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Covenant Kids Ministry Manual

2016





Dear Covenant Kids Ministry Worker,

Welcome to Covenant Kids! You are now part of a ministry that has the privilege to bless, encourage and teach a precious group of children. In Matthew 19:13–15, the story is told of how Jesus took the children into His arms and blessed them. Here at Covenant Church, we want to be the extended arms of Jesus. When we hug a child, it is our prayer that the child feels like they are in the arms of Jesus. When we teach a child, it is our prayer that heaven opens up over that child. When we pray for a child, it is our prayer that Jesus is standing in their midst. When children leave Covenant Kids and move on to the next ministry, we want them to already know and love the Lord.

This manual is provided for you in order to communicate the vision, policies and procedures of Covenant Kids. In addition, it contains the guidelines necessary to allow an orderly and organized ministry. This manual has four parts:

- Overview of Covenant Kids and Its Ministry Workers
- Security and Health Policies
- Injury and Emergency Information
- Classroom Policies and Procedures

Please read the entire manual and keep it handy as a reference guide. This is a working document which will change over time. We will hand out additions as policies are added or changed. When we hand them out, please add them to this binder for your reference.

Thank you for dedicating your time to this ministry. It is exciting to see the children learn and grow in our classes. We thank the Lord for the awesome opportunity to bless these children, and we thank you for allowing Him to work through you. We pray the time, love and blessings you give these children will be multiplied beyond your expectations. You are a blessing. Now, let us dive into sowing seeds in these little hearts.

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OVERVIEW

Our Mission

To help children encounter God and grow into an intimate relationship with Him in an atmosphere of fun.

Our Vision

Our vision is to create a place where children taste, see, feel, smell, touch and genuinely experience the presence of God. Our programs are specifically designed to attract the heart of children in such a way that their Covenant Kids experience is the most exciting and enjoyable hour of their week.

Our Values

1. Fun

We believe that if our kids aren't having fun, they're not learning. Our goal is to make every child's Covenant Kids experience the most exciting and fun hour of their week. In order to accomplish this, we wrap each service in a package of fun-filled moments for both the children and those serving.

2. Family

At Covenant Kids, our desire is to partner with parents in encouraging children along their spiritual journey. Consequently, we are committed to equipping parents to minister to their children and providing opportunities for families to worship together. We want to challenge parents to use their influence to assist their children in becoming followers of Christ.

3. Fellowship

Ministry is about relationships. In our services, we are intentional about developing authentic relationships between leaders and kids through small groups and other special events.

4. Fundamentals

We view our experience with the children as more than playtime and babysitting. God has afforded us an opportunity to speak into the lives of future leaders and world changers. Therefore, our goal is to creatively teach relevant principles from the Word of God that are understandable and applicable.

5. Encountering the Father

At Covenant Kids, we believe that children are big enough to experience the fullness of God. As a result, we challenge our kids to go deeper in their connection with the Holy Spirit in a spiritually safe environment.



Requirements for Becoming and Remaining a Covenant Kids Ministry Worker

All Ministry Workers at Covenant Church, both paid and volunteer, are required to be examples in faith and conduct. One of the best ways to present Christ to the people of our community is to maintain a high standard of excellence. Therefore, the following guidelines will be required of all Ministry Workers.

- Be a born-again believer.
- Be in agreement with the tenets of faith of Covenant Church.
- Be loyal to the pastors and leaders of Covenant Church.
- Complete the *Covenant Connection* membership class and be a member of Covenant Church, or be signed up for the next available *Covenant Connection* membership class and in the process of becoming a member.
- Live a separated Christian life – not just at church, but at home, in the community and on social media. Your life should reflect Jesus, and not cause others to stumble.
- Complete a Covenant Kids application and interview with a Pastor, Director or designated ministry leader.
- Attend all Ministry Worker's meetings and workshops.
- Give a minimum of three (3) days notice if you are unable to get your shift covered (in the event of your absence).
- Be neat and modest in your appearance (see Dress Code for specifics).
- Be faithful to your assigned position.
- You must honor God with your tithes.
- Attend one service each week.
- Give a minimum of thirty (30) days notice if resigning your position.

