



**CHILDREN'S MINISTRY  
HANDBOOK FOR  
POLICIES, PROCEDURES,  
GUIDELINES, + EXPECTATIONS**

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## Philosophy of Children’s Ministry

### **Mission Statement:**

To provide a safe environment where all children are engaged in God’s Word and nurtured towards Christ-like faith and action.

### **Vision for our Children and the Ministry:**

<b>Parents:</b>	<b>Environment:</b>	<b>Relationships:</b>	<b>Spiritual:</b>
Partnering Training Equipping	Safe Nurturing Peaceful Stable	Stimulating Fun/Engaging Diverse Welcoming Cultivating Peers and Adults Feel Valued Celebrate with each other Share together	Equipped for a lifetime Growing and sharing faith Gospel centered curriculum Applying scripture and interpreting scripture Opportunities to serve and evangelize Have a heart for mission and service Put God first Ongoing transformation Practice spiritual disciplines Profess faith and be baptized

### **Key Verses to Guide Our Ministry:**

Children are Gifts from God: Psalm 127:3-5 & Luke 17:2

Grow together in the fruits of God’s Spirit: Galatians 5:22

We all need grace and a Savior: John 3:16

We all strive to demonstrate God’s greatest commandment: John 15:12 & 1 Corinthians 13: 4-7

# Policies & Procedures

## Health

### Wellness:

Children MUST be free of the following for at least 24 hours (without medication) before entering:

\*Fever of 100 or higher

\*Vomiting or diarrhea

\*Conjunctivitis (pink eye or other infection)

\*Rash

\*Nasal drainage that is green or yellow

\*Sore Throat

\*Open Sores

\*Cold

\*Excessive coughing

\*New onset of a severe headache

\*Difficulty breathing

\*Loss of taste or smell

\*Lice

\*\*If a student has experienced any of the Covid-19 related symptoms (those underlined above), children will need to meet all three of the following criteria before entering:

1. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever reducing medication); and
2. The individual has improvements in symptoms (e.g. cough, shortness of breath); and
3. At least 5 days have passed since the symptoms first appeared.

If a child has Covid-19 symptoms but is not evaluated by a healthcare professional or tested for Covid-19, the individual is assumed to have had it and will need to wait to enter until the above three steps of criteria are met as well.

If in close contact (within 6 feet for a total of 15 minutes or more) with someone else who is confirmed or probable to have Covid-19; must remain at home for 5 days after contact.

If in close contact and vaccinated with no symptoms, may return but will need to wear a mask until 5-7 days after exposure.

If a child develops any of these symptoms while checked-in, the parent will be notified immediately for pick up. The child should be moved at least 6 feet away from all other children, and all toys handled will be removed from the play area and disinfected.

### **Health Protocols for Classrooms:**

1. Especially for younger children, try to minimize toy sharing. If you notice toys have been placed in mouths, please set aside to sanitize after class.
2. Masks are welcomed.
3. There is a hydration station in the hallway that students may use, but please encourage them not to put their mouth on the spout.
4. No food or candy is allowed to be eaten in the upstairs classrooms. You may hand students an individually wrapped, store bought treat to be enjoyed at home. Puffs and cheerios may be handed out in the baby and toddler nurseries IF and only if parent approval has been obtained.
5. Everyone should sanitize their hands as they enter and exit the room.

### **Injury & First Aid:**

We can administer ONLY band-aids and ice packs.

If a child is injured while in the care of the children's ministry, the teacher/volunteer will immediately notify the children's minister or ministry leader who will then immediately notify the parents. The teacher/volunteer will need to complete an Ouch Report which can be found in the classroom or at the Check-In station and should be turned into the children's minister or ministry leader to be kept on file as soon as possible. All injuries should be reported no matter how small they seem.

#### **Bodily Fluids Procedure:**

1. Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.
2. First aid supplies are located in rooms.
3. In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids.
4. If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.
5. Any teacher with an open wound or lesion should keep it covered until the area is healed.
6. Clean any affected surfaces with disinfectant.
7. Wash hands, even after wearing gloves.

## **Infectious Disease**

As we have a biblical mandate to minister to all people, the occasion may arise when we are called to the health care needs of children with serious diseases, including, but not limited to Hepatitis-B, HIV, and Tuberculosis.

