

Welcome to All Saints Children's Ministry!

We are very thankful God has called you to be a part of our Children's Ministry. We look forward to you being an integral part of the expansion of His kingdom both to Austin and to the world. All Saints' purpose is to be a community which is created and sustained by God's Word, renewed through worship, nurtured through fellowship, and extended through cultural engagement. The purpose of the Children's Ministry is, by the power of the Word and the Holy Spirit, to produce disciples who love Jesus, love His Church, love His Word, serve His people, and need His people.

We are heirs together. The children of All Saints are our lineage in God's kingdom, our heirs of the covenant. They are our next generation that we are to teach and tell the great works of God and the hope we have in Jesus. This is why you are of utmost importance. We want above all things for our children to know that God loves them. This begins with you, the body of Christ and the family of God. You have the privilege of sharing your life in Jesus with a child; to see their eyes widen and their smile grow as you share the wonders and love of Jesus! And to let their wonder be contagious and spill over to you and renew and awaken a child-like faith. Your investment of time will have eternal dividends. We are so thankful for you.

All Saints Children's Ministry Staff

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PURPOSE & MISSION

Our Purpose

Believing that the chief end of man is to glorify God and enjoy Him forever, All Saints' purpose is to be a community which is created and sustained by God's Word, renewed through worship, nurtured through fellowship, and extended through cultural engagement. The purpose of the Children's Ministry is, by the power of the Word and the Holy Spirit, to produce disciples who love Jesus, love His Church, love His Word, serve His people, and need His people.

Our Mission

Our mission is to teach children who they are and whose they are; to recognize and support our covenantal understanding that God is at work in families; to provide worship training with the goal of full participation in the church body; to teach children the real, whole truth; and to share in a personal relationship with Jesus Christ that engenders joy in knowing Him, participating in His body, and a hope and certainty of heaven.

At All Saints we seek to provide our children and youth with opportunities to worship, to form life-giving relationships of mutual joy, and to give themselves away in service to others in childlike ways – the ways of Jesus' kingdom.

Therefore all of these policies are intended to *protect* the children of these ministries and assist the staff and volunteers who have the privilege of working with children. Changes may be made from time to time in the policies and procedures contained in this handbook without prior notice.

VOLUNTEER APPLICATION PROCESS

All Saints Presbyterian Church requires everyone volunteering or working with children (anyone under 18 years old) to complete the steps below before ministry work or volunteer placement begins.

- 1) Fill out Youth & Children's Ministry Volunteer Application online (<https://allsaintsaustin.org/connect/children>)
- 2) Attend a Children's Ministry Training session
- 3) Read and sign Policies & Procedures
All Saints staff members and volunteers are required to review the policies and procedures contained in this handbook and acknowledge that he or she has read and understood the material, and agree to comply with policy requirements.

All Saints requires staff and volunteers to perform a criminal background check. This background check will be kept strictly confidential. Any question related to disqualifying offenses will be left to the discretion of the All Saints Senior Pastor, in consultation with the Session.

- 4) Watch Child Abuse Awareness Video and take quiz (approx. 40 min)

All Saints policies and procedures forbid abusive behavior of any kind by staff members and volunteers. To that end, All Saints requires all staff and volunteers working with children to complete the Protect My Ministry sexual abuse awareness online training. Directions for completion will be emailed.

All Saints Presbyterian Church reserves the right to revoke any volunteer's ability to serve in the Children's or Youth Ministries with or without notice at any time for any reason or for no given reason.

ROLES & RESPONSIBILITIES

Children's Hall (0-4 years)

Hallway Coordinators

"Quarterbacks of the Children's Hall" The responsibility of the hallway coordinator is to oversee the Children's Hall classrooms which include children ages birth through 4 on Sunday mornings. They serve as the concierge to all guests and volunteers and support the needs of the teachers and caregivers. Additionally, the Hallway Coordinator sometimes serves as principal for the occasional child that needs a time out from their class.

Roles in the Nursery (0-2)

Nursery Shepherd:

The role of the Nursery Shepherd is for church members to provide a safe, friendly environment for children ages 0-2 while their parents are in worship. It is in these nursery rooms that our littlest children learn that they are safe, loved, part of the All Saints family, and part of God's Kingdom.

