

The Sanctuary Fellowship
Children's Policy Manual

Welcome to The Sanctuary Fellowship
Children's Ministry

Children's Ministry Mission Statement

Our top priority is to provide the safest environment in which we can allow children to experience and understand God's love. We are here to aid parents to be able to:

1. Bring children to have an understanding of the salvation that Jesus is for them.
2. For children who accept Christ as their Savior, we will disciple them to grow in their salvation that Jesus has provided.
3. Protect your children spiritually, mentally, emotionally, psychologically, intellectually, and physically.

Please remember that we are here to aid you in teaching your children. Read through this handbook carefully and completely. If you have any questions please do not hesitate to call the church office. Thank you for allowing us to be a part of your child's life and entrusting them to our care. It is our ultimate goal for you and your child to experience the love that God has for us all.

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I. Definitions

Paid Employee – Any adult or minor over the age of 13 who is employed by The Sanctuary Fellowship that will be supervised by the church pastoral staff and/or Director of that area.

Contract Temp Worker – Any adult who is employed by a company that is outsourced by The Sanctuary Fellowship.

Volunteers

Regular Workers – Any adult who has been enlisted to work in an ongoing or seasonal program that has regularly scheduled meetings times. I.e. (Sunday Gatherings)

Director/Lead Teacher – The adult who is in charge of that department or class. This person is the authority (under the Pastoral Staff) in that department/class.

Assistant Teacher – Any adult who is working in a class as a supportive role. This person reports to the Director/Lead Teacher on a continual basis. To be prepared to teach should the occasion arise.

Occasional Workers – Any adult or minor (over the age of 13) who works with minor more sporadically than weekly, and/or is enlisted to work during special events. I.e. (Equip Events, Parent's Night Out, etc.)

Short Notice Worker – Any adult or minor (over the age of 13) that has been enlisted as a substitute teacher/worker in an emergency.

Children's Age Groups

Minor – any person under the age of 18 years of age.

School Age (Hi5)– any person from Kindergarten to 6th grade.

Pre-School (Ms. Happy Feet) – any person under 5 years of age.

Newborn (Nursery) – Under 1 year of age

II. Message to Parents

You as parents are the most important and most influential force in your child's life. You are the model of Christianity that kids see. When kids focus on what their relationship to God should be, they look at their own family to draw conclusions from. Rarely are kids influenced more than from within the family. The following are some simple things that you as parents can do to help your child:

- Attend worship services and activities at our community of believers on a regular basis. When kids (as well as parents) get into a routine it is very hard to break. Remember kids are more influenced by what you do then by what you say.
- Be sure to “take the Lord home with you”. In other words do not let your only time you talk about God and live the life for Him be at our gathering of community of believers. Remember, we as parents are the example to our kids that has the most influence on them.
- Have a daily quiet time of reading God's word with them.
- Encourage your kids to share with their friends about the activities they are involved with at church. If at all possible follow up with the parents that your kids are friends with. Allow your kids to “open the door” for you to be a witness in your world of influence.
- Be available to possible pick some kids up (from your neighborhood) for different activities here at the church.
- Be involved in what your kids do on a regular basis.

III. General Policies

1. All parents of Pre-school age children (both parents if applicable) are asked to serve as a volunteer in the Pre-School ministry on Sunday morning once each month, even if you are serving in a full time capacity in another area. The only two reasons for a parent not to serve are a current illness or an on-going physical condition.
2. The Pre-School childcare ministry will provide care for children from birth through 4 years old.
3. No one shall leave a child in the preschool child-care ministry for any reason other than attending a church activity.
4. All child-care ministry personnel are required to complete a volunteer profile application and a background check form.
5. IN some cases, paid workers and/or contracted workers will be combined with volunteer workers.
6. Teachers will be in their classrooms at least 15 minutes prior to each activity. Parents should not leave their children until the teacher arrives.
7. Learning activities will be provided for each classroom.
8. Please leave personal toys at home.
9. Promotion of Pre-school children will be on a case-by-case situation.

IV. Policies for Parents of all Ages

Arrival

1. All children need to be checked in and delivered to their proper class by the parent or adult guardian. Please do not allow older siblings to drop off or pick up younger kids.
2. Please feed your child before you drop them off.
3. Each pre-school child should have a security receipt given to parents when their child is dropped off. This receipt will be used to pick your child up.
4. For Birth-2 year olds, please bring all items that your child will need while they are in our care and have each item labeled.
 - a. Diaper bag with 2-3 disposable diapers and wipes (no cloth diapers please)
 - b. Sippy cup
 - c. Complete change of clothes
 - d. Snacks
 - e. Bottles
 - f. Any item that your child needs for security

During Worship Time

1. Once worship has begun no one other than parents, church staff, teachers, or emergency personnel will be allowed to enter the classroom. We kindly ask all relatives/friends to not interrupt class.
2. Should a child become sick with a fever, vomiting or diarrhea while in our care they will be separated from the class and the parents will be notified immediately.

Dismissal

1. Pre-school children will only be dismissed to proper adults, who have the security receipt. School aged kids will be released only to the proper adult.
2. Parents should pick up their children immediately following the church activity.
3. Parents are asked to aware of the activities in each room to make sure they are not causing a disturbance during the teach time.
4. Be sure all items that were brought get picked up.
5. Once the church activity is over, parents are asked to come and pick your child up as quickly as possible and then feel free to visit with church members.