Parents or guardians of children with these types of health concerns are expected to inform the children's minister. All information will be held confidential, but if deemed necessary a medical committee may be asked to assemble and provide instruction for how to instruct teachers and

caregivers for appropriate protection. If the parent or guardian does not agree to disclosure to those teachers or caregivers, the children's minister will provide lessons for the family to use at home with the child.

## Hygiene

Maintaining a clean environment is a top priority. Therefore, proper hygiene should be followed in handwashing, diapering in nurseries, and cleaning of the room as well as toys.

### **Handwashing:**

Teachers or Caregivers should wash/sanitize hands...

1. Upon arrival into the room.
2. Before preparing, serving, or eating food.
3. Before and after feeding infants or children.
4. After using or helping a child use the toilet.
5. After every diaper change.
6. After removal of disposable gloves.
7. After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit).
8. Before leaving the room.

Infants and children should wash/sanitize hands...

1. Upon arrival into the room.
2. Before handling or eating food.
3. After using the toilet.
4. After contact with bodily fluids.

\*According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into a lather and rub hands together for 15 seconds. Rinse. The faucet should be turned off with a paper towel. If your room does not have a sink, please use the sanitizer provided.

### **Diaper Changing:**

1. Gather all necessary items.
2. Lay child on a strip of changing paper.
3. Put on a new pair of disposable gloves for every diaper change.
4. Remove wet/soiled diaper and use wipes or damp paper towels to clean child.
5. Place wipes and diaper in plastic bag or lined trash receptacle with lid.
6. Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
7. Put on clean diaper.
8. Wash hands with soap and water after each diaper change.
9. Be sure to check babies near the end of the session to send home dry.
10. Same procedure applies to those wearing pull-ups.

## **Cleaning Room and Toys:**

Nursery Rooms (downstairs) –

- Put away toys in designated bins and tidy the room.
- Sanitize used toys and manipulatives. Please be sure to use the spray that is labeled for the toys.
- Wipe down surfaces (tables, mat, counter, changing table, chairs, large toys).
- Spot check the floor – cleaning up any large crumbs, etc. and make sure the floor is cleared for cleaning staff to vacuum.
- Turn off lights; lock doors.

Preschool – Elementary Rooms (upstairs) –

Put away toys in designated bins and tidy the room.

- Sanitize used toys and manipulatives. Please be sure to use the spray that is labeled for the toys.
- Wipe down surfaces (tables, mat, counter, changing table, chairs, large toys).
- Spot check the floor – cleaning up any large crumbs, etc. and make sure the floor is cleared for cleaning staff to vacuum.
- Turn off lights; lock doors.

## Safety

### **Upstairs Classrooms – Preschool – Elementary**

#### **Severe Weather Plan:**

1. The security team lead will notify staff and leadership to take emergency precautions.
2. Teachers will line students up and encourage a calm and orderly line.
3. Classrooms 200 – 207 will exit north stairwell and move to the downstairs men’s restroom at the bottom of the stairs. If overflow is needed, some may go into the copy room as well. Classrooms 210-217 will exit south stairwell and move to the women’s restroom at the bottom of the stairs.
4. Once in the restroom instruct children to get in a sheltering position – kneeling with hands over head.

#### **Active Threat Plan:**

1. The security team will notify staff and leadership to take emergency precautions.
2. The security team will notify teachers to hide using the cameras in the classroom.
3. **Hide:** Teachers should do everything possible to hide all children in the classroom. Be aware of the window in the door and aim to place children in locations that cannot be seen from the window. Lock and barricade the door – putting as many things as possible between the door and the children. Try to keep children calm, reading the Bible, other books, or praying quietly. Try not to make any noise.

### **Fire Emergency Plan:**

1. Sirens will go off.
2. Teachers will line students up and encourage a calm and orderly line.
3. Classrooms 200 – 207 will exit north stairwell and move to the nearest exit that is safe (most likely the north doors). Classrooms 210-217 will exit the south stairwell and move to the nearest exit that is safe (most likely the east or north doors).
4. Outside, the students should be led to the bus barn doors in the east parking. Teachers should take attendance to make sure all students are accounted for. Parents will be directed to get them from this location.

