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Policies & Procedures

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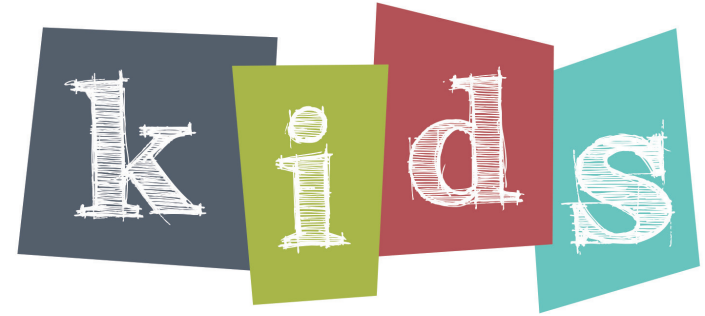
**Policies & Procedures
Manual**

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Mission Statement

Creating a safe environment to grow and learn who Jesus is

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Vision

Our vision for Headwaters Kids is three-fold: **safety**, **growth**, and **learning**. Through these three things we strive to teach your children the deep and unwavering love of Jesus.

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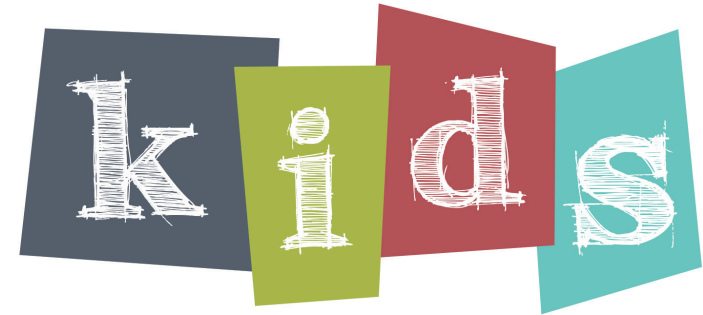
Purpose

Headwaters Kids serves the purpose of teaching the children of our church the fundamentals of both Jesus Christ and the Bible. We hope to teach children the essential truths of the Bible so that when they leave Headwaters Kids they know who their Savior is.

We begin in the nursery when we sing songs about Jesus' love for us. At three years of age our kids know that there is one God and He loves them very much. As your children get older they will learn that we are all sinners and in need of a Savior.

We teach this fundamental doctrine through our weekly Bible story. More information about this can be found in the curriculum section of this manual.

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Safety

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General Safety Policies

1. Classrooms will be open for receiving children 10 minutes prior to when our church services begin.
2. Please if at all possible try not to pick your children up early from class. When one child or multiple children are picked up early this can cause the remaining children to feel like their parent forgot about them or isn't coming.
3. While waiting in the hallway please try to stay along the walls to avoid hallway congestion and allow people to pass through.
4. Children must be brought to their rooms by a parent or adult guardian and will only be released to the parent or adult guardian who is listed on the security tag.
5. A parent should come for his/her child immediately following the service or function. This prevents children from becoming upset when they have to wait too long and also shows respect for the child's teacher.
6. Not under any circumstances are children to be left in the classroom unattended.
7. For the safety of our children and the liability protection of our adults, at least 2 teachers must be present in the room in order to drop off your children (the two adult rule is a recommended safeguard from our insurance provider). Further information on the two adult rule can be found in the Growth section of this manual.
8. Please remember to take your child to the bathroom before class and in between services if needed. The preschool classes take class bathroom breaks, however this does not always solve the potty problem. Bathrooms are the most vulnerable places for teachers, so taking your children to the bathroom beforehand will be much appreciated.
9. Do not bring your child to class or church in general if he/she is sick. Refer to the health policies in this book for the sick child policies.
10. In an emergency situation please trust our policies that are listed under Emergency Policies.

Health Policies

The following policies are in place to keep your children safe and healthy. We try to be as clear cut as possible so that everyone is on the same page and knows exactly what to do when these policies are in effect. The process we take of informing the parents will begin with a general informative email to all parents that it concerns. This general email serves the purpose of simply informing you to keep an eye out for symptoms and contact a doctor for further instruction. We are not medical professionals, but we do want to keep your kids safe.

