

# HBC VBS Behavior Expectations

At HBC, we strive to provide a place where all feel welcome, safe and most of all, loved. Our goal is to raise our children to have a deep, personal relationship with Jesus Christ teaching them to use the gifts He has provided to glorify Him.

To maintain this environment we have established guidelines that we ask all children and parents to follow.

We pray that these rules can and will be followed in all areas of our children's lives, not just during their time at church.

**Be Kind**  
**Be Safe**  
**Be Responsible (K-5)**

As parents, guardians and fellow believers, we will do our best to help all of our children understand these expectations and be able to follow them during their time on campus.

Working with children is a joy and as teachers and volunteers, we strive to provide the utmost care for all of our children.

Teachers and volunteers cannot see every child at every moment and sometimes, accidents will occur.

If your child reports an incident or you witness an incident first hand, please adhere to the following steps.

-Teachers and/or volunteers will moderate conflicts occurring during church activities.

HBC has an incident report that will be completed and sent home while a copy will remain in the KiDMiN office. (ALL private information will remain confidential)

-Any parent concerns should be directly brought to the appropriate staff or volunteers. ( Parents should NOT approach other children or youth.)

- Parents are highly encouraged to mediate any incidents that occur on church grounds but not at church functions, with one another. In the event that mediation between adults isn't successful, a neutral third party, such a staff member or another responsible adult, will be brought in as a witness.

-We (parent/guardian and child) understand the rules and expectations set forth above.

-We understand that HBC has age and grade guidelines for certain programs and events and will have someone on campus for our children that might require extra supervision.

In addition, I (parent/guardian) will ensure my child understands and follows the behavior expectations to the best of my ability.

## HBC VBS Behavior Procedures

1. Talk and Cool Down in classroom
2. Remove from the classroom and call a director to assist. If the director has to be called, a behavior form MUST be completed.
3. Director removes from class for cool down period
4. Placed back in class
5. If removed again, parents will be notified

# HBC VBS Restroom & Diaper Procedures

## Restroom Procedure

- A volunteer is NEVER allowed in a restroom alone with a child.
- Assist children with their clothing in the open doorway BEFORE they go into the restroom.
- Stand in the restroom entrance to monitor the needs of the child.
- If a child needs your help, please prop the door open and ask another volunteer to assist you.
- Assist the child with hand washing when he or she is finished.

## Diaper Procedure

- Get a diaper from the baby's bag.
- Put down a piece of wax paper and get out a diaper trash bag.
- Put on gloves.
- Change the child's diaper using wipes provided by the parent or by HBC.
- Put the dirty diaper in the diaper trash bag.
- Throw away gloves, wax paper, and diaper.
- Put down new wax paper and put on new gloves for the next baby.

# Injury Procedures

## Minor Injury:

- Adult accompanies the child to the kitchen and uses the first aid kit.
- Notify a parent that an injury occurred, and what first aid was given.

## Major Injury:

- One teacher stay with child. One teacher call or get a director.
- Use your discretion to decide if 911 should be called immediately.

# HBC VBS Accident Report Form



Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

What part of the body was injured?

\_\_\_\_\_

How did the injury occur? (continue on back if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Aid treatment provided:

\_\_\_\_\_

\_\_\_\_\_

Parents were notified by: Phone In Person

at \_\_\_\_\_ (time) on \_\_\_\_\_. (date)

Parent Signature: \_\_\_\_\_

KiDMiN Volunteer Signature: \_\_\_\_\_

Incident Witnesses: \_\_\_\_\_

# HBC VBS Behavior Report Form

Complete if a director is called to assist.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

What was the behavior?

\_\_\_\_\_

VBS Leader Notes on behavior:

\_\_\_\_\_

\_\_\_\_\_

## Steps Taken

- Talk and Cool Down in classroom
- Remove from the classroom and director assistance
- Director removes from class for cool down period
- Placed back in class
- If removed again, parents will be notified

Parents were notified by: Phone In Person

at \_\_\_\_\_ (time) on \_\_\_\_\_. (date)

Parent Signature: \_\_\_\_\_

KiDMiN Volunteer Signature: \_\_\_\_\_

Incident Witnesses: \_\_\_\_\_