



LP Kids Volunteer Policies & Procedures Handbook

Dear LP Kids Volunteer,

Welcome to LP Kids!

At LP Kids, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for LP Kids volunteers. Our policies are intended to create a safe environment for children. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign, and return the agreement form located on the last page.

Sincerely,

LP Kids Staff

Parameters for the Child Protection Policy

This child protection policy applies to children (from birth to 5th grade) who are voluntarily placed by parents or guardians under the responsibility of Life Point church during the church's public worship services or specific LP kids' ministry-related church sponsored activities.

Any form of abuse, harm, neglect, or other problems related to children at home, school or in any bible study activity or venue not directly related to Children's ministry at LifePoint is not covered in this policy.

PERSONELL SUMMARY:

- ✦ **Adults:** Individuals eighteen years or older.
- ✦ **Youth:** Individuals 12-17 years of age and or minors who are in 6th grade or higher and are assisting in some area of LP kids' ministry alongside an adult.
- ✦ **Staff:** Paid employees of the church.
- ✦ **Adult Volunteers :** Screened and trained adults who work with children and are not in the employment of the church. The term 'volunteer' will be used throughout this policy manual as an all-encompassing term for anyone who serves the children and is not church staff.
- ✦ **Ministry coordinators:** Volunteer LP kids' ministry leaders who serve by assisting LP kids' ministry staff to help oversee and lead a specific area of LP Kids.
- ✦ **Safety and Security Team Monitors:** Qualified male volunteer whose duties are not limited to any one classroom. They generally move about the hallways and buildings during scheduled session times to observe any unusual activity and be of brief service to volunteers. The Safety and Security Team Monitors are on duty church gatherings.
- ✦ **Pastors/Elders:** Leaders and servants of the church who provide teaching, leadership, guidance to the congregation.

OVERVIEW OF THE LP KIDS' SAFETY SYSTEM

Because we love children and desire to protect them, LifePoint Church requires all volunteers working with children to complete **FOUR SAFETY STEPS** before volunteer placement begins.

STEP ONE: SCREENING PROCESS

Volunteers are required to complete the LP Kids Screening Process, which requires a volunteer to:

- a. **Member:** Only a LifePoint Church member in good standing is eligible to serve in LP Kids ministry.
- b. **Complete an LP Kids Volunteer Application:** Must complete the online application.
- c. **Complete a face-to-face interview:** An interview with an LP Kids Staff or Family Pastor must be completed before placement.
- d. **References:** At least one reference check must be satisfactorily completed prior to beginning of service.

NOTE:

1. In the event there are last minute volunteers who have not been screened, they will be approved by the LP Kids Staff, or an Elder, and placed with a volunteer who has had a background check.
2. Youth who are at least 6th grade or older are welcome to help but are always in addition to the adult volunteer. The youth are subject to the approval and direction of the Director of Children's Ministries or the Family Pastor.

STEP TWO: Criminal Background Check

- o All volunteers serving in LP Kids MUST undergo a criminal background check. This will be renewed every 2 years.
 - o The background screening checks for violations, convictions, or offenses against a child. Individuals who have committed sexually oriented or sex-related crimes may not serve in any area providing services to children.
 - o This background check is kept confidential. Any problems with the screening, accusations, or other concerns will be dealt with privately by the LP Elders.
 - o In addition, certain other past criminal acts may preclude an applicant from serving children.
- LifePoint Church reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.*

STEP THREE: Sexual Abuse Awareness Training

- LifePoint policies and procedures require that volunteers avoid abusive behavior of any kind.
- Volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.
- To equip you with information necessary to recognize abuser characteristics and grooming behavior, LifePoint Church requires all volunteers to complete MinistrySafe's Sexual Abuse Awareness Training. This training will be renewed every 2 years.

STEP FOUR: Policies & Procedures

Volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

ABUSE TOLERANCE & REPORTING

LifePoint Church has a **zero tolerance for abuse** in LP Kids programs and ministry activities. It is the responsibility of every staff member and volunteer at LifePoint Church to act in the best interest of all children in every program.

In the event a volunteer observes any inappropriate behavior or suspected abuse (physical, emotional, or sexual) it is his/her responsibility to immediately report their observations to their Coordinator, the LP Kids Staff or the Family Pastor. The report will be taken very seriously.

