

[YOUR CHURCH OR CM LOGO]

**[YOUR CHURCH NAME]
CM "MINI POLICY MANUAL"**

[YOUR CHURCH NAME]
CHILDREN'S MINISTRY "MINI MANUAL"

TABLE OF CONTENTS

ANTI-HARASSMENT POLICY	3
"NEVER ALONE" POLICY	3
SICK CHILDREN	4
CHECK-IN / CHECK-OUT POLICY.....	4
RESTROOM POLICY	4
APPROPRIATE TOUCHING POLICY	5
CLASSROOM CONTROL / DISCIPLINE POLICY	5
ACCIDENTS / INJURIES POLICY	8
EMERGENCY SITUATIONS POLICY	9
BLOOD AND BODILY FLUIDS POLICY	11
SECURE CLASSROOMS POLICY.....	11
TAKING A CLASS OUTSIDE.....	11
CHILD EVANGELISM POLICY	12
SCHEDULING A SUBSTITUTE	13
USING AND ENHANCING THE CURRICULUM	13
THE USE OF VIDEOS	14
SNACKS AND CANDY	14
APPENDIX.....	15
REASONS AND SUGGESTED DISCIPLINE FOR INAPPROPRIATE BEHAVIOR	15
SIGNS OF COMMON ILLNESSES	16

[your church name]
Children’s Ministry “Mini Policy Manual”

[Your children’s ministry vision statement]

We will do all we can to direct children to God! The ministry programs and environments are just “shells” of the ministry. It is the called and equipped children’s ministry (CM) team members who are the “heartbeat” of the ministry! We will do all we can to correctly recruit those who are called and appointed by God to serve in the CM. We will do all we can to place those team members correctly within the ministry. We will do all we can to equip, train, and empower each team member to serve fruitfully in an area of the ministry that reflects his or her spiritual gifts, abilities, and interests.

We know that the enemy is against what we do here. We know that he is “...prowling around...looking for whom he might devour.” (1Peter 5:8) Jesus challenges us to be “...shrewd as snakes, and as innocent as doves.” (Matthew 10: 16) These policies and procedures are designed to protect the children, the team members, and *[your church name]*. These are excerpts from the larger CM Training Manual.

Anti-Harassment Policy

[your church name] expects all ministry volunteers to accomplish his or her work in a professional and businesslike manner. Harassment of any form is unlawful discriminatory behavior, and is not permitted—regardless of relation-ship. Specifically forbidden is harassment of a sexual, racial or ethnic nature.

Harassment includes unsolicited remarks, gestures or physical contact, and display or circulation of written materials or pictures derogatory to gender, race or ethnic groups.

Engaging in any act which discriminates against another ministry volunteer because of race, color, national origin, sex, age, disability or any other basis prohibited by local, state or federal laws, will not be tolerated. Sexual harassment is improper and illegal and is grounds for immediate dismissal.

Any ministry volunteer who experiences conduct of this sort, or feels that his/her work environment has become a hostile or offensive place to work, should immediately bring the matter to a supervisor—concerns will be investigated promptly by a pastor. No ministry team member shall suffer retaliation for reporting such concerns.

“Never Alone” Policy

In order to protect the children, our team members, and *[your church name]*, **no adult, youth volunteer, or any other CM team member will ever be alone with children.** If you feel that your current ministry situation may force you to be alone with children, contact your coordinator or a member of the CM leadership team for assistance.

Sick Children

PRAY for God's divine and gracious protection of your students and yourself each week before service.

Do not accept obviously sick children into your class. Understand that the parents may need or want some “relief” from caring for their sick child, so be gentle when you advise them of our policy. Invite them to sit in the overflow area while they care for their child. If needed, remind them that this policy is to protect other children from becoming sick as well. If you need assistance, or if the parent wishes to discuss the policy further, contact your coordinator or another member of the CM leadership team.

If a sick child is checked into your class, isolate the child, and ask your coordinator or a member of the CM Leadership team for help. The parent should be called to come and pick up the child.

