each week, the teen volunteers meet periodically for fellowship, encouragement, and to learn leadership skills. From time to time special training events are scheduled. Teens may choose to complete the TILT graduate program, which consists of nine workshops and an in-class evaluation. Upon completion, graduates are then permitted to teach a Calvary Kids class under the supervision of an adult. All teens who are currently serving or thinking about serving in Calvary Kids should attend TILT meetings on a regular basis. Teens must be at least 12-years-old or in the sixth grade to serve in Calvary Kids. Exceptions may be made for children working directly with their parent.

### 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 contact your coordinator or the Children's Pastor. We are always open to your ideas, questions, or concerns. Unity does not always result in total agreement; it allows us to minister together in love.

## **Our Child Safety Program – Policies and Procedures**

The Gospel of Mark records that when little children were brought 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.

We recognize that we are to be a reflection of God's love to those in our care and we take our responsibility to them seriously. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry.

Everyone who teaches helps or cares for the children under the direction of Calvary Chapel St. Petersburg must meet the qualifications and follow the policies and procedures listed. Our children are God's precious gifts 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 and expectation 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.

## Dress Code Policy

Our goal at Calvary Chapel is to honor the Lord in all that we do. We understand that our appearance reflects not only us as individuals, but the church as a whole. Although Calvary is known for its "casual" atmosphere, we expect everyone to take pride in their appearance and to strive to have a positive image when representing the church and the Lord. We should never dress in a manner that may cause a brother or sister in Christ to stumble in their Christian walk.

In light of this we ask that you carefully consider how you are dressed before coming to serve. Here are some general guidelines:

- Undergarments should be covered at all times (especially while bending, stretching, reaching or other movements that could cause an "oops" to occur)
- No part of the torso should be exposed
- No low-cut necklines that show cleavage
- The length of shorts must be longer than mid-thigh
- Dresses and skirts should not be shorter than 2" above the knee

Some ministries within Calvary Kids may call for an even stricter policy due to the nature of the ministry. Any requirements beyond what is listed above will be communicated to you through your ministry leader.

If at any time you're approached by someone in authority over you about the way you're dressed, please understand that it is not to embarrass you. We ask that you hold tight to these standards out of love and respect for your fellow believers and that you strive always to encourage Godly thinking.

## Volunteer Qualifications

- a. All volunteers should be regular attendees of the church for at least six months before being appointed to any positions in Calvary Kids.
- 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 active volunteers in Calvary Kids must have a current signed application on file with the church and have completed a background check (see procedures below).

## Application Procedures

- a. A Calvary Kids Application can be found on the Calvary Kids Information Cart or online on the church's website ([calvarystp.org](http://calvarystp.org)). Please remember to complete the Calvary Kids Addendum as well. EVERY volunteer in Calvary Kids must complete and turn in a signed application and addendum.

**TEENS:** Must also complete a Teens In Leadership Training (TILT) Commitment Form (available as listed above).

- 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 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 other pastoral staff 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 redirected in finding another place of ministry in the church.

### Volunteer Identification

- a. All volunteers must wear the approved identification whenever serving in Calvary Kids. 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. Do not allow unauthorized individuals into your classroom or trust children to their care. Please direct them to your service coordinator for permission to enter or remain in the classroom.

### Ten Standards of Excellence for a Volunteer

#### 1. Be a Christian

Our ultimate goal in Calvary Kids 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 whosoever believes in Him will not perish, but have everlasting life.

**Jeremiah 31:3** I have loved you with an everlasting love; I have drawn you with unfailing kindness.

#### 2. Regular Attendance

Not only Calvary Kids 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 judgment for every careless word they have spoken.

### 4. An Example of Christian Character

Because workers in Calvary Kids should be examples and a positive influence to 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 relates to attending meetings and training or communicating when unavailable. This includes not planning class 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. Please be in your assigned classroom 30 minutes before service begins. If something happens to keep you from being here, call your coordinator or ministry leader so that those affected can take necessary action. You are missed when absent.

