



Policy & Procedure Handbook

Why is Kid Central Valuable?

Reason #1

Kid Central's role in North Central Church is to support families in the discipleship of their children by providing Gospel-centered teaching, and exceptional childcare on Sunday mornings and Wednesday evenings.

Reason #2

The Bible has specific references where God expresses His desire to be with and among children. He urges His followers to welcome, love and cherish children the same way.

Reason #3

Your service in Kid Central allows parents and caregivers to focus on being in service, celebrating Jesus with other believers and listening to the message, rather than worrying about their children.

Reason #4

Many times, Kid Central is the first contact families will have with our church family. Your friendly greeting and exceptional care for their children are living examples of how the Gospel is at work within the North Central Church family.

Reason #5

Being part of the Kid Central team is a great way to get to know other families and form deeper connections and friendships with others in the North Central church family.

Sunday Mornings

Once the kids are dismissed from service, they will head into the Kid Central space and break off into two groups. The Pre-k/k group will head into classrooms 1 and 2 and remain there for the duration of the service. Kids who are in 1st-6th will head into the BIG room to practice the month's memory verse before breaking off into a 1st-3rd grade group and 4th-6th grade group.

Each group will have a Teacher and a Helper. Some Sundays, depending on the number of volunteers, one Teacher will lead the whole group (1st-6th graders) with one to two Helpers and a limited number of kids.

Dismissal

At the end of service, parents will pick up their kids at the double doors that lead into KC.

Kids names will be called over the page system when the parent arrives with their kids' pick up tags. Each parent will be *required* to hand in pick up tag in order for them to collect their kids (same applies to siblings or other relatives). If they have left it somewhere or someone else has it, they need to go and get it. *No one* may be released without one, even if you know who they are.

Team Member Responsibilities

1st-6th Teachers:

Lesson Responsibilities

- Object Lessons and Activities: Choose from either set of The Gospel Story Book curriculum (lower or upper) or a combination of both. Whatever you choose is up to you, just be mindful of the capabilities of the children in your group. Don't be afraid to get creative!
- Memory Verse: This activity is always planned and lead by the 4th-6th grade Teacher in the beginning of Kid Central in the BIG room before the kids break into their separate groups.
- Gathering Materials: All materials are located in the cupboards in between classrooms 5 and 6 and in the BIG room storage closet. Feel free to use any of the materials in these spaces. At the end of service, please return the supplies to their storage spaces.
- The room (5 or 6) may be set up in any way that makes sense for your planned activities. Please arrive before 9:30 am to set up your spaces. After service, please leave the room as you found it. If you borrowed something from another room, please return it. If you removed something from the room, please bring it back. Also, please don't leave papers or crafts behind. The room should be as clean as possible.
- After service, follow cleaning instructions. (Refer to cleaning list at the end)

Pre-K/K Teachers:

Lesson Responsibilities

- Object Lesson and Activities: Choose from the Hands On Curriculum or feel free to create your own activities or crafts that will best illustrate the story and main point.

Helpers:

- It is important to help keep the kids focused and involved.
- Be proactive. Don't be afraid to set yourself in the middle of any students who are having difficulty paying attention, getting involved, or who may need extra help.

Scheduling

The schedule will be made 2 months at a time. Before the schedule is made, you will receive an email and text reminding you to put your unavailable dates into lithely. Here is a YouTube video showing you how to: <https://youtu.be/vkbe-b8Ycl> If you do not have a user name and password to access the lithely system, please notify the Kid Ministry Director.

When the schedule is complete, you will receive an email and text with your scheduled dates. *Please confirm both dates.*

There will also be a text reminder the week leading up to the Sunday you are scheduled.

Please be diligent in checking your email. This is the most convenient way for us to communicate with you regarding the schedule. If a conflict in the schedule comes up, do your best to contact other team members to try and switch Sundays. If you are unable to find someone to switch with, please contact the Kid Ministry Director as soon as possible.

Sunday Morning Schedule

All Teachers and Helpers should arrive no later than 930 am for the VIP (Vision. Information. Prayer) meeting in the lobby.

Immediately following the VIP meeting, there will be a KC Huddle in the KC check in space to discuss what is happening in KC that day, address any concerns, receive information, and pray for our kids and families.

At the end of service, once all kids are dismissed, I will check in with all the team members to discuss any questions, concerns, or issues that may need to be addressed. It's an opportunity for quick reflection and evaluation.

Evacuations

- If a fire alarm sounds, assume the danger is real and prepare to evacuate immediately.
- Children in our care will be evacuated by Kid Central Team Members, **only**. Parents will not be allowed to pick up their children during evacuation. They are expected to meet the KC team outside.
- Everyone should go directly to the designated meeting place. (The far corner of the parking lot near the Blue House)
- After everyone is outside, the nursery volunteers will check their attendance clipboard to make sure all children are out of the building. The Kid Ministry Director will have the attendance sheet for kids ages Pre-k-6th grade and will check it with the teachers to ensure all children are out of the building. Only then will the team members be able to release the children to the parent/guardian who has their children's pick up tags or a photo ID.

