



# **Policy & Procedure Handbook**

**LifePoint Church**  
**7733 Hillcrest Avenue**  
**Harrisburg, PA 17112**  
***lifepointpa.org***

# LifePoint Kidz Policy & Procedure Handbook

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Dear LifePoint Kidz Volunteer,

Thanks for choosing to serve Christ by volunteering in LifePoint Kidz! We recognize that you and the volunteers who serve with you are the foundation of a successful ministry for our children. No matter what your role is within our ministry, you are an integral part of the body as we work together to minister to the children that God entrusts in our care.

This handbook is designed to provide you with a clear understanding of our philosophy of ministry, as well as the structure of our ministry. It will outline the procedures and policies we have set in place to protect not only our children but also you, as our volunteer.

After carefully reading this handbook, please sign and date the statement of agreement form at the end and return it to one of us. Thank you for taking the time to help make our ministry a safe place for children.

Serving with you for the Kingdom,

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## **LifePoint Kidz Volunteer Expectations & Our Commitment to You**

LifePoint believes that programs don't do ministry, people do ministry. Those who choose to serve in LifePoint Kidz should consider themselves ministers to our children. We believe that the best way to minister is through leading by example and personal interaction. We understand that no one is perfect, but we must strive to set the best possible example for our children.

There are several standard requirements for anyone who chooses to work with children at LifePoint:

- A personal faith in Jesus Christ as your Lord and Savior
- Regular worship attendance at LifePoint Church for three months
- Completion of PA Child Abuse History Clearance and PA State Police Criminal Record Check (for those over 18)
- Completion of FBI Criminal Background Check for those who lived outside of PA within the last 10 years (for those over 18)
- No criminal history of abusing children or youth
- Completion of the Kidz Volunteer Application and interview with the Kidz Pastor
- A commitment to the LifePoint Kidz volunteer team demonstrated by signing the Statement of Agreement Form at the end of this handbook
- Recommendation to attend the Discovering LifePoint classes (offered twice a year)

Those who minister in the LifePoint Kidz Ministry can expect to receive:

- Support from the LifePoint Kidz Pastor and staff who are accessible and encouraging
- Prayer support from the church body
- Curriculum and supplies necessary to do ministry
- Training necessary to effectively minister to children
- A classroom or other suitable location to conduct ministry

## Our Mission Statement

*“Connect people to Jesus and one another as we...  
Gather... Connect... Serve.”*

**Gather** in worship

**Connect** in meaningful relationships

**Serve** one another in our community, and our world.

*This purpose statement flows out of Jesus’ commandments to love the Lord our God with all our heart, soul, mind and strength, to love our neighbor as ourselves, and to go into the world and proclaim the Good News of God’s love. Our goal is to do these three things – Gather, Connect, and Serve – exceptionally well.*

## Our Vision for LifePoint Kidz

1. **Equip** families and partner with them in their role as the primary spiritual influence in the life of their child.
2. **Enrich** families as they pursue their shared and individual spiritual journeys together at home and in age-appropriate worship and learning environments in the church.
3. **Disciple** children by helping them understand their value in Christ. Help them to understand grace and the forgiveness of sins. Guide kids to a personal faith in Jesus. Teach them His ways and empower them to serve others.

## Our Structure for LifePoint Kidz

Our **elementary kids** use a large group to small group format. Kindergarten to 5<sup>th</sup> grade worship together in the basement for half an hour and then go upstairs to their small group classes in the Kidz hallways. Kindergarten and 1<sup>st</sup> grade are in the early childhood wing and 2<sup>nd</sup> -5<sup>th</sup> grades are in the upper elementary wing. Teaching occurs in both large and small groups.

Our **preschool kids** stay in the preschool classroom the entire time in the early childhood wing. They play for 15 minutes and then move into worship and teaching time.

The **nursery** is divided into two classrooms in the early childhood wing. The infant nursery is for children up to 18 months. The toddler nursery is for children aged 18 months to 3 years old. The toddler nursery receives age-appropriate teaching each week on their level.

**All children** in LifePoint Kidz receive the same Bible lesson catered to their developmental level. All our classrooms are in secure wings of the building.

## **LifePoint Kidz Scaffolded Ministry Vision**

*As appropriate, this document is considered scaffolded meaning that the majority of the items for younger children are also appropriate for older children.*

**Infant Nursery:** Infants will learn that church is a safe place where they will be loved and their needs will be met.

- We desire that parents feel comfortable leaving their child in children's ministry. We will greet each parent and child (by name, if possible) as they come into the room as well as be sure to share a positive note or story at pick-up.
- We strive to ensure that babies are comfortable separating from their parents and learn that they will be cared for and have fun while they are with us. We will hold them, pray for them, and engage them with items that they enjoy.
- We want both parents and children to know that we will contact them if their child is crying for an extended period of time as this is part of how they learn to trust us.

**Toddler Nursery:** Toddlers will also begin to understand that they come to church to learn about Jesus and that the Bible is His Word.

- We desire to start building a short routine (worship, lesson, prayer, snack, craft) but also provide many opportunities for play and connection during their time with us. We want toddlers to learn simple Bible stories in a fun and engaging way.
- We strive to purposefully engage and connect with each child that is in our care. We will hold and comfort children as needed but will encourage children to play and engage with other children by joining in on the floor and modeling play.
- We want to acknowledge that there is a large developmental gap between the ages of 18 months and 3 years. Children who are 18 months may spend most of the time playing but they are still learning as they listen to the music and story. Children who are closer to 3 years should be ready to sit and participate more in the lesson; however, it is important to meet each child where they are at developmentally.

**Preschool:** Preschoolers will begin learning biblical truths and how they relate to their lives. They will also begin to understand that they can have a relationship with Jesus.