The responsibility of the Nursery Shepherd is to help if needed in the infant rooms, and visit the older 1's and 2's classes to interact with the children in Circle time or Table/Carpet time with songs and stories. You will have a basket in the workroom ready for you to take with a bible verse, a storybook, and music. You have the opportunity to lay biblical foundation for these tiny hearts just by being present with a smile.

Children's Church (3's & 4's)

Teachers: We aim to have one or two teachers in the "Children's Church" classrooms as these children are in their classes during the entire worship hour. The teacher's main responsibility is to share the love and joy of knowing Jesus through a planned curriculum lesson. Lessons are emailed each week and all materials for the lesson and craft are provided when you arrive Sunday mornings. Teachers also interact with the children during outside playtime as well as get to know parents at drop off and pick up.

Paid Caregivers (0-4 years)

Our paid caregivers are hired either directly by All Saints or contracted out through an agency. Their primary purpose is twofold. The caregivers run the overall classroom operations as far as set up, take down, and clean up. Secondly, caregivers care for the well-being of the children through play, snack, and diaper changes. They also provide a consistent face in the youngest ages. Please note the caregivers work at the will of All Saints and need to be able to flex to volunteer's requests. They are able to provide safety, consistency, and feedback in the classroom to free volunteers up to teach.

Helping Hands

The Helping Hands ministry exists to support the Children's Ministry team's mission and purpose and to enable members to fulfill their commitment to our church family and baptismal vows. These are congregational members who are not currently serving on the Children's Ministry Team. They are here to help you!

- Members will serve 2 services a year (once from Jan-June & once from July-Dec)
- The Helping Hands role is not teaching. They are to assist the teacher in a supporting role. Helping Hands will not be required to attend Children's Ministry training nor need to prepare in advance of their assigned service dates.
- On their designated day to serve, Helping Hands will be briefed about the main safety policies and procedures by the CSOD (Children's Staff on Duty) and will be assigned to a children's class.

Classroom Building (5-10yrs)

Roles in Sunday School (K-5th)

Teachers: The teachers in these classes serve our kindergarten through fifth grade and meet during the Sunday School Hour at 9:30 during the school year. They follow a weekly curriculum focused on Christian education and tools of the faith. Teachers in these classes have a tremendous opportunity for relationship and influence as they see these children every week. Sunday school teachers are often remembered over a child's lifetime.

CHAPEL

Small Saints (K-3rd)

This ministry for kindergarten through third grade meets in the chapel during the sermon and focuses on training our next generation of worshippers. Small Saints is a great place to serve as an entire family as there are needs for teachers, leaders, and musicians.

Teachers/Pastors: Small Saints teachers are responsible primarily for leading and teaching the overall liturgy and lesson for that Sunday. These biblical lessons will be emailed mid-week. They will lead the age appropriate worship with visual aids including a PowerPoint presentation.

Leaders: Small Saints leaders are there to encourage children to engage in worship. They are to sit with, sing, and participate with the children in the chapel pews and assist with behavioral issues that may arise.

Music: Music in Small Saints will be taught by Jamie Taylor and will follow the curriculum as well as planning by the music ministry to further integrate the children into worship.

YOUTH VOLUNTEERS

We recognize that it may be expedient to have volunteers who themselves are under age 18. Youth Volunteers must complete the Volunteer Application Process with the exception of Step 2 – the sexual abuse awareness online training. For children wanting to volunteer between the ages of 8-17, it is up to their parents whether they would like them to watch the online training video or not. Youth Volunteers must be under the supervision of another adult and must never be left alone with children. The age breakdown is as follows:

- 8-11 years old – may serve with their parent in the nursery classrooms
- 12 years old – may serve in the nursery classrooms without a parent but must still have 2 adults in the room with them
- 18 years old – may serve as an adult
- If assisting in Small Saints, youth must be in 6th grade or older

SUNDAY CHECKLIST FOR CHILDREN'S CHURCH (0-4) VOLUNTEERS

1. **ARRIVAL TIMES**- *It is **very important** to arrive on time for the children's hall to run smoothly.*
 - Hallway Coordinators: 8:45 (1st service) & 10:45 (2nd service). Report to the Children's Hall desk and read notes provided.
 - Teachers: 9:00AM (1st service) & 10:45 (2nd service). Check in with Hallway Coordinator for room assignment and report to room to read lesson and prepare to welcome children.
 - HC & Teachers please wear lanyards provided.