Well Child Policy

Heath Criteria

The following list of symptoms will determine if a child should not be admitted to our nurseries and classrooms:

- Persistent coughing
- Fever (over 99°; must be fever free for 24 hours)
- Persistent sneezing/runny nose and/or eyes
- Discolored nasal discharge
- Unusual fatigue and irritability
- Vomiting/complaints of stomach ache
- Inflamed throat
- Swollen glands
- Earaches
- Rash (except diaper rash)
- Unusual scabbing or boils
- Diarrhea (two or more loose bowel movements)

If a child shows signs of any of these symptoms while in our care, the child will be kept separate from the other children and parent or guardian will be contacted. In the case of children with allergies, who might exhibit some of the above-mentioned symptoms, exceptions will be made.

No oral medications will be given to a child except by a parent or guardian (all medication should remain in the parent's possession).

If a child contracts a childhood disease following a session at Headwaters, parents should notify the church office so that other parents and teachers can be informed.

Parents should report all allergies and special needs to the teachers and Check-in Desks.

Our desire is to protect all children and volunteers from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

Food Policy

Due to an increasing number of children with food allergies, we offer only animal crackers and/or pretzels with water during snack time in the classrooms. On the first Sunday of every month the children are given popcorn in order to change things up a bit. Please verify that there are no allergies to the snacks we provide. Please leave personal snacks at home. They make sharing difficult and may be dangerous for children with allergies. No snacks are provided in our infant rooms. Cheerios are in our toddler rooms.

Infectious Disease Policy

Believing we have a biblical mandate to minister to all people, the occasion may arise when we are called to respond 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 Director of Headwaters Kids or the Kids Check-in Desk worker (all information and records, whether publicly or privately maintained, that identify a person with AIDS virus infection shall be strictly confidential). At the discretion of the Kids Ministry Director, a committee may be formed to review individual cases of infectious disease for the protection of all those involved.

After review and consultation with professional medical personnel (and legal, if deemed necessary), teachers and caregivers will be instructed in the universal precautions and procedures for hygiene (appropriate for the particular disease) and will be expected to follow them.

Diaper Changing Procedure

1. Gather all necessary items
2. Sanitize changing table with wipe or cover with changing paper if available
3. Lay child on changing table
4. Put on a new pair of disposable gloves for every diaper change
5. Remove wet/soiled diaper and use wipes to clean child, use only wipes
6. Remove gloves by pulling the glove inside out from the wrist so that all the residue and soiled diaper remains inside the glove
7. Put on a clean diaper
8. Wash hands with soap and water after each diaper change
9. Record the changing time on a note with the diaper bag
10. Check children at the end of the session, SEND THEM HOME DRY!

**The same procedure applies to children who are wearing "Pull Ups."*

Hygiene Policies

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all caregivers.

Teachers or Caregivers should wash hands...

1. Upon arrival into the room or before beginning a teaching assignment outside 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. After handling soiled items

Toddlers and children should wash hands...

1. Before preparing, handling, or eating food or snacks
2. After using the toilet
3. After contact with body fluid

According to the Center of Disease Control, the proper method to wash hands is to wet them, rub soap into a lather, rub hands together for 20 seconds, then rinse. The faucet should be turned off with a paper towel after drying hands.

If a sink is not available there is hand sanitizer in each room on top of the cabinet.

Room Cleaning Procedures

All rooms are vacuumed and sanitized after each use. This is done by a church member who has been properly trained. All toys are properly sanitized after every church function. The room is then sanitized with an air purifier for at least 2 hours. The floors are vacuumed every week and tables and chairs sanitized as well.

End of Session Clean-Up

At the end of your class time as kids are being picked up by parents be sure to have the kids help you clean up the room. If possible we ask that you stack all the chairs and place them on a clear spot against the wall. We also ask that you fold the tables and stack them against the wall so that the room can be easily vacuumed. Doing this will help save time for our custodial workers.

Body Fluid Spill Procedures

1. If the spill is ever too large or touches anything other than the skin of the child (tables, carpet, etc.) please inform the check-in desk so that the proper custodial cleaning can be done.
2. Control bleeding by applying pressure with a clean towel or cloth and care for the injury appropriately depending on the severity of the situation.
3. Band-Aids are located in each room in the doors on top of the cabinet.
4. First aid supplies are located at the check-in desk.
5. Hands must be washed immediately after handling an accident involving blood or body fluids. This includes:
 - a. Wiping a runny nose
 - b. Cleaning a cut or scrape
 - c. Checking a diaper
 - d. Assisting a child with toilet needs
 - e. Any time there is a risk of touching blood, vomitus, mucus, urine, or stool
6. Any teacher with an open wound or lesion will keep it covered until the area is healed.
7. Wash hands.