You can view the Fire Evacuation video here:

<https://www.youtube.com/watch?v=kDfD50knG1g>

### **Fire Emergency Plan (Nurseries):**

1. Sirens will go off.
2. Teachers will place babies in an evacuation crib.
3. Teachers will use the nearest exit that is safe to exit the building. (Most likely the west doors next to the auditorium.)
4. Outside, the teachers should push the cribs to the bus barn doors, in the east parking lot, where parents will come to get them.

You can view the Fire Evacuation video here:

<https://www.youtube.com/watch?v=kDfD50knG1g>

### **Downstairs Classrooms – Nurseries**

#### **Severe Weather Plan:**

1. The security team lead will notify staff and leadership to take emergency precautions.
2. Teachers will place babies in the evacuation cribs.
3. Teachers will move cribs to the nearest women's restroom.
4. Teachers will then hold babies trying to protect their heads.

## Security

### **Parents:**

\*Check in is mandatory for 0-3<sup>rd</sup> grade.

\*All children must have a sticker before entering Children's Worship or classroom. Please place the sticker on the child's back.

\*All stickers will include the child's name, parent/guardian name, phone number, and any **allergies or special needs noted**. Please also verbally let teachers know to look for allergies and/or special needs at drop off.

- \*Check in stations are located at the top of the north stairwell and at the door to nurseries.
- \*All children will be held in the classroom until the adult with the matching code sticker arrives.
- \*If you wish to have an older sibling pick-up, they need to have the matching code sticker. Only siblings 4<sup>th</sup> grade and up may pick-up.
- \*You may get the app on your phone to make things go even faster!  
Church Center App in the App Store or Google Play.
- \*After checking in on your phone, scan the barcode at a printer located at the check in station.
- \*Thank you for your help in making this a safe environment for our children!
- \*If you lose your sticker or have other questions, please text 903-629-5842.

### **Teachers:**

Thank you for your help in making our check in system effective.

\*If a child does not have a sticker, they may not enter class, please direct them to the check in station.

\*At dismissal, **please make sure those picking up have the matching tag and collect stickers.**

## Child Abuse

By law, if you suspect any incidents of child abuse, it is your responsibility to report:

Call: 1-800-252-5400

Or report online: [dfps.state.tx.us](https://dfps.state.tx.us)

The children's minister should:

1. Document all efforts at handling the incident.
2. Report the incident to the church's attorney if guidance is needed.
3. Seek Christian counseling services for the family if needed.

# Parent Policies

Parents are a child's first and most important teachers. Teachers here at Southside count it a privilege to partner with parents in laying foundations for faith in young lives.

Parents can help teachers by observing the following guidelines:

1. Become familiar with Southside Policies and Procedures for the Children's Ministry. These are well thought out by multiple committees and created to ensure the care and safety of all children.
2. If you ever have questions or concerns with guidelines, please feel free to reach out to the children's minister.
3. Please consider joining Remind. This messaging system allows you to receive reminders and announcements. Click the link to join:  
<https://www.remind.com/join/fb9ke2>

## **Before Coming to Church:**

1. Remember to label all items (i.e. diaper bags, pacifiers, bottles, cups, etc.)
2. If your child needs a bottle, please label the bottle with the time that it needs to be given to your child AND the time that it expires.
3. Preschoolers who are being toilet trained need to have a change of clothes in a labeled bag.
4. Bring your child regularly to church. Your child will feel more comfortable when church is a part of your established routine.
5. Talk to your child positively about going to church. Use the names of your child's teachers and other friends in class when talking about happy times at church.

## **Arriving at Your Child's Room:**

1. Make sure you have checked your child in and their sticker is on their **BACK**.
2. **Please have your child try to use the bathroom prior to class or Children's Worship. This helps our volunteers so much!**
3. Parents **should NOT enter the classroom or linger at the door**. Drop them off at the door with a hug and smile, saying I'll be back in a few minutes. This is for security reasons as well as to help our teachers and other students with separation anxiety. If your child should experience prolonged anxiety, teachers will notify you to come back for them.