2. **SET UP** Volunteers be ready to welcome children and parents with a smile.
 - Please ready the room along with the caregiver.
 - Take a moment to read the lesson and look through prepared activities and craft.
 - Alert Hallway Coordinator if any supplies are missing.
 - All children must be wearing a KidCheck nametag or must get approval from the HC or CSOD (Children's Staff on Duty).
 - Children's name should be added to or checked off on roster; note any allergy precautions on their nametags as they arrive.
 - Classroom ages 0-2 are checked in by the caregivers
 - Classroom ages 3-4 are checked in by volunteer teachers.

3. **CHECK IN**- In order to enter the Children's Hall, every child must be checked in at one of the computer kiosks located at the entrance of the Children's Hall. The check-in system will print the appropriate security labels. For children in the Children's Hall, two labels will be printed – one to be affixed to the child's back and one for the parent to keep for pick-up. Guests to All Saints will be checked-in by the Hallway Coordinator at the Children's Desk.

CHECK OUT- A child in the Children's Hall may not be released unless a parent or an approved guardian has the security tag which corresponds to the name tag on that child. If an adult attempts to pick up a child without the corresponding security tag, they must see the Children's Staff on Duty for identity verification. If the parent's

identity can be validated then the volunteer may release the child.

4. CLEAN UP- Teachers please organize remaining curriculum, lesson, and craft supplies for the second service, or if church has ended for the day return curriculum bins to workroom. Disinfecting, trash removal, and final cleaning are to be done by caregivers.

Shared Spaces:

At the end of the day, it is important to return the room to a standard of organization that is consistent across our programs. This helps all of our different children's ministry programs to work in harmony with one another. Please respect labeling in the classroom, in that a bin marked "Sundays" or a note labeled "Preschool Only," should be adhered to unless otherwise indicated by a director. If an item is unmarked, it can be considered a shared resource. Please enjoy these items and take care to return them to their proper place.

Guidelines:

- ✓ All toys should be tucked away in a bin or placed on a bookshelf. No toys should be left on top of a bookshelf or on a table (exceptions can be made with permission from a director).
- ✓ As a general rule, top shelves with doors on the book cases attached to the wall are preschool items. These doors should be labeled preschool and are used for supply storage for the current or upcoming week.
- ✓ The cabinets above the sink are for Sunday School and shared cleaning items.
- ✓ The cabinets below the sink are for preschool items.
- ✓ No play area should be left in disarray. Furniture should be returned to its original position. Play food should be stored neatly in a bin or in the play kitchen; books should be placed in an orderly way on the bookshelf or in a cabinet cubby behind a door, etc.

SUBSTITUTE AND VOLUNTEER SICKNESS POLICY

Classroom Stewardship:

We understand that everyone runs into scheduling conflicts, sickness, travel plans, etc. Volunteers are responsible for adhering to the All Saints Children's Ministry Substitute Policy for everyone's benefit.

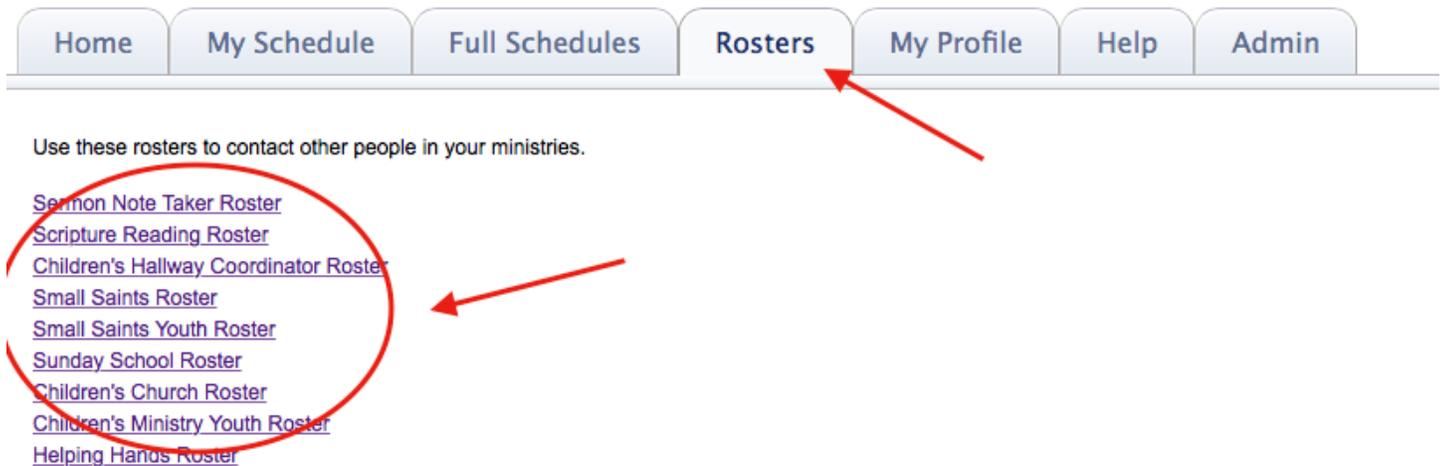
Substitute Policy:

