



Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.

Matthew 19:14

Calvary Baptist Church sees ministering to preschoolers, children, and youth as a central part of Christ's calling for the church. Our children and youth are our present, our future, and our hope. They are full participants in the life of the church and in the kingdom of God. It is the goal of our church to provide a safe, caring, Christian environment for preschoolers through youth to thrive, learn, and grow each time they participate in our ministries and activities.

By implementing the practices below, from specific policies in age group divisions to safety and security practices for all, we can be a community of faith where children and youth are cared for physically, mentally, emotionally, and spiritually.

Calvary Ministry Policies (Birth - Grade 12)

Volunteers or teachers who work with minors at Calvary must be members of Calvary or affiliated with the church for at least six months.

Volunteer teachers and childcare workers are at least 18 years of age. Youth assistants will work with a supervising adult.

All teachers and childcare workers should have good physical, mental, and emotional health.

All prospective volunteers and paid applicants will complete an employment application and a background check consent form. An interview will be conducted by a minister or program director.

No adult or youth with known prior incidents of sexual misconduct or physical abuse of a child shall be permitted to serve in any capacity involving care or supervision of children.

Teachers are expected to read and sign the policies of the age group ministry in which they are serving and to view the child sexual abuse prevention video provided by Protect My Ministry.

Teachers are expected to attend training opportunities when offered. Employed teachers are encouraged to attend classes as offered to become certified in CPR and First Aid.

Preschool Ministry Policies (Birth – Kindergarten)

General Policies for Use of Preschool Rooms

Preschool classes will be provided for children, birth through kindergarten, during all regularly scheduled activities of the church. (Preschoolers five years of age and older attend worship services with their parents.)

Childcare will be provided for special church-wide activities, worship, and training events.

The preschool facilities will be open 15 minutes before each scheduled event and will close when each child has been picked up by a responsible parent. Parents are requested to call for their child no later than 15 minutes after the scheduled function.

In the best interest of the children, during evening activities, preschool rooms will be open a maximum of three and one-half hours (3 1/2) hours (with the exception of Wednesday nights) and remain open no later than 9:30 PM. Facilities will not be open on Saturday nights so that they will be ready for Sunday.

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Childcare workers are paid for a minimum of two hours when present.

For childcare for events other than regularly scheduled activities, childcare should be requested through the Minister of Families with Children. Requests should be made as much in advance as possible, but no fewer than one week in advance.

The preschool facilities are available only when under the supervision of duly authorized personnel and in accordance with the acceptable worker/child ratio.

Babies - Crawlers 1:3

Walkers - Twos 1:4

Threes - Fives 1:5

The Minister of Families with Children will supervise usage, room furnishings, room changes, and resources. Donations of furnishings and toys must be approved.

Worship Care

Worship Care sessions are provided for all preschool children, birth through age 4, during the worship hours on Sunday. As preschoolers begin kindergarten in the fall, they will start attending a worship service with a parent or guardian.

The teachers who work during the worship services are volunteers from the congregation -- parents, grandparents, interested men, women, and youth. Two adults or one adult and one youth should be in each room at all times.

Parents who have preschoolers cared for in the Worship Care room are asked to take their turn serving once every five weeks.

Youth (17 and under) and children (whose parents are teaching in that room) may assist in classes with walkers and older preschoolers. Those 18 years of age and older may serve in classes with babies and crawlers.

Due to staff and class sizes, Worship Care groups may meet in rooms different from Sunday School. Sunday School and Worship Care teachers will be responsible for transitioning the preschoolers to and from the Sunday School rooms.

Receiving and Dismissing

All children will be assigned rooms according to their age group. Babies through walkers are promoted according to their stage of physical development. Twos, threes, fours, pre-k, and kindergartners will be assigned to their age grouping according to the Fayette County school date for beginning school (example: a child would need to be 3 years old before August 1 in order to be placed in a 3-year-old class).

Teachers and employees will receive and dismiss children at the door of each classroom. Only the enlisted teachers and employees are to be in the preschool classrooms.

All parents/guardians are asked to bring their child to the preschool check-in station to check preschoolers in for the church activity. (The check-in sheet is used for securing preschoolers and in case the building needs to be evacuated or if a parent needs to be contacted. The check-in sheet will be taken by the teacher/employee to check the roll when the children have exited the building for an emergency.) Preschoolers will then be escorted to the door of the classroom for the teacher to greet them. Parents are asked to remain outside the door unless helping a new child settle.

Parents are asked to label their child at the door of the room where he/she is to stay during the session.