Emergency Policies

There are policies in place in order to protect your children in time of emergency. We ask that you trust our staff and volunteers with your kids and follow the procedures necessary to insure your safety and the safety of your children. The following is general information:

1. Entry into rooms is limited to young children and their teachers during teaching sessions (only upon the teacher's approval can a parent stay with the kids).
2. Each ministry door has a window for teachers to see who is at the door and parents to see inside the room (however, peeking in the window should be done sparingly! Onlookers unnecessarily upset young children and distract teachers from their tasks).
3. Food allergies are indicated on the name tag and check-in slip of the child.
4. Teachers are encouraged to put the names of children with food allergies in plain view.
5. Foods served for tasting activities that go along with the bible story will be posted to notify parents a week in advance.
6. If a parent or teacher would like to bring food to class for a celebration of any kind please give the teacher proper information so that a letter can be made to properly inform parents.
7. Bottles, sippy cups and pacifiers MUST be labeled with the child's name.
8. Running, shouting, etc. should be reserved for outside play.
9. Fire Extinguishers are available in each hallway outside the rooms
10. First Aid kits are located at the check-in desk.
11. In case of an emergency or a need of further assistance a teacher should press the button located near the door in order to reach the check-in desk for further assistance. If assistance doesn't come continue to press the button.

Handling Accidents/Injuries:

- In the unlikely event a child is seriously injured, parents will be notified immediately.
- There is a nurse and/or doctor on site and on call within our congregation that will also be called to help with the situation.
- If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up.
- If the injury is life threatening and medical assistance is needed, 911 will be called immediately.
- If a child has been bitten, the wound will be washed with soap and water, and then an ice pack will be provided.
- An Accident/Incident Form will be completed for every accident. These reports will be signed and dated by the teachers and parent/guardian, and kept on file (see Accident Injury Report Form).

Severe Weather

Being located in the Midwest we occasionally face severe weather such as tornados or snow storms. In the event that there is present danger due to weather we will follow our emergency procedures in place. The emergency procedures are as follows:

- All classrooms will evacuate rooms and use the nearest stairs to the basement (first floor) hallway.
- Deacons will assist HCD classroom if there are mobility needs.
- Adult classrooms and Kids Check-in Desk worker will assist with infant nursery evacuation.
- Adult classes will stick with their class and listen for further instructions from their teacher or leadership.

Lock Down

Our church does not have the ability to announce a lockdown through PA systems, however we do have hall monitors who could perform a silent lockdown in case of emergency. We ask that all remain calm and trust our leadership if this were to happen. A police officer is on-site for our safety and security.

Fire Evacuation

In the event of a fire the building will be evacuated into the parking lot. There is a map inside each classroom that tells where to evacuate for these scenarios. Teachers, we ask that you follow these simple instructions so that you keep the children safe:

1. Line the children up at the door calmly and quietly.
2. Grab your attendance sheet and the map of evacuation on the way out.
3. Turn off the lights and shut the door on the way out
4. Lead the children to the designated area on the map.
5. Take attendance of your children once you arrive to the designated safe zone.

**Parents we ask that you not proceed to get your children until the emergency is completely over. This allows our security procedures to stay intact and keep your children safe.*

Handling Accidents/Injuries

Any time an accident or injury occurs the teacher will escort the child to the front desk so that the injury can be recorded in an accident report form and the parent can be notified if necessary. At this time the KIDS Ministry Director will also be notified if necessary. All Band-Aids and a first aid kit can be found at the check-in station.

Security

The Headwaters Kids Hallway is completely secure, and to ensure that security, we WILL NOT ALLOW persons without proper identification to enter the Kids Hallway. Parents are issued a permanent parent card with their picture on it, as well as the children they're authorized to pick up. EACH PARENT must show this to enter the secure hallway (mom cannot show hers and have dad walk down the hallway as well). Visitors and those who forget their permanent cards can obtain a temporary sticker from the Kids Check-in Desk and use that for entry to the Kids Hallway and classrooms. Other identification allowed includes teacher tags (obtained from the Kids check-in desk), and Deacon tags. They are a vital part of our building security, and they complete intermittent hallway checks during service times.

Headwaters uses a security check-in called Planning Center. This check has many different functions but is primarily used to have safety and security for your children in the drop off and pick up sequence. The system requires your basic information along with a picture. This picture helps our teachers identify the children as well as their legal guardian. Only a legal parent or guardian can pick up the child. You must have a sticker from the check-in desk OR a permanent parent identification card in order to pick up your child. If another parent is watching your children for the weekend please inform the check-in desk so that they will be able to check them in and out.