Medical Emergencies

- If needed, call 911
- Text 911 and location to the **Emergency Medical Team**. (Ex. 911 nursery)
- Text/call the Kid Ministry Director, so she/he can tell the parents that their child needs medical assistance.

Discipline

If a child is in need of discipline, follow these simple steps:

1. Direct the child's attention to the teaching, activity, or game.
2. Redirect and use gentle, but authoritative verbal correction. (Ex. Please stop drawing on the table. You may draw on the paper or stop drawing and wait patiently until we move to the next activity)
3. If an overly aggressive behavior continues:

- If the child is in the nursery, text parent directly and if the child is in pre-k-6th grade, text/call the Kid Ministry Director so she/he can get the parents and allow the parents to handle their child
- If the child comes back in and the behavior still continues, follow steps 1-3 again.

Note: Never strike a child or grab them roughly. Always show firmness with love and kindness.

Nursery Specific Changing Diapers

- Check and change a child's diaper if it is wet, soiled, or if the child seems fussy.
- Always use the diapers provided by the parent in the diaper bag. (If the parent forgot, we do have diapers available)
- Utilize the changing pads to cover the changing area with each diaper change. Please use gloves to change each child. Dispose of the changing pad, gloves and diaper after each change.
- Never leave a child unattended on the changing table.

Bathroom Assistance

- When assisting a child in the bathroom, please allow them to do as much as they are able to do by themselves.
- If they need help wiping please put your hand over theirs to assist them.
- Always leave the door open half way for your safety and the safety of the child.
- Make sure they wash their hands after using the bathroom.

Feeding Infants

- Bottle fed babies are to be given their bottles according to their parents' instructions. Please make sure the bottle is labeled.

Toddlers

- Only give children snacks provided by their parents.

- Children must eat their snack in a highchair to help ensure children aren't sharing snacks with each other.

Reducing the Risk Policy

Reducing the Risk Policy V2.0 Assessing Levels of Risk

Since the level of supervision should be tied to the level of risk, it is necessary to have some means to assess risk with respect to specific activities and programs. One assessment approach is to examine the following three risk factors:

Isolation: Risk increases as isolation increases. It is affected by (1) the number of people present, (2) the time of the activity, (3) the location of the activity, and (4) the physical arrangements.

Accountability: Risk increases as the level of accountability decreases. It is affected by (1) the personal character and integrity of the adult volunteer; (2) the number of people present for the activity; and (3) the degree of openness and approval associated with the activity.

Power and Control: Risk increases when there is an imbalance of power, authority, influence, and control between a potential abuser and a potential victim.

POLICY

1. An individual can apply to be a team member 6 months after their first visit or sooner, if the individual is well-known by North Central Staff.
2. An individual 18 years old and older serving on any ministry team needs to complete a Volunteer/ Background Check Application. Individuals under the age of 18 need to complete a Minor Application. At the age of 18 a Volunteer/ Background Check Application should be completed.
3. During normal (scheduled) church events/services (e.g. Sunday and Wednesday nights), no Team Member should be alone with one child or youth. Team Members are required to observe the TWO TEAM MEMBER RULE. This

states essentially that an individual adult should never be alone with children or youth without another approved adult worker. If a door to the classroom does not have a window, the door shall remain open at all times. Classroom doors are not to be locked while in use. Exceptions to this rule include:

a. Only one approved adult Team Member may be present in the classroom if three (3) or more student are present.

4. Outside of normal (scheduled) church events/services (other than Sunday and Wednesday nights) no Team Member should be alone with one child or youth. Team Members are required to observe the TWO TEAM MEMBER RULE. This states essentially that an individual adult should never be alone with children or youth without another approved adult Team Member. All events/activities must be submitted to the church office for accountability. The church reserves the right to cancel the event if it feels the environment creates too high of a risk level according to the three risk factors already stated.

5. At least two approved adult Team Members (and preferably two for every six to eight attendees) shall be present at any off campus or overnight youth activity or ministry setting that would be considered a high isolation environment. Exceptions to this rule include:

a. Transporting students: One (1) approved adult Team Member may transport either two students in grades 10-12 or three (3) students in grades 7-9.