Schedule Guidelines

Pre-Service

Pre-Service is a time of ministry for you to be spiritually equipped before ministering to the children. If you work with Soldiers & Warriors during the first service on Sunday, you need to arrive one hour before the first service begins, get your room set up, and meet for ministry time and prayer before our children arrive.

When to Arrive

If you are working any of the other services but the first service with Soldiers & Warriors or any other event, please report to your room 40 minutes before the service starts. This will allow you time to set up your room, and start receiving our children whose parents may arrive early.

Finding a Replacement

If you have been scheduled to work, but find that you need time off, it is your responsibility to find someone else on your team or sub list to replace you. If you are unable to find a replacement, please contact your Service Coordinator a minimum of three days prior to your shift.

Attendance Policy

Good attendance and punctuality is vital to maintaining a successful ministry. If you are on the schedule, then you are expected to work and be on time. In the event of an emergency or illness, you must contact your Service Coordinator before the beginning of your shift. Absenteeism without notification and/or excessive absences and tardiness may result in a meeting with a Pastor or Director before resuming your work schedule.

Titles and Duties of Covenant Kids Ministry Workers

There are many positions within our ministry that come together to make up Covenant Kids. Each position is crucial to the success of the ministry. *All Ministry Workers* are expected to *participate* in all aspects of the ministry including room preparation and cleanup, praise and worship, prayer, lesson activities and craft time.

Teacher

The Teacher's duty is to prayerfully prepare and teach the lesson to the children. To ensure the proper environment for the children to receive the teaching, it is vital that the other Ministry Workers in the room help encourage and direct the children's focus toward the teacher in order to create a teachable atmosphere. The Teacher is responsible for the spiritual atmosphere of the room during the entire service. The Teacher also needs to assist the other Ministry Workers in keeping their **conversations focused on the children and of a positive nature.**

Room Assistant

The Room Assistant is there to interact with the children during play time. They monitor them during lesson time and encourage them to participate in classroom activities. They help children with their crafts and cleanup. The Room Assistant also helps the Teacher in whatever capacity they can. In our Soldiers & Warriors classrooms, the Assistant also works the sound booth and presentation software.

Male Workers (6th Grade—Adult)

We are blessed to have men interested in serving within Covenant Kids. A male worker has all the responsibilities of a female worker with the exception of working in the nursery, changing diapers, assisting children in the bathroom or holding children in their laps. Within Covenant Kids, our men are blessed to be able to focus on ministering to the children without the distractions of those duties. Also, we require that any preschool room that has a male, also have a female present. Male and female workers ministering together create a healthy dynamic that encourages the comfort of parents and children.

Special Note: For children 1 year old and above, male workers will be required to set a child to their side, but never in their lap.

Preparing to Minister

Name Badges (Coming 1st Quarter 2016)

Every Ministry Worker must wear a Covenant Kids' official badge at all times. If a name badge needs to be replaced, let the Service Coordinator know so we can make you one. Please use a temporary one while waiting to receive yours.

Dress Code

During the course of a typical class, a Ministry Worker will have gotten on the floor to play with a child, raised their hands during praise and worship, and been in contact with many parents. Therefore, proper dress must be modest and comfortable. Please remember: if you are not sure if your clothing is modest or appropriate, err on the side of caution and don't wear it! *Appropriate attire is expected of all Ministry Workers.*

Good Clothing Choices

The following examples are considered appropriate:

- **Females:** Dresses and skirts that are at or below the knee, capris, pants, nice jeans (not torn or worn out) and an official Covenant Kids shirt.
- **Males:** Official Covenant Kids shirt, pants, nice jeans (not torn or worn out).

Bad Clothing Choices

The following attire is NOT acceptable:

- **Females:** Shorts*, frayed or wrinkled clothing, spandex, lycra or other body-hugging apparel, anything that shows too much skin (halter tops, spaghetti straps, tank tops, half or short shirts), sweat suits or mini-skirts.
- **Males:** Shorts*, frayed or wrinkled clothing, spandex, lycra or any other body-hugging apparel, anything that shows too much skin (tank tops, half shirts), sweat suits.

**Workers are allowed to wear shorts for special events or as a part of their costume for a sketch or theme.*

Footwear

Nice-looking shoes are required. Flip flops are fine as long as they look nice (not your dirty pool ones). Tennis shoes and sandals are also fine as long as they are clean and well kept. Shoes must be worn at all times.

