

SHILOH BAPTIST CHURCH

CHILDREN'S
POLICIES & PROCEDURES
MANUAL

First
Adopted August 11, 1998
Revised
November 2010
Revised
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THE PURPOSE OF OUR CHILDREN'S MINISTRY IS TO HELP EACH CHILD:

- Associate GOD, JESUS, and the BIBLE with happy feelings.
- To make progress in solving problems, sharing and expressing him/her SELF.
- To know that the BIBLE is the special book that tells about GOD and JESUS.
- To think of CHURCH as my church - a place where people love me.
- To think of HOME or FAMILY as a place of love and security.
- To begin thinking of OTHERS and adjusting to their interests.

These objectives and concepts are taught through various activities.

It is the desire of Shiloh Baptist Church, King George, Virginia to provide a safe environment in which all can worship. To that end, we have established the following policies and procedures. It is our intent to serve our Lord and His people in this area with wisdom and compassion.

Definitions

Adult Volunteer - any person eighteen years of age or older who participates on a non-paid basis in church affiliated programs or activities involving children.

Child - any person not older than seventeen.

Child Abuse - Any behavior directed towards a child or conducted in the presence of a child that is sexual, physical, or mental abuse.

Employee - any person paid a salary or hourly wage by Shiloh Baptist Church.

Youth Volunteer – any person between the ages of thirteen and 18 who participates on a non-paid basis in church affiliated programs or activities involving children.

Prevention of Child Abuse

Shiloh Baptist Church has a rich history of ministry to individuals, families, adults, youth, and children. We have always stressed the sanctity of human life and the importance and worth of each individual as a child of God. Reports of both physical and sexual child abuse have risen dramatically in our nation. Churches are not insulated from the problem. Although Shiloh Baptist Church has not had reported incidents of child abuse, we recognize that formal policy is necessary in the prevention of child abuse as well as to the protection of our employees, adult volunteers, and church family as a whole.

Therefore, we have established the Prevention of Child Abuse policy herein for all church-affiliated programs or activities involving children.

Staffing Policy

1. Present employees of the church shall complete a consent form for a national background check and such background checks shall be completed and evaluated every 3 years.
2. Every applicant for any paid position of Shiloh Baptist Church shall complete an employment application and a consent form for a national background check (See Attachment 5). No person shall be offered employment before the church's personnel team has received and studied the applicant's completed employment application and the results from the background check of the applicant.
3. All volunteers working with children will need to have a national background check.
4. All information gathered from the employment application and the background checks will be held in a confidential file. Only the team lead for the Personnel Team, Pastor, and church attorney will be allowed access to the file. The only exceptions are in the case of a court order or a request from the church insurance company.
5. At least one leader in each children's class shall have been a member of Shiloh Baptist Church of six (6) months preceding the commencement of the volunteer service.
6. No person with known prior incidents of sexual, physical, or mental abuse shall be permitted to serve in any capacity involving working with, or supervision, of children. Because it is a privilege to teach children, if an allegation of child abuse is supported by evidence sufficient to cause reasonable concern by the Pastor or Board of Directors Team Lead and the church attorney, then the alleged offender, whether employee or volunteer, shall be suspended immediately from all church duties involving children until the matter is resolved. Teachers in a children's class should regularly attend Shiloh Baptist Church for at least **six months and espouse Baptist principles.**

Incident Prevention Policy

1. All workers shall observe the "two-adult" rule. This means that when working with children at least two adult workers shall be present and one-on-one situations with a child shall be avoided. This includes counseling sessions. Pastoral staff are exempt from this "two-adult" rule; however, where continuing counseling sessions are contemplated, either (1) parental permission shall be obtained for the Pastoral Staff to meet privately with the child, or (2) the "two-adult" rule shall apply. Preschoolers must not be left in any room unattended by a teacher or assistant.
2. The church encourages family members to work together in ministries to children. However, for protection of all concerned, the church will provide additional adult workers to assist immediate family members (i.e. husband and wife or parent with older youth) working with children.
3. Opportunities for training in understanding, preventing, recognizing, and reporting suspected child abuse will be provided. Employees and volunteer workers are encouraged to participate in the sessions.
4. Any person observing behavior directed towards or conducted in the presence of a child that has the appearance of abuse has the responsibility to immediately take appropriate action. That action includes stopping the behavior, obtaining assistance from others to stop the behavior, and reporting the behavior. In no case should the person observing the behavior leave the child (or children) alone with the person engaging in the behavior.

