



# Specific Guidelines for *dawson kids* Investors

2015-2016

**Read and abide by both the *dawson kids* Investor Manual and Dawson' Emergency Procedures.**

- ☀ Be a growing Christian with a strong commitment to personal holiness and a regular time of prayer and Bible study.
- ☀ Children's leaders must have attended Dawson for at least 6 months and exhibit a commitment to our church in the following ways:
  - attending worship service
  - tithing
  - getting involved with, and attending church activities with people in your own age group.
- ☀ Each investor must have completed the **Child Protection First** application and background check process.
- ☀ Feel a calling to work with children and have a positive attitude towards children.
- ☀ Respect the diversity and gifts of the other children's volunteers.
- ☀ Be ABOVE reproach in your interaction with children and children's volunteers.
  - avoid riding alone in the car with a child
  - avoid any physical contact with a child that could be misinterpreted or raise suspicions
  - do not meet one-on-one with children (do not go alone with them in the bathroom or any other area)
  - make sure two teachers are always in the room
- ☀ Follow the guidelines for discipline detailed in the Investor Manual.
- ☀ Inform the Minister of Children of any suspicions of child sexual or physical abuse. If a child confides in you – you are responsible by law to report it.
- ☀ Inform the Minister of Children immediately of an incidents or injuries that occur in the classroom or during a church sponsored event. An incident report form will need to be filled out.
- ☀ Support and show respect to the children and their parents and pursuer good relationships with them.
- ☀ Respect and support the church staff and leadership.

- ☀️ Promote unity and respect in the Children's Ministry and church.
  - avoid negative talk (gossip, slander, repeated criticism) toward children, parents of children, or other children's ministry volunteers.
  - support children's ministry activities

☀️ Have a positive witness in your personal life, activities, and relationships (treatment of spouse and children, alcohol consumption, activities outside the church.)

☀️ Make sure all 1st-4th Graders are picked up at their room by their parents using the kiosk security tag system.

☀️ Read and follow the safety and security procedures set by the church.

☀️ Pursue excellence in ministry responsibilities:

- pray
- BE PREPARED
- remember the children's names
- be at least 15 minutes early to class
- attend leadership meetings

☀️ Affirm children outside of church

- birthday cards
- ball games
- telephone calls
- special activities
- children's ministry activities

**I prayerfully commit myself to these expectations as I accept the position of**

\_\_\_\_\_ **for the upcoming year. Through my personal relationship with  
Jesus, I will seek to be found faithful as a *dawson kids* Investor.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Position \_\_\_\_\_ Time \_\_\_\_\_

***to God be all the Glory!***

## Parent Responsibility

We believe scripture teaches that family is the primary place for faith training. (Deuteronomy 6:4-9, Proverbs 22:6) Parents are ultimately responsible for the behavior of their children. We will expect parents to keep their children under control at church and make sure their children are under adult supervision while they are in the building. When under the supervision of a dawson kids investor, that volunteer will be expected to maintain order and direct appropriate behavior of the children in his/her care. If a child is not responsive to any of the outlined forms of correction, the child will be taken to his/her parents.

1st - 3rd Graders must be checked in using the security kiosks on Sunday morning and Wednesday evening. An adult must have the corresponding tag to pick up their children.

We asked parents that have not been screened and approved by the ministry staff to please NOT hang around in the classrooms. We will work with individual situations, should parents need to be present for a discipline issue.



## A Word about Correction

We believe that discipline should be primarily positive. We encourage parents and those who work with children to be quick to encourage and affirm positive behavior. We also encourage immediate and consistent response to negative behavior before it escalates into a serious problem.

If the parents are present, we will expect them to correct their children when they misbehave. We will also encourage other adults not to ignore a behavior problem when they see it. If someone else speaks to your child, please do not be offended or insulted. If parents are not present, the person in charge may respond by first speaking to the child and issuing a warning. If a child persists in the behavior, he may be denied a privilege or be isolated from the group. The last resource available to the worker is to take the child to his parents. (This procedure is outlined in the dawson kids Investor Manual) Since it is our conviction that parents are the appropriate persons to employ corporal punishment when needed (this is best carried out privately), any physical form of correction is considered unacceptable in the classroom or any other group setting. Those working with children and youth are permitted to gently restrain a child to keep him/her from hurting himself or another. Thank you for taking the time to read this brochure. Please discuss this with your children. We looking forward to serving your family.