Substitutes are the volunteer's responsibility to coordinate in the event that he/she is unable to fulfill his/her commitment on a scheduled Sunday.

Steps for Finding a Substitute:

Look at your calendar at the start of each volunteer scheduling period as well as each month to plan for any possible conflicting dates. After you have identified conflicting dates, follow these steps in order.

1. **Email your current teaching team** to see if anyone can trade or cover the week you will be gone. To access that information, [log on to your MSP portal](#), click on the 'Rosters' tab at the top, and select your ministry roster to view everyone who serves on your team.



2. **Contact fellow All Saints members** you know to see if they can cover for you. Several ideas: fellow Sunday School class attendees, family at All Saints, friends of your children, and friends who are members. All substitutes must fill out online volunteer form and have a background check performed prior to subbing.

3. **Update MSP** After you have secured a sub, update the information for your scheduled date in MSP by selecting 'My Schedule' and then 'Request a sub' next to the conflicting date. Please have your substitute log on to MSP, click on the 'Full Schedule' tab, search for the date/time that they're filling in for you and select 'ACCEPT' or 'VOLUNTEER NOW'. Please also email your ministry coordinator to let her know you've found a substitute.

The screenshot shows the MSP interface with navigation tabs: Home, My Schedule, Full Schedules, Rosters, My Profile, Help, and Admin. Below the tabs is an export section for Google calendar and iCal/Outlook. A message states: "You are scheduled to serve at All Saints at the following times." Below this are several links for staff on duty, with the first one circled in red. Below the links is a table with columns for staff names and actions.

Helping Hands	Michelle Baker (sub requested) - ACCEPT	Tricia Allgyer
	Jim Berkey	Blair Burton
	Marilyn Berkey	Joanne Moore (sub requested) - ACCEPT
	Dianne Blackburn	Natalie Rodriguez
	Julie Bland	Grant Shurtz
	David Whitley	
	Megan Whitley	
	Jaime Ziehr	
	Matt Ziehr	

4. **Email your Ministry Coordinator** to let them know of arrangements made. You can also email them if you have trouble updating sub information in MSP or need an emailed copy of your teaching team.

All Saints Children's Ministry Coordinators:

Lida Payne

Early Childhood Coordinator (ages 0-4)

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Melissa Pardue

Elementary Coordinator (ages 5-10)

mpardue@allsaintsaustin.org

CHILD PROTECTION GUIDELINES OF ALL SAINTS PCA

Please read the entirety of the following policies. By acknowledging you have read it, you are committing to abide by these specific policies and procedures.

Please direct any questions to:

Taylor Williams, Children's Ministry Director (twilliams@allsaintsaustin.org)

Mandatory Reporting of Abuse

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as All Saints PCA, to the appropriate individual in charge. If the Children's Ministry Director is unavailable, the volunteers/paid caregivers may contact the Children's Ministry Coordinator or other Staff Member of All Saints PCA. The individual reporting the alleged abuse is required to maintain strict confidentiality of all information about the alleged abuse, and shall not disclose any information to any person other than the persons named above and governmental authorities as required by law. There is no need to interview the child; this will be conducted by a trained professional.

Anyone who fails to report suspected abuse can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at All Saints PCA must adhere to the following procedures:

- In the event of suspected, reported, or discovered child abuse or violation of the Child Protection Guidelines of All Saints PCA, the employee or volunteer shall immediately notify the Children's Ministry Director, who will then report it to a pastor and the Session.
- The Children's Ministry Director will also immediately make a report to the local child protection service or law enforcement agency within 48 hours of the alleged abuse.
 - For life threatening/emergency situations, call 911 immediately.
 - 1-800-252-5400 - Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.

