

## Buies Creek First Baptist Church Children's Policies

### Matthew 5:16

*"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."*

#### **Vision Statement:**

Come. Connect. Serve. Go.

**Children Ministry includes those in 1<sup>st</sup> – 6<sup>th</sup> grades**

#### **Parent's Responsibilities:**

##### **Wednesday Night:**

- Children *must* be supervised at Wednesday night dinners. They must sit with their parent or guardian in the fellowship hall. No child should be upstairs or in any of the Sunday school classrooms during the meal.
- If parents are *not* staying for the meal they must entrust their children with a guardian until Bible study begins at 6:30 p.m. If only coming for Bible Study, a parent may drop off children *no earlier* than 6:25 p.m. and must ensure that the teacher knows of their presence. This allows for the safety of our children, and allows for the children's leadership to know who is present.
- Parents and guardians will be encouraged to pick up children no more than 15 minutes after scheduled church activities end. It is the responsibility of the parent to be mindful of the start and end times of activities.
- Parents are expected to drop off and pick up their children at the designated drop off/pick up area, which will be the Welcome Center located to the right when coming in the back door.

#### **Children activities:**

- When dropping off children for activities, parents must have previously filled out the appropriate permission/medical form before arriving. Parents must *sign in* their child. Parents must include who is *taking them home* and *how they can be reached*. . When parents leave the premises, they are *expected* to answer their phone, based on the contact information put on the sign in sheet

#### **Camp Policy:**

Camp is an amazing learning experience, as well as a fun time for our kids during the summer, but, it requires detailed planning from our Children's leadership, including meeting registration deadlines. Below is the budget plan for paying for camp each summer.

- 1/3 Children's budget
- 1/3 – Fundraising
- 1/3 – Parent

1. Parents are expected to pay 1/3 of the camp cost for their child(ren). If parents have a financial concern about paying for camp, they must notify the children's leadership or the pastor at least two months in advance of registration for camp.
2. Participation in the parent led fundraising is expected. Also, to be a camp participant, a child must be an active part of our children's ministry.
3. Parents must register their children on time, according to the registration deadline given. If parents do not sign up their child(ren) by the deadline, their children may not be able to attend camp due to the availability of camp spaces.
4. Parents attending camp, must pay their full way, unless their participation is needed to meet the chaperone ratio that is required by the camp.

### **Other Responsibilities:**

- Praying for their children and all those in our Children's Ministry at Buies Creek First Baptist Church.
- Encouraging children to be memorizing God's Word and remembering to bring their Bibles to worship services, Sunday School and Wednesday night programs.
- Volunteer to serve as needed at children's events during the year.

### **Children's responsibility:**

#### **Cell phone usage:**

Cell phones, if brought, should be in their pockets or put away during children's ministry activities, unless an emergency occurs or if permission is granted by the leader.

#### **Behavior:**

1. Aggressive behavior, disrespect, bullying, or inappropriate language will not be acceptable. Those participating in children's activities are encouraged to treat all participants, children, and leaders alike, with respect. Good manners and politeness are an expectation of all participants.
2. Being respectful in certain areas (i.e. the sanctuary) and during certain activities (i.e. worship and prayer time) is expected.
3. Children are expected to follow these rules at any Children's event:
  - Respect one another
  - Respect the property we are using
  - Respect the people with whom we come into contact with

### **DISCIPLINE PROCESS:**

Children are expected to exhibit good behavior while at Bible study, Sunday School, and other children's events/activities. It is our desire that positive redirection and affirmation of desired behavior be used to encourage cooperative conduct.

However, if a child is overly disruptive or a danger to themselves or others, discipline methods will be taken by the leaders in charge. The following occurs:

1. The children's leader will take the child aside from the setting (in a visible location), and speak to the child about his/her behavior and why it is unacceptable. The leader will bring the child back into the setting, with the understanding that they will not continue the disruptive or poor behavior.
2. If the problem persists, the child will be given one more warning.
3. If the problem continues, the child will be removed from the setting and parents will be contacted to inform them that the child may not continue participation in the activity/event without parental/guardian presence. The parent/guardian may choose to remain at the event or take the child home. (In the event of long distance trips, children's leadership will call parents and determine the appropriate action together.)

### **Physical contact between leaders and children:**

It is expected that children's leadership maintain appropriate forms of affirmation with the children. Such as side hugs, high-fives, fist bumps, or verbal praise. Any form of inappropriate physical contact, touching, or displays of affection should be **immediately** reported to the Children's Minister or the Pastor. Physical contact in any form

should not be give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Children's Ministry must foster trust at all times. Personal conduct must be above reproach.

