

Children's Ministry Protection Policy Synopsis: Nursery—Fifth Grade

Please read and sign the back of this form and return to the Early Childhood or Children's Ministry Office. Second copy is provided for your reference.

Staffing Policy

- Two-deep leadership is essential: at least two workers should be in a room with students at all times. If only one adult is present when students arrive, a parent should be asked to stay as the second leader until the second staff member arrives.
- All leaders must complete an application and pass a background check.
- Early Childhood adult-children ratios are as follows:
 - Nursery: one adult per 4-5 children
 - Preschool: one adult per 6-8 children

Registration

- Each child must have a registration form completed by their parent or guardian. Visitors should fill out a visitor's card.
- All volunteers and child care staff should wear a name tag.
- All children must be signed in.

Parent Pick Up/Child Release

- Nursery through 4 year olds
 - May only be released to the parent carrying the claim identification item.
- Kindergarten through 3rd grade
 - Parent or an authorized person must pick child up from classroom
 - Children may be released to the children's choir director for Acorn Choir if a signed release form is on file
- 4th and 5th grade
 - Children with a signed release may leave at the end of class to meet their parent in a designated location or to attend Kids of the Kingdom Choir.

Bathroom Policy

- Infants and Toddlers: Diaper changing should always be done in the approved public area.
- Adults should never be alone in a bathroom with a child of any age.
- Children 3 years old through 3rd grade
 - Approved volunteer of the *same gender* (when possible) will accompany child
 - Age 5-3rd Grade: Take at least one other child with you to the nearest restroom
 - Volunteer should remain outside of main door
 - If child requires assistance volunteer will keep stall door open
- Children in 4th and 5th grade
 - May use the restrooms one at a time without adult accompaniment

(continued on reverse side)

Displays of Affection

- Physical contact with children should be age and developmentally appropriate
- Be sensitive to differences of personality or family background, and aware of child's comfort level
- Examples of proper displays of affection for Kindergarten through 5th grade:
 - One-arm side hugs (avoid full body-to-body contact)
 - Lap sitting is appropriate with children under 5 years
 - Gentle touch during activities on children's heads, shoulders, arms, and hands

Discipline Policy

- All disciplinary action should consider a child's dignity. Under no circumstances should a child be shamed or intentionally embarrassed as a way of discipline.
- Disruptive behavior will be addressed by taking the child to the Early Childhood or Children's Ministry Directors for a "time-out"

Name: _____

Address: _____

Phone numbers: Home _____ Cell _____

Email addresses: _____

"I have been given, have read, understand and promise to follow and obey the Protection Policies of Christ Church of Oak Brook for the Ministry Area in which I have agreed to serve. I promise to report quickly any deviations from the Protection Policies (whether personally observed or heard about) to the Director / Pastor of my ministry area, the Pastor of Care, or one of the Executive Pastors of Christ Church."

Ministry Area

Term of Service (e.g. 1 month, Sept.-May)

Description of Service (mentor, teacher)

Your Name - Printed

Your Signature

Date