- Using large group to small group teaching, when possible, we will teach how each Bible story points us to Jesus.
- We know that children at this age learn best through active, hands-on learning and often need to move frequently. We want to meet these needs by modeling active worship, including hands on activities and games to reinforce the lesson, and limiting time at the table to craft and snack.
- We will use similar routines across all three services so that children know what to expect, no matter which service they attend, which increases their comfort level.

- We desire to continue prioritizing opportunities to connect with children and build meaningful relationships with them. At this age, children will start sharing favorites and preferences as well as experiences. Being on their level and engaging in their play facilitates these important conversations.
- We also desire that children begin building positive peer relationships as it is our hope that these friendships continue throughout their time in children's ministry and beyond. We encourage this by connecting children during play and small group opportunities as well as by modeling Christ-like conflict resolution.

**Early Elementary:** Younger elementary children will grow to have a solid faith foundation by continuing to learn biblical truths as they begin digging deeper. We will help them understand what it means to have a personal relationship with Jesus and live their faith every day.

- Using large group to small group teaching, we will explore Bible stories and biblical truths in an engaging way that children can relate to.
- We desire to use interactive and engaging teaching methods as well as simple, sticky language, as we know these are essential for children to participate and remember what they've learned.
- We will model Jesus' love and kindness during our interactions as children learn more by what they see than what they hear.
- We will encourage children to talk to God through prayer by asking for prayer requests and modeling how to pray.
- We will continue prioritizing opportunities to connect with children and build meaningful relationships with them. We know that children who have consistent spiritual mentors during childhood are more likely to remain engaged with their faith as they get older.
- We also desire that children continue building positive peer relationships that will continue throughout their time in children's ministry and beyond. We will encourage this through small group activities and opportunities to connect with one another.

**Later Elementary:** We desire our children in later elementary to understand who Jesus is and what it means to follow Him so that they can choose to build and grow their own personal relationship with God. It is our greatest hope that as they move on to youth group that they love Jesus, know the Bible and how it connects to their life, and are confident in their faith when interacting with others.

- We will use interactive lessons with real-life application to help children discover their identity in Christ as well as their unique gifts and purpose.
- We will communicate that the church is a safe place to explore faith and express doubts by encouraging and discussing deeper questions about God, faith, life, and our purpose.
- We will model that when we don't know answers to questions, we can search the Bible, pray, and ask other trusted spiritual mentors to learn more.
- We will provide leadership opportunities where students can practice prayer, lead worship, and serve others to help children gain confidence in sharing their faith.

# **LifePoint Kidz**

## **General Safety Policies**

Our goal is to provide a safe, secure, and loving ministry environment for our children. These policies are in place to ensure our children's safety as thoroughly as we can and to provide peace of mind for our parents and guardians. They are also in place to protect our workers and volunteers. These policies should be followed during regular ministry hours as well as special events.

### **Two Volunteer Rule**

No fewer than two unrelated volunteers should always be present in each classroom during any church-sponsored program, event, or ministry involving children. At least one volunteer should be over 18 years old. If you need assistance, please use the walkie talkie to communicate with the LifePoint Kidz Pastor or director and do not leave the room during your shift.

### **One-on-one Policy**

Only the LifePoint Kidz Pastor or directors should meet one-on-one with a child. If this becomes necessary, a clear view policy should be applied, and the child's parent or guardian will be notified.

### **Clear View Policy**

All activities are to be in open and clearly visible spaces. The windows in each classroom door should be unobstructed and clearly visible from the hallway.

### **Proper Displays of Affection**

Physical contact with children should be age appropriate and only in the presence of other adults. Appropriate touching for older children should be limited to handshakes, "high fives," brief hugs, or a brief touch on the shoulder. Inappropriate touch would include extended hugging or tickling, kissing, touching a child in any area covered by a bathing suit, and giving full contact, body-to-body hugs. If a room is darkened for the showing of videos, volunteers may not have children sit on their laps. Neither should a child sit on a volunteer's lap when other adult volunteers are not present.

### **Supervision of Children**

During LifePoint Kidz ministry time, children are under our care. At no time should children be left alone without supervision by an adult. Volunteers in the preschool room should be aware that the bathroom blocks the view of the other side of the room and supervise appropriately.

### **Volunteer/Child Ratio**

In addition to the two-adult rule, the following are minimum ratio guidelines of children to volunteers:

- Infants: 1 volunteer for every 4 children
- Toddlers: 1 volunteer for every 5 children
- Preschool: 1 volunteer for every 10 children
- Elementary: 1 volunteer for every 15 children

## **Three-Month Standard**

All LifePoint Kidz volunteers need to be regular attenders of LifePoint Church for at least three months before becoming involved in the Children's Ministry.

## **Youth Assisting in Ministry**

Youth volunteers under the age of 18 should be at least five years older than the children they are working with. Approved youth workers in 6<sup>th</sup> grade or older can serve as helpers, in which case they should be supervised by a qualified adult. Youth serving in the infant room need to be in 9<sup>th</sup> grade or older. Youth are encouraged to attend church and youth group so they can grow in their faith and be discipled. Youth are not eligible to serve in Kidz ministry if there is a concurrent class for their age group. It is the responsibility of the youth to get background checks before they turn 18 years old.

## **Application Process**

New volunteers need to complete the LifePoint Kidz volunteer application found at <https://lifepointpa.org/lifepoint-church-harrisburg-kidz/>. All applicants will be asked to review this handbook and sign the Statement of Agreement Form. All application information is confidential and securely filed.