Incident Reporting Policy

1. Any suspected child abuse or any questionable activity involving a child is to be immediately reported to the Pastor or Minister to Children or Minister to Youth if applicable. Should one of the above be accused of the abuse or questionable activity, the report will be made to the Board of Directors Team Lead. In either case, the church attorney will be notified immediately to determine whether any report should be made to the appropriate authorities. If the attorney determines a report should be made, then the Pastor or Board of Directors Team Lead (as applicable) shall immediately make the report to the appropriate authorities as required by law.
2. If an allegation of child abuse is supported by evidence sufficient to cause reasonable concern by the Pastor or Board of Directors Team Lead (if applicable) and the church attorney, then the alleged offender, whether employee or volunteer, shall be suspended immediately from all church duties involving children until the matter is resolved.
3. Either the Pastor or Board of Director Team Lead (if applicable), in consultation with the church attorney, shall give notice to the church's insurance carriers as soon as possible of any alleged claims of abuse.

Implementation Policy

1. Prior to working with children all employees and adult volunteers will be provided a copy of this policy. They will acknowledge receipt and understanding of it by signed statement.
2. This policy will become part of job announcements/job descriptions and other forms as determined by the Pastor and Personnel Team.
3. The pastoral staff and all directors of children's programs are responsible for insuring compliance with this policy.
4. Nothing in this policy should be construed as directing any person to fail to comply with the laws of the State of Virginia or as their conscience may dictate.
5. This policy will be posted in all Children's classrooms.

Shiloh Baptist Church Children's Policies and Procedures

These policies and procedures are compiled for the parents and teachers of children ages birth to eighteen. Babies are specified as age birth to walking. Toddlers are walkers up to two years old. Preschoolers and toddlers are children who are two or three. For safety reasons, it is required that children in the babies class master walking before moving up to the toddler class. Preschoolers who are age two by September 30 may be promoted to the Two and Three Year Old class at the beginning of the Sunday School year. Preschoolers who are age four and Potty-trained by September 30 may be promoted to the Pre-K and Kindergarden at the beginning of the Sunday School year. If they are not potty-trained, they will need to remain in the toddler classroom unless approval from Minister of Children.

Ages and/or development of the children determine which classroom they will be assigned.

These rules are set up because we love the children and their families, and want to provide the best and safest Christian education and learning environment that we can.

Activities are provided for children while their parents are engaged in Sunday School morning services and other daytime and evening activities as appropriate.

Should there be any questions by the parents or the teachers regarding any of these policies, please direct them to the Sunday School Team Lead, Minister to Children, or Minister to Youth.

Policies for Parents

The parents or guardians are responsible for the Christian education of his/her child. The teachers as representatives of the church are here to assist the parents in the Christian education of the child.