Youth Volunteers

Youth volunteers in 6th-12th grade are valuable assets to our LP Kids Crew. They are in a unique position to capture young children's attention & help them engage in the class activities. Youth will report to the Coordinators and the Staff. The adult volunteers will delegate their tasks. For the protection of children and youth, training is mandatory. In addition, the following will be adhered to:

- Must complete a youth application, signed by parents to acknowledge approval.
- Must be going into high school to work with infants; going into 6th grade to work with toddlers
- May only volunteer with adult supervision.
- Must participate in regular worship gatherings, either Youth and/or Adult.
- Must complete Youth training and shadowing.
- Attend all pertinent meetings and training sessions.
- Youth will not be allowed to have friends hang-out while they are serving, either in the room, or outside the door.
- Youth volunteers are not approved to change diapers or assist children in the restroom. However, youth may escort any potty-trained child who doesn't need assistance to the restroom.
- Cell phone usage is not allowed while serving in the kids' area.
- Youth will stay and help clean the room after all the children have been picked up.

PROTECTING CHILDREN WHILE IN OUR CARE SUPERVISION

Only parents (dropping off children), screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a Coordinator, Staff, or security team member should be notified immediately.

The Two Volunteer Rule POLICY

- **Two trained, screened adults should supervise children at all times.** This 2-adult rule is designed for the protection of our children. It also serves to protect the volunteers from unfounded accusations.
- Avoid being alone with an individual child in any room or during any ministry program. If one supervising adult must leave a group of children, another volunteer or staff must be notified so that the *Two Adult Rule* can be followed.
- If two individuals serving in a room are related to one another, a third unrelated volunteer or staff member must be present.
- If an unusual circumstance occurs and you find yourself alone with a single child, take the child to a room occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other volunteers are present.)
- If you need to talk with a child alone, have another adult volunteer or a staff with you.
- After every ministry event, ensure that the room you served in including the restroom is checked prior to leaving.

PLAYGROUNDS POLICY:

On the playground, remember to circulate, watching children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

VOLUNTEER TO CHILD RATIO POLICY:

In our desire to be above reproach LP Kids will maintain the following ratios during the 3 regularly scheduled meetings in church as per the Fire Marshall recommendations:

Class	Number of Kids	Teacher	Max Capacity Per Class
Nursery	3	1	13 Total 10 if 4 Adults 12 if with 1 youth 13 if with 2 Youth
2yr olds	4	1	15
3 Year Olds	6 (8 Max)	1	16
4-5 yr olds	6 (8 Max)	1	16
Kinder -1st	12	1	10 (13 people total)
2-3 rd Grade	12	1	15
4-5 th Grade	15	1	15
Large Room	30	3	33

- Once a ratio is met, additional children should not be accepted into a classroom until additional volunteers are added.
- If the class is has reached max capacity- the class will be closed. No additional children will be admitted.
- If for any reason the ratio is exceeded, LP Kids Ministry Staff, and or coordinators should be notified and asked for more volunteers in order to maintain these ratios.
- Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

ARRIVAL & CHECK IN POLICY:

- Volunteers should be checked in and be in the classroom ready to accept children **15 minutes** prior to the start of their session, this allows parents to have enough time to transition their children before the service begins.
- All volunteers serving on a given gathering are required to check in using the computerized check-in system at the LP front desk.
- If a child is not picked up within 15 minutes by the end of the service, volunteers should ask the coordinator or LP Kids Ministry staff to locate the parents.

CHILD CHECK-IN POLICY:

- Upon check-in, each child will receive a nametag and their parent or guardian will be given a corresponding claim tag.

- A child without a check in tag MUST NOT be allowed in class. The tag must be affixed to their clothing.
- The child's tag identifies the child's name, specific class, and contains a number that corresponds to the parent's tag. All children in one family will have the same tag number. This number is used during check out to ensure the parent's claim tag matches that of the child.
- From the moment a child is handed to an LP Kids class by a parent/guardian to the moment the child is picked up from the LP Kids class by the parent or guardian, Life Point Church assumes responsibility for the safety and well-being of the child and acts to ensure the appropriate supervision and safety of the child.

Transition between Services

Ten minutes before the end of the first service, the Coordinator or LP Kids Staff will let each room know that there are only a few minutes left. This is the time for the teachers and youth in each of the rooms to begin to ready the room for the next service. While one of the teachers leads the children in games, songs, or another quiet activity, the other teacher and youth can make sure the room is picked up, there are no spills or messes on the floor, that the toys are put back neatly and that all supplies that the next class will need are in place. If supplies are needed, please let the coordinator know. A broom will be ready as well as additional trash bags if needed. The goal for all rooms is that they look completely ready and orderly before the next group of kids arrives. Volunteers for the second service must arrive no later than 10:45 AM. The first service team is dismissed as soon as the lead teacher for the second service arrives AND the room is ready for the next service. At 11:00, each room's second service schedule will begin.