Procedure for Label System:

Babies – Kindergarteners:

Bring your child to the class door

Fill out the 4-part label using the parts that are needed for your child.

Place the larger information label on your child's back, place the "stub" on your clothing, and place smaller labels on personal items as needed.

On your return to the class, the teacher will answer the door and will bring your child to the door with his/her possessions and check your "stub" number against the child's number on the information label.

Parents are asked to label all items (bottles, diaper bags, training pants, sweaters, coats, pacifiers, Bibles, etc.) belonging to the child. Unless necessary for a sense of security, parents are encouraged not to allow children to bring toys from home. Adequate toys and equipment are provided for the proper age level, but many times get lost/damaged or are a problem for other children.

Parents are asked to inform teachers and employees regarding the name of the child, special needs, allergies, concerns, or disabilities, or family situations. Allergies should be noted on their nametag.

Parents will check out children from the classroom at dismissal. Preschoolers will only be released to a parent/guardian or authorized adult. (Older youth should not be sent to pick up younger brothers and sisters.) A child is not allowed to leave alone. In the event a child is the responsibility of an adult other than the parent, parents are asked to inform the child's teachers and/or church employees.

Parents and relatives are encouraged to avoid coming to the door to check on a child during the session. Parents will be notified immediately if a child seems unduly upset and unable to settle.

Because preschoolers are encouraged to move and enjoy learning activities, parents are asked to dress their children comfortably and appropriately for the season.

Parents with questions or suggestions are encouraged to talk with their child's teacher, program supervisor, or Minister of Families with Children after the session.

Feeding

Infants will be fed milk, juice, or water, as provided in plastic bottles that are clearly labeled. Time and circumstances do not allow for spoon feeding, as it requires a lot of time from our teachers and would keep them from caring for others in the room. To avoid mistakes, formulas and juice should be already prepared by the parent.

High chairs and a separate room can be made available to parents who need to feed their infants.

A nursing space is available to parents anytime during the time their child is at church. The space is located in the back of the baby room (rm. #100).

Walkers - PreKs will be served a snack of juice and crackers toward the end of Sunday School on Sundays. Parents are asked to notify the teacher in the room if the child has any allergies or peculiarities regarding feeding.

Parents are requested to feed children before bringing them to the preschool area if the children will be in childcare during regular feeding time. (Exceptions occur when parents are asked to bring sack lunches.)

Parents need to notify teachers of any food allergy or special food needs of their child in order for us to keep a current list of each child's food-related allergies and emergency information on treatment in case the child accidentally consumes the food. Parents may provide an appropriate, safe snack to be given to their child when needed if the child has food allergies. Please be sure the snack container is labeled.

Teachers are to allow children to eat only the food sent with them by their parents, and disallow children from sharing each other's snacks. Teachers are asked to notify parents when special food is offered during the session.

Calvary is a peanut-aware campus. Peanut and peanut products will not be actively used in the care and teaching of our children. However, activities where children are allowed to bring their own lunch may allow peanut products on a case-by-case basis, given the other children present. Therefore, please make the preschool staff aware of any peanut allergies

Health

In order to ensure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to church.

Upon the recommendation from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:

- Fever (within the last 24 hours)
- Vomiting and/or diarrhea (within the last 24 hours)
- Any symptoms of childhood diseases
- Common cold - free of all symptoms
- Sore throat
- Unexplained rash

- Any skin infection, and
- Pink eye or other eye infection

*A child with a clear runny nose, without additional symptoms, is welcome to attend.

When in doubt, please apply the Golden Rule.

A quick health check will be conducted when a child is brought to the classroom.

Children who appear ill during a session will be isolated, and the parents will be contacted to pick up the child as soon as possible.

In order to eliminate any medication errors, we ask that parents medicate their own children. Neither teachers nor employees will give any medication. Exceptions to the medication policy are granted to parents of children with potentially life-threatening conditions such as asthma or severe allergic reactions. Parents of such children should address their situation with the teacher/employee and the Minister of Children with Families or PDO Director.

If a child develops a serious illness following a session in the preschool division, please inform the Minister of Families with Children so that she may inform the parents to take preventative care.

In the event that a child is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide first aid (washing the wound, applying bandages, etc.) as appropriate and notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple first aid, the parent or guardian will immediately be contacted in addition to the worker's supervisor. If warranted by circumstances, 911 will be called.
- Once the child has received appropriate medical attention, an incident report will be completed and turned into the supervisor and the Minister to Families with Children's office during or immediately following the session.

