

SOUTH SIDE KIDS

REVISIONS IN PROGRESS

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:

Parents:	Environment:	Relationships:	Spiritual:
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. If you notice toys have been placed in mouths, please set aside to sanitize after class.
2. There is a hydration station in the hallway that students may use, but please encourage them not to put their mouth on the spout.
3. 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.

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 the lights
- Shut the door

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.
- Spot check the floor – cleaning up any large crumbs, etc. and make sure the floor is cleared for cleaning staff to vacuum.
- Turn off the lights
- Shut the door

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.

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 0-5th 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 4th 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 notify the children's minister.

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

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.

Check-In/Out:

1. There are two check-in stations: one at the downstairs east entrance and one at the upstairs foyer near the elevator.
2. All children, infants through 5th grade, must wear a sticker. The machine will print two parts: the name tag for your child to wear and the matching pick-up tag. Please hold on to the matching pick-up tag.
    a. If your child's name is not in the check-in system or if the printers are not working, please write your child's name and a phone number on the sticker.
3. Make sure you have checked your child in and their sticker is on their back.
4. Please have your child try to use the bathroom prior to class or Children's Worship. This helps our volunteers so much!
5. Parents should NOT enter the classroom or linger at the door. Drop them off at the door with a hug and smile. Let your child know that you'll be back soon. 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 the parents/guardians.
6. To pick up your child, please bring the matching pick-up tag to your child's classroom.

Children's Worship:

Children's Worship is provided for children ages 3 through Kindergarten. Children are dismissed following communion. Parents should escort their children upstairs to room 200 and ensure they have a name tag before dropping off their child. We kindly ask that parents take their children to the bathroom prior to Children's Worship as well.

If your child would like to continue attending Children's Worship beyond Kindergarten, please talk to the children's minister. Generally, it is acceptable for children to continue attending through first grade if the parents/guardians believe that it is the most appropriate learning environment for their child. However, we also recognize the value and importance of exposing children to the worship assembly. There are activity bags provided at the check-in station near the east entrance that can aid students in their transition to the normal worship assembly.

If your child would like to be a helper in Children's Worship, please talk to the children's minister to see if any help is needed prior to worship.

Tips and Suggestions:

1. Be sure to talk, pray, and study with your children at home.
2. Look for ways your family can serve together at Southside.
3. Find your community. Ask the children's minister about small groups if you are interested.

Emergency Contact Information

Each classroom contacts an emergency contact list and an attendance roster. These documents are available for teachers in case of any accidents, injuries, or emergencies. They also provide valuable information concerning each guardian's preferences for their child.

If a child attends church regularly, then the children's minister will reach out to the guardians directly to get the following information:

- Child's name
- Child's Date of Birth (including year)
- Child's allergies
- Parent preferences for food consumption (May the child eat Puffs and/or Cheerios in the nursery?)
- Parent preferences for photos (May photos of your child be taken? May photos of your child be posted to social media? May photos of your child be used in the printed bulletin?)
- Parent/guardians' names
- Two emergency contact phone numbers

The children's minister may reach out to the guardians for this information even if the family has not placed membership/partnership with 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 1st and 6th 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 and 3's Class
(2 prior to August 1st; younger 4's also welcome)

PreK and Kindergarten
(Pre-K students are those who will attend Kindergarten the following school year.)

1st – 3rd Grade

4th – 5th Grade

Made for More

(This is a classroom designed for pre-teens and teenagers who have special needs. Please talk to the children's minister if you are interested in your child attending this class.)

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

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.

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.

- **P**roximity – stay close to students; circulate
- **R**ules – be firm, fair, consistent
- **E**nforcement – choices and consequences (see below for an appropriate consequence)
- **V**ision – keep end result in mind, anticipate, mutual respect
- **E**xpectations – one gets what one expects, teacher attitude
- **N**eeds – meet students' needs, Maslow's hierarchy
- **T**ouching – Kind words, High fives, Smile
- **I**nterest - Express genuine interest in student
- **V**alue of Biblical Knowledge – What you're teaching is so important - Be prepared
- **E**nthusiasm – 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 gets hurt? Ouch Reports

If a child gets hurt, the adult volunteer will complete an Ouch Report. Copies of the Ouch Report are located in each classroom on the magnetic board by the door. The volunteer will text or email a picture of the Ouch Report to the children's minister. The hard copy of the report will be given to the parent, guardian, or caregiver at pick-up. If the child is inconsolable or the injury is more serious (e.g. the child was bitten, hit, shows visible bruising or signs of injury, etc.) the parent, guardian, or caregiver will be notified immediately. For cuts and bites, the adult volunteer will need to clean the wound with soap and water.

With injuries involving two children, adult volunteers will not disclose names to anyone except the children's minister. The parent, guardian, or caregiver of the injured child will be notified with the Ouch Report. Likewise, the parent, guardian, or caregiver of the child who caused the injury should be verbally notified. All injuries and accidents should be reported to the children's minister.