1. For safety reasons, parents or guardians should not allow their children to be unsupervised on church property or church sponsored event at any time.
2. For security reasons, an Information and Emergency Data Sheet will be filled out for each child in attendance for Sunday School or Extended Session (See Attachments 1 through 4 – Childrens Information and Emergency Data sheet).
3. All children must be brought and called for by a parent, guardian or other authorized person. Young siblings below 6th grade, will not be allowed to pick up babies, toddlers or preschoolers. Anyone picking up the child may be required to show photo identification. If at any time the parent requires that a person other than those listed on file be allowed to pick up the child, a signed notification from the guardian or other authorized person will be required in advance of the pickup. A copy of the **court order** prohibiting a parent from picking up his/her child must be on file with the child's card. If the children's leader does not have a copy of this order, he/she will be required to release the child to the requesting parent.
4. Children shall be called for immediately at the close of all activities. Even the most well-adjusted child may become fearful or anxious if he/she is left after all the other children have gone for a seemingly extended period.
5. Children and their workers should be the only persons permitted in their classrooms. The exception will be the invited parent, guest, or nursing mothers. Parents are invited to enter by the children's workers for management of separation anxieties, security, safety, or educational activities. Teachers will receive each child at the door. After class, parents/guardians will gently knock and are to wait at the door until a teacher can bring the child to them. Observing this policy will provide greater safety and an easier transition for the children. This is especially so when children are picked up after the Sunday School hour.
6. Children who show signs of illness, such as a fever or extreme cold or flu symptoms cannot be accepted in a children's class (See first aid and illness section). The teachers may not give medication to any child.
7. Diaper bags, bottles, baby food, and sipper cups should be marked with the child's name. If necessary, please provide the teachers with written feeding instructions for babies. As a general rule, food is not required for older toddlers and preschoolers and should not be brought. Special arrangements should be made in advance for special dietary needs or celebrations. Notification will be given by posting a sign outside the room so parents know.
8. Parents must notify teachers concerning any allergies or illnesses that your child may have. To ensure the best possible care for your child, suspected changes in such allergies or

illnesses should be reported to the teacher. All information is considered confidential and will be restricted to those workers with a need to know.

9. Your toddler or preschooler may participate in activities such as painting, water play, and outside play. We encourage parents to dress the preschoolers accordingly. Notification of special messy days will be made in advance to the parents as appropriate.
10. Preschoolers are discouraged from bringing toys and other personal items that may be distracting or those toys they are unwilling to share. No sharp-pointed toys or small objects which do not pass the choke test will be allowed in the babies/toddlers/ Pre-K/Kindergarden classroom. Security items for younger preschoolers are acceptable.
11. For any reason, if a child is excessively upset, the parent or guardian is expected to participate in soothing the child.
12. Extra sets of clothes should be brought for children who might have accidents.
13. In case of fire or other similar emergencies, parents will meet their children at the Cross located outside in front of the church cemetery. If a fire or other emergency has occurred, **DO NOT** go to your child's classroom. Diagrams of emergency routes are posted adjacent to each classroom.

Policies for Teachers

1. Children from other classes should not be allowed in the infant, toddler or preschool rooms. Children between the ages of 13-17 years old may teach Extended Session or other activities as long as they are accompanied by an adult. Those over the age of 18 are considered adults. Children between 13-17 years old may assist only if they attend training provided by Shiloh Baptist Church which is provided by the Minister to Children.
2. All teachers are expected to study the provided approved curriculum materials for their particular age groups and to plan activities so that appropriate religious education can take place whenever children are at church. Sunday School teachers or those who teach on a regular basis are expected to contact the parents or guardians periodically in order to meet the needs of the individual children.
3. All teachers are expected to greet children as they arrive with a smile, warm words, and to show love, understanding, and acceptance with all toddlers, preschoolers, and Kindergardeners. This means teachers should arrive 15 to 20 minutes ahead of class time to ensure that everything is ready for that day. Extended session workers will need to arrive as soon as reasonable after the end of the first session or when children are dismissed from the sanctuary.
4. Workers will notify the parents, guardian, or other designated person if a child is extremely upset and cannot be calmed within a reasonable amount of time.
5. Workers will fill out an accident report whenever a child is injured (See Attachment 6 - Accident Report). These forms will be kept in the children's classrooms. Accident reports will be kept on file in the office until an appropriate time when they will be destroyed. Workers will always notify the parent or guardian of any accidents involving their child.
6. All teachers are encouraged to increase their knowledge of children through reading and other learning opportunities. Recommended learning opportunities include those sponsored by Shiloh Baptist Church, Fredericksburg Area Baptist Network, Virginia Baptist General Board, and the Baptist Sunday School Board.
7. Employees working with children will need to have CPR and First Aid training which will be provided by Shiloh Baptist.