Parents having children with special health needs are asked to contact the Minister of Families with Children, if possible, before bringing the child to the preschool area so that we might best care for the child.

General Policies for Teachers and Childcare Workers

Volunteer teachers in a preschool should be members of Calvary or affiliated with the church for at least six months.

Volunteer teachers and childcare workers are at least 18 years of age. Youth assistants must be at least 13 years old and work with a supervising adult. During the summer session, PDO may allow workers 16 years or older.

All teachers and childcare workers should have good physical, mental, and emotional health.

Every applicant for any childcare/PDO position will complete an employment application and a background check consent form. An interview will be conducted by a minister or program director.

All prospective volunteer children's teachers will complete a volunteer application form and a background check consent form. An interview will be conducted by a minister.

No adult or youth with known prior incidents of sexual misconduct or physical abuse of a child shall be permitted to serve in any capacity involving care or supervision of children.

Teachers are to arrive no later than 15 minutes before their program begins. Teachers may leave after all the children have been picked up and the room has been cleaned up for the next group.

Teachers are expected to attend training opportunities when offered. Employed teachers are encouraged to attend classes as offered to become certified in CPR and First Aid.

Hygiene

Hand washing is important in the prevention of the spread of infection. Teachers are to wash their hands before the session begins.

Teachers and employees should make sure that a child's hands are washed after the child has used the toilet, after using a tissue for wiping eyes and nose, and before eating or serving snacks. Proper hand washing involves wetting hands, lathering with soap, washing all hand surfaces, rubbing lathered hands for at least 20 seconds, rinsing, and drying.

Teachers and employees should make sure to wash their hands after changing diapers (even if they have worn gloves), after wiping a child's nose, before serving snacks, and after any first aid is provided.

Teachers and workers should check diapers often. Diaper babies in their cribs or changing table. Change walkers and twos on a nonporous surface and sanitize after each use. Disposable diaper pads may be used underneath diapers as well.

Anyone changing a child's diaper or assisting a child with toilet needs is required to wear disposable gloves. A new set of gloves is required for each diaper change. Do not leave a child unsupervised on a changing mat.

A disinfecting solution or spray should be used for cleaning any surface that has had contact with a body fluid (crib, diaper changing area, table tops, equipment, toys, etc.) before another child can come in contact with it.

Clean sheets are put on each crib before each use. Cribs are not shared during a session. One child per crib.

Toys and equipment in babies through twos' rooms are cleaned with a sterilizing solution during and after each session. Teachers are asked to place mouthed toys in the used toy bin for cleaning either during the session or following.

The church custodian is responsible for keeping the floors, windows, halls, and restrooms clean and sanitary.

The preschool cleaning staff will be responsible for the sanitation of toys and equipment, cleaning beds and sheets/blankets, and cleaning large toys and pieces of furniture.

Childcare workers/PDO teachers are responsible for sweeping the floors, cleaning tables and chairs, wiping counters, and washing mouthed toys as soon as possible during or after the session.

Volunteer teachers are responsible for putting away toys and materials, cleaning up as needed, and returning crackers, juice, and reusable cups to the preschool kitchen and leaving the room ready for the next group.

Security

All preschool staff, teachers, and leaders will be trained in the security procedures and protocol.

Teachers will give each parent/guardian information on security procedures when they come to the preschool for the first time.

Families are asked to check in their child upon arrival to the preschool area in EB1 1st floor, and then walk them to their room.

Each child will need a security nametag before entering a preschool classroom. Parents/guardians must keep the second copy of the security nametag in order to pick up their child following any session. If the security nametag sticker is lost, parents must present a current driver's license.

Only parents/guardians or adults designated by a parent may drop off or pick up their child following a preschool session. A parent/guardian or designated adult must have a copy of the child's check-in tag in order to pick up the child. The parent/guardian will also be asked to let a preschool leader know when someone else will be coming for their child.

A parent/guardian will be asked to communicate any changes in the custodial care of children, who can pick up, etc. If there are any legal restrictions, we ask that the child's parent/guardian keep the preschool staff aware of any changes. The request should be written for the protection of the child and the leaders.

Parents must remain on campus anytime their children are involved in preschool programs. Exceptions are PDO and parent social events. Parents/guardians are asked to leave their cell phone number in case they are needed by teachers for care concerning their child.

Coded security doors (on the 1st floor - preschool and 2nd floor - children) will be open during normal arrival times and then will be closed and locked until normal dismissal times. For entry during the locked period, parents/guardians and teachers will be given a four-digit security code to use for entry.