Teachers we ask that you intently look at the check-out slip that a parent brings you for pick up. Make sure the date is accurate and the parents picture matches the parent at pick-up. The more you get to know the children and their parents the easier this will get. If you have any issues with the slip or the parent picking up please send them back for another slip or inform the check-in desk immediately by pressing the button near the door. If you have any suspicion do not let the child go until we are positive the pickup is permissible. Siblings that are not on the slip as a guardian cannot pick up.

Security Tags

Security tags/parent cards are our means of identifying the parents or guardians of children at Headwaters Church. The security tag's purpose is: (1) to assure parents/guardians that their child will be released only to the appropriate adult holding the child's tag/card and (2) to enable teachers to be confident they are releasing children to appropriate persons.

Why Do We Need Security Tags and Parent Cards?

- Teachers cannot know the parents/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and staff changes. The teacher who met the parent when the child arrived may not be in the room when the child leaves.
- Non-custodial parent kidnapping and stranger abductions are no longer unheard of in churches.
- Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should not be responsible for making the judgment on releasing the child.

Security Tag Procedure

- Parents/guardians who are new or are not in the system will provide the information requested by the check-in desk upon arrival.
- If your information is already in the system your family name can be retrieved through the finger print scanner or by the desk worker searching your last name.
- Regular attenders will have a permanent parent/guardian card. This allows you to bypass the Kids Check-in Desk and check in directly in the child's classroom with their teacher. If you ever forget your permanent tag, visit the desk, and we will be happy to print you a temporary sticker.
- When checking in at the Kids Check-in Desk, a sticker will print for each child, as well as the parent sticker with the matching identification. Stick the name tag on the back of the child.
- When returning for your child, parents/guardian will use their permanent tag or temporary sticker to show the teacher for identification. You will not need to visit the Kids Check-in Desk.
- The child will only be released to the adult bearer of the security tag/parent card.
- Parents/guardians who misplace the security tag may be asked to return to the check-in desk for another one.
- New security tags will be used each week for those who do not have permanent parent cards.
- Parent custody/legal guardian changes must be reported to the check-in desk as well as the teacher in order to protect the safety of your children.
- Your cell phone number will be given to the check-in desk so that you may be paged in case of assistance or emergency with your child. Because of this, we ask that you keep your phone on vibrate, not silent, while in class or service.

**Pagers are also available for those without cell phones or upon request.*

Child Abuse Policy

Our child abuse policy for teachers is clearly printed in our Risk Management Book which we require all teachers and volunteers to read and sign that they read it every year of service.

If a child appears to have been abused or claims to have been abused, please tell our Director of Kids Ministry immediately. She can be reached through the church phone number 489-4942 ext. 214.

The Director of Headwaters Kids and other ministerial staff will follow these procedures:

1. Document all efforts of handling the incident.
2. Report the incident as soon as possible to the church's insurance company and attorney, then follow their professional guidance and recommendations
3. Seek help for those involved through guidance of our staff counselor
4. Notify the child's parents, guardians, or teachers if appropriate.

**We are happy to inform parents that we run thorough background checks on all of our teachers and volunteers. We also have a police officer in the building for every activity involving children.*

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Parents

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

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Parent Responsibilities:

- Become familiar with the Kids Ministry Policies & Procedures Manual. These policies have been adopted by our church family and are enforced for the well-being of every child in our care.
- Remember that each policy and guideline is based on the desire to provide a safe, secure learning environment for your child. If you do not understand the reason for a policy or guideline please ask the Director of Kids Ministry to discuss it with you.

Before Coming to Church

1. Bring your child regularly to church. He/she will feel more secure and eager to enter the room when church becomes the established routine.
2. Talk to your child positively about going to church. Use names of your child's teachers and friends in his/her room when talking about happy times at church.
3. Remember to label all items (i.e. diaper bags, pacifiers, bottles, cups, infant seats, clothing) with your child's first and last name. Diaper bag tags are available at the check-in desk and in the nurseries.
4. Children who are being toilet trained need to bring extra changes of clothing in a labeled bag. Clothes should be easy to take off and put on.
5. Leave personal toys and snacks at home. They make sharing too difficult and, in the case of snacks, may be dangerous for children with allergies (an infant's security toy or blanket is an exception).

