



# 1548Kids! Handbook

September 2023

## Table of Contents:

1. Introduction: .....	2
2. Vision and Mission: .....	2
3. Parent Policy: .....	2
4. Sick Child Policy .....	3
5. Volunteer Policy: .....	5
5a. Policies for Teen Volunteers: .....	6
6. Nursery Policies: .....	7
7. Check-in and Check-out Policy .....	9
8. Child Protection Policy & Procedures: .....	10

## 1. Introduction:

Welcome to our 1548 Kids Handbook! This handbook aims to provide parents and volunteers with important policies and guidelines to ensure the safety, well-being, and positive experience of all children involved in 1548 Kids. By adhering to these policies, we can create a nurturing and secure environment for our children to grow in their faith.

Please note that this handbook provides a general overview of our policies. For more detailed information or specific questions, please consult with the 1548 Leadership Team. Thank you for your commitment to 1548 Kids and for helping us create a safe and nurturing environment for all children involved.

## 2. Vision and Mission:

- a. 1548 Kids exists to partner with parents to grow children into faithful followers of Christ.

## 3. Parent Policy:

We believe parents play the primary role in their children's lives to nurture their faith in Jesus Christ. We also value the partnership between parents and 1548 Kids in nurturing the spiritual growth and faith development of your children. This parent policy outlines our expectations and guidelines to ensure a positive and safe experience for your children. We appreciate your cooperation in adhering to these policies.

### Sunday Involvement:

- a. **Registration:** Parents are required to fill out a registration form and provide accurate and up-to-date contact information, including phone numbers, email addresses, and emergency contact details. Please inform us promptly of any changes to this information.
- b. **RSVP:** We ask that Parents let us know whether their child will attend Sunday Morning Children's Church by the Friday before. This allows us to properly prepare for your child.
- c. **Check-In Procedure:** Parents are required to sign their child in and out of Children's Church, ensuring that authorized individuals are responsible for their child's arrival and departure. This helps us maintain accurate attendance records and ensures the safety of your child.

### Volunteer Opportunities:

- a. **Parent Volunteers:** Parents are encouraged to volunteer in 1548 Kids. They must complete a volunteer application, undergo a background check, and participate in any necessary training before serving.
- b. **Parent Involvement:** We value your input and expertise. Parents are invited to share their skills, talents, and ideas to enhance 1548 Kids programs and activities.

### Attendance and Punctuality:

- a. Regular Attendance: We encourage regular attendance to help foster a sense of community and consistency for your child. Please notify us if your child will be absent or late.
- b. Punctuality: Please ensure that your child arrives on time for Children's Church and other ministry activities. Late arrivals can disrupt the flow of the program and cause your child to miss important instructions or activities.

#### Behavior and Discipline:

- a. Respectful Behavior: We expect all children to treat others with respect, kindness, and consideration. Parents are responsible for reinforcing these values at home and discussing appropriate behavior with their children.
- b. Discipline: In the event of behavioral issues, our trained volunteers will handle discipline in a fair and age-appropriate manner. We will strive to maintain a positive and nurturing environment for all children. In rare cases, parents may be contacted if behavioral issues are difficult to resolve.

#### Confidentiality:

- a. Privacy and Confidentiality: We respect the privacy and confidentiality of all children and families involved in 1548 Kids. Any personal or sensitive information shared with us will be kept confidential and used solely for ministry purposes.

#### Parent Involvement and Feedback:

- a. Parent Meetings: We may organize periodic parent meetings to provide updates, share important information, and gather feedback. Your participation is highly encouraged.
- b. Feedback and Suggestions: We value your input and welcome any feedback or suggestions you may have to improve 1548 Kids. Please feel free to share your thoughts with the 1548 Leadership Team.
- c. Open Communication: We encourage parents to maintain open lines of communication with the 1548 Kids Leadership Team. Feel free to share any relevant information regarding your child's well-being, changes in contact information, or concerns you may have.

This Parent Policy is in place to ensure the safety, well-being, and positive experience of all children involved in 1548 Kids. We appreciate your understanding and cooperation in adhering to these guidelines. If you have any questions or concerns, please feel free to reach out to the 1548 Kids Leadership Team. Thank you for your commitment to 1548 Kids and for partnering with us in nurturing your child's faith.

## 4. Sick Child Policy

The health and well-being of all children at 1548 Kids is of the utmost importance. This sick child policy aims to protect the health of all children, volunteers, and staff members by preventing the spread of contagious illnesses. We appreciate your cooperation in adhering to these guidelines.

#### Definitions:

- a. Sick Child: A sick child refers to any child who exhibits symptoms of illness, including but not limited to fever, cough, runny nose, sore throat, vomiting, diarrhea, rash, or any other contagious condition.
- b. Contagious Illness: A contagious illness is any illness that can be easily transmitted from one person to another through direct or indirect contact.

