

CHILDREN'S MINISTRY FAMILY REGISTRATION FORM



REDEEMER
BAPTIST CHURCH

Parent(s)/Guardian(s):

Contact:

| | |
|-------|-----|
| Name: | Ph: |
| Name: | Ph: |

Emergency Guardian (Includes Caring for Your Children/Taking Your Children Home in Your Absence)

| | |
|-------|-----|
| Name: | Ph: |
| Name: | Ph: |

Name of Children Involved in Children's Ministry:

| Name: | DOB: | Special Needs: | Allergies: |
|-------|------|----------------|------------|
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Please review the attachment reflecting a portion of the Children's Ministry Policy for Redeemer Baptist Church which is designed with the safety of the children in mind. You may remove the attachment for your own keeping. Included are the following policies:

- Sign-In and Sign-Out Procedure
- Restroom and Diaper Changing Policy
- Food and Drink Policy
- Disciplinary Policy
- Healthy Child Policy

A parent or designated guardian must be in the church building at all times while their children are checked-in.

Parents are not allowed in the classroom. All assigned volunteers have completed a thorough application, background checks, interviews, and have accepted in full Redeemer Baptist Church's Children's Ministry Policy.

There will be no snacks served or offered during the Children's Ministry class. Please do not send snacks or drinks with your children as these will be made unavailable to them.

It is of primary importance for the parent/guardian to keep their phone in view as the assigned volunteers will notify them via text for any needs including restroom, diaper changing, assistance if the child is having difficulty in the class, etc. Please see attached policies.

Please sign below in agreement to adhere to the Children's Ministry Policy. Thank you!

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|-------|-------|
| Name: | Date: |
| Name: | Date: |

If you would like a copy of the full Children's Ministry Policy, it can be provided to you from the Children's Ministry Deaconess, Susan Gentz.

(Reference Page 6 of the Children's Protection Policy)

C. **Healthy Child and Volunteer- Communicable Disease Policy**

In order to prevent the spread of communicable diseases among the children, several guidelines are in place concerning disease.

Children or volunteers with infectious diseases should be kept home until they are no longer contagious. If a child or volunteer is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), persistent nasal discharge, or coughing the parent should keep the child home and the volunteer should confirm an approved volunteer to be assigned to their role.

1. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and volunteers.
2. Toys and equipment should be washed and disinfected regularly.
3. RBC is dedicated to preventing the spread of disease among the children. The Deacon/Deaconess, assigned volunteers, or an elder have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the Healthy Child Policy guidelines.

A child should not participate in a class if and when any of the following exist. Please be prudent in considering communicable diseases siblings may be actively carrying as well:

- Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24-48 hours before coming to children's ministry.)
- Any symptom of scarlet fever, measles, mumps, chicken pox, or whooping cough
- Common cold – from onset of symptoms and one week thereafter
- Sore throat
- Croup
- Lice
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Volunteers will text the parent/guardian(s) of any child(ren) who appear ill during a class. The child(ren) will be kept at the children's ministry sign-in desk with an assigned volunteer where the parent(s) can sign the child out.

Please inform the Children's Ministry Deacon/Deaconess if your child appears to have contracted an illness while attending a RBC event so that other parents may be notified if necessary. If a child contracts an illness and has been in contact with other children while at RBC, it is the responsibility of parents to notify the Children Ministry Deacon/Deaconess.

Neither volunteers nor church staff may give any medication to any child.

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(Reference Page 8-10 in the Children's Protection Policy for further policy information)

II. **Protecting the Children As They Arrive and Depart**

C. Arrival and Departure Times

Volunteers are encouraged to arrive 15-20 minutes before the start of the service.

Parents are encouraged drop off their children 10 minutes before the start of service to allow for a smooth sign-in process and transition. Parents are encouraged to pick up their children immediately after the conclusion of the session.

B. Signing a Child in to Children's Ministry

Any parent who would like his/her child to participate in a children's ministry program must sign the child in to the children's ministry class, granting permission for the child to participate in that Redeemer Baptist Church event or program.

For families who desire their children to be involved in the Children's Ministries, Redeemer Baptist Church will require a one-time registration form to be filled out with needed information including names of parents, phone numbers, siblings, allergies, special needs and emergency guardianship.

Deacons, team-leaders, and staff have the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because the adult child ratio, or anything else that might impair our ability to maintain a safe and secure environment for the children.

A parent or designated guardian must be in the church building at all times while their children are checked-in.

C. Parental Authentication Identification System

In order to protect the children in our care, each child must be signed into his/her class by a parent or guardian.

SIGN-IN PROCEDURE:

1. Parents must remain outside of the children's classroom for the safety of the children. The doors to the class will remain unlocked but closed during class hours. If the parent is needed for reasons defined in the policy, they will be contacted by text.
2. Parents must sign the child(ren) in on the "Sign-In" sheet, confirming the correct phone number is listed if they should need to be reached by text.
3. Parent/guardian and child will both receive matching bracelets with a specific number. This bracelet needs to be placed where the child cannot remove it. (wrist, ankle, back belt loop, etc) and the Parent/Guardian needs to retain the matching bracelet.
4. The parent/guardian will need to fill out a white name label and place the label on the back of the child.