## **Background Checks**

Any adult (age 18 or older) who volunteers in LifePoint Kidz Ministry will have a background check. The cost for this check is covered by the church (if applicable). Links to the checks are at <https://lifepointpa.org/lifepoint-church-harrisburg-kidz/>. The checks include the PA State Police Criminal Record Check and the PA Child Abuse History Clearance. Individuals who have not lived continuously in PA for the past 10 years will also complete the FBI Criminal Background Check. Those who have lived in PA for 10 years will complete the FBI waiver. Background check information is kept confidential and is securely filed. Background checks will be renewed every five years. Paid staff (ages 14 and older) will have all three checks completed.

A staff member or volunteer is required to provide notice of an arrest or conviction of offenses or when the volunteer has been named as perpetrator in a founded or indicated report within 72 hours of arrest, conviction, or listing as a perpetrator.

## **Statement of Restriction**

Any person who may pose a threat to children will be prohibited from working in any ministry involving children.

## **Off Property and Special Ministry Events**

Any off-property or special ministry events not occurring during the normal meeting time of your ministry must be pre-approved by the LifePoint Kidz pastor well in advance of the event (a month or more). This allows for adequate time to inform parents of the activity, as well as to provide time for sufficient supervision of the event. All off-property events and overnight activities must have the written approval of the parent/guardian through a permission slip. (Provided by the Kidz Pastor). This form should be carried by the chaperone. There needs to be a ratio of one adult chaperone (over age 18) for every eight children. At no time should a chaperone be alone with a child. Seatbelts must be worn. All children aged eight and under must be in an appropriate car seat. Children under age twelve should not ride in the passenger seat. All drivers are responsible for their own vehicle and its passengers. For overnight events, separate sleeping quarters are required for each gender.

# **LifePoint Kidz Safety Procedures**

In LifePoint Kidz, we strive to provide children with a safe, caring, and fun environment. To accomplish this, these procedures are to be followed by all Kidz ministry staff and volunteers.

## **Check-in procedures**

Families who have already completed the LifePoint Kidz family application should check-in at the self-check-in tablets. Parents will put in the last four digits of their phone number and a nametag will be printed for each child to wear and one pick-up ticket for the parents/guardians to keep. The nametag and pick-up ticket contain the same code. For each child's safety, the pick-up ticket must be shown for the child to be released from the classroom. (A picture of the ticket is satisfactory). Parents/guardians will walk their children to their child's classroom (or basement for elementary age). There they will be checked into the room by the volunteer using the room roster tablet. The nursery and preschool have clipboards available for families to fill out if they want to be contacted to diaper or help their child in the bathroom. In this case, use the room roster tablet to message parents. Detailed instructions for the room roster tablets are in each classroom next to the tablets.

## **Guests**

Welcome guests warmly. Guide them to the new family tablet where they will fill in the LifePoint Kidz family application. They will then go to the manned check-in computer where the check-in person will print nametags and a pick-up ticket. The LifePoint Kidz greeter or check-in person will show them to their children's classrooms and explain the pick-up procedures.

## **Child Dismissal/Pick-up**

Children must remain in their classrooms until picked up by the individual with the pick-up ticket (or picture of it) that matches the code on the child's nametag and roster tablet. Please double-check that the codes match since they change each week. If a parent loses their pick-up ticket, have them go to the LifePoint Kidz Pastor or director or check-in person to reprint a ticket if needed. Even though a child may say they are to meet their parents, please do not release them on their own.

## **Parental Supervision**

When children are in the church or on the church property but are not involved in a LifePoint Kidz activity or program, they are under direct supervision of their parent/guardian.

## **General Security**

If you see an unauthorized adult wandering around the children's ministry areas, please notify a staff member, director, or the safety team. For security purposes, we do not permit unauthorized people to enter the LifePoint Kidz hallway without a volunteer nametag or parent pick-up ticket.

## **Volunteer Identification**

All volunteers in LifePoint Kidz are required to wear a printed nametag from the check-in station as a means of identifying them as an authorized volunteer as well as the LifePoint Kidz t-shirt.

Unauthorized individuals are not allowed into the Kidz hallway and classrooms without permission from the Kidz Pastor or director. Please use your walkie talkie to alert staff of any concerns.

## Media Release

Parents and guardians who do not want pictures of their children published should place an orange wristband on their child in a visible location. Wristbands can be found at the check-in station. For children who are not wearing an orange wristband, LifePoint Church is granted the right to use photographic or electronic reproductions for publication processes, whether electronic, print, digital, or electronic publishing via the internet. Photographs or videos may not be placed on the internet by volunteers without authorization from the Kidz Pastor. Volunteers can alert the photography team of any children in their rooms who are wearing orange wristbands before they take pictures.

## Diapering/Bathroom Procedures

Please encourage parents to take their children to the bathroom or change diapers prior to coming to LifePoint Kidz. If children are older, ask them to use the bathroom before they come to class each week. For your safety and the safety of each child please use the following guidelines:

1. For the protection of our male volunteers, it would be wise for men to avoid assisting with children's diapering and helping children in the bathroom.
2. Never be alone with one child in an unsupervised bathroom and never go into a cubicle with a child and shut the door.

**Nursery:** Check the clipboard for parents that want to be contacted for a diaper change and use the roster tablet to do so. If the child is not listed on the clipboard, please follow the protocols listed above. Diapers are only to be changed in the presence of other volunteers with the bathroom door open. Please use the gate to block access to the bathroom from the other children. For the protection of our youth, only female adults (aged 18 and over) should change diapers. Wash hands before and after changing diapers. Please notify the parents at pick up if their child's diaper was changed.