Arriving at Your Child's Room

1. If you have a parent card, take your child directly to class after showing your identification to the security in the Kids Hallway. Please pick up a check-in sticker from the check-in desk if you do not have a parent card. Stick the name tag on the child's back.
2. When bringing your child to a classroom, if the door is shut please knock and allow the teacher to open the door instead of opening it on your own. This allows the teacher to properly greet the child at the door and keeps any other kids from escaping.
3. Alert teachers to any necessary information about your child (allergies, special physical needs, feeding and sleeping preferences, etc.) and update the child information as needed.
4. Tell your child you will be back for him/her and then leave promptly. Prolonging the goodbye only makes separation more difficult for your child. Should your child experience prolonged anxiety, teachers will send for you.

**Special note to parents of younger children: if you need to check on your child, ask your child's teacher or a ministry staff to help you. They can check and give you a report. Your baby is smart and knows the sound of mother's voice! If you check on your child yourself after he has settled in and your child becomes upset because he sees or hears you, please be prepared at that time to take your child with you. It may be too difficult for your child to separate from you more than once.*

Calling for your Child

1. When returning for the child, parents/guardians should enter the room but not past the gate and present the tag to the teacher.
2. Your child will only be released to the parent/guardian who presents the security tag or parent card (your child will not be released to a sibling or another child, unless that child has their own authorized card).
3. Explain to grandparents, other adult relatives and friends that your child will not be released to them unless they present your child's security tag.

Tips and Suggestions

1. If a child has a problem at church, it is better to discuss this with his teachers at a time other than Sunday morning. Never discuss a child's problem in his presence.
2. Parents are encouraged to participate in any parenting events that may be offered at church throughout the year. These may include parenting classes, parent meetings, workshops and any training sessions held by Headwaters Kids Leadership.
3. Use the "take-home" literature provided by teachers. These will help you continue at home what your child learned at church! Also always ask your child questions about their lesson on that day! Help them process and better learn the material! You are your child's best teacher.

Move Up Sunday

At Headwaters Church we have move up Sunday on the first Sunday of August every year. On this date children will move up to the grade that they will attend the following school year.

- Nursery is moved throughout the year depending on their developmental stages and the Ministry Staff's discretion.
- Children turning or who have already turned three within the calendar year will be in the three year old class starting on move up Sunday.
- Children will not move into the 4 year old class until they are potty trained.
- If the child is not potty trained on move up Sunday then once the child is potty trained and ready for the class they will then move up.
- All other classes will move up on the first Sunday of June every year.

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Teachers & Helpers

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Becoming a Teacher

At Headwaters Church we have a set policy and procedure for becoming a teacher or substitute teacher. The list below is the requirements of all of our teachers:

1. Attend Headwaters Church for at least 6 months.
2. Complete a background check
3. Read and sign that you read our Risk Management Book
4. Read and sign that your read our Policies & Procedures Manual
5. Complete a Headwaters Kids Ministry Application
6. Interview if necessary*

**The Kids Ministry Director reserves the right for a 1-on-1 interview for any reason. Common reasons may be if there are questions about the background check or if they simply don't know you and wants to get to know you better.*

The list above must be completed before a teacher, substitute or assistant teacher is able to serve in any capacity within Headwaters Kids unless overruled by the Kids Ministry Director.

Teacher Tags

All Teachers are required to wear a name tag while in the classrooms and teaching. This is for both security and welcoming purposes. Teachers can be easily recognized and located in a room and so parents can know their child's teacher by name. If there are not two teachers with tags on please let the welcome desk know or the Kids Ministry Director. Please do not leave your child with only one teacher. Name tags for teachers will be available at the Check-in Desk sorted by class.

Training

There will be training opportunities at least twice a year depending on the need. We ask that if the teacher is available they make it a priority to attend these meetings because it will be greatly beneficial and worth their time. Along with training sessions there will be a quarterly teachers meeting that is once again extremely encouraged for all teachers to attend. If you have any questions about our meetings or trainings please ask our Kids Ministry Director.

Expectations of Teachers

We hold high expectations for our teachers because our children deserve a good, well-prepared learning environment. Through these expectations we hope to develop a consistently safe place for children to grow and learn who Jesus is. We expect teachers to:

- Arrive early to their class (at least 15 min before the class begins).
- Arrive well prepared to teach and lead activities for the children.
- Make an effort to learn the kids' names quickly.
- Make an effort to know the parents well.
- Communicate to the Kids Ministry Director if they must be absent for any reason.
- Know the Policies & Procedures Manual well in case of emergency.
- Take attendance in their classroom once all of the students arrive in case of emergency evacuation.
- Write provided letters to children who have not attended 3 weeks in a row.
- Attend training meetings if available.
- Approve any snacks or party foods with the Kids Ministry Director and parents of the kids before serving.