SECURITY & HEALTH POLICIES

Security Policies

Check-in

All children must be provided a nametag before entering a classroom. During all Covenant Church events, a very specific check-in system is used to check in children. When checking in a child, a nametag and security tag will be issued. The nametag is to be placed on the child, with the parent/guardian keeping the security tag. The security tag contains a numeric code which corresponds to the child's nametag.

Roster

In classrooms requiring a roster for check-in at the classroom door, Ministry Workers must collect and record specific information pertaining to the security of each child upon their first visit (cell phone number, parent or guardian's name, etc.).

Note: It is essential that information is accurately recorded on the roster! In case of emergency, the classroom roster contains information that is vital to address the circumstance.

Parents Off-Site

For off-site events, such as a class or meeting, specific contact information will be required from the parents. A mobile phone number, host-home phone number and/or group leader's phone number must be provided. In addition, the parent must supply the location of the class or meeting and time of pickup.

Paging System

In case of classroom emergencies, an on-screen paging system will be used to contact parents. We'll page the parents using the 3-digit code found on the child's security tag. The code will appear on the sanctuary screens.

Visitors in the Room

Only individuals who have undergone a background check through our Covenant Kids application process are allowed in a classroom when children are present. If a person has not undergone our background check, they may not come into the room. However, there are times throughout the year when parents, guests from other churches, potential workers and family members will be allowed to enter the rooms to observe the service or watch their children perform. In these cases, a visitor's tag should be given to the approved guest(s), but interaction with children will be prohibited.

*Visitors **WILL NOT** be allowed into the birth–5-year-old classrooms without a background check.

Health Policies

Wellness Policy for Children and Ministry Workers

Covenant Church follows the American Academy of Pediatrics recommendation that a child or childcare worker should not attend church when the following symptoms exist:

- A fever of 100 degrees or higher
- Diarrhea or Vomiting, currently or within the last 24 hours—no matter what the cause is (medication, teething, etc.)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox or Whooping Cough
- Common cold
- Sore throat, constant cough or croup
- Colored mucus (runny nose that is not clear)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo or any open sores that leak fluid/blood even if the condition is caused by eczema or other benign skin conditions
- Pinkeye or other eye infections/mucus or redness of the eye
- Any communicable disease
- Lice, including the presence of eggs or nits

These rules apply to all children and all Ministry Workers. If you have any of these symptoms or your children have any of these symptoms, *do not come to work*. If you suspect a child is sick during class, contact the Service Coordinator. The Service Coordinator will page or call the parent if needed.

All children and Ministry Workers must have been free of symptoms without medication for 24 hours.

Children with Allergies

Any child who has a food allergy such as dairy will have the allergy listed on their nametag during check-in with the allergy written on the line. Also, make a note of the allergy on the roster. Ask parents how serious the allergy is and what the symptoms would look like if the child comes in contact with or ingests the allergen.

No Medication Policy

No medication may be administered by Covenant Kids Ministry Workers with the exception of an EpiPen® in the case of life-threatening reactions. We must have a Medical Release Form in our possession to administer the EpiPen®. All other medication, both oral and topical, such as teething gel, teething drops, eye drops, etc., must be given by the parent.

Covenant Kids Ministry Workers are prohibited from opening or taking medication while in the classroom. In the event that medication is needed, the Ministry Worker must leave the classroom to administer medication.

EpiPens®

If an EpiPen is required, the parent or guardian must sign the Medical Release Form so that we may administer the EpiPen if necessary. Make a note on the roster that the parent has signed a Medical Release Form and an EpiPen is in their child's bag. Three copies of the form will be made. One copy will be placed with the EpiPen, one in the campus medical binder and one will be kept on file with the Covenant Kids Department.

***The child's nametag may indicate that a Medical Release Form is on file.**

If the EpiPen is administered or serious symptoms occur (swelling of the face and neck, severe coughing or difficulty breathing), call 9-1-1, notify a pastor or coordinator, and contact the parent or guardian.

Hand Washing

Every Ministry Worker must wash their hands upon entering the room before the class begins.