**Preschool:** Check the clipboard for parents that want to be contacted to help their preschooler in the bathroom and use the roster tablet to do so. If preschool children need assistance, and the child is not listed on the clipboard, an adult may enter the restroom only if a second volunteer is within visual contact with the door open. If this is not possible, the director should be informed of the situation and notified when going in with a child and when coming out. The adult must stand in the open doorway. For the protection of our men and youth, only female adults (aged 18 and over) should help in the bathroom. Please notify the parents at pick up if their child needed assistance in the bathroom.

**Pre-K & Kindergarten/1<sup>st</sup> Grade:** Rooms 1-3 should use the bathroom in the early childhood hallway. Children should use the hall pass to use the bathroom one at a time. The helper should then remain in the classroom doorway to watch the child leave and return safely. Helpers should not leave the classroom and can use the walkie talkie for help if needed.

**Grades 2-5:** Children in the upper elementary wing will use the bathroom just at the end of the hall one at a time using the hall pass. In that case, the second volunteer will stand in the hallway doorway to watch the child leave and return safely to the upper elementary Kidz hallway. On Sundays, encourage the older elementary children to use the bathroom in the basement before coming to class if possible.

## **Snacks/Food Allergies**

We have many children with food allergies. Please check the roster inside of each classroom or the roster tablet and the child's nametag for food allergies. All snacks need to be peanut and nut-free. Snacks are provided in each classroom. Please help children to wash their hands or use hand sanitizer before eating their snack. Please wipe down the tables and after eating snack for the next class. In the nursery, avoid giving children personal food in their diaper bags to prevent access to other children with potential allergies.

## **Facility Guidelines**

Please return each classroom as you found it for the next service or event. This includes putting toys away, wiping down surfaces and tables, and putting furniture back in its place. A cordless vacuum is available for your use in the Kidz hallway or Kidz closet behind the check-in.

## **No Weapons Policy**

At no time should a child have a weapon in his/her possession. All weapons should be confiscated and given to the LifePoint Kidz Pastor who will talk to the parents and the child.

## **First Aid and AED**

First aid kits are available in each classroom and at the manned check-in cart for minor boo boos. For any situation that needs more attention, please use your walkie talkie to contact the LifePoint Kidz Pastor or director who can contact the safety team. An AED machine is located in the fireplace lobby by the bathrooms.

## **Reporting Suspected Child Abuse**

All LifePoint Kidz volunteers and staff are considered mandated reporters. There are four primary kinds of child abuse: physical, sexual, emotional, and neglect. If you suspect any child involved in a program of LifePoint Church has been abused, the following steps are to be followed:

- Immediately call Childline at (800) 932-0313 or immediately report electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis), THEN
- Immediately thereafter inform the LifePoint Kidz Pastor, THEN
- Complete the CY-47 form on the [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov) website (or the form on page 13) within 48 hours and mail to the county's Children & Youth agency where the alleged abuse occurred. Dauphin County's address is 1001 N. 6<sup>th</sup> Street, Harrisburg, PA 17101. Make a copy to give to the LifePoint Kidz Pastor.
- Complete this report within 48 hours and give to the LifePoint Kidz Pastor. Confidentiality will be maintained where possible.
- Do not interview the child regarding the suspected abuse. A trained professional will conduct this. Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the child should be kept confidential with the LifePoint Kidz Pastor and the proper authorities.

Pennsylvania law (ACT 153) protects all reporters of suspected child abuse with strict confidentiality provisions, and a reporter is immune from civil or criminal liability when a report is made in "good faith." The presumption is that all Mandated Reporters report in good faith.

For a more in-depth training on recognizing and reporting child abuse, there is a free 3-hour on-line training at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).

### **Legal Definition of Child Abuse:**

The term “child abuse” shall mean intentionally, knowingly, or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
  2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
  3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
  4. Causing sexual abuse or exploitation of a child through any act or failure to act.
  5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
  6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
  7. Causing serious physical neglect of a child.
  8. Engaging in any of the following recent acts:
    - i. Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child.
    - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
    - iii. Forcefully shaking a child under one year of age.
    - iv. Forcefully slapping or otherwise striking a child under one year of age.
    - v. Interfering with the breathing of a child.
    - vi. Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement. Leaving a child unsupervised with an individual, other than the child’s parent, who the actor knows or reasonably should have known:
      - A. Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
      - B. Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
      - C. Has been determined to be a sexually violent delinquent child as defined in the 42 Pa.C.S. § 9799.12 (relating to definitions).
  9. Causing the death of the child through any act or failure to act.
- (c) Restatement of culpability. —Conduct that causes injury or harm to a child or creates a risk of injury or harm to a child shall not be considered child abuse if there is no evidence that the person acted intentionally, knowingly, or recklessly when causing the injury or harm to the child or creating a risk of injury or harm to the child.

# LifePoint Kidz Suspected Child Abuse Report

If you suspect abuse, immediately call Childline at (800) 932-0313 or immediately report electronically at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis), THEN

Immediately thereafter inform the LifePoint Kidz Pastor, THEN

Complete the CY-47 form on the [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov) website within 48 hours and mail to the county's Children & Youth agency where the alleged abuse occurred. Dauphin County's address is 1001 N. 6<sup>th</sup> Street, Harrisburg, PA 17101. Make a copy to give to the LifePoint Kidz Pastor.

Complete this report within 48 hours and give to the LifePoint Kidz Pastor. Confidentiality will be maintained where possible.

Do not interview the child regarding the suspected abuse. A trained professional will conduct this. Do not discuss the suspected abuse with other workers, parents, etc. All information regarding the child should be kept confidential with the Pastor and the proper authorities.