## **Tips and Suggestions:**

1. Be sure to participate in various parenting classes or studies throughout the year that you can participate in.

2. Be sure to talk and study with your children more at home. Once or twice a week is not enough. Beginning at age 2, students will come home with a sheet that goes over what we studied in class. This page gives suggestions of ways you can continue the conversation at home with them.
3. Look for ways your family can serve together at Southside.

**Promotion:**

Students are promoted once a year. Students can be promoted early depending on class size; the children's minister will make this call. Otherwise, students promote during August. Children receive a Bible from the church as a baby and as they promote to 1<sup>st</sup> and 6<sup>th</sup> grades. The classes and ages are listed below. Some of the classes might be combined due to class size. Please note that the age ranges for the classes are approximate. For example, once a child turns 12 months, they are not automatically promoted to the toddler nursery. Promotion will still occur in August. **Please talk to the children's minister if you would like to change your child's class early.**

Baby Nursery  
(0-12 months)

Toddler Nursery  
(12-24 months)

2's Class  
(2 prior to September 1<sup>st</sup>)

3's Class  
(younger 4's also welcome)

PreK  
(will attend kindergarten the following school year)

Kindergarten

1<sup>st</sup> – 2<sup>nd</sup> Grade

3<sup>rd</sup> Grade

4<sup>th</sup> – 5<sup>th</sup> Grade

# Volunteer Guidelines

## Requirements to Serve

1. Complete the background check through Ministry Safe. The children's minister will send you a link. Volunteers fill out the information, and the background check will be performed automatically. Results will be sent directly to the children's minister. It takes approximately 5 minutes to fill out the required information.
2. Complete the online Ministry Safe training video. This training must be completed every two years. It informs all participants about sexual predators, grooming signs, precautionary steps, and other pertinent information. After you have watched the videos, you will take a quick quiz. It takes about 1.5 hours to complete the training and quiz. The children's minister will send you a link for the training.

If you would like to serve, please fill out this interest form:  
[sscofc.org/kidshelp](http://sscofc.org/kidshelp)

Tiffany Borchardt, the children's minister, will reach out to you to get you plugged in!

## Training

A Southside Children's Ministry Training will be provided to all teachers and volunteers prior to serving in a classroom. The training will be offered in an online format; however, the children's minister can also provide in-person training upon request. This training will be specific to Southside curriculum and children.

## Classroom Guidelines

All volunteers should be neat in appearance and wear the name tag provided so parents can clearly identify the approved volunteers.

Teachers/volunteers should arrive 5-10 minutes prior to class to make sure the room is ready to receive children. Children are set up for success when there is an opening activity ready to go for them.

**2 Person Rule:** There should always be 2 volunteers in every classroom. If for some reason there is not a second, the hall monitor should be alerted and the door should remain open.

If a new student with special allergies or special needs enters class. Please alert the children's minister. (text 903-629-5842)

**Bathroom:** Ages 2-3 - The teacher or teacher's assistant will need to help those who are potty training. Always make sure the hall monitor is nearby at the sink area while assisting. Ages 4+, make sure you see the hall monitor and you can send the child to the restroom. If you do not see the hall monitor, the assistant will monitor from the hallway near the sinks.

**Discipline:** As much as possible using preventative measures should eliminate the need for further discipline.

- **Proximity** – stay close to students; circulate
- **Rules** – be firm, fair, consistent
- **Enforcement** – choices and consequences (see below for an appropriate consequence)
- **Vision** – keep end result in mind, anticipate, mutual respect
- **Expectations** – one gets what one expects, teacher attitude
- **Needs** – meet students' needs, Maslow's hierarchy
- **Touching** – Kind words, High fives, Smile
- **Interest** - Express genuine interest in student
- **Value of Biblical Knowledge** – What you're teaching is so important - Be prepared
- **Enthusiasm** – Students reflect your attitude!

Taken from Great Expectations

If a child's behavior is disruptive or harmful after using preventative measures, it may be appropriate for the teacher to correct a child's behavior with love and respect. For example, if a child is throwing a block, it would be appropriate for the teacher to take the block away. Gentle reminders of taking turns and showing kindness are often needed especially with little ones.

If disruptive or harmful behavior still continues, please notify the children's minister. The children's minister may request to meet with the child's family; we can all work together to create a plan to make sure the child is experiencing success in the classroom. Communication and teamwork are imperative.