When to Wash Your Hands:

- Before handling food or bottles
- After using the restroom
- After changing each child's diaper
- After assisting a child in the restroom
- After wiping a child's nose

INJURY & EMERGENCY INFORMATION

Panic Buttons (Coming in 2016)

In most classrooms, panic buttons are hanging inside the cabinet labeled “First Aid.” Panic buttons are to be used for the following e m e r g e n c i e s :

- Medical emergencies
- Security issues (i.e., adult trying to take child without security tag, suspicious individuals in halls, etc.)
- Fire

When pushing the panic button, be sure to hold it down for at least 2–3 seconds.

Panic buttons are not to be taken out of assigned rooms.

When the buttons are pressed, the person assigned to monitor the panic button system will immediately come to your room.

Don’t rely solely on the panic button. Let the emergency be known by yelling out in the case of kidnapping or fire, not in a manner to scare anyone, but so that other adults in connecting rooms will know and take appropriate action.

When to Call 9-1-1

Call 9-1-1 if the following emergencies occur:

- An unquestionable, serious life threatening medical emergency.
- Serious life threatening security issue.

Injuries

If the following injuries occur, contact the Service Coordinator immediately. Discuss the injury with the Service Coordinator, and they will page the parent and speak with them regarding the injury when necessary.

The following are reasons to call the Service Coordinator:

- Any injury that leaves a visible mark.
- Any injury where there is blood.
- Any injury that involves an allergy-alert child ingesting an allergen (page Service Coordinator immediately).
- Any injury that leaves the child crying for an extended period of time, even if there is no visible injury.
- Any injury that leaves a child limping or dazed.
- Any injury where a child is complaining of pain more than five minutes after the accident occurred.

It is not necessary to contact the parent or the Service Coordinator for minor injuries.

Boo-Boo Reports

A Notification of Injury Report will be filled out each time a child is injured. A Notification of Injury Report Form needs to be filled out by the Ministry Worker(s) who witnessed the accident. Record all details as soon as possible. Parents of any children who have been injured in any way will be informed of the incident only and not the name of any other child involved. These forms are located in your Forms binder near the First Aid kits. The Boo-Boo Report form should be signed by the Overseer (and the parent – if there is blood) and turned in with the rosters. If you go to the First Aid kit, fill out a report. Yes, even for Band-Aids.



CLASSROOM POLICIES & PROCEDURES

Before Class Begins

Who Must Be in Each Class

The following list explains the guidelines in place for who is to be in the classroom. Do not receive children until these guidelines have been met.

- Each class will have a minimum of two Ministry Workers in it at all times. In the nurseries, both must be female, and one MUST be an adult female (18 years of age or older). In the Little Lambs classroom, one MUST be an adult female (18 years of age or older).
- Each class will have a designated ADULT Door Greeter who is in charge of the check-in process.

Room Setup

All Ministry Workers will assist in their room's appropriate setup under the direction of the Teacher.

- Make sure check-in supplies are at the door. Supplies may include a roster, pen, marker, nametags.
- Line the trash cans when applicable.
- In the Nursery area, make sure cribs have clean sheets.
- Place all personal belongings out of sight from the door.
- Create appropriate room environment, such as turning on music.
- Check all applicable supplies (diapers, Kleenex, hand sanitizer, etc.).
- Prepare lesson supplies for class.
- Make sure you're wearing your official Covenant Kids shirt, as well as a nametag.
- Pray as a team over your room, Ministry Workers and children.

Ministry Focus

This ministry is all about the kids; therefore, this is not the time to fellowship with the other Ministry Workers in your room during the service. Make time to connect with them before or after your shift. Once the children arrive, your focus should be on the children.

Our Words

Just as we hope that your outward appearance will be appropriate and pleasing to those around you, we also hope that your outward behavior and attitude will be glorifying to the Lord. Please remember to watch your words during class time. There is power in the spoken word. You can ruin the entire atmosphere of a class by your words. No gossiping, complaining or profanity will be allowed.

Remember, we are examples to the children. Even babies can be affected by negative speech. Also, you never know when a parent may come to the door and overhear you. Only speak life in your classroom and over your children.

Class Begins

Research has proven that most families decide within the first 10 minutes of being at a church if they are going to come back. It is important that the check-in of the children be done with excellence and friendliness. During the check-in, we are the first personal contact a family has at Covenant. This is the time that a parent looks in the room and decides whether or not to leave their child. We want the opportunity to minister to their child in our room. We also want the parents and child to know this is a safe place. Excellence starts at the door.