- www.txabusehotline.org - Report through this secure site and receive a response within 24 hours.
- Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
- The Children’s Ministry Director will also meet with the family involved to inform them of the incident and report.
- Confidentiality will be maintained. Therefore, only necessary individuals should be informed of any alleged incident.
- The official spokesperson for All Saints PCA shall be designated by the Session. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson. Communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
- All Saints will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim’s family, extending whatever pastoral care resources are needed.
- We will treat the accused with dignity and respect. The accused person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained until allegations are cleared by authorities or until criminal charges are filed. If the accused is a member of our congregation we will reach out in Christian love and support to the accused and their family, extending whatever pastoral care resources are needed.
- We will fully cooperate with any authorities investigating an allegation of child abuse.

PREPARING YOUR HEART FOR CHILDREN'S MINISTRY

Guidelines for Maintaining Discipline:

We're given a description of God's discipline in Hebrews 12:7-11. It is not punishment, but guidance, training, and molding of character. We do not seek to merely control behavior, but to partner with parents to help shape a child's character to be more and more like that of Christ. Remember the delightful opportunity we have to minister to each child and guide them closer to the Lord.

Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

Step 1:

Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

Step 2:

If the behavior does not cease, remove or direct the child away from the group to another part of the room. Provide the child with a chair to sit in or a "spot" to sit on (a pillow, carpet square, etc.) until their time-out is complete.

1. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.")
2. *Do not physically hold the child in time-out.*

3. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
4. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
5. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Step 3: If the child continues to demonstrate inappropriate behavior and is unable to regain self-control the volunteer will contact the Hallway Coordinator. The Hallway Coordinator will have the child sit with her at the desk area and contact the CSOD. The CSOD will have the discretion to handle the situation in the best way possible for the child as well as for the classmates and volunteer.

Step 4: If the inappropriate behavior choices require the children's ministry staff to intervene on two consecutive Sundays, the following Sunday a parent will need to stay with the children for the duration of the class in order to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.

***Uncontrollable or unusual behavior should be reported immediately to the Hallway Coordinator, CSOD, or Director of Children's Ministry.*

Parents will be contacted immediately when a child exhibits the following behaviors:

- Temper tantrums or loud outbursts of crying
- Utter defiance and repeated refusal to cooperate
- Use of foul language
- Hitting, biting, kicking, or other violent behavior

CODE OF ETHICS

VISIBILITY

It is important that all interaction between children and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a child and volunteer disappear behind a closed door with no visibility to outsiders.

TWO ADULT RULE

A minimum of two adults (volunteer/staff/paid caregiver) will be in attendance at all times when children are being supervised during our programs and activities. We do not allow one child to be alone with one adult unless in an approved meeting so it is of utmost importance to arrive on time.

NAMETAGS

Any adult (volunteer/staff/paid caregiver) who is in a classroom in any capacity (other than a parent dropping off their child) will wear either a pre-printed nametag, lanyard, or will write their name on a blank nametag and wear it visibly.

RESTROOMS

Only paid caregivers and the parent of a child are allowed to change diapers. Restrooms are located between classrooms. FEMALE ADULTS ONLY (volunteer/staff/paid caregiver) should provide physical assistance to a child using the restroom if the child is three years or younger or has needs requiring extra assistance. Only female adults should provide this assistance.

In classes without restrooms, women only may take children to the hallway restrooms. Adults should check the restroom before the child enters and then hold the main door of the restroom open while the child(ren) enters a stall.

PHYSICAL CONTACT

Physical contact in any form should be above reproach. The personal behavior of staff members, volunteers, and paid caregivers must foster trust at all times. Never force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

Using good judgment, the following are appropriate ways to touch small children:

1. An arm around the shoulder.
2. Walking hand in hand.
3. Short congratulatory or greeting hugs.
4. A brief, assuring pat on the back or shoulder.
5. Handshakes, high-fives, and 'fist bumps'.
6. Carrying small children piggy-back.
7. Allowing a child to sit in your lap.
8. All touch taking place in visible/observable spaces.