Transporting children sixth grade and under, abide by the TWO TEAM MEMBER RULE.

b. Off-Campus Mentoring: Students in grades 10-12 only (that have been regularly attending North Central for a minimum of six (6) months) may be in the presence of one approved Team Member of the same sex provided the meeting details (who, what, when, where) have been approved by the senior pastor, and the student has written permission from the parent or guardian.

c. Retreats/Conventions/Overnights: Only one approved adult Team Member may be present in a room if all assigned room members are present (providing there are at least three (3) assigned room members). If not all assigned room members are present or the assigned room members number only two (2) the door must remain open. If only one (1) assigned room member is present or assigned room member number is less than two, an approved Team Member may not enter, with the exception of an emergency. Any unplanned situations that arise where one approved adult Team Member is left alone with a student, the Team Member MUST call the Pastor and the student's parents. This

situation must be avoided to the best of everyone's abilities.

6. When using the lavatory the child shall be accompanied by an adult who shall wait outside the door. If the adult Team Member is required to enter the lavatory, the door shall remain open.

7. Every classroom should have 2 approved Team Members assigned - at least one of which is an adult (21 years or over).

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8. Youth must be 11 years of age to be approved as Team Members. Adults must be 21 years of age or graduated from high school for 2 years to be approved to work with youth. Volunteers who are graduated from high school less than 2 years must work with an adult who is 21 years of age or older.

9. A child should only be released to the person who signed the child into the nursery or to their designated representative.

10. Team Members are not to use corporal punishment. Limited physical restraint may be used to protect a child or other given what is warranted under the circumstance. If disciplinary action is required, the child's parents should be contacted.

11. Supervisory personnel will make random visits to classrooms or church sponsored activities to monitor for compliance.

12. Any suspected incidents of abuse or molestation of a minor shall be treated in the following manner.

All Team Members must report known or reasonably suspected cases of physical or sexual abuse, or sexually inappropriate behavior, to their supervisor and/or Pastor immediately.

Notify the supervisor and Pastor immediately:

a. When the church Team Member policies have been violated.

b. When suspicious behavior of Team Member is observed, such as:

(1) inappropriate touching by a Team Member of a child

(2) inappropriate time spent one-on-one

(3) inappropriate language is used.

c. When physical signs or suspicious behavior (symptomatic of sexual abuse)

is observed in a child or youth. Physical signs may include: lacerations or bruises, nightmares, unusual fears, irritations —pain or injury to the genital area.

Behavior signs may include:

- (1) anxiety when approaching the church or nursery area
- (2) nervous, fearful, or hostile behavior towards adults
- (3) sexual self-consciousness.

Verbal signs may include statements such as:

- (1) I don't like "a particular church Team Member"
- (2) "a church Team Member does things to me when we are alone"
- (3) "I don't like to be alone with "church Team Members"
- (4) "a church Team Member 'fooled around with me".

13. A national background check will be conducted on all employees and volunteers including two reference checks. 14. No person is permitted to work with minors until he/she has been associated with North Central for at least six months.

15. An updated background check will be conducted every three years.

16. Inactive files will be kept permanently.

When a church Team Member observes a violation of church Team Member policy or suspects a case of potential abuse he/she must report the situation immediately and confidentially to the department supervisor. The supervisor shall immediately begin written documentation of the allegations reported. All reports and action taken must be documented in writing. The supervisor is to report immediately to the pastor. If the pastor or supervisor is suspected, the report must be made to a member of the church board.

I confirm that I have read this Reducing the Risk Policy and understand its content.

Signature Date

Policy Adopted March 10, 2005 Policy Updated December 2012 Policy updated July 2013
Policy Updated December 2013 Policy Updated May 2014 Policy Updated April 2015 Policy Updated April 2016
Policy Updated November 2016 Policy Updated November 2017 Policy Updated March 2018 Policy Updated June 2019

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Kid Central Sunday Cleaning Check List

Nursery/Toddler Room

Wipe down all surfaces (high chairs, tables, bathroom sink, toilet handle and toilet seat)

Clean all toys (wash in sink, dry and put away, or put in dishwasher and run the dishwasher)

Vacuum and empty the vacuum

Empty the garbage into large trash bin in the kitchen

Pre-K Room

Wipe down tables

Shelving turned back around so all materials are facing outward

Empty the garbage into large trash bin in the kitchen

Wipe down door handles (door to classroom and bathroom door)

Wipe down bathroom sink, toilet handle, and toilet seat

All Kid Central Pre-K materials returned to the Toddler room

BIG Room

Wipe down all door handles

All supplies returned to their proper place

Empty the garbage into large trash bin in the kitchen

Rec Room

Wipe down all door handles

All supplies returned to their proper place

Empty the garbage into large trash bin in the kitchen

Bathrooms outside of classroom 6

Wipe down door handles

Wipe down bathroom sink, toilet handles, and toilet seats

Wipe down drinking fountain

***Use Purple cleaning spray provided and paper towels

I confirm that I have read this entire handbook and understand its contents.

Signature Date