Welcoming and Checking In the Children

The Door Greeter is the person who is at the door, greeting the children and parents and signing children in. The Door Greeter should:

- Greet the children and parents (by name if possible).
- Tell the child how glad you are that they are coming to class.
- Ask the parent if there are any special instructions (including for special needs children) and make sure to write the instructions down on the roster, sign-in sheet or baby information cards (when applicable).
- If the child is a visitor, explain the paging system to the parent or guardian.
- Take and **immediately** label all personal items, including diaper bags and any items used outside their bags, i.e., sippy cups, bottles, pacifiers, etc.
- If the child is walking, squat down and open up your door. You should be eye level to the child. Invite the child in (you may need to take the child from the parent through the door or over the door if the child is hesitant or crying).
- Address any concerns parents have and direct children in the room.
- If a child is new, introduce him or her to other children and workers.

As the children come in the door, take them to the toys and get them involved in the class. If you have more kids lined up to check in, hand the child to another Ministry Worker to involve the child in the class. The Door Greeter needs to be free to check in the children. Keep the children who are inside the room away from the door.

Covenant Kids Pick-up Policy

- If a parent has lost their pick-up tag, the parent must present their Driver's License to pick up their child.
- If a child loses a name tag, we will allow parents to pick them up as long as they show their pick-up tag. They are not required to fill out a Child Pick-up form.
- If a parent wants to pick up a child without a Driver's License or any other form of id, and no one recognizes the parent, record as much contact information as you can from the parent (phone, Social Security Number, birth date, address, etc.). When possible, call the child over and ask the child who brought them to church. If it is the person at the door, allow the child to go. If you ever feel uneasy, please contact your Service Coordinator, or Campus Pastor.
- We will allow Jr. High and Sr. High kids to pick up elementary children with a pick-up tag. If they do not have a pick-up tag, they will need to get their parents before the child can be released. Jr. High and Sr. High kids will not be allowed to pick up children in the Nursery and Preschool areas. We will only allow parents and adults 18 years or older to pick up children in the Nursery and Preschool areas.
- If a parent sends a child unattended to their classroom without checking them in, the parent will have to present a Driver's License in order to pick up their child. Also, the parent will need to be informed that they need to make sure they check in at the child's room.

Welcoming a Visitor

When you have visitors, explain to the parent that the child will have their own church service, with praise and worship, a lesson and ministry time.

- Ask the person dropping off the child to fill out a Children's Registration card. Make sure the form is filled out completely.
- In the newborn—5-year-old classes, write the child's first name and last name on the roster. Ask the person if there are any special instructions (food allergies, etc.). Write down any instructions on the roster. Please use a highlighter to call attention to information such as allergies or special needs.
- Explain to the visitor how our paging system works, pointing out their code on the security tag. Tell them we will need their security tag at pick-up time.

Set a Fun Tone

Ministry Workers can really help set the atmosphere of the whole room by engaging the children. If an unsure child at the door sees a fun person playing with other children in the room, that child will be more likely to come into the room and want to play, too.

Ministry Time

During the praise and worship time and the lesson time, all Ministry Workers are expected to participate with the children as the Teacher leads the activities. There should be no other activities at this time including cleaning the room, feeding or diapering if it can be avoided.

Praise and Worship

Instruments and dance may be used in your classroom during praise and worship. Older children are encouraged to participate in praise and worship and to enter into God's presence.

Prayer Time

In all of the classes, there will be a time of prayer. During this time, Ministry Workers, under direction of the Teacher, may be asked to pray over the children. The Teacher may split the children up and pray over them or take prayer requests depending on the children's age/ability.

Lesson Time

Each room has a slightly different schedule of events after the prayer time, depending on the age of the children. Please listen and watch the Teacher to see how to shepherd the children along so they can participate fully. Ministry Workers need to participate and keep the children involved as much as possible.