These guidelines will be supervised and may be amended as needed.



## GUIDELINES FOR CHILDREN

WE LOVE CHILDREN

At the Dawson Family of Faith, we love children and count it a privilege to minister to them and their families. They are not only a vital part of the church, but they are the means by which the fame of the Lord's name will be carried to the next generation. We who invest on behalf of children and their parents take our responsibility seriously and want to do all we can to build faith into these children, provide a safe environment, and encourage parents. This responsibility and passion is what has inspired and formed these principles and guidelines for children at Dawson Memorial Baptist Church.

Minister of Children

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## Expectations of Children

Although behavior boundaries vary depending on the age of the child, the activities they are involved in, and where that activity takes place, most rules will fall under one of the four basic teaching goals we have for children at Dawson.

### 1. Respect for the Church Property

Children will be expected to treat the church building, furnishings, and equipment in a way that honors the Lord and to use those things in the way that they were intended. Specifically, children will be encouraged to walk on floors, not on pews, tables, or window sills. No writing on walls or furniture. Please place all trash in trash containers, not on the floor. Space and equipment should be left in the same or better condition than it was found. Children or their parents may be asked to accept responsibility for accidental or intentional damage to church property or equipment.

### 2. Respect for Adults

We want the children at Dawson to honor the adults in the church with respectful speech and behavior. Sassing or defying the instruction or correction of an adult are examples of what is considered disrespectful.

## WE VALUE SECURITY

1st - 3rd Graders must be checked in using the security kiosks on Sunday morning and Wednesday evening.

An adult must have the corresponding tag to pick up their children.

## Sick Policy

### When Children Should Not Be Brought to Church

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

- **Fever - currently or within 24 hours**
  - Vomiting or Diarrhea
- **Indication of scarlet fever, German measles, mumps, chicken pox or whooping cough**
- **Common cold - from onset through one week**
  - Sore throat
  - Croup
- **Any unexplained rash**
- **Skin infection - boils, ringworm, impetigo**
  - Pink eye or any other eye infection

If a child has had the following communicable illnesses, he/she will be readmitted to Dawson kids care as indicated:

- **Chicken Pox:** once all lesions are dry and physician has given permission.
- **Impetigo:** at least 24 hours after the start of medication. The child should see a physician again if there is no improvement in 48 hours.
- **Other skin infections,** such as boils, ringworm: following medical treatment; lesions covered.
- **Lice and Scabies:** following medical treatment; free from nits.
- **Conjunctivitis (pink eye):** at least 24 hours after the start of medication
- **Meningitis:** A written consent from child's pediatrician is required.
- **Other illnesses,** such as scarlet fever, German measles, rubella, mumps, whooping cough, diphtheria, polio, tuberculosis, etc.: A written consent from child's pediatrician is required.

### 3. Respect for Others

We will endeavor to provide a physically, emotionally, and spiritually safe environment for every child involved at Dawson.

Children will be encouraged to think before they speak and find encouraging things to say to others. Therefore, mean, crude, or hurtful speech or actions toward others is not acceptable. Children will also be expected to refrain from any negative physical behavior such as, but not limited to: hitting, spitting, running, and bullying.

Also, any behavior that distracts and takes attention away from the sharing of Bible Truths with the students in the class will be addressed as stated in the "Word About Correction" portion. We strongly believe that every child has the right to hear what God wants to tell them through His Word and lesson in our Dawson kids classes.

### 4. Respect for Themselves

We will encourage children not to act in ways that will put their bodies or their faith at risk.



The mission of the Hearts & Hands Ministry at the Dawson Family of Faith is to love and serve God by facilitating children with special

needs and supporting their families to be faithful servants of

Jesus Christ. If you have a child with

special needs, we would love to talk further with you about our Hearts &

Hands Ministry.

# General Polices

As an INVESTOR serving in **dawson kids** and reaching out to those beyond the church, you agree to be “above reproach” so that the world will see, hear, and respond to the grace of Jesus Christ; and you agree to seek a careful, exemplary Christian lifestyle to encourage other believers and strengthen the church.