Check-in / Check-out Policy

1. No child will be permitted to enter a CM classroom or ministry environment without first being checked in by his/her parent or legal guardian. The parent or legal guardian will be issued a redemption label, which will be turned in to check out the child.
2. Only a person, 18 years or older, with the child’s matching redemption label will be permitted to check out a child from a classroom or ministry environment.
3. If a parent or legal guardian has lost the redemption label, he or she must show a valid picture identification (such as a driver’s license) before the child is released.
4. **No child will be released from a classroom or ministry environment apart from this process.**

Restroom Policy

1. Refusal to let a child use the restroom is a form of abuse. Going to the restroom is a right not a privilege, and telling a child he or she may not go is illegal. If a child says that he/she needs to use the restroom, permit it. You may limit trips to the drinking fountain to one trip per child per service.
2. There should be “Hallway Assistants” in the hallway during each service. If a child needs to use the restroom, make sure you make verbal AND eye contact with a Hallway Assistant **first** before releasing the child to the Hallway Assistant.
3. **Remember to obey the “Never Alone” rule!** If children need to be taken to the restroom, ask for help, or use the “Hallway Assistants” if they are available. If there is no Hallway Assistant in the hallway, don’t release the child. Don’t go to the restroom alone with the child, and don’t leave your teammate alone with the children who remain in the classroom!
4. Men may **not** take little girls to the restroom. Women and older girl youth volunteers may take boys and girls, but must leave stall doors open when assisting a child. If there are no Hallway Assistants, ladies, or older girl youth volunteers to assist the girls in your classroom, ask a member of the CM Leadership team for help.

5. NEVER ask the entire class, "Who has to go to the restroom?" - You can bet they all will.
6. Kids should not make going to the restroom an excuse to leave the room. Do not deny a child from going, but if the child needs to use the restroom frequently, talk to the parent, your coordinator or a member of the CM Leadership team.

Appropriate Touching Policy

We have a strict policy that must be enforced at all cost. Not because we do not trust men, but because we live in a world where parents are extremely protective. Who can blame them when we read of children being abducted and molested all the time; where every city has scores of registered offenders, and you hear of incidents even within some churches. Parents want to know that we respect their wishes and enforce these kinds of policies. The parent who is new to our facility doesn't know you, and will not be comfortable with their little child cradled on your lap. Therefore, the responsibility of calming an upset child by placing him/her on a lap must fall **in the hands of the ladies**. Because many parents are leery of physical displays of affection always use wisdom in dealing with any situation where there is body contact. So for your protection there are some set rules that you must follow:

1. Men may not hold children in their laps. Lifting a crying child and carrying him or her in your arms is acceptable for a man when dealing with very young children only.
2. We refrain from kissing children; if they attempt to kiss us we offer them our cheek.
3. We never tickle children; this can easily be misread.
4. Full-body hugs are inappropriate – little ones will hug you and that's okay as long as you keep it short and sweet. You should give side-to-side hugs as an alternative to full-bodied hugs.
5. Do not single out specific children to be overly affectionate with. All the students you minister to are precious to the Lord and should be to you.
6. Never go anywhere alone with a child—take at least one other child along.
7. If you ever have any cause for alarm, please report it to the office immediately.
8. Men never change diapers or assist children in the restroom.

Classroom Control / Discipline Policy

1. Definition of Discipline - (The American Heritage Dictionary, Houghton Mifflin)
 - A. Training that is expected to produce a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement.
 - B. Controlled behavior resulting from such training.
 - C. A systematic method to obtain obedience.
 - D. A state of order based upon submission to rules and authority.
 - E. Punishment intended to correct or train.
2. Why Discipline
 - A. We discipline children because we love them. Our Heavenly Father disciplines us for that very same reason according to Proverbs 3:11,12. The goal of all discipline is stated

clearly in Hebrews 12:9-11 - that we might respect God, share in His holiness, and partake in the peaceful fruit of righteousness. The following people will be affected by discipline in the ways mentioned:

- B. The Child - Discipline will drive out foolishness and deliver his soul from Sheol (hell).
- C. The Teacher or Leader - Discipline opens the doors to learning (Proverbs 1:7).
- D. The Parents - Discipline gives them children that they can be proud of (Proverbs 17:25).

3. Two Types of Discipline

- A. Preventative - When you lay down a few simple rules and go over them with your students at the beginning of your class time, they understand what is expected of them and you have less problems. Why? It's like the kids on the playground next to two busy streets. The playground did not have a fence. Their teachers noticed they stayed huddled against the building and finally figured out that they needed a boundary to feel safe. As soon as a fence was put up the kids played all the way out to the boundaries of the fence. Kids not only need boundaries, they want them.
- B. Consequential - This is discipline that is given after the fact. Though there is nothing wrong with teaching kids the consequences of inappropriate behavior, many times the inappropriate behavior is avoided all together if the child understands the set boundaries. You will find that many kids police themselves when they understand the rules.