Crying Children (or Worried Parents)

There are times when you may experience a child who is reluctant to enter the classroom. If a child is crying during drop-off time or a parent is worried about their child crying during class:

- Tell the parents we would love to pray and work with their child.
- If a child is crying uncontrollably, and you do not have any instructions on how long to let the child cry, pray over them and try to calm them (in the nursery, this may include singing, rocking, reading, blowing bubbles, etc.) Contact the Service Coordinator if the child does not calm down after 10 minutes. The Service Coordinator will determine if/when the parent needs to be contacted.
- Never force a crying child to enter the classroom, even if the parent asks. Children must enter the room on their own accord.
- Do not allow children to cry by the door. Move them as far from the door as possible to try and work with them.

Food Policy

Ministry Workers/Volunteers are allowed to bring beverages and snacks; however, we ask that you keep these items out of the sight of the door and parents. You may not walk around or hold a child while eating or drinking. Never leave any food or drinks within reach of children to prevent choking, burning or accidental ingestion of allergens. Please do not leave your room during your shift to go pick up meals to bring to your room. Special circumstances exist, and if you need an exception to this rule, contact the Service Coordinator.

If the parent has instructed you to feed a child, or if it is a weekday shift, please follow these guidelines:

- We cannot microwave food.
- Do not microwave bottles unless the mother tells you that you may. Use the bottle warmer.
- Wash your hands before feeding a child or handling a bottle.
- Put the bottle lid (not your finger) on the nipple before shaking a bottle. It must be covered to prevent spraying. Please do not hold a baby while you are making a bottle or preparing food.
- Do not feed any child your snacks and do not eat any of the children's snacks yourself during snack time. Use only the child's snacks if requested by the parent or the snack which was posted on the door sign at check-in, if the parent said that snack was okay.
- Drink containers MUST be the "non-spill" type. No drink boxes allowed.
- No sodas allowed.
- We cannot feed children finger foods or food in jars during the weekend services except between services for children having to stay for multiple services.
- Check allergies on the nametags before snack time. Be sure to clean up the floor around high chairs immediately to keep other children from eating food off the floor.
- Snacks served to children ages 1–3 are discretionary during weekend services.

- Rinse out bottles if they are empty or almost empty before placing back in the diaper bags.
- Throw away opened jars of baby food unless the parent requests otherwise.
- During evening and special events, place the snack sign on the door to inform parents of what will be served to their children during class.

Allergy Awareness Policy

Covenant Church is aware that some members may be allergic to peanuts; therefore, no peanuts, peanut butter or other products containing peanuts may be brought or eaten by children or Ministry Workers while at Covenant Church.

Abuse Awareness Policy

If you suspect physical or sexual abuse or neglect, call the Pastor or Service Coordinator immediately. They will then take the proper action to report it to the church authorities and the proper legal authorities.

Restroom Policy

The following restroom policies must be followed by everyone with *no exceptions*:

- Two workers must accompany the children to the restroom. One of the workers **MUST** be an adult female.
- No worker or adult is allowed in the restroom with children while the door is closed for any reason.
- The door should be propped open when a child requires assistance.
- Let the child do as much as they can by themselves.
- The female who accompanies the child may assist, but only when necessary.
- Assisting adult and the child being assisted must remain visible to the second accompanying worker at all times.
- The door should be propped open when a child requires assistance.
- Let the child do as much as they can by themselves.
- Before assisting a child in the restroom, please wear gloves that are provided in your classroom.
- No worker or adult is allowed in the restroom with children while the door is closed for any reason.
- If a child needs assistance, an adult female may assist a child if necessary.
- Assisting adult female and the child must remain visible to the second accompanying female at all times.

Diaper Changing Policy

Because only adult females change diapers at Covenant, all females 17 years and older, are permitted to assist with diaper changing. Every child who comes into our Birth–Crawling classrooms will be changed at least once per class, and, if necessary, twice for classes that last over three hours. Children in the 1, 2 and 3-year-old rooms who come in diapers will be checked and changed if needed. Children in pull-ups will be taken to the restroom and checked/changed if needed. There are special circumstances where a parent will not want their child changed, so make note on the roster if the parent does not want the child's diaper changed.

Preparing for Diaper Change

In order to ensure that every child is changed, please implement the following procedures:

- Take a diaper out of each diaper bag and label the diaper with masking tape using a pen. Don't mark directly on the diaper. Also, don't take the bag's last diaper. Use one of ours and label it. Stack up the diapers on the changing table.
- Check the roster against the diaper stack. Make sure every child has a diaper in the stack. If a child comes without a bag, use one of our diapers and write their name on it.

