

High Pointe Church of Christ
HP Kids Policies
Updated: June 7, 2021

1. **Policy for Receiving Guests:** All children who are first time guests should be sent to the children's welcome center. The volunteers at the welcome center will acquire basic information such as age, address, and phone number of the parent/parents. Once the information is gathered the parents will be shown to the location of the child's class.
2. **Policy for Finding a Substitute:** It is the Sunday School teacher's responsibility to inform the Children's Minister of known absences. The teacher is responsible for finding their own substitute from this list of approved safe place trained individuals on the sub list. If the teacher has trouble finding a sub after multiple attempts, they may call the sub coordinator for help. If the absence is unplanned, then the teacher is responsible for informing the Children's Minister no later than 8:00 p.m. on the Saturday before the Sunday. In the case of a midweek volunteer position please inform the Children's Minister no later than 8:00 p.m. on Tuesday. There are times such as a sudden illness, death in the family, child sickness, etc...., that arise on Sunday mornings. In such cases, the Children's Minister will work to help find a substitute.
3. **Policy for Arriving:** All Sunday School teachers should be in their classrooms by 8:45 a.m. for Bible Class and 10:00 for Children's Worship (9:45 if no Bible Classes that day). If for some reason the teacher or assistant cannot be in the classroom by this time, the teacher should contact a person to be in the room until he/she arrives.
4. **Policy on Diapers:** At no time in the children's ministry area should a male change the diaper of a child unless the child is his son/daughter. All diaper changing must take place in an open area where at least one other volunteer is present.
5. **Policy on Curriculum:** The Children's Ministry will use the curriculum which has been selected by the Children's Minister. If you believe you have a great idea/activity/lesson subject that you would like to use in the classroom, please present it to the Children's Minister to review and approve before implementing. Curriculum will be distributed quarterly.
6. **Policy on Supplies:** All supplies are located in the Teacher Resource Room. Volunteers should return all unused items to the resource room. If a particular item cannot be found, the Resource Coordinator will make every effort to locate the item and bring it to the Sunday School teacher. If a volunteer has a special request for an item, they need to let the Resource Coordinator know at least a week in advance to make sure the item is available or needs to be purchased. Sunday School teachers are encouraged to keep the items that are needed on a weekly basis in an UNLOCKED cabinet in their classroom. If the Sunday School teacher uses supplies that need replacing or sees that it is in short supply, they will need to inform the Resource Coordinator or Children's Minister by

filling out an **Item Request Form**. The Children's Minister will purchase any necessary items, or a volunteer can purchase with **prior approval**.

- 7. Policy on Making Copies:** All Sunday School and Children's Worship teachers are welcome to use the copier located in the Office Workroom for lesson material. If special or colored copies are needed, the teacher should ask the Children's Minister at least 4 days in advance. There is NO copying of copy written material.
- 8. Policy on Decorating and Cleaning Classrooms:** Sunday School teachers are encouraged to decorate their rooms with the children's artwork and their own set of classroom rules visibly posted for the children to see. No items should be mounted to or stapled to the walls, but upon approval other adhesives can be used. Any bulletin boards must be changed at least once a quarter. Paint, wall mounts, classroom furniture, etc. will be at the discretion of the Children's Minister. Please wipe down any tables and disinfect all toys and or multi use items at the end of class.
- 9. Policy on Staffing:** All children's classes should be staffed with at least two adults. These adults need to be 18 years or older. If a class is not staffed by at least two individuals, then the Children's Minister will make every effort to find another individual to place in the classroom. At no point should children ever be left unattended in a classroom.
- 10. Policy on Doors:** All of the doors on the classrooms used in the children's ministry will have either a window in them or an open half door. These windows will permit a children's ministry leader to view classrooms without disrupting the class. These windows should never be covered with papers or other materials unless it is in the event of a lockdown. Doors should never be locked while children are in the class.
- 11. Policy on Screening:** Any individual that wishes to work in the children's ministry must be a member of High Pointe Church of Christ or have attended the church for at least 6 months before serving. All individuals serving must fill out a background screening form. This will give the Safe Place Team the opportunity to do a background check on the workers and keep that information on file. All adult volunteers must attend an online High Pointe approved Safety Course and any onsite required trainings. Teen volunteers are exempt from this process until they reach over the age of 18; however, teen volunteers will be required to attend a Children's Ministry teen volunteer onsite training.
- 12. Policy on Videos:** Supplemental curriculum videos that support the curriculum or make a particular point in a lesson may be used at times. Videos for preschool children (Kindergarten and below) are to be Christian videos. These are videos produced by Christian companies such as Veggie Tales, Nest Bible Stories, Adventures in Odyssey, and several others. Children 1st through 5th grade are allowed to be shown videos that have a rating of G. No P.G. or above movies are to be shown without parent consent. This is not to give a blanket approval on all G movies and caution needs to be taken

before they are shown. Any teacher showing a video needs to view that video or have seen that video before showing it to his/her class. The Children's Minister should be consulted if there is any question about a particular video.