Safety

(Includes Emergency Evacuation Procedures)
Custodian and Preschool Ministry Volunteers and Staff

1. Make sure the classroom environment is safe. (Teachers)
 - a. The small glass windows on each class door is clear and visible into the room.
 - b. Look from the ceiling to the floor in search of possible hazards throughout the areas.
 - c. Make sure cribs are ready to use in case of evacuation.
 - d. Furniture is in good repair (no splintering or cracks, no protruding hardware, sharp corners).
 - e. The room contents fit the age group and program for those who use the space.
 - f. Be sure windows are secure and safe.
 - g. Restroom doors are kept closed.
 - h. Each electrical outlet and fixture is in good condition, out of reach of small children, and electrical outlets within the reach of children should be covered.
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2. Make sure the hallway and building environment are safe. (Preschool Cleaning Staff/Custodian/PDO Director/Childhood Education Minister)
 - a. Check all surfaces for tripping hazards.
 - b. Check entry doors to be sure they are secure.

- c. Entry ways are matted to control slippery conditions when it rains or they become wet or damp.
 - d. Stairways are safe with no loose railing and are cleared of any equipment.
 - e. Hallways are unobstructed, with spills cleaned up.
 - F. Exits are lighted.
 - g. Fire exit doors are kept closed.
 - h. Emergency lighting is tested frequently.
 - i. Emergency evacuation plans are practiced and posted on walls.
 - j. Baby cribs are designated for evacuation.
 - k. Unauthorized persons are denied access to the building.
3. Glass containers are not used in preschool rooms. Hot beverages, such as coffee, if brought into preschool classrooms, must be in a spill-proof, closed container away from children.
4. Cleaning and disinfectant materials should be kept on shelves in bins out of the reach of the children.
5. The following toy safety guidelines should be followed by preschool leaders and teachers:
- a. Toys need to be plastic and disinfected after use. No flammable toys will be used.
 - b. Stuffed animals or dolls with hair are not recommended, as they cannot be disinfected.
 - c. Examine plastic, wooden, or toy with a string for damage. Any string used in any toy should not be longer than 8 inches.
 - d. No toy with a diameter of 1.5 inches or smaller may be used with Babies through Threes. Mouthing toys need to be larger than 2 inches in diameter.
 - e. No mobiles should be used across cribs.
 - f. No electrical toys or toys with loud noises are permitted for use with children at church.
 - g. The use of toys by the correct age is observed. Labels are read and designated to the correct room and age of the child.
6. Preschool classes are to use the restroom in their classroom. Teachers who assist boys and girls in the restroom should remain outside the restroom with the door cracked so that they can assist children when needed. Older preschoolers who do not require assistance in the restroom should be given the privacy of being alone with the door closed.
7. If a child must use the restroom when outside the classroom, workers should escort a group to the restroom. Every effort should be made to avoid a situation where one teacher and one child are alone in the restroom. The workers should check the bathroom first to make sure that it is empty, then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assist the child.

8. Poison Control Center telephone, along with other emergency numbers, will be posted in the Preschool Kitchen and Children's Library/Parents Day Out Director's office.

Emergency Evacuation

A Safety Evacuation map is available in each room that designates the route needed for each class in the event of fire, power outage, or weather-related events. Regular fire drills are practiced by the Parents' Day Out/Preschool program. All other classes during VBS, childcare, or Sunday School would follow the same path for exiting the building.

Fire Alarm:

(Safety location: gravel lot to the south of EB2)

1. The teacher will take the class folder and the sign-in sheet.
2. Line up the children and get a head count.
 - a. Babies through Walkers will be moved from their rooms in cribs (each room has evacuation cribs with large escape wheels).
 - b. Twos through Kindergarten will hold on to ropes guided by teachers in line with the children.
3. Follow the Fire Safety Plan map posted by the door.
4. Meet other classes in the gravel lot where the church buses are parked.
5. Complete another head count.
6. If your head count is correct, hold up the green sheet of paper in your class folder.
7. If your head count is incorrect or if you have any other issue, hold up the red sheet of paper in your class folder.
8. Remain in the gravel lot until you hear "ALL CLEAR".
9. Using the class folder, check off children as parents arrive to pick up.
10. Parents may not pick up their child until reaching their child's designated area and presenting the security name tag sticker to the teacher.

Tornado:

(Safety location: Basement of EB1)

1. The teacher will take the class folder and sign-in sheet.
2. Line up the children and get a head count.
 - a. Babies through Walkers will be carried or walked from their rooms by teachers. The Minister of Families with Children or PDO Director will assist with the children in these rooms.
 - b. Twos through Kindergarten will hold on to ropes guided by teachers in line with the children.
3. Head to the basement using the stairs.
4. Complete another head count.
5. If your head count is correct, hold up the green sheet of paper in your class record folder.
6. If your head count is incorrect or you have any other trouble, hold up the red sheet of paper in your folder.