Make sure your supplies are ready **before** you take your first child for diaper changing. You will need wipes, one paper liner and one pair of gloves for each child. You will change the paper and gloves between each child. Clean the changing table with Clorox wipes before changing another child.

Do not use Clorox wipes on the child! This may be harmful to them!

Changing the Diaper

When changing a child's diaper, remember these points:

- Have all diaper changing items ready before bringing a child to the table.
- Never, ever, ever leave a child on the table unattended for even a second.
- Have a toy ready for the child to hold.
- Ask for help! If the child is too active for one person, have someone else distract the child while you change them.
- Place all soiled clothing in a scented bag before placing it into the child's diaper bag.
- Between changing each child, clean the changing table with Clorox wipes. Do not use Clorox wipes on a child!

Pray While You Change

Diaper changing time is a great time to do one-on-one ministry with the child. Remember, diaper changing is no less important spiritually than the lesson, just a little messier at times! Pray and make positive confessions over each child during changing time. Each room has a confession sheet hanging up over the changing table. As you bring each child to the changing table, you will pray for them and then speak the confession in a personal way to them.

Potty Training Policy

A potty training policy has been implemented for sanitary reasons.

Potty Trained vs. Potty Training

We describe a child as potty-trained if the parent can drop off the child with no special instructions about taking the child to the bathroom. The potty-trained child will tell a worker if they need to go.

If a child needs to be asked whether they need to go to the restroom or if the parent tells you to take the child at certain times or time intervals, the child is potty-training.

A parent who is potty-training a child must send their child in a pull-up until they can independently tell a Ministry Worker that they need to go to the restroom.

The Room Overseers will still remind the child to use the restroom to help in the potty-training process.

If a parent is not aware of the policy and sends the child in underwear, explain the policy, and offer to supply a pull-up for that day.

Explain that the next time the child arrives they should be in a pull-up until the parent is sure that the child will let the Ministry Workers know that they need to go potty.

Discipline Policy

It is the heart of Covenant Kids to make every effort possible to insure the safety and well-being of each child and Ministry Worker who enters our doors. There can be occasions when some children have a difficult time adjusting to a classroom environment. Ministry Workers are asked to be proactive in reporting any cases in which our standards are being compromised by a child.

Special Note: Under no circumstance will physical forms of punishment be tolerated.

Teacher Correction

Most incidents will be handled by the Room Teacher with corrective guidance given to the child. This correction may include positive verbal correction or sitting time away from the situation (we do not refer to this as “time out”). We want to use as much positive verbal correction as possible, along with praising the child for good behavior. This will be handled as required with no need to report the incident to the parent, unless asked by the parent to do so. In which case, the Service Coordinator will be the only one to discuss behavior with the parents.

Positive Words and Tone

Ministry Workers may never use words or tones of voice that shame or frighten a child. We will never send a child to the corner or spank them while in our care. If a child is behaving inappropriately (or is about to), a Ministry Worker needs to stop the action, tell the child “no,” give the child a new instruction on how to act, redirect them, and praise the child when the child obeys.

Incident Reports (Coming 1st Quarter 2016)

A Notification of Incident Report form needs to be filled out in great detail when a child’s behavior needs to be documented. Documentation of these incidences is necessary in the event of future occurrences that warrant paging parents or removal of the child from the classroom.

This form is located in the classroom and needs to be filled out completely by those who witnessed the behavior. Please have the parent or guardian and the Overseer sign the Incident Report form. This form should be turned in with the roster.

Unacceptable Behavior

The following will require an Incident Report and paging of the parent:

- Biting
- Fighting
- Hitting
- Kicking
- Spitting
- Hair-pulling
- Verbal abuse
- Repeated disobedience that does not improve with verbal correction
- Tantrums (uncontrolled crying or screaming accompanied by flailing of the arms and/or legs)

When to Page a Parent

Unacceptable behaviors will be addressed each time they occur. The Service Coordinator will be notified and parents will be paged so they can discuss the behavior. If the parent returns the child to the room after discussing the behavior with the child, greet the child again as enthusiastically as you did when they arrived in the beginning. The Service Coordinator is the only one who can address the behavior with the parent!