### **Transportation:**

- Only church approved drivers are permitted to drive the bus or their own personal vehicles to transport the children.
  - The number of children, leaders and chaperones per vehicle will NOT exceed the number of safety belts available. All persons driving or being driven during a Buies Creek First Baptist Church sponsored event MUST use seat belts at all times. Failure to comply will cause the driver to delay movement of the vehicle.
- With the exception of prior arrangements, parents are responsible for the children's transportation to and from activities/events.
- Parents are responsible for their child even when they have given their permission to ride in another adult's or youth's vehicle. Such permission should not only be relayed to the child, but must also be relayed to the children's leaders that are responsible for the event.
- The church, its leaders, staff or members cannot be responsible or held liable for the safety of youth-driven vehicles and cannot guarantee the quality of driving or proper insurance.
- Driving children – In the case that children need to be driven home, the following guidelines must be followed:
  - Under any circumstances, church staff will not be alone in a vehicle when taking children home.
  - Chaperones are expected to ensure each student goes inside their house before leaving the premises.

### **Two Adult Rule:**

The two-adult rule states that there must always be two adults, non-related, present when supervising one or more children. This rule is designed for the safety of adults as well as, minors, and is required across all ministry areas. Compliance to the two-adult rule includes the following:

- There must always be two adults (non-related) present when supervising one or more children.
- The adults should be in sight of each other at all times.

Visible location – if a leader must pull aside a child to talk to him or her, due to a behavioral problem and/or any other reason, the leader must chose an area where he/she can still be seen by the other adult.

### **Background Check:**

Every person working with children must: have attended BCFBC regularly for at least 3 months, or if a college student receives a positive reference from their home church pastor and submit to a criminal background check. Background check updates will be ordered every two years when working with children. All volunteer background checks will be kept completely confidential and properly secured in the church office for safe keeping.

### **Injury or illness report:**

Any incident of injury or illness must be reported by the teacher or volunteer immediately to the Children's Minister, who will contact the parent. If deemed necessary an accident report will be completed and reported to the churches insurance company in a timely manner.

## **Illness and Medical Issues:**

1. If your child is sick or has been sick within the past 24 hour period before church services or events, we ask that you NOT bring your child to church. Please adhere to the 24 hour fever rule, which states that a child needs to be fever free without medication for a 24 hour period before attending church events. Children with the following symptoms may be contagious:

- Fever of 100 degrees or higher
- Nausea, vomiting, and/or diarrhea
- Yellow or green nasal mucous
- Severe coughing, strep throat
- Any untreated rash, skin infection or open lesion
- Head lice or nits in the hair
- Pinkeye or other eye infections with mucous discharge
- Flu-like symptoms: chills, sweats, body aches, coughing up yellow or green mucous

2. Any symptoms of infectious communicable childhood diseases: if any of these symptoms occur while in class, the child may be isolated away from the other children while the parent or responsible party is located. We will ask you to come to take your child home.

3. Parents are asked to inform the Ministry Staff of any **medical or emotional conditions** that might need to be addressed while in the care of our staff or volunteers. Information will be kept confidential and will be made known only to those teachers/volunteers on a need to know basis.

4. Prescription Medication Administration. For safety reasons, parents are asked to be responsible for giving medications to their own children for children's events that last less than four hours. For longer events and or overnight events, explicit directions on medication administration must be shared with the chaperone that will be supervising the child. Dosages of medication must be separated in baggies (non-liquids only) for each time the medication is to be administered. Each bag should have the child's name and the date and time the medicine is to be administered.

## **Issues or Concerns:**

At any time a parent or guardian has any concerns about the care provided or the policies in place he/she will be encouraged to address their concerns to the staff member responsible for Children's ministry.

A. The staff member responsible for Children's ministry will always take action on any expressed concerns and follow up with the parent or guardian who has expressed concerns.

B. Concerns regarding facilities will be addressed as soon as possible by the staff member and any other indicated personnel (building and grounds, etc.).

C. Concerns regarding a volunteer will be addressed immediately by the staff member responsible for said ministry or that staff member's supervisor and the volunteer who is in question will be relieved immediately of any teaching duties until the concern has been addressed and resolved.

D. Concerns regarding a staff member will be addressed immediately by the pastor and the staff member will be relieved immediately of any duties until the concern has been addressed and resolve.