- *Note: This form is not a state report form.*

Date: \_\_\_\_\_ Time report was made to childline: \_\_\_\_\_ How? \_\_\_\_\_

Case/Reference Number: \_\_\_\_\_

Reporter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Birthday (if known): \_\_\_\_\_

Address (if known): \_\_\_\_\_

Parents Name (if known): \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. Nature of suspected abuse (physical, sexual, emotional, neglect):
2. Indications of suspected abuse (including facts, physical signs and course of events where necessary):
3. Action taken (including date and time):
4. Other relevant information:

Signed: \_\_\_\_\_  
*Person Reporting*

Signed: \_\_\_\_\_  
*LifePoint Kidz Pastor*

# **LifePoint Kidz**

## **Infection Control Policy and Procedure**

To minimize the spread of any infectious diseases within the Children's Ministry and to ensure the health and safety of all children and caregivers, we have adopted the following policies and procedures.

### **Wellness Policy**

We ask that sick children and volunteers not attend LifePoint Kidz to keep our other children safe and healthy. Examples of symptoms would be a temperature over 100 degrees, vomiting, diarrhea, green mucus, contagious rash, or a contagious infection. Children who are symptom-free 24 hours are welcome to join us.

### **Specific Procedures**

The following procedures have been developed to minimize the spread of infection.

1. Diapers should be changed at the changing table with a changing pad that is thrown out after use or on a non-porous surface, which is sanitized after each use.
2. Strict handwashing is of utmost importance in the spread of infection. Therefore, caregivers are required to wash hands or use hand sanitizer:
  - Before and after each diaper change.
  - After assisting a child with the toilet.
  - After assisting a child to wipe his/her nose.
  - After contact with blood (e.g. a cut or bloody nose).
  - After using the restroom.
  - After wiping your nose.
  - Before food preparation or serving food.
3. Care givers should make sure that a child's hands are washed and/or sanitized after toileting, after using tissues for wiping eyes and nose, and before eating.
4. When an infant or toddler is seen to put an object in his/her mouth, the object should be placed in the *toys to be cleaned* container and is to be washed before returned to the nursery for play. Items placed in preschoolers' mouths can be placed in the sink to be washed.
5. In the toddler room, cups should be kept up in limited to the designated snack time. However, if a child is fussy, their needs should be met and then the cup be put away.
6. Routine cleaning will occur for diaper change tables, play equipment and toys, and all equipment used by children in the nurseries.
7. Universal precautions should be taken with every child and caregiver in the handling of blood or other body fluids, urine, feces, and vomit. Gloves should be worn and are available in first aid kits in each classroom and at the diaper changing tables.

### **Confidentiality of Medical Information**

Information regarding the medical conditions of children is confidential and is only made available to caregivers who need to know the information to provide care to the children. Parents are encouraged to report lice, respiratory syncytial virus (RSV), or any other communicable disease to the LifePoint Kidz Pastor so she is aware. An email may be sent to have parents check their children, but the confidentiality of the children and families will remain intact.

# **LifePoint Kidz Emergency Procedures**

## **Medical Procedures**

Typically, a minor injury can be treated with a little loving attention, a cool cloth, and a Band-Aid. First aid kits are available in each classroom and at the LifePoint Kidz check-in. Ice and ice packs are available in the kitchen if needed. If a child needs more involved care, please radio the LifePoint Kidz Pastor or safety team. You may be asked to assist with an Accident and Injury Report. We are not authorized to dispense any over the counter or prescription medications. If the child needs more attention than we can provide, the parent will be notified.

Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows:

1. Check your surroundings. Do not move the injured child unless the surroundings are dangerous, and you need to move to safety. Do not leave the child.
2. Call 911 if emergency assistance is needed.
3. Use your radio or send a helper to get the AED if needed. Use your radio or send another helper to find any church staff member and any medical personnel at church for assistance.
4. The Director will contact the parents and advise them of the child's situation and the procedure being followed.
5. Keep calm and keep children and the injured person as calm as possible. Speak calmly to assure the child.
6. Separate the other children from the injured child.
7. Isolate the area where any blood or bodily fluid may have dropped on carpet, toys, chairs, etc. Keep other children from the fluid.
8. Locate the first aid kit to find vinyl gloves and other needed supplies.
9. Attend to the child until help arrives.
10. A staff member will refer to the parents for details of doctor or hospital preference.
11. If the child is being transported to the hospital and the parents cannot be located in time, a staff member will accompany the child to the hospital.
12. The staff member will follow up with the parents as needed.
13. All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency using the incident report form which will be provided.

## **Emergency Classroom Evacuations**

It is always good to be prepared in an emergency. Use these procedures to help you.

1. Acquaint yourself with the evacuation route for your classroom.
2. Acquaint yourself with another alternative route in case your primary exit is blocked.
3. Each classroom has an evacuation bag. Each bag contains a rope for the children to hold on to when you exit and a tarp for sitting on when you get outside. Become familiar with where this bag is located.

4. Before evacuating, count the number of children in your class. Take the attendance sheet with the names on it for your class, classroom roster, the walkie talkie, the first aid kit, and the evacuation bag.
5. Infants can be placed in the pack n play and wheeled to the designated evacuation spot. (Lift one end since one side has wheels).
6. All classrooms will exit out the door behind the manned check-in behind the building and take a left towards Candlewood Drive. Help children carefully cross the street and walk towards the grassy area to the right of the bank.
7. Listen for instructions from the staff (and safety team) about any changes to the plan.
8. Upon arrival at the designated site, have children sit on the tarp and take a head count to ensure all children are with you.
9. Await further instructions from a LifePoint Church staff member.
10. Stay calm, which will help keep your students and children calm. Keep them informed as you have information to share with them.
11. Release children only to their parents or guardian with the pick-up ticket. Do not dismiss any children to go on their own. Do not leave your group until all the children in your class have been released to a parent or guardian. If a parent/guardian does not have a pick-up ticket, have them contact the LifePoint Kidz Pastor with the walkie talkie who will determine release.