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

**Proverbs 28:20** A faithful person will be richly blessed.

### 7. Pure in Relationships

No teacher or volunteer is EVER to be alone with children, especially in a washroom or outside of a program. This is for the protection of the children, but also for your own protection as well as the church. When with children, workers should always leave the door open or 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 children. We are to not only avoid sin, but even the appearance of sin. Workers are never to give a child 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 but never side with a child against a parent or contradict a parent in front of a child. You are **on the parent's** team! This does not exclude respectfully advocating on behalf of a child. If you have a concern about a parent or home situation, talk to the Children's Pastor.

**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 and their signature when they drop the child off. If the parent will be attending an adult education class, they should write down that classroom location as well. The parent who signs a child in is the only one who has permission to pick up. 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 sheets on each clipboard, we keep an alphabetical list of each family and their paging number. If you find their number on the list, write it down on the clipboard and inform the parent/guardian of what their number is.

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 "Fellowship Information Sheet", or they can complete it online or at one of the i-pads in the lobby. Once it has been processed, the office will send them their permanent paging number.

### Visitors

You can assign visitors a temporary paging number for the service by giving them a Temporary Number Card found in your registration cabinet. This number can be used as the paging number for one service only. 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 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 can choose to use the same number for all of their children. Return the card to the last class when they pick up.

### 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.

## 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 the following 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 adjust fully. 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, "You may 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 70% 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 from the Resource Room 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 have 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

It is extremely important to be diligent in following registration procedures. 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 proper supervision. In addition, children under 2 will be given wristbands matching the parent/guardian to ensure proper sign-out. 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 sign-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 sign-out so that all children are properly returned safely. Parents and guardians have been 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 (one may be a young adult) 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 <sup>st</sup> – 5 <sup>th</sup> grade)	- 1:15

If the ratio exceeds these limits, the class may need to be closed to ensure the safety and quality of education for each child at the coordinator's discretion.

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 and they can get a floor lamp for the back of your room that will give additional lighting for safety and your convenience.

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 workers are ever to be alone with a child. At least two workers should be present with children at all times.**
2. If a child arrives early, the parent must stay until a second worker is present.
3. Curtains on the windows should remain open or the door open at all times when children are inside with adults.
4. When holding a private talk with a student, especially of the opposite sex, be sure to sit in view of others.

## 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 Calvary Kids 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 (to the child's or their own home) without another adult accompanying them and pre-approval by the Children's Pastor.
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 Calvary Kids 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 and a copy given to the Calvary Kids office.
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 should be pre-approved by the Children's Pastor.
  - b. There will not be overnight events for children younger than 3<sup>rd</sup> grade unless it is specifically a parent/child outing, other than Elementary Kids Camp.
  - c. All overnight events must have at least two supervising adults attending overnight who have a ministry application, background check approval and who are unrelated.
    - 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 enforced 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 class should plan one bathroom break for the entire class about half-way into the schedule. If necessary, call your coordinator 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.
2. If a child needs to use the restroom after the class bathroom break, the service coordinator should be called. Do not allow the children to “watch” while another child is using the restroom.
3. When helping a preschooler in the restroom, always remain above reproach and accountable.
4. Do not send very young children into the restroom with older children. Take them in age appropriate groups.
5. For elementary classes, call the resource room or check your hallway for your Coordinator. When you are certain your coordinator is ready, you can send the child to the restroom with the appropriate boy or girl hall pass.
6. **In bathroom emergencies –**
  - a. **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 to be given to the parent.
  - b. **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.
7. **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.

## First Aid and Emergencies

### Minor Accidents

1. FIRST AID kits are available in the registration cabinet of each classroom. These contain only gloves and Band-Aids. Any further first aid must be provided by the parent or the Safety Ministry. Ice packs are also available in the freezer in the Kids' Kitchen as needed. Your leader or coordinator can provide this when you call to report an injury.
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 leader or coordinator. The coordinator or ministry leader 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 reveal any other child's name when notifying a parent of an injury that may have been the result of another child. The coordinator will be the one to communicate the information as needed.
4. Deal with the incident lovingly and right away. The coordinator will decide when and if the parent should be paged. 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. There are times a parent reacts negatively, so you should always have your leader or coordinator present.