At the end of the session when the parent/guardian comes to pick up the child:

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1. The children's ministry volunteer will bring the child to the door.
2. The assigned volunteer will confirm matching bracelets with the Parent/Guardian.
3. The Parent/Guardian will need to sign-out the child.
4. The assigned volunteer will remove the child's bracelet and label before releasing the child to the parent.

For children of visitors, volunteers must check the visitor bracelet and the child's label to ensure that the numbers match. If a visitor does not have the matching bracelet, the volunteer will need to inform them the bracelet is needed to release the child.

Only designated parents/guardians listed on the Children's Ministry Registration Form may sign-out their child(ren) from the children's ministry class.

Member's parents or other visiting family are not able to pick up signed-in children. (Please reference Section II. B. for some explanation to better understand why RBC has adopted this policy.)

Member's children are not able to pick up signed-in children.

A parent can send the other parent/guardian listed on the Children's Ministry Family Registration Form to pick up their children but the parent/guardian must have the Parent ID Bracelet to match with the child's.

(Reference Page 11 of the Children's Protection Policy for further policy information.)

III. Protecting the Children While They Are In Our Care

C. Child-to-Volunteer Ratios

In addition to always having a minimum of 3 volunteers in a children's class, the ratio is one volunteer for every 5 children. There will be a maximum limit of 15 children in the classroom unless other approved volunteers/staff are able to assist. Once a ratio is met, additional children should not be accepted into a classroom if doing so would exceed the ratio unless and until additional volunteers are added.

D. Rest Room and Diaper Changing Procedure

In the event a child needs to use the rest room, the volunteers will text the parent to come sign-out their child to use the restroom. It is the responsibility of the parent to make sure they have their phone in view in the case the volunteers need their assistance with their child(ren). Volunteers will **not** be assisting children with the restroom. Further, children who are signed-in to the class in the care of the volunteers, will not be allowed to take themselves to the restroom. This policy applies to children of all ages. If the parent chooses to bring the child back to the children's class, the parent will need to sign-in their child again.

In the event a child needs to have a diaper changed, the volunteers will text the parents to come sign-out their child and change their diaper. It is the responsibility of the parent to make sure they have their phone in view in the case the volunteers need their assistance with their child(ren). Volunteers will **not** be assisting children with diaper changes. If the parent/guardian chooses to bring the child back for care, the parent needs to sign-in their child again.

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E. Appropriate Discipline

All children's ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). During correction, a child should never be removed from the classroom. Correction should be discrete; in the classroom (not in the hallway); and never outside of the sight of others.

Steps of correction might include (depending on the age of the child): (1) removing the child from the situation or problem; (2) pointing out the problematic behavior; talking to the child about his/her sin and need for Christ; (3) praying for the child and redirecting to a new activity; (4) helping the child to reconcile with the offended children when appropriate. Volunteers should view misbehavior as an opportunity to introduce children to the gospel.

Children's ministry volunteers and staff members are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.

If a child's behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, volunteer or staff should text the parents to come sign-out their child. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed. Volunteers, staff or deacons are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to a children's ministry deacon/deaconess.

Once a child is removed from children's ministry, reinstatement/re-admittance is possible at the determination of an elder or the Children's Ministry Deacon/Deaconess. A child may be reinstated if the risk of re-offense has been adequately reduced.

For further information regarding discipline, please speak with the Children's Ministry Deacon/Deaconess and/or an Elder.

F. Parents in the Classroom

Parents are not allowed to enter the classroom if they are not assigned volunteers to assist in the class that service/activity. Only approved elders and/or assigned volunteers are allowed to be in the classroom.

This policy enables staff to do the following:

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1. Keep track of children in attendance
2. Promote the ability for the class to run and the assigned volunteers to teach with less disruption and distraction
3. Encourage the child(ren) to respond well to the assigned volunteers who are maintaining classroom structure
4. Encourage all the child(ren) in the class to be equally involved in the activities and class routine which the assigned volunteers have organized for them
5. Allows the assigned volunteer's attention to not be divided between which children they are or are not overseeing at any given point during the class/service
6. Decreases potential risk to the children. The Children's Ministry Deacon/Deaconess along with the elders of Redeemer Baptist Church weekly approve assigned volunteers for the specific children's ministry class/service. In the case a background approved volunteer has had allegations made against him/her, admission of guilt, criminal conviction, or for any other reason would be disqualified to serve in the class/service, depending on the severity of the volunteer's actions, it may or may not be information the church body or other approved volunteers are immediately made aware of. Given this, only assigned volunteers who are currently approved on the schedule may enter the specific class/service which they are assigned to. (See Section II. D., Section IV. D. and Section V. E. to better understand why RBC has adopted this policy.)

G. Food and Drink Policy

Children will not be served food or drink during children's ministry and food and/or drink will not be allowed to be given to children while in the volunteer's care. Further, children cannot bring food or drink with them to eat or drink on their own. Volunteers are also unable to bring in food or drink.