POLICY ON RELEASE OF CHILDREN:

LP Kids Staff and Volunteers are responsible for releasing children in their care only to parents, legal guardians, or other adult persons designated by parents or legal guardians at the close of services or activities.

- DO NOT release a child to another child.
- Only release a child to the responsible adult who is in possession of the corresponding tag.
- In the event a volunteer is uncertain about releasing a child, he/she should immediately locate or contact the Coordinator, LP Kids Staff or the Family Pastor before releasing the child.
- Remove the child's tag before releasing the child to the parent. The child's tag and parent tag should have corresponding numbers.
- Do not release a child if an adult doesn't have a tag.
- **If a tag is lost, direct the parent to LP Kids Staff to get another one or to be confirmed as the responsible adult.**
- Proper identification must be shown to a staff member before the child is released. (Have the child stay in the classroom; the parent may pick up the child once cleared).
- In the event of an emergency that would result in neither parent/guardian being available to check out the child at the end of a service, the child will be released to the care of a coordinator or staff member of LP.

VISIBILITY POLICY:

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

DISCIPLINARY POLICY:

It is LifePoint's Church Policy that volunteers are prohibited from using physical discipline in any manner for behavioral management of the children entrusted in our care. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force such as retaliation or correction for inappropriate behaviors by children.

When a child is misbehaving, follow these steps:

Steps of correction might include (depending on the age of the child):

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class rules and redirect to a positive behavior. Do this individually, when possible, try not to single out a specific child in a large group setting. *When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
2. If the child repeats the action, guide them to a quiet place - separate from the other children - for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the child.
3. Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations. ("Peter, you didn't stop hitting Andrew when I asked you to, so it was necessary for me to separate you from the group.")
4. Talk to the child about his/her sin and need for Christ.
5. Pray for the child and redirecting to a new activity.
6. Help the child to reconcile with the offended child/ren when appropriate.
7. Uncontrollable behavior should be reported to LP Kids Coordinator/staff. The staff/coordinator will determine if a parent needs to come get the child.

***Volunteers should view misbehavior as an opportunity to introduce children to the gospel.

***After a 3rd time, of going through the above with the same child, refer the child to an LP Kids' staff. The staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your word.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

- If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately notified so the child can be removed from the class. This should also be recorded in the incident report and signed by the parent.
- Volunteers, staff or coordinators are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems to LP Kids ministry staff and note it in the incident report provided in the class. The parent will have to sign the incident report.
- Once a child is removed from children's ministry, reinstatement is possible at the determination of the LP Kids' ministry staff.
- A child may be reinstated if the risk of re-offense has been adequately reduced.

CLASS CONDUCT POLICY:

- Coordinators and volunteers must never leave a child alone in a classroom.
- Volunteers should not have private one-on-one meetings with children. When a meeting on the church premises is necessary, it should be done with at least one other adult present and held with the knowledge and consent of the staff and the parents.

Snack Time:

Water, goldfish, crackers, Cheerios, Chex Mex are provided. Follow the schedule posted in each room as to when to provide snacks. There are cups provided.

- Have children sit down for snack time. They should not walk around with snacks; either have them sit down on the carpet or sit at the table.
- Pray over the snack (or have a child pray).
- Nominate a child to be the "trash person" to go around with the trash can picking up cups. They love to help!

COMMUNICATION WITH PARENTS:

Communication of sensitive issues to parents will be handled by the LP Kids Staff, or the coordinator. Part of their role is to prevent you from dealing with uncomfortable situations. They are trained in how to represent LP Church appropriately.

RESTROOM POLICY:

- DO NOT USE OR OCCUPY a bathroom in use by children. Adults should use a restroom separate and apart from restrooms used by children during church services or when there are children present.
- No volunteer OF ANY AGE should enter or occupy a bathroom while children are using it. When no child is present, adults (and young volunteers) are allowed in a bathroom (one at a time) so long as there is another adult at the doorway keeping any child from entering.

POLICY ON DIAPERING:

- All diaper changes and all toilet assistance will be done in the presence of two adults. This may sometimes require the help of a coordinator, staff or safety team. Please ask for help.
- Only screened adult female volunteers and a child's parents may change diapers. The adult Volunteer must do so on a diaper changing station within plain view of other volunteers.
- LP Kids does not change the diaper of children over age 4. In this circumstance, the parents of the child must be notified.

