

FBCLO Child Policies and Procedures

Mission

First Baptist Church nurseries exist to provide childcare in a safe and clean environment so that parents may engage in attentive, God honoring worship and service.

Administrative Personnel

- **Pastor of Church Administration:** Steve Sanders
- **Pastor of Youth Ministries:** Jonathan Moreno
- **Nursery Coordinators:** Margie King & Heather Moreno
- **Nursery Director:** Kimberly Delaney
- **3 Year Old Nursery Director:** Rachel Werner
- **4 & 5 Year Old Class Director:** Janet Noruk

Personnel Summary

- **Staff:** Paid employees of the church. Required to complete a background check regardless of whether or not they have direct contact with children.
- **Volunteers:** Those who work with children and are not in the employment of the church. All volunteers are required to complete both the children's ministry training and screening processes before they serve.
- **Adults:** 18 years of age or older.
- **Teens:** Must be at least in 7th grade. Only 12th graders will be scheduled in the infant nursery.

Parameters for the Child Policies and Procedures

The child policies and procedures applies to children (from birth to 5 years old) who are voluntarily placed by parents under the responsibility of the church during church worship services and other church functions where childcare is provided.

Expectations for Volunteers

Childcare volunteers are expected to faithfully and dependably serve and support the parents of FBCLO by arriving and serving on time as they are scheduled, and knowing and following the Child Policies and Procedures.

Training and Screening Procedures

Volunteers must be members. School-age volunteers must be in 7th grade or higher.

- All volunteers are required to complete and submit the following:
 - The Application for Children's/Youth Work (adult volunteers only)
 - The ICHAT Information Sheet (adult volunteers only)
 - The FBCLO Child Policies and Procedures agreement form (annually)
- New child care volunteers (adults) must view the policies and procedures video before working. The link to the videos is available upon request from the Nursey Coordinators.
- Any staff childcare worker, volunteer, or prospective worker that has disclosed or been convicted of sexual misconduct or child abuse will not be permitted to serve in any capacity in the Children's Ministry at FBCLO and/or where they would have unsupervised contact with minors.
- FBCLO reserves the right to reject any applicant for volunteer service or dismiss an existing staff childcare worker or volunteer for any reason, including, but not limited to: refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin issues that compromise the volunteer's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the volunteer is not suitable to help with children.
- Any person who has reason to believe that a child has been subjected to abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect must report that knowledge to the pastor who oversees children's ministry who will then issue a report to the Michigan Department of Health and Human Services, if necessary.

Expectations for Nursery/Classroom Setting

- There must always be two adults, one of whom must be a female, present in any classroom or nursery.
- For the exception of 12th graders, no teens are permitted to serve in the infant nursery. This includes children of volunteers.
- Nurseries and children's classrooms in the church facilities will have sufficient visibility for observation, and such visibility will remain unobstructed at all times.
- All volunteers must maintain an "open door" policy in the classroom/nursery. This means that personnel and parents have a right to observe any activity if they are able to do so without disrupting.
- Food and Drinks will be allowed in classrooms/nurseries according to the following:
 - As a precautionary measure for children with allergies, volunteers should not bring food to the classrooms.
 - Water will be provided for the children to drink. If a child brings his own cup it must be labeled with the child's name.

- FBCLLO will provide a snack for toddlers in 1's & 2's, 3's, and 4's & 5's.
- Snacks should be monitored closely. All children should eat snacks and drink drinks while sitting at the table ONLY. NO child should be allowed to wander around the room with a snack cup or drink cup. This significantly reduces the accidental sharing of items between children.
- The parent or guardian of a child with food allergies must indicate the allergies at check-in, and provide necessary instructions for volunteers to follow on the nursery clipboard each time the child is given into the children's ministry care. Only snacks provided by the parent or guardian will be given to the child.
- All diaper bags, cups, and bottles must be labeled with the child's name. Nursery volunteers must utilize the provided masking tape to label any item that has not been labeled.
- Volunteers must wear an official FBCLLO nursery lanyard during their shift.
- When parents come to pick up children, please do not allow older siblings behind counters.
- Only nursery volunteers are permitted behind the counter in the infant nursery.
- For the safety of our children, only approved volunteers are permitted in the classroom/nursery during service times.
- Volunteers must check the clipboards at the beginning of each shift and use the information that parents have provided.