All of these expectations are strongly encouraged and will help create a safe environment for children to grow and learn about Christ. We ask for teachers to take them seriously and if any questions arise please don't hesitate to contact our Kids Ministry Director.

Teen Helpers

In an ideal situation a teen helper will be the third volunteer in the room. The other two volunteers will ideally be adults who are 18 years or older. Occasionally we have teens who enjoy serving within our Kids Ministry. We require the same policies and paperwork for our teens who serve. On very rare occasions we will have teens be the assistant teacher with the adult teacher. If you see this situation it is because we do not have the necessary number of volunteers for the day. If you do not feel comfortable with this feel free to either volunteer yourself or express your discomfort with the Kids Ministry Director. Whenever this situation occurs the Kids Ministry Director is aware and is searching for other suitable volunteers.

Teen Helpers for Nursery

Teen helpers in the nursery are allowed as long as they go through the proper channels of paperwork and background check. We also allow teens of the nursery worker at the time to serve with their parents. If your child is fussy and does not do well without you or his/her siblings we do not allow the sibling of the child to stay with the child. The parent can stay and serve if they are available to do so or they must trust our nursery team to take care of the child properly.

Guidelines for Classroom Discipline

Preventing Basic Discipline Problems

- Plan, prepare, and be ready to teach
- Always be on time (the first one in the room is usually in charge!)
- Play quiet music in the room and use a quiet speaking voice
- Avoid clutter build-up in the room (too many scattered toys frustrate and over-excite)
- Be friendly-firm (children need to know you love them and are in charge)
- Consistently enforce Three Rules (below)
- Encourage you the child to...
 - Respect self
 - Respect others
 - Respect materials

General Discipline Guidelines

1. If a child is misbehaving seek for an opportunity to talk about Jesus. Using discipline as a foothold for sharing the gospel will help teach them about Jesus' love as well as keep you on the right mindset in discipline.
2. Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
3. Notice and acknowledge a child's appropriate behavior.
4. Be consistent.
5. Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
6. Correct a child's behavior with love and respect.
7. Respect a child by correcting in private.
8. Empower rather than threaten. Give choices.
9. Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
10. Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.
11. Let the child learn from the natural or logical consequences of his actions (example: if he misuses the blocks, he may not play with the blocks for a while).
12. If anything comes up that you cannot handle, please do not hesitate to call for the parent. Allow the parent to handle the discipline.
13. Usually just a threat to call for a parent will do the trick.

Specific Discipline Guidelines

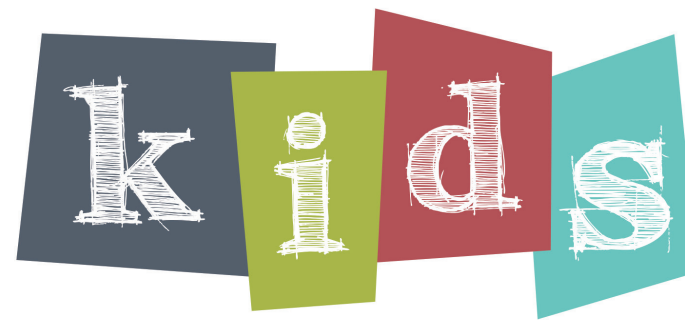
Every teacher has used their own specific correcting style that they know works and are comfortable with. I would like for all teachers at Headwaters to try this style or communicate any other style with the Kids Ministry Director.

Strike

1. Verbal correction
2. One-on-One correction in private
3. Conversation with parent, teacher, and child.

**Parents we ask that you do your best to understand where the teacher is coming from and help the teacher discipline your child when necessary. Remember, at Headwaters we believe that your children are sinners saved by grace and in need of correcting on rare occasions, not perfect, sinless angels. Thank you for your cooperation and teamwork on this very sensitive matter.*

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Promotion

Headwaters Church has many different promotional avenues. The best way to find out more information is to visit our website headwaterschurch.org, ask someone serving at the Kids Check-in Desk or the Welcome Center. We also advertise through posters, the newsletter, and Sunday announcements. Occasionally we will send information home with your child or with you the parent informing you of important events. If you have any questions about any events do not hesitate to call or email our Kids Ministry Director, Erin Wood, at 260-489-4942 ext. 214 or ewood@headwaterschurch.org.