- At drop-off, ask parents if their child is potty training. If affirmed, ask parent to put child in a pull-up. LP Kids is not responsible for potty training children.
- Every child's diaper should be checked at least once during the service and changed if wet or soiled.
- Diapers are to be CHANGED ON THE DIAPER STATION ONLY.
- Children are to be securely placed on the changing table.
- Children should NEVER be left unattended on a changing table.
- Volunteers will use the diaper furnished by the parent; however, a diaper provided by LP Kids may be used if no diaper was provided.
- The wipes available in the room can be used for all children unless otherwise indicated.
- Disposable gloves MUST be worn by those changing a diaper. A new clean pair of gloves MUST be used for each child.
- Disinfectant wipes will be used on the changing surface in between each diaper change.
- The child's bottom and buttocks are to be thoroughly cleansed with approved moist disposable baby wipes.
- Wipe the child from front to back to avoid urinary infections. The diaper and wipes are to be wrapped inside the changer's gloves and placed in a lined waste container.
- After placing on a clean diaper, immediately re-clothe the child, and thoroughly clean the changing station with a disinfectant.

POLICY ON POTTY TRAINING:

- Parents are encouraged to take their toilet-trained child/ren to the restroom before dropping them off in class.
- All toilet assistance to Potty Trained Preschoolers will be done in the presence of two adults. Sometimes this may require help of a coordinator, staff or Safety Team member. Please ask for help.
- If a child needs to use the restroom during a gathering, a female volunteer will escort the child to the restroom. The volunteer will remain outside the door, in the hallway; if the child needs assistance, the volunteer can assist BUT the restroom door should remain open and in close watch of another volunteer.
- Only an adult female volunteer can take children 2-5 Year olds to the restroom.

RESTROOM POLICY FOR K - 5th GRADE:

- Any child in Elementary needing to use the rest room shall go with permission to the restroom in the LP Kids area.
- Only one child in the restroom at a time, in a single toilet facility.
- These children may enter the restroom on their own and do not need to be supervised.
- One of the volunteers should stand in the at the class door and keep watch until the child comes back to class.
- If a Coordinator or staff is available, they can stand in hall until the child is back in the classroom.
- Advise the child to wash their hands with soap and water (or anti-bacterial sanitizer) before they return to their classroom.

- * IF you must go into the restroom to check on an individual child, seek out another volunteer or a staff to accompany you. If another volunteer is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do NOT enter the restroom.
- * IF a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another Volunteer or LP Kids Staff/ Safety Team member. Please DO NOT be alone with a child in the restroom without the eyes of another screened adult.

If restroom HELP is required:

- o Only ADULT FEMALE volunteers will assist children in the restroom, unless a parent is assisting their own child.
- o When a worker is assisting a child, the door must not be locked, and must remain ajar. In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.
- o Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a leader.

PHYSICAL TOUCH POLICY:

- o LifePoint church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. In our interaction with children, we want to be blameless and above reproach, we want to avoid any form of misinterpretation in our conduct.
- o Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a volunteer.
- o Physical contact and affection should be given only in observable places or when in the presence of other children or LP Kids Staff and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- o LP Kids staff and Volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

Appropriate Touch:

- o This is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults.
- o Appropriate touch is applied to meet the needs of children and NOT the adults. Appropriate physical contact will vary according to the age of the child.
- o It can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care.
- o Brief hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development and are generally suitable in the church setting.
- o Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

Inappropriate Touch:

- Inappropriate touching and inappropriate displays of affection are forbidden.
- Inappropriate touch involves but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
- Any inappropriate behavior or suspected abuse by a volunteer must be reported immediately to LP Kids Staff or Family Pastor.

Adult Volunteer-to-Child:

- Always remain in open sight of other adults.
- Sitting on laps will NOT be appropriate for grade school children. Sitting on laps is only appropriate for ages 0-5.
- Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Only touch children in "safe" areas and for a brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head.
- Never touch a child on or near any region that is private or personal, unless, when necessary, like while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger.
- Physical discipline is not an appropriate means of correcting someone else's child.

Youth- Child:

- No Youth should ever be alone with younger children while in children's ministry. An adult volunteer should be present.
- Fighting will not be tolerated.
- Teens CANNOT carry a child while standing during their time of serving.

PHOTOGRAPHY POLICY:

- To protect our kids, we do not allow volunteers or parents to take pictures of the children while they are in the classroom.
- At times, a LifePoint appointed photographer may come around and take pictures of the kids during a class. However, before any pictures are used, LifePoint Church will check with parents to ensure they are okay with pictures of their children being used for LifePoint purposes.

POLICY TO KEEP KIDS HEALTHY:

Please DO NOT admit a sick child into your classroom. Call an LP Kids staff to help you handle this issue if needed.