Discipline Techniques

1. Spanking or belittling a child on Shiloh Baptist grounds is not to take place under any circumstances.
2. Minor discipline problems such as disruptive behavior may need to be handled with a time-out for an appropriate period of time.
3. Gently restraining a child from intentionally hurting another child may be necessary. Teachers should consult parents as to the the best way to handle major discipline problems such as hitting, biting, and other hurtful behavior that might occur in the classroom. Teachers may need to get a parent out of their church-sponsored activity to participate in the discipline required.

Food and Drink

Teachers and Parents: For safety reasons, hot beverages or foods should not be carried into the nursery, toddler, preschool, and kindergarden room at any time. Coffee, tea, etc. is to be consumed in the appropriate areas before coming into the childrens classrooms. **Breakable containers** are discouraged. Teachers are encouraged to provide parents with at least one day advance notice of food tasting activities, either by word-of-mouth, a note, or a visible sign on your classroom door.

1. Shiloh Baptist Church is a Peanut Free. Because of this policy, there should be no peanuts or products that could have come into contact with peanuts brought into the church.
2. Children's hands must be washed (or use hand sanitizer) before eating food.
3. During the Sunday School hour a **light** snack consisting of water, crackers/cookies, or fruit may be served to the children in the toddler or preschool rooms.
4. No food will be given to infants in the infant room unless approved by the parent or guardian.
5. Table food will not be served in a toddler, preschool, kindergarden classroom except during sessions when mealtime or food tasting activity is part of the program. During church socials or fellowship, preschoolers will participate with their families in the fellowship hall.

First Aid and Illness

1. A limited first aid kit is located in each of the children's rooms.
2. Emergency numbers including poison control will be posted for workers.
3. Parents will always be notified of any need for first aid as a result of any injury that occurs during Sunday School, Extended Session, or other activities. An accident report will be kept on file in the office for all injuries.
4. Disposable gloves are provided in all classrooms and must be used when treating a wound.
5. If a child becomes ill or injured during any activity at Shiloh Baptist Church, the parent or guardian will be consulted. The **parent is to decide** the best course of action to take concerning the child (monitoring the child, take the child out of the classroom, etc.).

Sanitation and Waste Control for Infants and Toddlers

In order to provide a clean, healthy environment for the children that will help control the spreading of germs, the following procedures are required:

1. Teachers are to change diapers as necessary. If diapers are not changed during Sunday School, they shall be changed before the Extended session is over if needed.
2. Teachers must wear disposable gloves before each diaper change or contact with body secretions (saliva, nasal charge, vomit, blood, etc.) Gloves are provided in the classrooms.
3. A clean, disposable changing pad or waxed paper is to be placed under the child before each diaper change.
4. Diapers must be wrapped appropriately so that they cannot be accessed in the trash can by preschoolers.
5. Clean crib sheets will be provided in the infant classroom. Teachers are to ensure that the sheet has been changed before placing the child in the crib.
6. Teachers must wash their hands with soap and water after each diaper change or contact with body secretions.
7. Disinfectant wipes are provided in each classroom for use by the teacher.
8. A bag of absorbent material (kitty litter), broom, and dustpan is provided for cleaning spills or vomit.

Toys and Equipment

1. Children's toys and equipment will be selected by the Children's teachers. They will be selected as age appropriate and curriculum appropriate.
2. Children's teachers are responsible for the **sanitation of toys** and equipment that have had contact with saliva or nasal secretions or body fluids. Separation of contaminated toys is encouraged in the infant classroom.
3. Disinfectant wipes and hand sanitizer will be provided in each classroom.
4. Broken or damaged toys and equipment should be either discarded or brought to the attention of the Sunday School Team Lead, Infant/Toddler Team Lead or Minister to Children.
5. Children's teachers are responsible for putting away materials such as books, puzzles, blocks, pictures and art materials at the end of the session.
6. All electrical plugs in the infant, toddler and preschool classrooms will be covered when not in use.