## **Emergency Classroom Lockdown**

1. If an intruder comes into the building and you are notified, please shut the classroom door and lock it to secure the children in your room. Use the door wedge from inside to secure it more. Turn out the lights if directed through the walkie talkie.
2. Make sure you have all children in your classroom (and not the bathroom).
3. Stay calm, which will help keep your students calm. Keep them informed as you have information to share with them.
4. Wait until notified from a LifePoint staff member that it is safe to exit the room.
5. Release children only to their parents or guardian with the pick-up ticket. Do not dismiss any children to go on their own. Do not leave your group until all the children in your class have been released to a parent or guardian. If a parent/guardian does not have a pick up ticket, have them contact the LifePoint Kidz Pastor or director who will determine release.

# LifePoint Kidz

## Classroom Management/Shepherding Plan

### What is a Shepherding Plan?

The purpose of a shepherding plan is not to manage behavior but shepherd kids' hearts towards Jesus Christ. Just as Jesus used the analogy of shepherding sheep, we who work with children are lovingly guiding them toward Christ. The motivation for good behavior is the grace of God and what God has done for us. A shepherding plan does correct behavior but does it in a way that privately asks probing questions, getting to the child's heart. It also gives the truth of scripture to instruct the heart and direct behavior. Our ultimate purpose is not managing behavior, but to see our children come to know Jesus and to become like Him in their actions and decisions.

### Why do we need a Shepherding Plan?

- **Children** need it. Children like consistency of rules and boundaries (like sheep) and do not like to guess at what is expected of them. With different teachers from week to week or month to month, children will know what is expected of them, regardless of who is volunteering. When a consistent plan is in place, there is likely to be less behavior problems and more active learning.
- **Teachers** also like consistency. Teachers like to know what is expected in the classroom and what the prior teacher did before. If all teachers have the same "language" in communicating with the children, we will be more efficient and productive in teaching them about Jesus and His Word. The Shepherding plan will also equip teachers with scriptures to guide their students towards the right choices.
- **Parents** also like knowing what is happening in their children's classroom. Communication is very important to parents. There will be a consistent plan between classrooms which is nice for families of multiple children and for students moving up to the next class.

### Nursery/Preschool Rule: Be Kind

- Teachers and helpers in the nursery and preschool area should emphasize that there is one rule in their classroom: to be kind.
- Teachers can also encourage whole body listening with your "eyes, ears, mouth, and body." Use the poster in the room to show pictures of what is expected in the classroom.

### Elementary Rule: Love God and Love Others

- Teachers can also encourage whole body listening with your "eyes, ears, mouth, and body.
- Remind them when an adult is talking, they should be listening with their whole body. (eyes, ears, mouth and body). This is showing love and respect to God, their teachers, others, and themselves.
- Remind them in the hallway, they need to stay behind their leader.
- Each classroom has a poster showing more specific rules that can be referenced as needed.
- Our key verse for the rule is at the bottom of the poster. "Love the Lord your God with all your heart, soul, and mind and love your neighbor as yourself. Luke 10:27"
- Praise students for showing love and respect throughout the lesson. (I.e. Thank you for showing respect to Johnny by listening to him quietly while he shared his answer.)

## Motivating Positive Behavior

- Phrase directions positively instead of negatively. “Sally, four legs on the floor.” Vs “Sally, don’t rock your chair.” “Sally, blocks are for building.” Vs “Sally, we don’t throw blocks.” “Let’s use our inside voices” vs. “Don’t yell.” “Let’s use our walking feet” instead of “Don’t run.”
- Catch them being good and give specific praise. Point out positive behaviors instead of negative. “I like the way Billy is sitting and ready to listen.” Focus on being positive.
- **At no time should a child be verbally demeaned or yelled at.**
- Give kids choices. Even if a child is upset, giving them a choice motivates them to participate and have a new focus. “Would you rather play blocks or color?”
- **At no time should a child be physically disciplined.**

## Tips to Shepherd our Children

- Pray for that child by name silently.
- Form a positive relationship with that student (know their name, what they like, etc).
- Catch them being respectful and loving (focus on positive behaviors).
- Give them lots of specific praise (I like the way you raised your hand.).
- Have them participate in the lesson.
- Get down on their level and look into their eyes.
- Talk to them in a calm, stern voice if needed.
- Get in close proximity to them when teaching a lesson.
- Give children “jobs” to make them feel important.
- Move the child to the front of the classroom if he/she is easily distracted.
- Give a fidget or allow them to draw on a piece of paper to help a child focus if needed (some children listen better when their hands are busy)
- Say something positive to his/her parent when he/she is picked up when the child is in listening range.

## Tips to a Good Lesson

- Pray, Pray, Pray!
- Be prepared! Have a plan to maximize interest and minimize down time.
- Remember that our ultimate goal is to see each child come to know Jesus.
- Use your students’ names as much as possible when talking to them.
- Be positive and enthusiastic about the lesson.
- Keep the students’ attention by keeping the lesson fast paced and exciting. If you lose their attention, begin talking or use the “Getting Student’s Attention” section below.
- Show an interest in your students and form relationships.
- Use an authoritative voice (NOT authoritarian/NOT permissive). Sometimes lowering your voice instead of raising your voice catches students’ attention better.
- Use lots of eye contact and smiles!
- Have as many students participate as possible by allowing them to use signals to answer questions (I.e. Thumbs up if you agree, thumbs down if you disagree).
- Give advance warning for transitions. “In five minutes, it will be time to clean up and go to the table.”
- Have a sense of humor and have fun!

## Getting Student's Attention

Never try to teach a lesson while students are talking or not paying attention. Here are some common cues for teachers to use to catch students' attention.