Opportunities for Children

Headwaters Kids Ministry has many opportunities for your children to get connected from seasonal events to every week events. Our seasonal events are **VBS, 4th and 5th grade Retreat, and Fall Family Fest**. Our weekly events are **AWANA** on Wednesday nights for preschool through 6th grade and **Sunday morning classes** for nursery through 5th grade. If you want more information about these opportunities visit our website or contact the Kids Ministry Director.

Opportunities for Adults

Headwaters Kids Ministry will never turn someone away wanting to serve. We always have opportunities for people to serve in some capacity. If you prefer babies, we will find a place in the nursery. If you love older kids, we would love to add you to our Kids Ministry team. Even if you are uncomfortable with children we can have you at the Check-in Desk or we can create a position for you. We never want to say no to anyone who wants to serve in any capacity because we strongly believe that we as believers have been saved so that we can serve His kingdom. If you would like more information on where you can serve contact our Kids Ministry Director today!

Two Adult Rule

For the safety of the children and the security of the church we require two volunteers per classroom. This is ideally two 18 years or older adults who have been properly screened and are approved to serve in the ministry. On occasion we have trouble finding adults because of last minute cancelations or availability of subs so we bend this policy by placing a teen in with the adult. If you as a parent see this situation and feel the call to serve in this situation, it would be greatly appreciated. Inform the Kids Check-in Desk and they will be sure to get you approved through the proper channels.

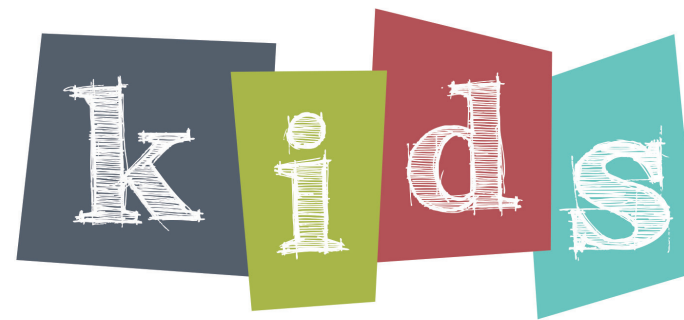
We Need You

Our entire Kids Ministry is volunteer-run and would not operate without your help and commitment. We are continuously looking for more volunteers with a heart to teach kids about Jesus. We do not require any professional knowledge of the Bible, just a proper understanding of the Bible and who Jesus is. The rest will come with training. If you want to serve but don't feel qualified or comfortable with kids please don't hesitate to let the Kids Ministry Director know because she will not have any trouble finding a place for anyone to serve.

Special Needs Ministry

We do provide a special needs ministry for children who need specific care. This classroom is named “His Chosen Design” or HCD. Our goal with special needs ministry is to create a safe environment for children with special needs to be included and develop a clear understanding who Jesus is. Right now our HCD ministry is in its beginning stages. We have a handful of kids who receive one-on-one care through a buddy system. These kids start in the special needs room where they will meet their buddy for the day. The buddy will then decide if they will stay in the room for play time and a short lesson or if they will attend a class. We also have many special needs kids that do not need one on one care and are able to attend the class with kids their age or aptitude level. If you have any questions about special needs please email our Kids Ministry Director ewood@headwaterschurch.org or ask the check-in desk. At the Kids Check-in Desk we have intake forms. Please fill this form out if there is anything the teacher needs to know about your child’s special needs. This form will be on file in both the classroom and at the Check-in Desk for our convenience. This intake form can also be found and submitted on our website. If you would like to serve in our special needs ministry we are always growing and needing buddies. Please notify the Kids Ministry Director if this interests you!

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Learning

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Doctrinal Statement

Headwaters Kids Ministry stands by the doctrinal statement of Headwaters Church. Any volunteers and teachers are asked to review this doctrinal statement and teach accordingly. If you have any questions about this doctrinal statement or would like to see one feel free to call the church office at any time and we would love to get you a copy and answer any questions you have. The church office number is 260-489-4942.

Curriculum

Sunday Mornings 9:00am:

Preschoolers starting at 3yrs of age are going through the Big Picture story Bible. Through this children's bible they are learning the basic stories of the Bible and who God is. They are also doing fun crafts and games that go along with their bible story, allowing the kids to learn in many different ways. Kindergarten through 3rd grade are using Lifeway Publisher's "Bible Studies for Life" that provides age-appropriate experiences for kids of every age and stage of development, from babies to preteens. Each session is designed to help you teach kids to:

- Apply the Bible to real life through Bible stories that guide them in decisions and teach them how to honor God throughout their day-to-day lives.
- Reach biblical milestones through the Levels of Biblical Learning, a proven framework for growth in God's Word from birth through sixth grade.
- Engage in discipleship through the weekly practice of Bible skills, study, Scripture memorization, and missional awareness.