#### Attendance:

- a. Sick Child Exclusion: Parents are kindly requested to keep their children at home if they are exhibiting any signs of illness. This includes fever (temperature of 100°F or higher), persistent cough, severe runny nose, vomiting, diarrhea, or any other contagious symptoms.
- b. Waiting Period: Children should remain at home until they have been symptom-free for at least 24 hours without the use of fever-reducing or symptom-altering medications.
- c. Communication: Parents are responsible for notifying the Children's Ministry staff if their child is unable to attend due to illness. This helps us maintain accurate attendance records and prepare accordingly.

#### Identification of Illness:

- a. Observation: Children's Ministry staff and volunteers will be vigilant in observing children for signs of illness during ministry activities.
- b. Parental Notification: If a child exhibits symptoms of illness while in our care, parents will be promptly notified and requested to pick up their child as soon as possible.
- c. Confidentiality: The privacy and confidentiality of all children and families will be respected when discussing illness-related matters.

#### Hygiene Practices:

- a. Hand Hygiene: Children, volunteers, and staff members will be encouraged to practice proper hand hygiene, including frequent hand washing with soap and water for at least 20 seconds. Hand sanitizers will also be available throughout the ministry area.
- b. Respiratory Etiquette: Children will be taught to cover their mouth and nose with a tissue or their elbow when coughing or sneezing. Used tissues will be disposed of properly, and hands will be washed immediately afterward.
- c. Cleaning and Disinfection: Surfaces, toys, and frequently touched objects will be regularly cleaned and disinfected to minimize the risk of spreading germs.

Please note that this sick child policy is in place to protect the health and well-being of all children, volunteers, and staff members. We appreciate your understanding and cooperation with these guidelines. If you have any

questions or concerns, please feel free to reach out to the 1548 Kids Leadership Team. Thank you for helping us maintain a safe and healthy environment for everyone involved.

## 5. Volunteer Policy:

Volunteers play a vital role in 1548 Kids by helping create a safe, nurturing, and engaging environment for children to grow in their faith. This volunteer policy outlines our expectations and guidelines to ensure the well-being and safety of all children involved. We appreciate your commitment to upholding these policies.

### Application and Screening:

- a. 1548 Kids Partners with Protect my Ministry for all volunteer applications, background checks, and child abuse trainings. <https://ministryopportunities.org/opportunity/79672>
- b. Volunteer Application: All individuals interested in volunteering in 1548 Kids must complete a volunteer application form. This form includes personal information, references, and consent for a background check.
- c. Background Check: To ensure the safety of our children, all volunteers will be subject to a background check. This may include criminal history and reference checks.
- d. Confidentiality: All information obtained through the volunteer application and screening process will be kept confidential and used solely for ministry purposes.

### Training:

- a. Volunteer Training: All volunteers are required to complete online child safe training by Protect my Ministry and attend training sessions provided by the 1548 Kids Leadership Team. This session will cover policies, procedures, emergency protocols, teaching strategies and appropriate behavior.
- b. Orientation: New volunteers will receive an orientation to familiarize themselves with the ministry area, and resources available. Shadowing other volunteers may be assigned if necessary.

### Code of Conduct:

- a. Example of Faith: We expect all 1548 Kids volunteers to have a relationship with Jesus Christ, and a desire to teach children and exemplify the Christian life.
- b. Professionalism: Volunteers are expected to always conduct themselves in a professional and respectful manner. This includes treating children, parents, and fellow volunteers with kindness, patience, and respect.
- c. Child Safety: Volunteers must prioritize the safety and well-being of children. Physical, emotional, or verbal abuse, neglect, or any form of inappropriate behavior will not be tolerated.
- d. Two-Adult Rule: To maintain accountability and prevent any potential misconduct, a minimum of two adults must always be present during ministry activities.

e. Confidentiality: Volunteers must respect the privacy and confidentiality of all children and families involved in our Children's Ministry. Any personal or sensitive information shared with you must be kept confidential.

#### Volunteer Roles and Responsibilities:

a. Assigned Roles: Volunteers will be assigned specific roles and responsibilities based on their skills, interests, and the needs of the ministry. These roles may include teaching, assisting, leading activities, helping with events, or providing support in various areas.

b. Preparation and Planning: Volunteers are expected to adequately prepare for their assigned roles, including reviewing lesson plans, gathering necessary materials, and familiarizing themselves with the curriculum.

c. Attendance and Punctuality: Volunteers should strive to be punctual and reliable in fulfilling their commitments. If unable to attend a scheduled session, volunteers must notify the 1548 Kids Leadership Team in advance.