- "When a teacher is talking, it's time to..." Echo: "Listen!"
- "We listen with our..." Echo: "Eyes, Ears, Mouth, and Body."
- "One, two, three, eyes on me". Echo "One, two, eyes on you."
- "Catch a bubble in your mouth."
- Clapping a rhythm that students repeat until everyone is quiet.
- "Give Me Five!" Teacher raises hand and says, "Give me Five." Students raise their hand and quietly look at the teacher. The teacher waits until all children are quiet and still. While waiting, the teacher can praise students who are ready, which motivates the other students to get on task.
- For smaller groups or during a lesson, tell students "When you heard my voice, it's time to listen carefully."

## Encouraging Appropriate Behavior:

Remember that each child is created in the image of God and loved deeply by Him. Sometimes our most challenging children are the ones that need the most love. When one sheep goes astray, the shepherd goes after him out of love. To reach our kids, we need to lovingly guide them when they also go astray. If a child is demonstrating inappropriate behavior, the use of probing questions with the help of Wise Words (page 18) can be used to redirect. Most behavioral difficulties can be addressed with the strategies listed above, ignoring the bad behavior, asking probing questions, redirecting, and giving choices. However, there may be a few instances when a more direct approach is needed. Certain children may need an individualized plan to support their success in LifePoint Kidz which will be developed with the LifePoint Kidz Pastor or staff. If a teacher ever needs support in the classroom for any reason, the walkie talkie should be used to radio the LifePoint Kidz Pastor or director for assistance.

Other ideas:

- Use a distracting activity if a student is having a tantrum. The goal is to break the tantrum cycle so the student can gain some control. (ie. Clapping in rhythm, taking a drink, etc).
- Establish a secret signal to help the student monitor his/her own behavior.
- Use a "try again" strategy to teach appropriate behavior. When a child exhibits inappropriate behavior, ask him/her to repeat the action in an appropriate way. Guide behavior in whatever way is needed. PRAISE for positive behavior/success. (Ie. If a child is running down the hall: stop, go back and walk down the hallway.)
- Always be sure to praise successful changes in behavior, no matter how big or small.
- Express that you are glad they are here and then move on.

# Wise Words for Teachers

Child's Behavior	Heart Probing Questions	Reproof ("Put Off")	Encouragement (Put On")	Additional Verses
<b>Aggravating or Picking on Others</b>	1. Are you trying to love your neighbor by promoting peace or are you trying to make trouble? 2. How can you show love and pursue peace in this situation?	<b>Strife.</b> One of the seven things God hates is one who stirs up trouble among his brothers. Proverbs 6:19	<b>Peace Making.</b> God gives joy to those who promote peace. Proverbs 12:20	Proverbs 10:12 1 Peter 3:11
<b>Bragging, Conceit</b>	Do those words bring glory and honor to God or to yourself?	<b>Pride.</b> Let another praise you, and not your own mouth; someone else, not your own lips. Proverbs 27:2	<b>Humility.</b> Walk in humility consider others better than yourself. Philippians 2:3	1 Samuel 16:7b Romans 12:3 1 Corinthians 1:31 Galatians 6:14
<b>Complaining</b>	1. Is your attitude showing thankfulness and contentment? 2. Rather than complaining, what can you be thankful for in this situation?	<b>Complaining.</b> Do everything without complaining or arguing. Philippians 2:14	<b>Thankfulness.</b> It is God's will that you be thankful and joyful in all circumstances. 1 Thessalonians 5:16-18	Proverbs 17:22 Colossians 3:17, 23
<b>CONFLICT: The Offended</b>	1. Did you talk to the other person before you came to me? 2. Did you respond in a respectful way? 3. Are you willing to forgive the way Jesus forgives?	<b>Revenge/Unforgiveness</b> Do not repay evil with evil or insult with insult but with blessing. 1 Peter 3:9	<b>Love/Forgiveness</b> If your brother sins against you, go and show him his fault just between the two of you. Matthew 18:15	Proverbs 19:11 Ephesians 4:32
<b>CONFLICT: The Offender</b>	1. Do you think what you said/did showed love? 2. What could you have done/said differently?	<b>Pride/Unkindness</b> Love does not delight in evil, but rejoices in truth. I Corinthians 13:6	<b>Humility/Kindness</b> Confess and seek forgiveness from God and the one you have wronged. Psalm 32:5	Psalm 34:14
<b>Coveting; Discontent</b>	1. Do you believe God has provided you with everything you need? 2. What are some things that God has supplied you with? 3. What do you truly need that you do not have?	<b>Discontentment</b> Do not love the things of the world. Those who covet will find no satisfaction. 1 John 2:15	<b>Contentment</b> Be content with what you have – contentment allows you to enjoy what God has given you. Hebrews 13:5, 1 Timothy 6:6-8	Exodus 20:17 Luke 12:15
<b>Defeat, Giving Up</b>	Who can help us when things are hard?	<b>Discouragement.</b> Do not give up and do not rely on your own strength. 2 Thessalonians 3:13	<b>Perseverance.</b> I can do all things through Christ who strengthens me. Philippians 4:13	Romans 5:3 Ephesians 3:13 2 Corinthians 12:9 Hebrews 12:3
<b>Defiant Attitude or Look</b>	1. Are you being respectful with your attitude? 2. How can you show respect with a happy heart?	<b>Defiance.</b> It is wicked for you to harden your face and foolish for you to despise instruction. Proverbs 21:29	<b>Obedience.</b> A wise heart accepts command, and a happy heart makes the face cheerful. Proverbs 10:8	Proverbs 17:22 Proverbs 28:14 Philippians 2:5