### 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, reassuringly to the child.
- Call the Resource Room for help.
  - i. The Resource Team will notify the Safety Ministry and your service coordinator.
  - ii. 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 other children from the scene of the accident.
  - i. The person in charge (Coordinator or Ministry Leader) will notify the parents and advise them of the condition of the child.
  - ii. 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.
  - iii. In case a child is transported to the hospital, a church leader may accompany the child, 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 at least 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**

\* If you see a fire, notify Coordinator or call Resource Room with location.

When notified of a fire emergency, have all children line up and walk out in single file. Direct the preschool aged children to hold hands with a 'buddy' so they go out in twos, if possible. The assistant should count the children as they walk out and check the number with sign in sheet.

\* Take the registration clipboard with pen, the 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).

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

Elementary Kids stand in line behind teacher.\*watch out for fire ants\*

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

There is a painted area on the parking lot for 3's, 4-Prk, and Kindergarten

Have Preschool children stay in a "tight" group with their 'buddy'.

Perform a thorough head count, report any missing/added children to your service coordinator.

At the service coordinator's instruction, sign out your children to their parent/guardian.

\* Keep the children in your group until they are checked out by parent/guardian.

When all children are checked out, report to your service coordinator.

If this was a drill, your coordinator will give the okay for you to return with the children to your classroom and perform another head count. Report count to your coordinator.

#### **FIRE EMERGENCY PROCEEDURES: Nursery Classes**

When notified of a fire emergency, pull evacuation cribs out into the hallway. Place all children safely into the cribs. Volunteers should carry any children that will not fit safely into the cribs.

Perform a quick head count with sign in sheet.

Take the registration clipboard with pen, the evacuation map and checklist with you.

Push the Evacuation cribs out of the building and proceed to the "safe zone"

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

There is a painted area on the parking lot for each class.

Perform a thorough head count, report any missing/added children to your service coordinator.

Keep the children together until they are signed out.

At the service coordinator's instruction, sign out the children to their parent/guardian.

When all children are checked out, report to your service coordinator.

If this was a drill, your coordinator will give the okay for you to return with the children to your classroom and perform another head count. Report count to your coordinator

### **FIRE EMERGENCY PROCEDURES: Resource Room Team**

\* If at any time you see or are alerted of a Fire Emergency:

- By phone 'ALL Page' classrooms (lift handset) and simultaneously alert Safety Ministry by radio, channel 2: "FIRE, FIRE, FIRE; FIRE IN THE (SAY LOCATION)". **Repeat 2-3 times.**  
Alert COORDINATORS by radio.
- Take attendance clipboard and radio with you as you assist the nursery hallway.
- Pull fire alarm on way out of building, if it is still not pulled yet.
- Leave the building making your way to the "safe zone" for the nursery area.
- Listen for "All SECURE" from all TEAMS to be reported.  
NURS/PRE/ELEM/RROOM/SNACKS/WORSHIP
- Report "All SECURE" on safety radio when all groups have reported to you.
- Remain with nursery area until all kids have been picked up by their parents.
- Listen for Coordinators to report all children picked up then report to Safety Ministry  
If this was a drill...
- Instruct Coordinators to have classes return and perform another head count.
- CONFIRM "All back and accounted for" for all TEAMS. NURS/PRE/ELEM/RROOM/SNACKS/WORSHIP
- Report to the Safety team by radio, "All kids back and accounted for".