#### Parent and Volunteer Interaction:

a. Boundaries: Volunteers should maintain appropriate boundaries with parents, refraining from engaging in personal or confidential discussions.

b. Parental Concerns: If a parent approaches a volunteer with concerns or questions, the volunteer should direct them to the 1548 Kids Leadership Team.

#### Volunteer Recognition and Support:

a. Appreciation: We value and appreciate the dedication and commitment of our volunteers. Regular expressions of gratitude and recognition will be provided to acknowledge their contributions.

b. Support and Feedback: Volunteers are encouraged to provide feedback, suggestions, or concerns to the 1548 Kids Leadership Team. We are committed to supporting our volunteers and continuously improving our ministry.

#### 5a. Policies for Teen Volunteers:

a. Age Requirement: Teen volunteers must be at least 13 years old to participate in our ministry.

b. Supervision: Teen volunteers will always work under the direct supervision of an adult volunteer, parent, or ministry leader.

c. Training: Teens will receive age-appropriate training, covering topics such as child safety, appropriate behavior, and emergency procedures.

d. Limited Responsibilities: Teen volunteers will have limited responsibilities, such as assisting with crafts, games, or snack distribution, and will not be responsible for direct supervision or discipline of children.

Please note that this volunteer policy is in place to ensure the safety, well-being, and positive experience of all children involved in 1548 Kids. We appreciate your understanding and cooperation with these guidelines. If you have any questions or concerns, please feel free to reach out to the 1548 Kids Leadership Team. Thank you for your commitment to our ministry and for your invaluable contributions as a volunteer.

## 6. Nursery Policies:

The nursery is an essential part of 1548 Kids, and it is our goal to provide a safe and nurturing environment for infants and toddlers. This nursery policy outlines our guidelines and expectations to ensure the well-being and safety of all children in our care. We appreciate your cooperation in adhering to these policies.

### Age and Eligibility:

- a. Age Range: The nursery is available for infants and toddlers up to 36 Months old.
- b. Eligibility: Children must meet the age requirement and be registered with 1548 Kids before attending the nursery.

### Check-In and Check-Out:

- a. Sign-In and Sign-Out: Parents or authorized individuals are required to sign their child in and out of the nursery. This helps us maintain accurate attendance records and ensures the safety of your child.
- b. Identification: Parents will be provided with a unique identification tag that matches their child's identification tag. This ensures that only authorized individuals can pick up the child.

### Health and Hygiene:

- a. Illness Exclusion: Parents are kindly requested to keep their children at home if they are exhibiting any signs of illness. This includes fever, persistent cough, runny nose, vomiting, diarrhea, rash, or any other contagious symptoms.
- b. Hand Hygiene: Nursery staff and volunteers will practice proper hand hygiene, including frequent hand washing with soap and water for at least 20 seconds. Hand sanitizers will also be available throughout the nursery area.
- c. Diapering and Toileting: Nursery staff and volunteers will follow proper diapering and toileting procedures, including frequent hand washing and using disposable gloves when necessary.
- d. Environment: Classroom materials, furniture, and toys will be sanitized regularly to aid in stopping the spread of germs and illnesses.

### Safety and Security:

- a. Supervision: Trained nursery staff and volunteers will provide constant supervision to ensure the safety and well-being of all children in the nursery.

- b. Child-to-Staff Ratio: We maintain appropriate child-to-staff ratios to ensure adequate supervision and individual attention. This ratio will be determined based on the age and needs of the children.
- c. Child Release: Children will only be released to the authorized individuals who signed them in. Proper identification will be required for pick-up.
- d. Emergency Procedures: Nursery staff and volunteers are trained in emergency procedures, including evacuation plans, first aid, and CPR.

#### Allergies and Special Needs:

- a. Allergy Information: Parents are responsible for informing the nursery staff of any known allergies or dietary restrictions their child may have. This information will be recorded and communicated to the nursery volunteers.  
**\*\* Due to child allergies and the need to limit the spread of germs, we ask for no outside food to enter the classrooms. Approved snacks for nursery aged children will be served when needed.**

#### Toys and Equipment:

- a. Age-Appropriate Toys: The nursery will provide age-appropriate toys and equipment that are safe and suitable for the children's developmental stages.
- b. Cleaning and Sanitization: Toys and equipment will be regularly cleaned and sanitized to maintain a hygienic environment.

#### Parent Communication:

- a. Updates and Notifications: Nursery staff will communicate with parents regarding their child's activities, behavior, and any concerns or incidents that may arise during their time in the nursery.
- b. Parental Assistance: Parents are welcome to assist in the nursery, especially during times of transition or if their child requires additional support. Please coordinate with the 1548 Kids Leadership Team in advance.