Working and Praying Through the Behavior

Assign a Ministry Worker to watch carefully over that child to encourage the child in appropriate behavior. When the parents pick the child up, tell them that the child did great after they came back in (if it is true).

If the inappropriate behavior happens again that day or another day, remove the child from the situation, and notify the Service Coordinator.

Parents will not be allowed into the classroom to address the child's behavior. Once a child is returned to the classroom, each further incident will result in disciplinary actions to include the possible loss of rights to attend Covenant Kids.

No Children in the Halls Policy

Unattended children are not allowed in the hallways at any time during a class. Children must be with their parent or guardian or in their age-appropriate classroom. In the event that you encounter an unattended child in the hall, direct them back to their parent or guardian or to their appropriate classroom.

Pick-up Time Procedure (Birth–3-Year-Olds)

About 10-15 minutes before the parents arrive, begin getting the kids and the bags ready to go home. **This is not the time to clean up the room.**

- Using wet wipes, wipe off the children’s faces and hands.
- Put shoes, hats and bows back on the kids.
- Put all bottles, pacifiers and blankets back in the correct diaper bags. Make sure bag is neat and tidy.
- Put any dirty or wet clothes in a scented bag, tie the bag and place in the diaper bag.

Pick-up Time Activity

Start a pick-up time activity to keep the children occupied, such as reading books, blowing bubbles or showing videos.

Overseers Pick-up Routine

When the first parent arrives, the Overseer will:

- Check the security tag number. If it matches, hand the diaper bag or any personal items to the parent.
- Bring the child to the parent and tell the parent something special and/or positive about the child that you noticed today (he is such a worshipper, prayer warrior, etc.).
- Only the adult will hand children to their parents.
- Tell the child how glad you are that they came to see you and you can’t wait to see them again.

Clean-up Duties

Ministry Workers are all responsible for making sure the classroom is properly cleaned and the necessary supplies are ordered for the next class. The Overseer should ensure the following is completed by the entire team:

Between Services

- Be sure all the toys, games and videos are arranged in an organized and attractive manner in the appropriate places (pictures are provided and should be followed). Be sure all parts to all toys are together.
- Clear everything off the counters and wipe them down with Bleach wipes.
- Put away all supplies.

In the Birth–3-Year-Old classrooms, the following additional steps will be taken:

- Put clean sheets on the beds, and place a dot sticker on the clean sheets to let others know that the sheet is clean. The sheets need to be changed after each use.
- Take all dirty laundry to the designated location and place in the hamper.



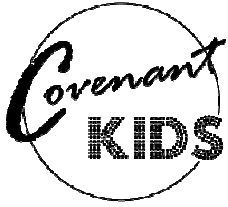
- Wash any dishes, put them away and wipe out the sink with Bleach wipes.
- Wipe all toys, play surfaces and knobs with Bleach wipes.
- Wipe all toys and hard surfaces with Bleach wipes. Dry before storing away.

After the Last Service

- Tie up the trash bags and place new liners in all cans. As you are leaving the room, place the trash bags in the trash receptacle just outside the building door.
- Vacuum.
- Take down all signs and place them in the binder or drawer.
- When required, the Ministry Worker will fill out the supply list located in your classroom. The list will be filled during the week.
- Return all weekend lesson supplies to their proper places.
- Leave your roster, visitor cards and prayer request cards in the room for the Service Coordinator.

When to Leave the Room

No Ministry Worker should leave until cleanup is complete. If you finish your room, help the others so everyone can go. Once the room is clean, everyone in the room should leave at the same time, unless there are special circumstances. Turn out the lights and close the door.



Ministry Worker's Manual Acknowledgement Form

This manual is intended to be a source of information and a general overview of Covenant Kids policies and procedures. Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. I understand that I will be notified of any updates and changes, and the revised information may supersede, modify or eliminate existing policies.

If I have questions regarding the content of this manual, I will ask my Service Coordinator for clarification.

The Covenant Kids Ministry Worker's Manual, revised January 2016, has been made available to me.

By signing below, I acknowledge receipt of the Covenant Kids Manual. I agree to read the manual and to adhere to the policies and procedures found within, as well as any future revisions.

Print Name _____

Signature _____

Date _____