### **What if a child bites or hits another child? Or a child gets hurt?**

All bites/cuts need to be cleaned with soap and water.

Notify the children's minister (text 903-629-5842)

An Ouch Report needs to be filled out and given to the children's minister AND the parents. (Copies are located in your classroom along with the first aid kit.)

Notify parents immediately that their child was bitten/hit/fell IF skin has been broken and/or the child is inconsolable.

Help parents understand that we are sorry this happened, but it is sometimes inevitable with young children. We will do everything in our efforts to prevent accidents and help children that are frustrated/aggressive. Let the parent know that you are concerned and listen to them.

Notify the parents of the child who bit/hit when they pick up their child and assure them that we love their child and look forward to their return the following week.

Do not use names of who bit/hit or who was bitten/hit. Please be as general as possible.

PRAY, and ask that God would help us to use circumstances such as these to model grace and forgiveness.

**Teacher Responsibilities:** Deliver the lesson following the provided curriculum. Teachers may feel free to create their own activities to go along with the lesson but are asked to follow the Scope and Sequence of the curriculum. If teachers would like more detailed support with lesson plans, they may request a Ready, Set, Teach Box from the children's minister.

**Greeter/Hall Monitor Responsibilities:** Be available prior to class at the check in station to assist as needed in checking in students. If a student has allergies or special needs, please alert the children's minister (text 903-629-5842). Monitor the restrooms from the hallway. Be available to assist teachers as needed.. In case of an emergency, be ready to alert all teachers and help as needed. Be alert to any suspicious activity and report to the Southside Security Team via walkie talkie.

**Teacher Aide Responsibilities:** Be ready to assist teachers as needed. This may include helping take children to the restroom, making copies, or helping students with classroom activities.

**Buddy Responsibilities:** You are assigned to a particular child to assist as needed with appropriate support and accommodations. The children's minister will go over the child's needs with you with the parent's permission.

**Miscellaneous:**

Teachers/Volunteers also need to make sure all children are picked up and the room is tidied before leaving. (See hygiene for specific details)

Please no outside food in the classrooms. Beverages with a lid and placed away from children are allowed in the classrooms.

Please use the provided clips and marker board area to display student work and/or teaching visual aids, posters, etc. Please DO NOT staple, nail, or hang items to other parts of the wall without approval of the Building Committee.

Supplies, equipment, and/or furniture may not be added or removed from classrooms without consultation with the children's minister.

## Curriculum

**Sunday Morning:**

Gospel Project – an in-depth study of the Bible – both Old and New Testaments. By the time a child exits 5<sup>th</sup> grade, they should have gone through the Bible 3 times. Each lesson also makes a connection back to Jesus.

Teachers may use the guides to create their own lesson activities OR they may request a Ready, Set, Teach Box. The children's minister will provide detailed plans, copies, and all resources needed for the lesson.

### **Wednesday Evening:**

Thematic units that follow church scope and sequence for the year. The children's minister will provide lesson plans for all volunteers.

## Important Links

If you would like to serve, please fill out the Children's Ministry Volunteer form; the link is included below. You can also contact Tiffany directly at 903-629-5842.

[scofc.org/kidshelp](https://www.scofc.org/kidshelp)

The following links will allow you to join Remind which is a messaging app that allows multiple people to be contacted at once. The Children's Ministry link is specifically for parents to receive announcements and reminders. The links for substitute teachers and nursery helpers are specifically for volunteers. The children's minister uses these groups to get helpers when there are absences.

Children's Ministry (for parents): <https://www.remind.com/join/fb9ke2>

Substitute Teachers: <https://www.remind.com/join/3a2h922>

Nursery Helpers: <https://www.remind.com/join/dg3kfa>



# OUCH REPORT



Name of Injured Child: \_\_\_\_\_ Date: \_\_\_\_\_

Time of Injury: \_\_\_\_\_ Location: \_\_\_\_\_

Description of incident:

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Location of injury (e.g. Below the right eye, left wrist, etc.):

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Treatment for Injury:

- Band Aid
- Washed wounded area
- Ice
- Other:

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Who administered care?

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Notification:

- Children's Minister
- Parents of Injured Child
- Child who Caused Injury (if applicable)

Follow-up:

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