- 13. Policy on Blood and Injuries:** If the situation arises where a child is bleeding, the person dealing with this child must put on a pair of rubber gloves to handle the wound. Any time the child receives any type of treatment, an accident form must be filled out and copies given to the parent and Children's Minister/Associate Children's Minister. Upon delivery of the child to the parent, the volunteer or staff member will explain the accident to the parent. (Optional: You may take a picture of the injury and send the parent a text with a short description of the injury and treatment as a parent courtesy)
- 14. Policy on Sickness:** If you suspect a child has fever or vomits in the classroom, immediately notify the parent. In the case that vomiting occurs, retrieve a spill kit located in the Teacher Resource room and notify maintenance and/or the Children's Minister. Make every effort to remove the child from the rest of the children to a safe place in an open area such as the hallway or just outside the door in order to minimize exposure of sickness to the other children.
- 15. Policy for Promotion:** All children will be promoted to a new class by the last Sunday in August. Children must attend the class that is appropriate for their grade. Children under Kindergarten will attend the class which corresponds with his/her age. A child who turns 5 years of age before their promotion to Kindergarten will remain in the 4-year-old classroom until the August promotion. Children who join the church in mid-year must join the class that their same aged peers are attending according to age in Preschool or grade in school. In the case of a home-schooled child, they will be matched with their same aged peers even if their grade level does not correspond with their own age group.
- 16. Policy on Hold Backs/Grade Advancements:** Any child who is held back in school must repeat the grade at church as well. No child may skip grades and will remain with their same aged peers. Although a child may be able to meet challenging demands, the maturity of the curriculum may otherwise not be age appropriate.
- 17. Policy on Bathrooms:** Volunteers should never enter a bathroom stall with a child and need to remain outside the door. The volunteer may enter the bathroom to help with clothing issues or hand washing assistance, but the bathroom door **MUST** remain open at any time when an adult is with a child. Male teachers should not enter a female bathroom for any reason. Male teachers should seek the assistance of a female volunteer for any issues in the girl's bathroom. Female teachers should not enter the male bathroom for any reason. If a child needs assistance, a male volunteer can assist, or if under the age of 6 the child can come out into the open for assistance with clothing or any other needs. If a child ever soils or wets his/her clothing, the parent should be

immediately notified to help place the child in clean clothes. Spare clothes may be available for temporary relief.

- 18. Policy on Children Sitting on Laps:** At no time should a child over the age of 6 sit in an adult or teen volunteer's lap in a classroom setting. If a child is upset or crying, it is acceptable policy to hold the child in order to calm them down as long as other adults are able to witness this action. Do not allow the children to climb or hang on the teens during class time as it is a disruption to their learning.
- 19. Policy on Suspecting and Reporting Abuse:** If a volunteer suspects abuse of a child in their classroom, he/she is required to report that information to the Children's Minister immediately. The volunteer who suspects the problem must report this suspicion to the appropriate authorities within 24 hours after the abuse was first suspected. All volunteers must complete the High Pointe Safety Training. (For further information on reporting, see the Safe Place Document.)
- 20. Policy on Check-In/Check-out:** All children, from birth through 5th grade, must be checked in at the Children's Ministry Welcome Center to receive a sticker. The sticker must be placed on the child in plain view. All adult volunteers working in the children's ministry must wear a volunteer badge or lanyard. During pickup, an adult must present a matching tag number to the child they are picking up. Siblings under the age of 13 are NOT allowed to pick up their sibling from class. 4th and 5th graders will be released at the end of class without a parent present unless otherwise stated by the parent.
- 21. Policy on Cameras:** All children's ministry classroom doors and hallways will be monitored on Sundays by our Safety Team.
- 22. Policy on Security:** It is the goal of the children's ministry to have at least two members of the High Pointe Church team located at the children's welcome center every Sunday. These Safety Team members will be dressed in street clothes and be available to make sure no harm comes to any of our children. They will also monitor the cameras in the hallways and classrooms periodically.
- 23. Policy on Pictures/Cell Phones:** Teachers should NOT be on their cell phone while teaching unless it is an emergency. Also, never post pictures of the children on social media without prior approval from the Children's Minister. All parents must sign a picture permission waiver yearly. This list must be consulted before posting any pictures publicly.
- 24. Policy on Personal Conduct:** Remembering that as leaders in the lives of children, we are an example to them. High Pointe Church asks that all individuals serving in the children's ministry should live a public and private life that is pleasing to Christ. Our standard is to be like Christ and to honor Him in all our actions and in everything we do. Remember the children we serve hold us up as an example.

25. Policy on Nursing Mother's Lounge: At no time should a male enter the nursing mother's room. If a male volunteer or staff member needs to enter the room due to maintenance, they must give prior notification to the Children's Minister or Associate Children's Minister and ministers must be present. This is an area designated for feeding and privacy with their infants. Other mothers who wish to enter when the door is closed must knock first before entering.

26. Teen Volunteers: We love our teen volunteers! In order to best serve the HP Kids and get the best overall experience, teens in middle school should be at least 5 years older than the oldest child in the room. For example, a teen who is 12 years of age would serve in the Preschool area where the oldest child would be 7 years old at most unless only operating tech equipment while volunteering. Teens volunteering in the nursery area must be at least 15 years old or older.