Removal from Classroom or Event

Southside Kids seeks to provide a safe, welcoming, and productive environment for every child, volunteer, and family. If a child's behavior creates a safety concern or significantly disrupts the class or event, the child may be removed from the classroom or activity.

Behaviors that may require removal include, but are not limited to:

- Hitting
- Biting
- Kicking
- Tackling
- Pushing
- Throwing objects
- Damaging property
- Leaving the classroom or assigned area without permission
- Threatening to harm oneself or others
- Other behavior that creates a safety concern for the child, other children, or adults

If a child needs to be removed from a classroom or event, the children's minister or an adult volunteer will notify the parent, guardian, or caregiver. If there is an immediate safety concern, Safe Wrap principles may be applied, and/or the security team, an officer, or emergency services may be contacted.

In some situations, a child may be able to return to class the same day after calming down and after consultation with the parent or guardian. In other situations, the child may need to remain with a parent or guardian for the rest of the class period, worship service, or event.

Depending on the nature or severity of the behavior, the children's minister, in consultation with appropriate church leadership, may require a meeting with the child's parent or guardian before the child returns to Southside Kids classes or events. The purpose of this meeting will be to develop a plan that supports the child while also protecting other children, volunteers, and staff.

This plan may include, but is not limited to:

- Additional parent or guardian involvement
- A completed Disability Support: Family Input Form
- A Special Buddy or designated support person
- A modified classroom schedule or environment
- A temporary pause from certain classes or events
- Professional evaluation, support, or recommendations when appropriate

Southside reserves the right to limit or pause a child's participation in a class or event until a safe and appropriate plan is in place.

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.

INSERT information about social media pictures, emergency contact paper, and allergies

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. 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, retrieving supplies, 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 5th 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 in the Ready, Set, Teach boxes.

Wednesday Evening:

Southside currently offers an event called Refresh 6 months out of the year. Refresh occurs from 6:00-7:00 PM in the Fellowship Hall. Dinner is served from 6:00-6:30 PM; a $5 donation per person is recommended though not required. Singing and a short devotional thought happens from 6:30-7:00 PM. This is a family oriented event, so children are allowed (and encouraged) to

stay with their parents throughout Refresh. The toddler nursery door can be unlocked if desired; just ask a member of security or a minister. However, the nurseries are not currently attended on Wednesday nights.

Students with Disabilities or Additional Support Needs: EDITING IN PROGRESS

At Southside, we believe every child is fearfully and wonderfully made by God. We want every child to be welcomed, included, supported, and safe. We also understand that children have different needs, including sensory sensitivities, physical disabilities, developmental differences, intellectual disabilities, communication needs, medical needs, or behavioral support needs.

If your child would benefit from additional support, please complete the Disability Support: Family Input Form: https://forms.gle/5Z7JqH3ivcBp5hLu8

This form helps us better understand your child's strengths, needs, communication style, sensory preferences, calming strategies, and any safety concerns. The Kids minister may follow up with clarifying questions or request a conversation with the parent or guardian.
Southside Kids will make reasonable efforts to provide support and accommodations based on the child's needs, available volunteers, and the safety of everyone involved. Available supports may include headphones, sensory tools, visual supports, modified activities, classroom adjustments, or a Special Buddy when appropriate.

A Special Buddy is a designated adult or youth helper who provides additional support to help a child participate safely and meaningfully in church activities. In some cases, a Special Buddy may be recommended or required as part of a child's support plan. Depending on the level of need, Southside may ask a parent, guardian, family member, or approved volunteer to serve in this role.

Room 207 is available as a sensory room. The sensory room is a dedicated space for students who need a quieter environment or sensory support before, during, or after church activities. This room may be used for a supervised break when a child is overwhelmed or needs time away from whole-group activities. Ideally, this space is to be used as a temporary place for students to gain control or calm down. After the child gains composure, the child should return to the whole group setting rather than remaining in the sensory room for the duration of the class, event, or worship time. We ask that this room be used only for its intended purpose so it remains a safe and supportive space for those who need it.

Southside also offers a Bible class called Made For More, designed for tweens and teenagers with disabilities or additional support needs. This class meets downstairs in room 109 following worship each Sunday. If you would like your child to participate in this class, please contact the Kids or Youth ministers. She will help determine whether Made For More is an appropriate setting for your child and will connect you with the class leaders.

Our goal is to partner with families so every child can participate as fully and safely as possible.

Communication

Upcoming events will be published in the weekly ebulletin. Ministry updates will be sent via email as needed. If you would like to join the email list, please notify the children's minister. The children's minister may notify parents directly via text or email as needed. Do not hesitate to reach out to the the children's minister with any questions or concerns.

OUCH REPORT

Name of Injured Child: _____ Date: _____

Time of Injury: _____ Location: _____

Description of incident:

_____

_____

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

_____

Treatment for Injury:

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

  _____

Who administered care?

_____

Notification:

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

Follow-up:

_____

_____