Emergencies

1. A telephone will be located within easy access of the preschool classroom.
2. All children's classrooms will have posted a plan for an emergency evacuation.
3. In case of fire or other emergencies, children's teachers will take the children from their classrooms by way of the safest escape route to the **cross** for pickup by the parents or guardian.

Security Issues

1. For the safety of the children all nonsanctuary doors to the outside will remain locked in order to prevent access by someone from the outside during the Worship Hour and at other times when the parents are involved in activities in the church sanctuary or family life center.
2. Children's teachers are required to report any unusual activity (any activity that makes you feel uncomfortable) in the children's area to the Sunday School Team Lead, Minister to Children or Minister to Youth..

Van Ministry Issues

1. Van Ministry children will have parental permission forms and emergency information forms on file in the appropriate classroom. These forms will contain information concerning medical or special needs of the child and emergency telephone numbers. Forms will be kept on file in the office, on the bus, and in the child's classroom.
2. Children are not to be dropped off at a place where there is no adult present. Parents or guardians must also provide an alternate drop off point in case no one is home upon the return of the children.
3. Van Ministry preschoolers will be brought to the preschool classroom and picked up by the Van Ministry guardian. The Van Ministry guardian is defined as an adult who accepts the responsibility for the Van Ministry children.
4. Van Ministry children will have parents' permission forms and emergency information data sheets on file in the Childrens classroom (see Attachment 1 through 4 – Children's Information and Emergency Data card).
5. Preschoolers will wear a seat belt or age appropriate safety seat while being transported to and from Shiloh Baptist Church.

General Policies

1. Any group or organization desiring to use preschool rooms (infant, toddlers and preschool) shall contact the Sunday School Team Lead, Infant/Toddler Team Lead or Minister to Children as well as refer to the Building and Grounds policy on building use.
2. When organizations need provisions for preschoolers or children during special events that require employed child care, they should contact the Infant/Toddler Team Lead or Minister to Children. When employed child care is needed there should be at least two workers available.
3. As a general rule, nursery, toddler, preschool, and kindergarden classes during the extended session will be in the same classroom as the Sunday School class.
4. Requests for changes in policies, furnishings, and/or equipment for any department should be submitted by organizational directors (Sunday School Team Lead, Infant/Todderl Team Lead or Minister to Children).

Additional: Accommodations will be considered for special needs of preschoolers within the resources of Shiloh Baptist Church. Requests will be made to the Minister to Children or Sunday School Team Lead. Tentative plans should be presented to enable time to comply.

**PRESCHOOL INFANT INFORMATION
AND EMERGENCY DATA
(Babies)**

Name of Child _____

Birthdate _____

Address _____

Phone _____

Does your infant have any allergies or other known medical problems? If so, please explain.

Name of Parents or Guardian _____

Location of parents or guardian during Sunday School _____

Mother _____ Father _____

Name and phone of one other person if you cannot be reached _____

Name and relationship of other persons living in the home

See Back for all persons allowed to pick up the my infant. This must be filled in by the primary parent or guardian.

Sleeping Position: ___Stomach ___On Back Sleeping Time: _____

Does infant hold something? _____

Is infant Breast Fed? _____ or Bottle Fed _____ Time: _____

Does infant drink juice? _____ Does infant eat solid food? _____

Burp: ___After Feeding ___During Feeding How? _____

Does infant use a pacifier? _____

When diapering, do you use powder? _____ Oil? _____

Best time to visit the home _____

I have read and understand the Preschool Children's Policy and Procedures for Shiloh Baptist Church.