7. Remain in the basement until you hear "ALL CLEAR". While waiting, sing or play music, or read aloud with children.
8. Using the classroom folder, check off children as parents arrive to pick up.
9. Parents may not pick up their child until reaching their child's designated area and being checked off by the teacher.

Intruder:

(Safety location: individual classrooms in EB1)

1. In the event of an intruder, a member of the Campus Watch Team will alert the preschool and children's area either by walkie-talkie or in person. A whistle will alert teachers and leaders in the classes to lock down and shelter in place with the preschoolers.
2. Close and lock the classroom door and turn off the lights. Cover the small window in the door.
3. Move preschoolers to the front corner of the room away from the door.
4. Close the blinds and windows.
5. Stay silent and avoid drawing any attention. Get some books to read quietly to the children to keep them distracted.
6. Take attendance and be prepared to notify the Minister of Families with Children or PDO Director of missing students or additional students, staff, or guests sheltered in your classroom.
7. The Minister or PDO Director should notify staff and classes outside to immediately move to a safe place to hide.
8. Stay in lockdown until notified by staff or police. Parents may check out their children at that time.

Child Abuse Prevention Policy

1. Each preschool room door will have a small window. Volunteers and workers are encouraged to be in open areas where both the children and the teacher are visible to other people. Half doors should be kept open whenever possible.
2. For safety reasons and to provide good teaching opportunities for the children, at least two teachers or childcare workers shall be present at activities involving children. The door of the room must remain open if one teacher is away for a short time.
3. Training on child protection practices will be required by Calvary for all childcare workers and volunteer teachers through the Protect My Ministry online video.

5. For childcare for events other than regularly scheduled activities, childcare should be requested through the Minister of Families with Children. Requests should be made as much in advance as possible, but no fewer than one week in advance.
6. The children's facilities are available only when under the supervision of duly authorized personnel and in accordance with the acceptable worker/child ratio of 1:5.
7. The Minister of Families with Children will supervise usage, room furnishings, room changes, and resources. Donations of furnishings and toys must be approved.

Receiving and Dismissing

1. All children will be assigned rooms according to their age group, with the Fayette County school date, August 1, for beginning school.
2. Teachers and employees will receive and dismiss children at the door of each classroom. Only the enlisted teachers and employees are to be in the children's classrooms.
3. All parents are asked to bring their child to the children's check-in station to check their child in for the church activity. (The check-in sheet is used for securing children, and in case the building needs to be evacuated or if a parent needs to be contacted. The check-in sheet will be taken by the teacher/employee to check the roll when the children have exited the building for an emergency.) Children will then walk to the door of the classroom for the teacher to greet them. Parents may escort their children, but are asked to remain outside the door unless helping a new child settle.
4. Parents are asked to inform teachers and employees regarding the name of the child, special needs, allergies, concerns, or handicaps, or family situation.
5. Parents will check out children from the classroom at dismissal. Children will only be released to a parent/guardian or authorized adult. (Older youth should not be sent to pick up younger brothers and sisters.) A child is not allowed to leave alone. In the event a child is the responsibility of an adult other than the parent, parents are asked to inform the child's teachers and/or church employees.
6. Parents with questions, challenges, or suggestions are encouraged to talk with their child's teacher, program supervisor, or Minister of Families with Children after the session.

Feeding

1. Parents need to notify teachers of any food allergy or special food needs of their child in order for us to keep a current list of each child's food-related allergies and emergency information on treatment in case the child accidentally consumes the food. Parents may provide an appropriate, safe snack to be given to their child when needed if the child has food allergies. Please be sure the snack container is labeled.
2. Teachers are asked to notify parents when special food is offered during the session.
3. Calvary is a peanut-aware campus. Peanut and peanut products will not be actively used in the care and teaching of our children. However, activities where children are allowed to bring their own lunch may allow peanut products on a case-by-case basis, given the other children present. Therefore, please make the teacher/employee aware of any peanut allergies.

Health

1. In order to ensure a safe, healthy environment for our children, we request that parents take the responsibility for making sure their children are well before coming to church.
2. Upon the recommendation from the Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:
 - Fever (within the last 24 hours)
 - Vomiting and/or diarrhea (within the last 24 hours)
 - Any symptoms of childhood diseases
 - Common cold - free of all symptoms
 - Sore throat
 - Unexplained rash
 - Any skin infection, and
 - Pink eye or other eye infection

*A child with a clear runny nose, without additional symptoms, is welcome to attend.