Maintaining Order

- If a child misbehaves, volunteers are to first give a warning in a manner that should not cause embarrassment. If the misbehavior continues, volunteers are to address the child directly, pointing out the inappropriate behavior, providing instruction to correct behavior, and directing him or her to a new activity. If a child is out of control, likely to harm other children or themselves, or unresponsive to the directions above for correction or misbehavior, the volunteer will contact the parent to come remove the child.
- "Timeouts" are permitted under the following guidelines:
 - 1 minute per year of age of the child, without belittling or causing them undue distress.
 - If a child will not cooperate with the timeout restriction, or behavior does not improve, the parents will be contacted to come remove the child.
- Staff and volunteers are prohibited from using any form of corporal punishment with children.

Protective Rules and Safety Guidelines

Sickness and Wellness

- Volunteers in the infant nursery must remove shoes and wear foot coverings before entering.
- Volunteers are to wash or sanitize hands at the beginning of service.
- Volunteers should not serve their scheduled shift if they are suffering from any contagious illness. Please find a substitute for your shift.
- Parents should not bring children to childcare if the child has a contagious illness or if they have had fever, diarrhea, or vomiting within the prior 24 hours. Children should be free of these symptoms for 24 hours before attending childcare.
- Volunteers are to be aware of fever, nausea, vomiting, diarrhea, and/or a severe runny nose, a contagious or unexplainable rash or condition in children at check-in. A child with any of the above symptoms should not participate in any classrooms/nurseries. If symptoms are noticed during the service, parents should be contacted immediately to remove the child.
- Volunteers are to wash hands after coming in contact with any bodily fluids.
- Gloves are provided and are to be used when changing diapers and/or handling bodily fluids.
- Disinfectant wipes should be used to wipe mouthed toys, play mats, tables and any other surfaces as necessary.
- Used nursery linens are to be placed in the room's laundry basket. The nursery coordinators will collect and wash used linens as needed.

Check-in and Checkout Process

Check-in:

- All children ages 0–5 years old participating in FBCLC Childcare must be checked-in through the computer system located in the Childcare Check-in Station, located at the end of the nursery hallway near the stairs and pastoral offices.
- The person who checks the child in will receive a security label with the child's family's unique security code on it.
- A corresponding label will print to be placed on the child's back.
- Children present for both morning services (ABF & Morning Worship) only need to be checked-in once.

Drop-off:

- Once children have been checked in at the Childcare Check-in Station, they must be dropped off at their nursery/classroom by their parent or designated guardian.
- Children will not be admitted into their classroom without their name label.

- Parents must notify volunteers at drop-off of any allergies the child has that would affect their care and provide necessary instruction each time they drop off their children.
- A parent or designated guardian must be in the church building at all times while their children are checked-in.
- Parents may utilize the clipboard to leave any additional information upon drop-off.

Check Out:

- The person picking up a child must present the security label to the volunteer at the door of the classroom/nursery, and tell the volunteer the name of the child so the security code can be verified.
- Any person who presents the security label and child's name will be viewed as an authorized check-out person and can pick up the child with the corresponding label.

Lost Security Label:

- Should the parent/guardian lose their security label, they must provide an official form of I.D. (e.g., driver's license) to the volunteer for verification with the parent's names we have on file in the database system.
- If the person attempting to check out a child has lost their security label and they are not the parent/guardian of the child as listed in the database, the parent/guardian on file will be contacted by the Check-in Desk volunteer for check-out authorization.

Restroom & Diaper Changing Procedures

- Volunteers will check and change (as needed) children in diapers at least once during each service. Only female volunteers may change diapers.
- Changing pad should be covered with provided paper or thoroughly wiped with disinfectant wipes and allowed to dry between diaper changes.
- Potty-trained children should be taken to the restroom by parents before arriving at the classroom.

A female volunteer will escort fully potty-trained children to the restroom. The volunteer should check the bathroom for any other people, prop open the door, and wait for the children to use the bathroom.

Physical Contact

- Physical contact should not give even the appearance of wrongdoing. Staff and Volunteers must not allow or engage in inappropriate touching of any form or make sexually suggestive comments about or to a child.
 - Always remain in open sight of other adults.
 - Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults.
 - Appropriate touch is applied to meet the needs of children and not the adults.
 - Inappropriate touch involves, but is not limited to, coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
 - Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
 - Only touch children in "safe" areas and for brief times. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change.
 - Never touch a child out of frustration or anger.
 - Children are not to physically interact with other children by hitting, pushing, biting, grabbing, kicking, spitting, or the like.

VOLUNTEER AGREEMENT FORM

I hereby affirm that I have read and will adhere to the 2019 FBCLO Child Policies and Procedures.

Signature _____

Typed Name _____

Date _____