<b>Destructive with Toys, Property</b>	Are you showing respect to God by destroying what is in his house?	<b>Destruction.</b> Wastefulness leads to poverty and a foolish man destroys what he has. Luke 15: 12-14	<b>Good Stewardship.</b> You are blessed and trusted with more when you take care of what you have. Matthew 25:29	I Corinthians 4:2
<b>Disrespect towards Teacher or others</b>	Are you showing respect or love to God and your neighbor?	<b>Foolishness.</b> God says that it is foolish for you to reject the wisdom of my words. Proverbs 23:9	<b>Love.</b> Love the Lord your God with all your heart, soul, and mind and love your neighbor as yourself. Matthew 22:37	
<b>Fear</b>	1. Does God give you a spirit of fear? 2. What would God want you to do in this fearful situation?	<b>Fearfulness.</b> When you are living in fear you are not trusting God. Matthew 8:26	<b>Trust.</b> God has said, “Never will I leave you; never will I forsake you.” Hebrews 13:5b	Deuteronomy 31:6 Psalm 27:1 Proverbs 29:25 2 Timothy 1:7
<b>Lying</b>	Do you think lying honors your Father God and your family?	<b>Lying.</b> Lying damages your relationship with your family and God hates a lying tongue – so you must “put off” lying. Ephesians 4:25	<b>Truthfulness.</b> The Lord delights in those who are truthful. Proverbs 12:22	Psalm 19:14 Proverbs 19:5,9 Colossians 3:9
<b>Quarreling, Arguing</b>	What can you do or say to keep peace and show love?	<b>Quarreling.</b> A harsh word stirs up anger. You need to depart from evil and do good because God says it is foolish to quarrel. Proverbs 15:1b	<b>Peace Making.</b> A gentle answer turns away wrath. It is to your honor to avoid strife and to live at peace with everyone. Proverbs 20:3a	Proverbs 15:13
<b>Revenge</b>	1. What would Jesus do? 2. How can you honor Jesus and bless this person who wronged you?	<b>Revenge.</b> Do not say, “I’ll pay you back for this wrong!” Wait for the Lord and he will deliver you. Proverbs 20:22. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing. 1 Peter 3:10	<b>Forgiveness.</b> If it is to your glory to overlook an offense and you obey God when you overcome evil with good. Proverbs 19:11	Luke 6: 35-36 Romans 12:14
<b>Selfishness, “Me First”</b>	1. Are you putting others before yourself or are you being selfish? 2. What would be a kind and generous thing to do?	<b>Selfishness.</b> Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Philippians 2:3	<b>Generosity.</b> Honor one another above yourself. Romans 12:10 God loves a cheerful giver. 2 Corinthians 9:7b	Galations 6:10 Philippians 2:4
<b>Tattling</b>	1. Could it be that you are delighting in seeing your classmate get into trouble? 2. Rather than tattling, how can you show respect?	<b>Tattling.</b> If you are trying to get your brother in trouble, you will get in trouble. Whoever gloats over disaster will not go unpunished. Proverbs 17:5b	<b>Encouragement.</b> Spur one another on toward love and good deeds. Hebrews 10:24	Proverbs 11:12-13 Proverbs 16:28 1 Corinthians 13:6
<b>Teasing, Tearing others Down</b>	1. Do those words show love to your neighbor or do they tear him/her down?	<b>Unwholesome Talk.</b> Do not let any unwholesome talk come out of your mouth. Ephesians 4:29a	<b>Edifying Words.</b> The words of your mouth should be helpful in building other up according to their needs. Ephesians 4:29b	Psalm 34:14 Proverbs 26:18-19 Matthew 19:19b
<b>Whining</b>	1. Is your whining showing respect to me or others?	<b>Ungodliness.</b> Whining is an ungodly form of communication. Titus 2:12a	<b>Self-control.</b> God wants you to use self control, even with your voice. Titus 2:12b	Proverbs 25:28 Galations 5:22-23 Ephesians 4:29 2 Peter 1:5-8
<b>Worry</b>	1. Who is all powerful? 2. What can God do about this situation?	<b>Anxiety.</b> It is not God’s will for you to worry. Matthew 6:31	<b>Trust.</b> If you pray and trust God to take this anxiety away from you He will do it because he cares for you. 1 Peter 5:7	Matthew 6:26-27 Philippians 4:8-9

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## Policy and Procedure Handbook

### *Statement of Agreement*

I have read and agree to follow the LifePoint Kidz policies and procedures described in the handbook.

As a volunteer of LifePoint Kidz, I agree to abide by the policy and procedures. I pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of our children at LifePoint Church. I agree to the following:

**A. Commitment:** I commit to the mission, vision, values, policies, and procedures of LifePoint Kidz.

*...I will use Planning Center to communicate my availability and will commit to my volunteer roles by being on time and putting in 100% while in LifePoint Kidz. Should my availability change, I will contact the LifePoint Kidz Pastor or director right away.*

**B. Character:** In growing ways, I will model a Christ honoring lifestyle before the children in speech, life, love, faith, and purity. I will demonstrate a Christ honoring attitude.

*...I want to be more like Jesus and desire that the children see Jesus in my life. I will dress in appropriate attire suitable for children's ministry. I will commit to regular attendance at LifePoint services to grow my faith personally.*

**C. Chemistry:** I will demonstrate a positive, consistent, constructive attitude towards the church, the pastor(s), staff, church leaders, team members, children, families, and those who attend LifePoint.

*...I will protect the unity of the church and have a team player orientation.*

**D. Competency:** I will use my gifts, talents, and ministry skills to reach the next generation for Jesus and make LifePoint Kidz a better place.

*...I will review the lesson for each week, so I am prepared and ready to teach or help.*

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Print Name

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Signature

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Date

Please give this page to the LifePoint Kidz Pastor



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