Health Policy

- For the protection of all children in our care, all children should be free and clear of fever, vomiting, diarrhea and contagious virus for 24 hours before being released into our care.
- Should a child show up with vomiting, fever, or diarrhea they will not be allowed to come into the class.

Nursery Birth to 2 Year Olds

What to Bring:

When Packing a diaper bag for your child, please include the following items:

1. Two or three disposable diapers. NO CLOTH DIAPERS, please.
2. Any item that your child needs for security.
3. A complete change of clothes in case your child would require that.
4. A bottle of milk, formula, juice or water. (This is a good practice even for mother who nurse).

Please label all personal items with your child's first and last name before arriving to your child's class. This helps us keep track of your child's items.

Your Child's health:

We operate a well-baby program. For the protection of all the children in our ministry we cannot accept a child with a runny nose, fever, rash, persistent cough, diarrhea or any other signs of illness. We request at you not place your child I the program while they are at risk of exposing other children. Thank you in advance for helping us keep our kids program a healthy please for all.

When you arrive at your child's room:

A leader will meet you at the check-in area to receive your child and any other necessary items. Please check in an note any information that will help in caring for your child such as feeding times, sleeping times, allergies and special needs.

At the time of check-in, a leader will apply an adhesive name tag to your child's back with a number and his/her name on it. You will be given a receipt that has an identifying number on it. If you are needed to return to your child's classroom, a number will be flashed on the screens in the worship center. We ask that you present the card upon return to your child's classroom. We will verify that the numbers match the number on your child's name tag and then release your child to you. A child will not be released to a parent without presentation of the assigned card.

Snacks:

Snacks are provided from time to time, and consist of water, apple juice and cheerios or animal crackers. If your child has an allergy, please inform the leader when you check in your child.

Curriculum

We believe even our littlest ones can learn! Regular learning experiences are planned and lessons are reinforced with songs, play and supervised activities designed with the physical and mental ability of the children in mind.

Saying Good-bye:

After you have completed the check-in process, simply wave a quick good-bye and leave for the worship service. As you know, it is normal for little ones to cry when leaving a parent. This does not last long, and separation becomes easier over time. Our leaders will immediately try to create interest in a toy or activity to give assurance that you will return after the worship services is completed. If your child cries for an extended period of time of 10 minutes, we will contact you.

Checking on your child:

Feel free to check on your little one at anytime during the worship service. However, we ask that you do so discreetly, trying not to let your child see you.

Pick up procedures:

Your child's leader will expect the same person to drop off and pick up each child unless special instructions are given at check-in. Please make sure that all your child's personal items have been returned to you before you leave the premises. Lost and found items will be retained for a short time. Items not claimed after one month are donated to a charitable organization.

Ms. Happy Feet
Ages 2 – 4

Check-in Process

After receiving your child's name tag at the Children's check in desk, you will personally escort them to the designated preschool area (Ms. Happy Feet). There will be activities taking place during the time of placing your child in the room to help with separation anxieties that may be experienced. The adult checking the child into the classroom is given a receipt that matches the number on your child's name badge. The receipt is necessary to release the child at the end of the service hour.

Should a parent need to be called during service the number on the receipt will be flashed on the screens in the worship center. Please return to your child's classroom with the receipt to pick him/her up.

Story Time

The children will learn a bible story and a memory verse that emphasizes the theme and focus of the lesson. They will be encouraged to participate in a group discussion that will help them learn how to apply biblical truths to their lives. The lesson is concluded with a craft project that reinforces what they have learned, and allows them to creatively express themselves. Our classroom environments emphasize character development and spiritual growth.

Snack Time

The children will be given snacks periodically that will consist of water and/or juice and animal crackers and /or pretzel and gold fish. Should your child have a food allergy of any kind please let the leader know.

Check-out process

To retrieve a child from our classrooms you will be required to provide the receipt that you were given when checking in.

Hi-5

Elementary Grades K-5

Each week you elementary child will check in at the children's check in to get their name tag and your receipt. After your child has been registered they will attend worship service with the family till they are dismissed to Hi5 service. Upon dismissal each week the students will be escorted by our workers to an energetic, worshipful atmosphere in theater 8. The Bible lessons presented in a way that allows for interaction, that will teach the children to apply the truths learned to real life. Kids sense the love of God from their team of dedicated leaders who are committed to serving Christ by leading kids.

Check-Out

Parents will take the receipt with them to theater 8 to show the leaders as they pick up their child. Our adults will not release a child unless they see the matching receipt.

V. Classroom Discipline

Children need to have structure to grow. With this structure the love of God is portrayed and children are able to hear and comprehend with the least amount of effort. To maintain this type of environment children who are disruptive will be asked to become quiet and then they may be set apart from the group, until such time they can become cooperative. Should the child continue to not follow instructions the parent will be informed and asked to come and pick up their child. Should a child become physically abusive to any person regardless of age they will be set aside away from others and the parent will be notified immediately.

It is the desire of the Children's Ministry at The Sanctuary Fellowship that this is never the case, but for the well-being of all involved and for the safety of the other children in the classroom these guidelines need to be in place and adhered to.