Parent or Guardian

Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: _____

The following persons are allowed to pick up my child from the infant class at any time. (**Young siblings below 6th grade, will not be allowed to pick up babies, toddlers or preschoolers.**)

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

Signed:

Parent or Guardian

Date

PRESCHOOL TODDLER INFORMATION
AND EMERGENCY DATA
(Toddlers, 2-3 Year Olds)

Name of Child _____

Birthdate _____

Address _____

Phone _____

Does your child have any allergies or other known medical problems? If so, please explain. _____

Name of Parents or Guardians _____

Location of parents or guardian during Sunday School _____

Mother _____ Father _____

Name and phone of one other person if you cannot be reached _____

Name and relationship of other persons living in the home _____

Names child calls grandparents:

See Back for all persons allowed to pick up the preschooler. This must be filled in by the primary parent or guardian.

Word child uses for urination _____ Word child uses for bowel movement _____

Name(s) and types) of pet(s) in the home _____

Child's fears _____ Child's security item _____

Best time to visit the home _____

I have read and understand the Children's Policy and Procedures for Shiloh Baptist Church.

Parent or Guardian

Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: _____

The following persons are allowed to pick up my child from the toddler class at any time.
(Young siblings below 6th grade, will not be allowed to pick up babies, toddlers or preschoolers.)

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

Signed:

Parent or Guardian

Date

PRESCHOOL INFORMATION
AND EMERGENCY DATA
(4-5 Year Olds)

Name of Child _____

Birthdate _____

Address _____

Phone _____

Does your child have any allergies or other known medical problems? If so, please explain. _____

Name of Parent or Guardian _____

Location of parent or guardian during Sunday School _____

Mother _____ Father _____

Name and phone of one other person if you cannot be reached _____

Name and relationship of other persons living in the home

Names child calls grandparents:

See Back for all persons allowed to pick up the preschooler. This must be filled in by the primary parent or guardian.

Word child uses for urination _____ Word child uses for bowel movement _____

Name(s) and type(s) of pet(s) in the home _____

Child's fears _____ Child's security item _____

Best time to visit the home _____

I have read and understand the Children's Policy and Procedures for Shiloh Baptist Church.

Parent or Guardian

Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: _____

The following person(s) are allowed to pick up my child from the 4 and 5 year old class at any time: **(Young siblings below 6th grade, will not be allowed to pick up babies, toddlers or preschoolers.)**

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

Signed:

Parent or Guardian

Date

OLDER CHILDREN/YOUTH INFORMATION
AND EMERGENCY DATA
(1st grade – 12th grade)

Name of Child _____

Birthdate _____

Address _____

Phone _____

Does your child have any allergies or other known medical problems? If so, please explain. _____

Name of Parent or Guardian _____

Location of parent or guardian during Sunday School _____

Mother _____ Father _____

Name and phone of one other person if you cannot be reached _____

Name and relationship of other persons living in the home

What school does your child attend? _____

Parent or Guardian

Date

Shiloh Baptist Church Permission to Obtain a Background Check

I, the undersigned applicant (also known as “consumer”), authorize Shiloh Baptist Church through its independent contractor, First Advantage, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Shiloh Baptist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____

Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name: _____

First Middle Last

Other Names Used (alias, maiden, nickname): _____

Current Address: _____

Street /P. O. Box City State Zip Code

Former Address: _____

Street /P. O. Box City State Zip Code Dates

Social Security Number: _____ Telephone Number: (____) _____

Driver’s License Number: _____ State of Issuance: ____ Date of Birth: _____ Gender _____

E-Mail Address: _____

Admitted Charges:

Charge: _____ Charge Type (Felony/Misdemeanor/Other): _____

Charge Date: _____ County: _____

City/Municipality: _____ State/Region: _____

Charge Description:

NAME: _____

ACCIDENT REPORT

Date: _____

Childs Name:

Teachers Present at the time of the accident:

Information regarding the injury:

Signature of Teacher

Copy to:
Parent
Class
Church Office

Attachment 6