Sunday Mornings 10:45am:

During this service all of the children from Preschool through 5th grade are going through the "Answers in Genesis" children's curriculum. This curriculum goes through the entire Bible in chronological order. It provides answers to the issues that confront today's culture through the media, school, friends, etc. ABC provides a thorough understanding of the authority and primary teachings of Scripture. All ages will be equipped to defend the Bible and become conformed to the image of Christ as they apply God's Word in their everyday lives.

Wednesdays 6:30pm:

During our Wednesday evening service our kids go through a curriculum call AWANA. Awana offers a fun, proven approach for early evangelism and discipleship. Scripture-based programs and exciting games attract families, promote Bible literacy and help kids develop lifelong faith in Christ. Your kids will have a memory verse, Bible lesson, and game time every week.

Lifestyle

Unlike many other children's ministry we are not intentionally teaching your kids manners or other lifestyle behaviors. However, we do strongly believe that a result of knowing who Jesus is prompts a lifestyle of obeying Him. Our ministry has the priority of teaching your kids about Jesus and often this results in a lifestyle change and behavior improvement. If the teacher is having any trouble with your child's behavior the necessary protocol is to have a conversation with the parent and the Kids Ministry Director when necessary. Our ministry hopes to promote a fun learning environment where your kids can comfortably ask questions and seek out answers about our world and our LORD.

Questions??

Once again, if you have any questions or wish to get involved do not hesitate to contact Erin Wood, the Kids Ministry Director at ewood@headwaterschurch.org or 498-4942 ext. 214.

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**Children/Youth Work Application
VOLUNTEERS AND EMPLOYEES**

Form HR101

Personal

Name: _____ Daytime telephone: _____

Address: _____

Age range: ☐ under 18 ☐ 18-25 ☐ over 25

In which children/youth program(s) are you seeking to become involved? _____

What skills would you bring to the children/youth program? _____

What other children/youth work experience do you have? *(Please list)*

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you at any time ever:

- Been arrested for any reason? ☐ Yes ☐ No
- Been convicted of, or pleaded no contest to, any crime? ☐ Yes ☐ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? ☐ Yes ☐ No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? ☐ Yes ☐ No
- Any reason why you should not work with children, youth, or others? ☐ Yes ☐ No

If the answer to any of these questions is "yes," please explain in detail: _____

Please attach additional pages if more space is needed. Complete other side.

Revised: 1/20/04

**Children/Youth Work Application
VOLUNTEERS AND EMPLOYEES
(continued)**

Form HR101

Church Activity

What church or churches have you attended in the past five years?

<i>Church name</i>	<i>Pastor's name</i>	<i>Years attended</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

References (Other than relatives)

Name/Relationship	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Verification and Release

I recognize that the church to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the church to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the church and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the church to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children and youth at all times.

Printed name: _____

Signature: _____ Date: _____

Revised: 1/20/04

Help us get to know your unique child! 😊

Child's name:

Child's age/grade:

Parent/guardian:

Phone number: Email:

Street address:

City: Zip code:

What is the nature of your child's uniqueness?

- ☐ Hearing Impairment
- ☐ Visual Impairment
- ☐ Cerebral Palsy
- ☐ Autism
- ☐ Asperger's
- ☐ Down syndrome
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Other: _____

Please list methods that help your child's learning process:

.....

Please list anything that is a distress trigger for your child:

.....

Please list ways that your child can be calmed:

.....

Can you provide a personal item of comfort for your child? If you cannot, is there something we can provide for your child while at church?

.....

.....

Please list activities your child enjoys and experiences success (physically, emotionally, spiritually):

.....

.....

Does your child have any food restrictions? If yes, are you able to send a snack along with your child?

.....

.....

Is there anything else we should know about your child's unique situation?

.....

.....

How can we best provide support and encouragement for your family?

.....

.....

Incident/Injury Report

Form HR112

Organization	Name: _____ Address: _____
Time and Place of Incident/ Injury	Date of Incident/Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did it occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor) _____ Relationship to church: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Other If the injury occurred at church premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the church's operations or activities? _____ Does the injured party have personal medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of medical insurance company: _____
Full Description of Incident/ Injury	_____ _____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: _____ Date of report: _____

Revised: 1/20/04