The following are actions an adult (volunteer/staff/paid caregiver) should NEVER take:

1. Never touch a child in anger or disgust.
2. Never physically discipline a child.
3. Never touch a child in any manner that may be construed as sexually suggestive, in particular, try to avoid touching a child between the navel and knee.
4. Never touch a child's private parts (with the exception of diaper or bathroom procedures).

HEALTH AND SAFETY

SICK POLICIES

Parents should refrain from bringing children to the Children's Hall who exhibit the following symptoms:

1. Yellow or greenish discharge from the eyes or nose during a cold
2. Heavy coughing or excessive sneezing
3. A temperature of 99.5 or greater
4. Vomiting or diarrhea within the last 24 hours
5. Questionable rashes

Furthermore, if these symptoms are observed by adults (volunteer/staff/paid caregiver), the child's parent may be called to remove the child from the classroom.

MEDICATION POLICY

All Saints is not responsible to store or administer any medication for any child. This is the parent's sole responsibility.

ALLERGIES

Every child entering the Children's Hall during church events will be required to have an KidCheck nametag which will include identification information as well as any information about the child's allergies. All Saints cannot guarantee the Children's Hall will always be nut-free but works to provide nut free snacks. It is the responsibility of parents to ensure their children eat snacks that are appropriate for their dietary needs.

FOOD AND PERSONAL BELONGINGS

For adults (volunteer/staff/paid caregiver) serving in the Children's Hall we require the following:

1. Store any personal belongings in a cabinet, away from children.
2. Refrain from using your cell phones.
3. Do not bring any outside food into the classroom unless it conforms to the posted allergy requirements for the Children's Hall.

For children entering the Children's Hall we require the following:

1. All belongings are labeled and stored together in a bag.

2. Any outside snacks should conform to the posted allergy requirements for the Children's Hall.
3. Parents are asked to hand the child and their belongings off at the doorway and not to enter the classroom unless given permission.

ACCIDENTAL INJURIES TO CHILDREN

All Saints maintains a first-aid kit. In the event of an accidental injury to a child, an adult (volunteer/staff/paid caregiver) should:

1. Alert the Hallway Coordinator without leaving the children.
2. The Hallway Coordinator will determine if the parents or medical personnel need to be alerted.
3. Administer proper first aid for the child.
4. After the child is cared for, the adult (volunteer/staff/paid caregiver) will fill out an "Ouch Report" and return it to the Hallway Coordinator.

EVACUATION

If the fire alarm sounds while parents are in the service, they are requested to follow the evacuation directions out of the sanctuary.

- Parents flooding the childcare area would cause congestion and prevent the children from being safely evacuated from the building.
- All volunteers will be made aware of the plan to follow in case of an emergency.
- The Children's Staff on Duty will be responsible for directing classes out of the building.

In the event of an emergency, the Children's Ministry evacuation plan is as follows:

- **BEFORE EVACUATING**
 - o Teachers and Caregivers will **COUNT NUMBER OF CHILDREN** in their class and on the class roster.
 - o Teachers and caregivers will also **TAKE CLASS BINDER** with them.

- ALL CLASSES EXIT AS FOLLOWS:
 - Exit classroom and proceed down the hallway to the NEAREST AVAILABLE EXIT.
 - Once outside gather your class and take them to the COURTYARD area.
 - Please DO NOT gather children at entrance or BLOCK any of the entrances or pathways.
- ONCE AT COURTYARD:
 - Teachers/caregivers are then to COUNT NUMBER OF CHILDREN AGAIN to ensure that all children are accounted for.
 - Teachers/caregivers will sit the children down or stand them in a line in an orderly fashion and encourage quiet voices to await further instructions.
 - First aid will be brought to everyone as needed. Teachers/caregivers are not to leave the group to obtain first aid. No one may go back inside the building for any reason.
 - Children will be released only to their parents and only after the "okay" to dismiss has been given.
 - Teachers/caregivers are asked to please stay calm to allow the children to remain calm. Reassure them. Prayers may be said.

POLICY AGREEMENT

The undersigned hereby acknowledges that he or she has read the Children’s Ministry Handbook and will follow it during their term of employment or time of volunteering. The undersigned also acknowledges that violations of these policies may result in immediate termination or dismissal from volunteer position.

Signed: _____ *Date:* _____

I COMMIT TO WATCHING AND COMPLETING THE CHILD SAFETY TRAINING VIDEO COURSE:

Signed: _____ *Date:* _____