### **FIRE EMERGENCY PROCEDURES: Service Coordinators**

\*If at any time you see or are alerted of a Fire Emergency:

- Pull the nearest fire alarm pull station, if possible.
- Report via radio "FIRE, FIRE, FIRE IN THE (SAY LOCATION)". [Repeat 2-3 times]
- Close doors assigned to your area. [NURS-all 4 Connecting Corridor; PRE-South Corridor; ELEM-North Corridor]
- Alert all classrooms in your area of the fire and instruct to evacuate if they have not. *Remind teachers to take their sign-in clipboards.*
- Check bathrooms in your area to make sure no children are in there. [NURS-next to N-12; PRE-East Lobby; ELEM-next to C-11 and Rec Area]
- Give instruction for smooth traffic flow. Place yourself in the hallway.
- Ensure all children are out, close doors as you check classrooms in your area, 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.
- Instruct teachers to do a head count, report any missing children or volunteers to other service coordinators and safety.
- Oversee the signing out of the children in your area *in the event that this is not a drill.*  
If this was a drill,
  - report your area as "ALL SECURE" and wait for final "ALL CLEAR".
  - 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 during 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. 501) to report the situation that you have seen or heard. Be ready to give a detailed report.
- Pull the blackout curtain down over the glass and secure using Velcro tabs.
- Leave the classroom lights on.
- Move all children to the back of the room on the side opposite the door and sit on the floor. If it is not a drill, you may use tables on their sides as an additional barrier.
- Keep all children as quiet as possible. This is a good time to have a prayer circle.

During Lockdowns, see script on your clipboard for suggestions.

- Do not open your door under any circumstance.

The service coordinator or the authorities will open your door.

- 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" (lift handset) 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.*"

- Call Coordinators** using the radio (Channel 1), and inform them of Lock Down.

"LOCK DOWN, LOCK DOWN, LOCK DOWN, *This is not a drill.*"

"Danger in the *(say location).*" [Repeat 2-3 times]

- Call Safety Ministry** using the radio (Channel 2), and inform them of Lock Down.

- If there is time, close and lock: RR2 door and roll gate (RR2 door should already be locked)

- Bring radios and keys and secure yourself in RR3.

- From RR3, dial 9-911.** Report the incident and that we are in a lockdown. Give the church address as (8900 US HWY 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.

- Turn your radio volume down to the lowest level, or use ear buds. Listen for "All SECURE" from all TEAMS (NURS/PRE/ELEM/RROOM/SNACKS/WORSHIP).

- If this was a drill* - When SAFETY TEAM reports, "ALL SECURE" via the radio; then Call "ALL CLEAR, YOU MAY RESUME YOUR CLASS" over the paging system (repeat twice).

## **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" (*briefly describe threat/location.*)  
\*Repeat via the radio to the Resource Room. [Repeat 2-3 times]
- Close / Lock ALL of your hallway DOUBLE DOORS (check panic bars and levers.)
- Check bathrooms to ensure all children are out and in a room.
- Check all occupied room doors to ensure they are locked. ELEM– Don't forget to secure worship
- Secure yourself in a classroom and turn your cell phone volume down or put on vibrate, if applicable.
- Confirm 911 has been called**, via radio to Resource Room.  
If no response, use a classroom phone and **dial 9 then 911**. Give address (8900 US 19 North) and your location (i.e. C-14). Stay on the line with 911 until told to hang up.

*If this was a drill,* · Resource Room will **call "ALL CLEAR" over the radio** · Reopen hallway doors  
· Check all classroom doors to make sure they are unlocked. · Make sure everyone knows the drill is finished.

### **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, when possible. 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 Calvary Kids Areas for the good and safety of the children

### 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 endangers or threatens children. All questions or concerns of suspected activity, 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

It is the goal of Calvary Chapel St. Petersburg to provide a safe environment for the physical and emotional well-being of all children participating in church activities, including participants in any daily or temporary childcare programs. The church's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

**To that end, all persons who work with children are to be familiar with information and policies below. Any questions may be directed to the Children's Pastor.**

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

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

Chapter 39, Part II, Florida Statutes, protects children from abuse, neglect, or threatened harm. The legislation requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. If you suspect or know of any child who is being harmed, call the Florida Abuse Hotline at 1-800-962-2873 (1-800-96-ABUSE).

## 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.

Reports of child abuse will be made to the Florida Department of Children and Families (DCF). Abuse reports can be made through the DCF statewide hotline (call 1-800-96-ABUSE) or through the DCF website (<https://reportabuse.dcf.state.fl.us/>).