

MOUNTAIN VIEW BAPTIST CHURCH
CHILDREN'S MINISTRY
Sunday School and Worship
NURSERY - 2 YEAR OLD
Volunteer Procedures

I. POLICY

CHILDREN'S WORKERS

- Qualifications
 - Must be a member of MVBC for at least 6 months
 - Submit to a national criminal and sexual abuse background check
 - Secured information will be obtained by the pastor or designee only.
 - Attend training for the area of ministry and sign as acknowledgement they are responsible for the information provided.
 - Parents will be paged when a child needs to go to the restroom. If an emergency arises the trained volunteer will assist until the parent arrives.
- Awareness
 - Pray for the children
 - Know your children and what is happening in their lives weekly
 - Attendance of a child is important. If a child misses two or three Sundays in a row the Director will be notified and make contact with the family to see if there is a need.
- Preparation
 - Be at your designated place of ministry 20 minutes prior to children's arrival. Children may not enter the classroom until the teacher arrives.
 - Inclement Weather. If there is **NO Sunday School** due to inclement weather then there will be **NO Children's Church**.
 - If a teacher is scheduled to serve and unable to that morning, contact another volunteer on the schedule. This also applies if you know in advance if you are not available on your scheduled time to serve.
 - **REMEMBER you can always notify the Check-In Volunteer if needed**
- Participation in dress code of leadership
 - Modest
 - Loose fitting clothing which includes dresses that are knee length when seated, knee length shorts, Capri's, pants, dresses and tops which shows no cleavage
 - Present yourself in such a way that the children will respect what you have to say.
- Abstinence
 - alcohol
 - illegal drug use
- Faithfulness
 - Sunday morning worship attendance
 - Scheduled meetings and events - meet with the Director to review the guidelines and discipline.

GUIDELINES

Materials

- If you notice supplies are out or running low please indicate what supplies are needed by contacting Leslie Osborne or Kim Trulock.
- The teacher will need to sanitize the materials and leave as found making them ready to use upon next needed time.
- The teacher will need to wipe down the table and chairs with the provided sanitizer before leaving the classroom.
- The room will be sanitized with a fog machine weekly

II. POLICY INCIDENTS

- All incidents need to be documented. Parents will be notified and documentation will be given to parents to sign and a copy for the church office to go on file.
- If your child is involved in an accident the following steps will be taken:
 - Standard first aid will be administered immediately. Depending upon the type and severity of the accident.
 - If the injury is to the head or face, the parent will be contacted immediately by pager.
 - If a severe accident occurs (i.e. broken bones, cuts that require multiple stitches, concussion, allergic reaction, etc.), the director will call 911 if a breathing problem is evident with the child, and then contact the parents.
 - If the child is transported to receive emergency care, the Director or acting Director will follow up with the parent.
 - An Accident Report will be filled out for all types of injuries. Two copies will be made; one copy for the parent, and one to be signed by the parent and the teacher who witnessed the incident. This copy will be given to the director.
- Compliant with Insurance

III. POLICY SAFETY/SECURITY

- Background checks need to be completed by anyone that works with the children - and be a church member at least 6 months to work in our Children's Church Ministry
- All volunteers will attend meeting and sign the policy and procedures for the ministry
- Two Adults not related will be with the children at all times. If more than 10 children a third person may be needed. A teenager could assist. If workers are not available and had the training the class would not meet for the week. All volunteers need to have attended and signed so they understand the policy and procedures before working in the classroom.
- Windows in doors - extra layer of protection - only time to cover is an Active shooter situation. A cover will be available in the classroom to hang over the door window.

Revised on September 24, 2024

Effective October 6, 2024

- Each classroom door is equipped with a safe lock latch. Swinging the latch will cause the door to lock, preventing entry. In addition, each classroom has a walkie talkie that is to be used to contact safety if you require emergency assistance.
- Next to each door there is an evacuation map showing where you are to exit and where to gather if there is a need for the building to be evacuated. Take a headcount of the children, verify your head count.. Stay with the children until the emergency is resolved or parents pick up their children.
- Report any type of abuse/neglect - Teacher will report the suspicion to the Director immediately and he/she will report to the proper authorities.
- Director, Pastor, Deacon on Duty, Security will check on the class as a level of safety and accountability.

Check in will be done through our Realm database which provides a label for the child to wear in class on the **BACK** of his/her shirt and one for the parent/guardian to show when picking up the child. The two should be put together as a safety check.

IV. POLICY

CHECK IN

- One parent or guardian will check the child in with the assistance of a trained volunteer. The parent/guardian will sign in their child next to the family number assigned.
- The information will need to be updated with allergies, address, phone, and any other information that the parent needs to provide for the safety of the child.
- Visitors - one parent or guardian must review, complete and sign and date the policy information sheet. Director/Trained Volunteer is to do the same, sign and date. Trained volunteers will then assign a visitor number, have the parent/guardian sign the child in next to the number assigned.
- Parents will make sure that the child has gone to the restroom prior to Children's Church.
- Each family will be assigned a specific number from Realm that will be entered to check their child each week. If Realm is not working, use the GREEN labels, write the assigned family number on the child's and parent/guardian label.
- A badge will be issued for the child to wear on the **BACK** of his/her clothing and one for the parent to show when picking up the child.
- Only the parent or guardian is allowed to pick up their child in the classroom. No parents will enter the classroom at dismissal. The trained volunteer will call the child's name while taking the badge from the parent along and the one on the child's clothing to make sure they match for safety.

V. POLICY

ILLNESS

Children should NOT attend Children's Church if:

- You have a fever of 100 degrees or higher.
- You have any respiratory infections, or have had a cough, sneezing regularly, had shortness of breath, vomiting or diarrhea within the last 24 hours.
- Have/had the flu or COVID symptoms in the previous 14 days, or have had any contact with someone with a confirmed diagnosis.

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- If a fever develops during their time in the classroom, the child will be removed and you will be paged to pick up your child.
- Please pick up your children immediately following the end of service so there is time to clean and sanitize the materials used.
- We ask that toys of any kind be left with the parent and not brought to the classroom.

I have received and met/spoken with the Children's Director and agree to encourage each child and work with MVBC volunteers to help all children have a meaningful and safe learning experience.

Volunteer Signature _____

Date _____