In order to keep all LP Kids healthy, parents have been advised to keep their children from LP Kids if the children exhibit the following symptoms:

- Fever greater than 99 degrees
- Vomiting or Diarrhea

- Conjunctivitis (Pink Eye) or other eye infection
- Communicable diseases including: chicken pox, roseola, measles, mumps, scabies and lice
- Rash or open sores
- Sore throat
- Cold
- Excessive coughing
- A child who is too listless to participate and complains of not feeling well needs to remain with their parent, even if no other symptoms are present yet.
- If a child is already in class and exhibits any of the above, please alert your coordinator or an LP Kids staff, the parent will be contacted and asked to remove the child from class.

FIRST AID POLICY:

- We will administer ONLY Band-Aids and ice packs.
- Any injury must be noted in the incident report & reported to the parent, no matter how trivial.
- For injuries requiring treatment beyond a Band-Aid or ice pack, immediately contact LP Kids coordinators or staff or Safety Team.
- If it is an emergency requiring obvious, immediate medical attention, first notify the staff or Coordinator who will then call 911 & contact parents. If there is any question whether 911 should be called, the LP Kids Staff will determine and call.

MEDICATION POLICY:

- LifePoint staff/Volunteers generally do not administer medication of any kind.
- If a child requires medication during a Worship Gathering, the parent must come to the room at the appropriate time and administer it.

POLICY ON SEVERE ALLERGIES:

- For children with severe allergies requiring an Epi-Pen, the Epi-Pen must be clearly labeled with the child's name along with instructions for use.
- If a child is old enough to administer their own emergency medications, such as a rescue inhaler, the medication must be clearly labeled in its original container with the child's name and dosage information on it, and the LP Kids Staff and teachers notified.

SPECIAL NEEDS POLICY:

After the age of 4, parents or legal guardians will change the diapers of all LP Kids children with special needs. If a child with special needs requires assistance using the restroom, the parent will be notified to assist them in the restroom.

EXIT DOORS IN CLASSES POLICY:

- In some classes, there are some doors leading outside. These doors must never be opened when service is in session and children are in class.
- The only exception is when the 2-year-old class is used for other special events like unfiltered, date night, or Discover LifePoint.

EMERGENCY PROCEDURE:

- In the event there is an emergency, the Safety and Security Team will take the lead in communicating with the LP Kids team.
- The staff will get instructions from S & S Team and instruct Kids Ministry volunteers on what actions to take.
- Please listen carefully to their instructions and follow their lead.

Hazardous weather:

Incase of hazardous weather:

- Stay calm.
- Grab your clipboard/phone with the class roster.
- SS Team will come back to the Kids' area to assist with moving all kids to a bathroom or interior wall in a quiet and orderly manner.

Fire:

In Case of a fire:

- LP Kids has a fire sprinkler system & alarm.
- You will hear the alarms, and the sprinklers will begin spraying water from the ceiling in event of a fire in the building.
- Stay calm.
- Grab your clipboard/phone with the class roster
- As soon as ordered by the LP Kids Staff or SS Team, calmly & quickly line the children up and lead them to a safe zone (determined by Security or as instructed).
- If there are any extra volunteers, or if parents come to assist, go immediately to the infant room to help get babies out.

- Parents are welcome to come assist and stay with their child but ask them to not remove the child from a safe zone until you have noted that they are ALL accounted for on the class roster.

Lock-Down:

In case of a lock down:

- Please listen carefully for instructions from the LP Kids Staff and Safety Team.
- As soon as you hear "Lock Down" gather the children into the rooms out of sight, quickly close and lock the door.
- Turn off the lights and keep the children calm and quiet until you hear "All Clear."
- Do not open the door for anyone, for any reason until you hear "All Clear."

OTHER POLICIES:

Curriculum

Proverbs 22:6 Train up a child in the way he should go; even when he is old, he will not depart from it. We consider Children's Ministry an opportunity to share the truths in the Bible with children on an age-appropriate level. The curriculum we use has been chosen carefully to reflect the beliefs and values of LP Church. It is Bible based, gospel centered, and age appropriate. Please make it a priority to teach the assigned curriculum. We are developing a foundation in our children's lives, and each lesson is important. This is an opportunity to teach them about who God is; please don't treat this opportunity as babysitting.

Policies and Procedures Statement of Acknowledgement and Agreement

I have received and read a copy of LP Kids’ Policies & Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at Life Point. I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by LifePoint Church. I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and LifePoint Church. I acknowledge and agree that, as a volunteer, I will receive no monetary compensation for hours worked. I understand it is my responsibility to review new guidelines which may be created and distributed. I acknowledge receipt of the LP Kids Policies & Procedures manual.

Printed Name

Date

Signature

Date

LP Kids Ministry Staff

Date