When in doubt, please apply the Golden Rule.

3. A quick health check will be conducted when a child is brought to the classroom.
4. Children who appear ill during a session will be isolated, and the parents will be contacted to pick up the child as soon as possible.

5. In order to eliminate any medication errors, we ask that parents medicate their children. Neither teachers nor employees will give any medication. Exceptions to the medication policy are granted to parents of children with potentially life-threatening conditions such as asthma or severe allergic reactions. Parents of such children should address their situation with the teacher/employee and the Minister of Families with Children.

6. If a child develops a serious illness following a session in the preschool division, please inform the Minister of Families with Children so that she may inform the parents to take preventative care.

7. In the event that a child is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide first aid (washing the wound, applying bandages, etc.) as appropriate and notify the child's parent/ guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple first aid, the parent or guardian will immediately be contacted in addition to the Minister of Families with Children. If warranted by circumstances, 911 will be called.
- Once the child has received appropriate medical attention, an incident report will be completed and turned into the supervisor and Minister of Families with Children as soon as possible following the session.

8. Parents having children with special health needs are asked to contact the Minister of Families with Children, if possible, before bringing the child to the children's area so that we might best care for the child.

General Policies for Teachers and Childcare Workers

1. Volunteer teachers should be members of Calvary or affiliated with the church for at least six months.

2. Volunteer teachers and childcare workers are at least 18 years of age. Youth assistants must be at least 13 years old and work with a supervising adult. During the summer session, PDO may allow workers 16 years or older.

3. All teachers and childcare workers should have good physical, mental, and emotional health.

4. All prospective volunteer children's teachers will complete a volunteer application form and a background check consent form. The background check will be run, and an interview will be conducted by a minister.

5. Every applicant for any childcare position will complete an employment application form and a background check consent form. The background check will be run, and an interview will be conducted by a minister or program director.
6. No adult or youth with known prior incidents of sexual misconduct or physical abuse of a child shall be permitted to serve in any capacity involving care or supervision of children.
7. Teachers are to arrive no later than 15 minutes before their activity begins. Teachers may leave after all the children have been checked out and the room has been cleaned up for the next group.
8. Teachers are expected to attend training opportunities when offered. Volunteer and employed teachers are encouraged to attend classes as offered to become certified in CPR and First Aid.
9. Childcare workers are paid for a minimum of two hours when present.

Hygiene

1. Hand washing is important in the prevention of the spread of infection. Teachers are to wash their hands before the session begins.
2. Teachers and employees should make sure that a child's hands are washed after the child has used the restroom, after using a tissue for wiping eyes and nose, before eating or serving snacks, and at other times during the session. (Proper hand washing involves wetting hands, lathering with soap, washing all hand surfaces, rubbing lathered hands for at least 20 seconds, rinsing, and drying.)
3. Teachers and employees should make sure to wash their hands after wiping a child's nose, before serving snacks, and after any first aid is provided.
4. A disinfecting solution or spray should be used for cleaning any surface that has had contact with a body fluid before another child can come in contact with it.
5. The church custodian is responsible for keeping the floors, windows, halls, tables, counters/sinks, and restrooms clean and sanitary.
6. Volunteer teachers are responsible for putting away teaching materials, cleaning up as needed, and leaving the room ready for the next group.
7. Childcare workers are responsible for putting away materials and games and cleaning up as soon as possible during or after the session.

Security

1. All children, staff, teachers, and leaders will be trained in the security procedures and protocol.
2. Teachers will give each parent/guardian information on security procedures when they come to the children's area for the first time.
3. Families are asked to check in their child upon arrival to the check-in area in EB1 1st floor and then walk them to their room on the 2nd or 3rd (Wed night Praise Kids).
3. Only parents/guardians or an adult designated by a parent may drop off or pick up their child following a children's activity. The parent/guardian will also be asked to let a child's teacher know when someone else will be coming for their child.
4. A parent/guardian will be asked to communicate any changes in the custodial care of children, who can pick up, etc. If there are any legal restrictions, we ask that the child's parent/guardian keep the children's staff aware of any changes. The request should be written for the protection of the child and the leaders.
7. Parents are asked to remain on campus anytime their children are involved in children's activities. Exceptions are Parents' Night Outs and parent social events. Parents/guardians are asked to leave their cell phone number in case they are needed by the staff concerning the care of their child.
8. Coded security doors (on the 1st floor - preschool and 2nd floor - children) will be open during normal arrival times and then will be closed and locked until normal dismissal times. For entry during the locked period, parents/guardians and teachers will be given a four-digit security code to use for entry.
9. Children should be taken to another activity or classroom in an orderly fashion, with at least one adult teacher monitoring the line of children. Children should be counted prior to leaving one area as well as upon arrival at the new area, as the children are passed off to another adult teacher.