You desire and agree that the following statements describe your character as a Christian who desires to serve others:

1. I have made a commitment to Jesus Christ as my Lord.
2. I am a member (or am actively pursuing membership for duration of 6 months) at our church.
3. I will serve in harmony with the policies and statement of faith of our church.
4. I support the church with my time, money, and loyalty, including participating in the ministries and worship services on a regular basis.
5. I am known for a dedicated Christian life, according to the standards of God’s Word, and I purpose to put any sin out of my life so that my influence to others might be helpful and not a hindrance (Romans 14; 1 Timothy 3; Titus 1).
6. I am committed to unity, church teamwork, and biblical respect for church leadership (Philippians 2:1-4; Hebrews 13:7, 17).
7. I recognize, accept, pursue, and hold in highest regard the biblical instruction concerning family and marriage responsibility (Ephesians 5:22–6:4; Colossians 3:18-24; 1 Peter 3:1-7).
8. I am careful even in areas of Christian liberty or where the Bible is silent.
9. I will not use my investor ministry position to further my own interests.
10. I will be genuinely interested in everyone that I serve.
11. I will respect the privacy of the people I serve, and hold in confidence information obtained in the course of my service.
12. I will also respect the privacy of fellow workers, leaders of various ministries within the church, and the church itself.
13. I, upon completion of my service, will continue to respect the privacy of and maintain confidentiality about those I ministered to, fellow workers, and the church.
14. I will treat my fellow workers with fairness, courtesy, and good faith.

15. I will not exploit the trust of those I serve, my fellow workers, or my supervisors.
16. I will not engage in or condone any form of harassment or discrimination.
17. I will extend respect and cooperation to my fellow workers, my supervisor, and to the leadership of the church.
18. If I know that a fellow worker has violated biblical standards, I will follow the biblical principle of bringing this directly to that person's attention. If this fails to change his or her behavior, I will take the next step and ask one or two others to confront the person with me. If this also fails, I will discretely bring the violation to the attention of church leaders.
19. I will accurately represent my training, experience, skills, competencies, and gifts as they relate to filling a ministry position.
20. I have total commitment to provide excellent ministry wherever God calls me to serve.
21. I will continually assess my own personal strengths, limitations, biases, and effectiveness.
22. I will seek assistance for any problem that impairs my ability to serve in this ministry.



# General Safety

**dawson kids** strives to ensure an environment where members and visitors of all ages feel safe and secure. Just as the employees in a place of business are on the front-lines of ensuring the safety of customers, the investors of the children's ministry serve on the front-lines of ensuring the safety of those we minister to.

**\*\*\* All emergencies will follow Dawson Emergency Action and Recovery Plan. (enclosed in booklet) Each dk investor will be required to read *ERP* to ensure that each Investor has a working knowledge of what to do in an emergency.**

## General Guidelines

In general, as an investor, you should strive to:

- ♣ Serve using good and common-sense safety practices.
- ♣ Refrain from unsafe acts that might endanger yourself, the people you serve, or those who minister with you.
- ♣ Report any unsafe situations or acts immediately to your supervisor.

In addition, please note the safety procedures in the following specific areas.

## Fire Prevention

- ♣ Turn off electrical equipment when not in use.
- ♣ Notify your supervisor of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.

## First Aid

- ♣ First-aid supplies are located in many areas of the church building. There is a small first aid kit at the dawson kids greeter stand and a larger one in the resource room.
- ♣ In the event that an injury occurs please notify the Minister of Children and you will be directed to fill out an Incident Report Form.

## Bathroom/Water fountain

- ♣ My preference is that we teach children to go to the bathroom before/after class and not interrupt the lesson to leave the area.
- ♣ In the event a child **MUST** leave the room for the bathroom, please make sure an adult escorts them to the bathroom.

# Keeping Children Safe

Our desire at **dawson kids** is to draw people to Jesus. This includes even the youngest children who attend our church. We take our responsibility to care for children very seriously. These guidelines are intended to provide a safe and nurturing environment where children can come to a growing relationship with Jesus Christ.

It's important for investors who work with children to see themselves as partners with parents, seeking to provide quality care and instruction in the ministries and programs of our church. Our guidelines are designed to protect and promote faith formation for each child (and each adult investor) involved in **dawson kids**.

Everyone who teaches, helps, or cares for children must agree to follow these guidelines. They represent minimum requirements; leaders of individual programs may develop additional guidelines as appropriate to the ministry setting.

