

CM Handbook Quick Notes

Our Mission:

We exist to engage children in a growing relationship with Christ while encouraging parents and families to do the same.

Our vision is to focus on:

- Learning to love God and others
- Fostering lasting friendships within our ministry
- Teaching Biblical truths and application
- Maintaining a safe, secure environment for our kids

Scheduling:

Serving Timeframe

For 9:00 am - arrive no later than 8:40 am (meet at 8:40 for prayer), stay until 10:15.

For 10:30 am - arrive no later than 10:10 am, stay until 11:45 or last child leaves.

Scheduled Absences

If you cannot serve on the Sunday you are scheduled, plan ahead and arrange to trade dates with someone on your team and notify your coordinator.

Illness or Emergency Absences

If you or your child is sick the day before or day of and you are unable to serve, call the Children's Director immediately so that a substitute can be arranged for you.

Caregiver Age Guidelines

Teens may serve at 14 years old by themselves, and at 12 years old if a parent is also serving with them in the room.

Weekly Procedures

Pick-up

For security purposes, please check the parent receipt to make sure the code matches the child's name tag. This should be done until you are able to confidently identify the parent with the child.

Cleaning

Put all of your supplies away in the appropriate places. Wipe any obvious spills or messes off tables and vacuum any obvious messes. Mess kits (for throw-up, etc.) are located in the marked Fellowship Hall closet.

First Aid & Incident Reports

There are first aid kits in every classroom and there is an AED located in the CM hallway across from the Fellowship Hall as well as in the main worship lobby. Please inform parents of any injuries when they pick up their child. An incident report should be filled out (found in the Emergency Folder) and given to the director.

Diapering and Bathroom Procedures

Diapers:

All children should have their diaper checked before they leave the nursery. Only team members that are 18 years old or older may change diapers.

Bathroom for Early Childhood:

Only team members that are 18 years old or older may assist children in the bathroom. Always keep the bathroom door open while assisting a child. Children who wish to use the bathroom alone may close the door, but an adult should knock on the door and check on them in a minute or two. Teens may assist with bathroom if necessary.

Bathroom for Elementary:

Kindergarten, 1st and 2nd graders must be accompanied to the restrooms. 3rd and 4th graders may go to the restrooms unattended.

Healthy Boundaries

- Side hugs- It's okay to place an arm around a kid, but please no big, long bear hugs.
- High-fives or fist bumps are great ways to show kids love.
- Pat on the back or pat on the head.
- Holding a child's hand to encourage.
- Bending down or sitting down next to a child to be at their eye-level.
- Sitting on laps – Nursery – 4 year olds are allowed to sit on laps.

Mandated Reporter

According to PA state law all volunteers that work directly with children are considered mandated reporters. Here are the Instructions for Reporting Suspected Child Abuse/Neglect.

1. Make a report to Childline: 1-800-932-0313.
2. Inform the Children's Director that you have reported suspected abuse.
3. Fill out the CY-47 form, giving as much information as you can. You will not have answers for all the questions.
4. Make 2 copies of the CY-47.
5. Mail or fax the original form CY-47 to the Lancaster Children and Youth Agency within 48 hours of making the phone call. Give one copy to the Children's Ministry Director and keep one for your records.

(Lancaster County Children and Youth Agency, 900 E. King St. Lancaster, PA 17602, FAX: 717-299-7929)