Safety

(Includes Emergency Evacuation Procedures)
Custodian and Children's Ministry Volunteers and Staff

1. Make sure the classroom environment is safe. (Teachers)
 - a. The glass windows on each class door are clear and visible into the room.

- b. Look from the ceiling to the floor in search of possible hazards throughout the areas.
- c. Furniture is in good repair (no splintering or cracks, no protruding hardware, sharp corners).
- d. The room contents fit the age group and activity for those who use the space.
- e. Be sure windows are secure and safe.
- f. Each electrical outlet and fixture is in good condition; electrical outlets within the reach of children should be covered.

2. Make sure the hallway and building environment is safe. (Custodian and Minister of Families with Children)

- a. Check all surfaces for tripping hazards.
- b. Check entry doors to be sure they are secure.
- c. Entry ways are matted to control slippery conditions when it rains or they become wet or damp.
- d. Stairways are safe with no loose railing and are cleared of any equipment.
- e. Hallways are unobstructed, with spills cleaned up.
- f. Exits are lighted.
- g. Fire exit doors are kept closed.
- h. Emergency lighting is tested frequently.
- i. Emergency evacuation plans are practiced and posted on walls.
- j. Unauthorized persons are denied access to the children's area.

At all times, the EB2 2nd floor stairwell door (above the church office) will remain locked. Additionally, on Wednesdays, the EB2 3rd floor stairwell door (above the church office) will be locked.

3. Glass containers are not used in children's rooms. Hot beverages, such as coffee, if brought into classrooms, must be in a spill-proof, closed container away from children.

4. Cleaning and disinfectant materials should be kept on shelves out of reach of the children.

5. For children in grades 1-5, a teacher/employee should escort a child or group to the restroom. (Ideally, an adult male should escort boys and an adult female should escort girls.) The workers should check the bathroom first to make sure that it is empty, then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assist the child. For the protection of all, workers should never be alone with a child in a restroom with the door closed, and never be in a closed stall with a child.

Emergency Evacuation

A Safety Evacuation map is available in each room that designates the route needed for each class in the event of fire, power outage, or weather-related events. Regular fire drills are practiced by the Parents' Day Out/Preschool program. All other classes during VBS, childcare, or Sunday School would follow the same path for exiting the building.

Fire alarm:

(Safety location: gravel lot to the south of EB2)

1. The teacher will take the class folder and the sign-in sheet.
2. Line up the children and get a head count.
 - a. Babies through Walkers will be moved from their rooms in cribs (each room has evacuation cribs with large escape wheels).
 - b. Twos through Kindergarten will hold on to ropes guided by teachers in line with children.
3. Follow the Fire Safety Plan map posted by the door.
4. Meet other classes in the gravel lot where the church buses are parked.
5. Complete another head count.
6. If your head count is correct, hold up the green sheet of paper in your class folder.
7. If your head count is incorrect or if you have any other issue, hold up the red sheet of paper in your class folder.
8. Remain in the gravel lot until you hear "ALL CLEAR".
9. Using the class folder, check off children as parents arrive to pick up.
10. Parents may not pick up their child until reaching their child's designated area and presenting the security name tag sticker to the teacher.

Tornado:

(Safety location: Basement of EB1)

1. The teacher will take the class folder and the sign-in sheet.
2. Line up the children and get a head count.
 - a. Babies through Walkers will be carried or walked from their rooms by teachers. The Minister of Families with Children or PDO Director will assist with the children in these rooms.
 - b. Twos through Kindergarten will hold on to ropes guided by teachers in line with the children.
3. Head to the basement using the stairs.
4. Complete another head count.
5. If your head count is correct, hold up the green sheet of paper in your class record folder.
6. If your head count is incorrect or you have any other trouble, hold up the red sheet of paper in your folder.
7. Remain in the basement until you hear "ALL CLEAR". While waiting, sing or play music, or read aloud with children.
8. Using the classroom folder, check off children as parents arrive to pick up.
9. Parents may not pick up their child until reaching their child's designated area and being checked off by the teacher.