This Nursery policy is in place to ensure the safety, well-being, and positive experience of all children in 1548 Kids. We appreciate your understanding and cooperation. If you have any questions or concerns, please feel free to reach out to the 1548 Kids Leadership Team. Thank you for entrusting us with the care of your child in our nursery.



## 7. Check-in and Check-out Policy

### Check-In:

- a. All children must be checked in by a parent or guardian before entering their Bible Classes and Children's Church.
- b. Upon arrival, parents or guardians will be required to fill out a registration form for each child, providing necessary contact information and any specific instructions or allergies.
- c. Each child will be assigned a unique identification tag with a corresponding tag for the parent or guardian.
- d. The identification tag must be worn by the child at all times while in Bible classes and Children's Church. **\*\*Identification tags will be implemented in January 2024**
- e. Only authorized individuals listed on the registration form will be allowed to pick up the child at the end of the session. Please note that authorized individuals must be over the age of 18.
- f. Parents or guardians must present their matching tag to the check-out volunteer to pick up their child.
- g. In case of an emergency, parents or guardians will be contacted immediately using the contact information provided on the registration form.

### Check-Out:

- a. Parents or guardians must present their matching identification tag to the check-out volunteer to pick up their child.
- b. The check-out volunteer will verify the tag and cross-reference it with the registration form to ensure the correct child is being released.
- c. If a parent or guardian loses their identification tag, they must provide a valid photo ID for verification purposes, unless the volunteers can identify you as the authorized parent for the child.
- d. No child will be released to an unauthorized individual, even if they claim to be a family member or friend.
- e. If someone other than the parent or guardian needs to pick up the child, prior consent must be provided by the parent or guardian.
- f. Any changes to the pick-up arrangements must be communicated in advance.
- g. Parents or guardians are expected to promptly pick up their child at the designated end time of the session.

Note: The check-in and check-out policies should be clearly communicated to parents or guardians through various channels, such as the ministry's website, newsletters, and signage at the check-in area. Regular reminders and updates should also be provided to ensure everyone is aware of the policies and procedures.

## 8. Child Protection Policy & Procedures:

The purpose of this Child Protection Policy is to ensure the safety, well-being, and protection of all children involved in our children's ministry. This policy aims to prevent child abuse, neglect, and any form of harm to children, and to provide guidelines for staff, volunteers, and parents/guardians to follow.

### Screening and Selection:

- a. All staff and volunteers working with children must undergo a thorough screening process, including background checks, reference checks, and interviews.
- b. Only individuals who have successfully completed the screening process and have been approved by the 1548 Kids leadership team will be allowed to work with children.

### Training and Education:

- a. All staff and volunteers must receive comprehensive training on child protection policies, recognizing signs of abuse, appropriate behavior, and reporting procedures.
- b. Regular training sessions and workshops will be conducted to ensure that all volunteers are up to date with the latest child protection practices.

### Supervision:

- a. Children must always be supervised by at least two adults who have undergone the screening process.
- b. One-on-one interactions between adults and children should be avoided whenever possible.
- c. Open-door policies should be implemented, ensuring that all interactions between adults and children are visible and accessible to others.
- d. Adults or Teens should never be in the bathroom alone with a child. If a Child needs help, keep the stall door open. This protects both the volunteer and the child.

### Reporting and Response:

- a. Any suspicion or disclosure of child abuse or neglect must be reported immediately.
- b. All reports will be taken seriously and handled in a confidential and sensitive manner.
- c. The 1548 Kids Leadership Team will guide the volunteer through the reporting process.

### Code of Conduct:

- a. All staff and volunteers must adhere to a code of conduct that outlines appropriate behavior and interactions with children.
- b. Physical, emotional, or verbal abuse, as well as any form of harassment or inappropriate behavior, will not be tolerated.

c. Boundaries must be maintained, and personal relationships with children outside of the ministry should be avoided.

Communication and Parental Involvement:

a. Parents/guardians will be informed about the child protection policy and their role in ensuring the safety of their children.

b. Regular communication channels will be established to keep parents/guardians informed about ministry activities and any updates to the child protection policy.

Review and Evaluation:

a. The Child Protection Policy will be reviewed and evaluated on a regular basis to ensure its effectiveness and compliance with legal requirements.

b. Feedback from staff, volunteers, parents/guardians, and children will be considered in the ongoing improvement of the policy.

This child protection policy should be readily available to all staff, volunteers, and parents/guardians. It should be communicated clearly and regularly, and any concerns or questions regarding the policy should be addressed promptly.

Thank you for taking the time to review the 1548 Kids Handbook. We appreciate your commitment to our ministry and helping us as we partner with families to nurture and raise children to know and love Jesus!

Any Questions and Concerns may be directed to the 1548 Kids Leadership Team:

- Kim Martinez
- Ann Bayliss
- Teresa Cramer
- Karen Harlan