## **Architectural precautions (1<sup>st</sup> through 5<sup>th</sup> grade)**

- ♣ Doors will be open or windows left uncovered so that the view into a classroom remains unobstructed.
- ♣ Children will use bathrooms and water fountain located in their hallway and a teacher escorts them, but does not enter the bathroom with them.

## **Child Security Policies**

*Drop-off Policy*—Children should never be dropped off in a classroom without the teachers present. This is the responsibility of parents. Teachers need to be in classes a minimum of **15 minutes** before class begins.

## **1st-4th Grade Security Procedure:**

All **1st- 4th Grade** children will need to be signed in by a parent using the security kiosk tags.

*\*\*\* We will offer a release program for full-time Sunday teachers who need their children released.*

The adult who is picking up their child **MUST** have the corresponding tag matching the tag that was placed on the child upon arrival to class.

If a child comes to class without a parent please bring them to the greeter stand and a greeters, or Minister to Children will take them to their parent to get them signed in properly!



This system WILL NOT work if you don't help enforce the rules for pick-up. If the adult does not have the tag with the corresponding number, have them go retrieve it before picking up the child. \*Remember, you may be unaware of custody situations and although you may know the parents, ONLY release the children to the adult with the tag.

It's simple...take the tag from the adult and the tag from the child match numbers stick them back to back and then throw them away!

Children in 3rd – 5th grade will be released on their own unless parents inform teachers otherwise.

**\*\*\*No matter what the age...please stay with a visitor until they meet up with their parents!**

*Restroom Policy*—Workers should take children to the restroom in groups, but never enter the bathroom with the child. Make sure another adult is present if you need to assist the child in private, otherwise assist them in the hallway. **Encourage parents to take their children to the restroom before class begins.**

***Please note:*** Never be alone with a child in the stall of a restroom with the door closed.

### **Classroom Supervision Guidelines**

The Minister of Children will approve teachers and workers. All willing investors will fill out a Dawson Child Protection Policy to be kept on file. All must sign and adhere to guidelines and agree to undergo a background check.

If a student or parent makes a complaint regarding a teacher or a worker, the Minister to Children will review the incident and discuss it with the investor involved. Parents will be notified of any actions (such as additional training, leave of absence, or termination) that results from the complaint.

# Discipline Policy

The goal of our church's children ministry is to foster a sense of both fun and learning. Often, discipline can be handled by redirecting the child or teenager to a more constructive use of time and energy. Keeping the learning environment active and fun will usually eliminate the need for a lot of discipline.

However, children must also understand that sometimes it is necessary to listen to lessons, instructions for an activity, etc. It's important not to disrupt classroom times because that takes away from the fun and learning of fellow students.

When "discipline" is necessary, all interaction will carefully consider a child's integrity and fragility. All children will be treated with gentleness, respect, and understanding. **Physical punishment will never be used.**

## **When discipline is needed follow these steps:**

**First Offense** – Give the child a warning.

**Second Offense** – One investor take the child into the hallway and explain in a gentle manner why their behavior is inappropriate. This is a great time to point them to God's Word. Before re-entering the class, pray with the child asking and seeking God for direction and control.

**Third Offense** – Bring the child to the Minister of Children. After discussion with the child and investor the Minister of Children will take action with the parents, if needed.

If a child uses foul language, injures other children, or does anything to affect another child in a negative way, the incident will be discussed with the child. (see Behavioral Guidelines) The teacher or Director of Children's Ministries will decide if the child will be allowed back into class or if further action should be taken. If injuries do occur to another child, be sure to fill out an incident report form.

### **Staffing and Supervision**

For the safety of children and for the protection of investors, at least two adults should be present in each classroom, except in the event of an emergency.

Doors should be open whenever possible to allow for easy viewing of the classroom. In no case should windows of classrooms be covered. Supervisory staff will routinely check on classrooms. Parents are also welcome to check on their children's classes, but should try to do so in a discrete way so the flow of the class isn't disrupted.

# Substitute Policy

When you find yourself in need of a sub, please look first at the other teachers in your class to cover in your absence. If you are still in need of extra help in that class, please let danielle know **at least a week ahead** so she can find a screened/approved volunteer.

It is understandable that emergencies come up and last minute calls might need to be made, but if you know in advance you are going to be out, please work diligently to have your spot filled.