Intruder:

(Safety location: individual classrooms in EB1)

1. In the event of an intruder, a member of the Campus Watch Team will alert the preschool and children's area either by walkie-talkie or in person. A whistle will alert teachers and leaders in the classes to lock down and shelter in place with the preschoolers.
2. Close and lock the classroom door and turn off the lights. Cover the small window in the door.
3. Move preschoolers to the front corner of the room away from the door.
4. Close the blinds and windows.
5. Stay silent and avoid drawing any attention. Get some books to read quietly to the children to keep them distracted.
6. Take attendance and be prepared to notify the Minister of Families with Children or PDO Director of missing students or additional students, staff, or guests sheltered in your classroom.
7. The Minister or PDO Director should notify staff and classes outside to immediately move to a safe place to hide.
8. Stay in lockdown until notified by staff or police. Parents may check out their children at that time.

Child Abuse Prevention Policy

1. Each children's classroom door will have a small window. Volunteers and workers are encouraged to be in open areas where both the children and the teacher are visible to other people. Half doors should be kept open whenever possible.
2. For safety reasons and to provide good teaching opportunities for the children, at least two teachers or childcare workers will be present at activities involving children. The door of the room must remain open if one teacher has to be away for a short period.
3. Training on child protection practices will be required by Calvary for all childcare workers and volunteer teachers through the Protect My Ministry online video.
4. Incidents of abuse or reasonably suspected incidents of abuse of a child should be documented (in writing with facts and circumstances) and reported immediately to the Minister of Families with Children. All reports will be taken seriously but not judged prematurely.
5. Leaders are required by state law to report any child abuse or neglect. The state law of Kentucky will protect any teacher, parent, adult or leader when a suspected incident has been reported by a child or adult. The church may be held liable if information has not been shared about a child abuse report or an indication or question surrounding a child.
6. Teachers are not to administer corporal punishment, even if a parent has suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of

Youth Ministry Policies (Grades 6-12)

All volunteers and staff who work with the youth ministries of Calvary Baptist must:

- Be a member or regular attendee of Calvary Baptist for no shorter a time than 6 months
- Complete and sign an application and the related waivers giving permission to check references and background information.
- Provide the names and contact information of three personal references.
- Undergo a criminal background check if they will have leadership responsibility for youth at Calvary Baptist.
- Read and sign the complete Safe Sanctuaries policy of the youth program.

Any individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for the youth at Calvary Baptist.

Volunteers agree to the possibility of being interviewed for suitability for the work they desire to do at the discretion of the Youth Minister and/or other Church staff.

Policies and Procedures

Whenever supervising activities involving youth at Calvary Baptist:

- At least two non-related adults (including at least one screened adult) will always be present.
- Participants will have access to a telephone or cell phone when groups are at or away from the church facility.
- One-on-one interactions with youth will be with an open door and visible to all. The pastor, parent or guardian, or another screened adult should be aware of any such interactions.
- Activities with children, youth, and other vulnerable populations should be publicly accessible. Anyone has the right to visit and observe the children's /youth's/other vulnerable person's activity, classroom, or church-sponsored program at any time, unannounced, as long as the two-adult rule is being followed. Exceptions to this right may be issued at the discretion of church leadership.
- All classroom and office doors will have a window or be visible from the hallway, or doors should remain open while the room is occupied with youth.
- If the two-adult rule cannot be observed, a screened, designated roamer may regularly check on groups with only one adult.
- For overnight events at the church and church-sponsored off-premise activities, two or more screened adults must be present. This arrangement must include at least one male and one female if the group is mixed gender.

Electronic, Digital, and Online Communication with Youth

The use of electronics or media communications may be useful tools in supporting ministries to the youth. However, in such circumstances, the following requirements shall be implemented:

- The volunteer or staff person shall never initiate a connection (friending, following, etc.) on social media.
- If a student initiates a connection, the student's parent or guardian, as well as the pastor in charge, should be made aware.
- If an adult leader receives a private text from a youth that seems to be of questionable content, the adult leader should immediately end the conversation in the virtual space and offer opportunities to have the conversation in person and in compliance with the earlier guidelines for one-on-one conversations. The ministry supervisor and/or parent/guardian should be made aware of the incident **immediately**.

Note: If an in-person meeting is not possible, those involved will determine the most reasonable alternative in compliance with the earlier guidelines for one-on-one conversations.

- Adult leaders should post photos on social network sites only with prior written permission granted by a parent/guardian. When posted, PHOTOS MUST NOT BE TAGGED with names or location indicators. All photos must be appropriate and in keeping with the spirit of the ministry event.