4. Results of Discipline

The results of discipline depend upon many things: the circumstances of the problem, the method of discipline, and the feelings prevalent afterwards. The results fall into two major categories:

- 1) Negative - If discipline is administered wrong, or received wrong, the negative result will be increased anger on the part of the child. This anger may drive the child to increased problems. (Ephesians 6:4)
- 2) Positive - If discipline is administered correctly, and received with a repentant heart, the result will be a change of attitude, action, or speech. The goal of discipline, as was mentioned before, will be seen when discipline is done according to the Lord's guidelines. (Hebrews 12:9-11)

NO TEAM MEMBER UNDER ANY CIRCUMSTANCES WILL SPANK, YANK, PULL, BELITTLE OR YELL AT A CHILD!

We believe in spanking as a Biblically sound method of discipline when administered in love. However, it is the **parent's** decision to use this method - we do not!

There is no biblical basis whatsoever for yelling or belittling anyone, much less a child. This will not be tolerated in the CM - prompt action will be taken if we hear of this.

5. General Discipline Guidelines

- A. Earn respect by showing care, love and interest.
- B. Discipline the action not the child.
- C. Don't ever miss anything - your standards should be consistently supported.

- D. Don't use Scripture as a discipline tool - the scriptures can and should be used to correct, reprove and train (II Timothy 3:16), but they shouldn't be used as a whip. The scriptures should bring healing, not sadness. Your attitude is the deciding factor. Let God give you wisdom.
- E. Reinforce love after discipline - the child will have a certain amount of fear that you don't love him or her anymore. You need to reassure the child that you do love him or her throughout the whole process, and especially after the discipline measure is done. Be sure not to show physical love until after the child has had 1 or 2 minutes of reflective time because he or she will like the discipline because he or she gets hugged. He or she needs to have a certain amount of discomfort for the discipline to be meaningful. Reassure the child verbally during the reflection time.
- F. Discipline Privately / Compliment Publicly - don't let the discipline ever publicly embarrass the child. Always deal with the child privately. Don't make an example out of the child. Compliments should be the only public use of a child's name.
- G. Speak to parents - if you want a parent to love you, love his or her child. Don't run to the parent for every little thing. Build a sense of camaraderie between you and the child by keeping certain "small" one-time offenses just between you and him or her. However, if a pattern exists (repeated offense) it could be to your advantage as well as the child's to gain some insight. You may address it like this:

"Hi, Mr. or Mrs. _____. I just want to tell you how much I love having Joey (fictitious name) in my class. He's a really bright little boy. You know I've been having a little problem that I'm not quite sure how to handle. (Explain the problem.) Is there a problem I can be praying for or something you do that works? I would love to help in any way I can."

You will get a much better response with this kind of questioning.

6. Classroom Control

Keep in mind that if the children are busy, secure in your authority and love, sure of the classroom rules, and interested, you will have fewer discipline problems.

A. Ingredients of Control

- 1) Confidence - You as the teacher must feel sure that God called you and is with you. You should feel excited about teaching.
- 2) Preparation - Knowing the curriculum and class schedules is essential if you are to have a productive classroom time.
- 3) Be on time - If you're not there to greet the students and take control, you can bet someone will, and it won't be the most spiritual child.
- 4) Authority - You should greet children in a friendly manner, but still keep a "professional distance." Don't become their buddy. You are in control (with God's help) not the students. You should have a "stern face" and a "happy face", but remember to love with both.
- 5) Clear rules - Weekly remind your students of the things that "drive you crazy" by having students repeat the rules. This takes about 3 minutes, but will save you and the children from frustration. Be serious, but don't scare them.

- 6) Consistent discipline - Don't be "wishy-washy" when it comes time to reinforce a classroom rule. Be consistently firm. Never belittle a child, but never let him or her get away with any broken rule.
- 7) A flowing class session - Don't let things "bog down" or slow down. You should keep the pace of the class moving. Keep children interested and busy. Remember their attention span is about 1 minute for each year of life (a 5-year-old would have a 5 minute attention span). If children are busy, they don't have time to be a problem.

7. Suggested Discipline Measures For Your Particular Age Group

Although you should consider each discipline need separately before you react to it, it is very important that you have a plan of attack for some typical problems. You should know what you will do when children talk without permission, etc., and they should know this too. Be careful not to do anything that will keep a child from hearing the word taught in the lesson. Because the teacher is usually busy doing the lesson, the assistant will, in most cases, handle problem areas.

- A. Use "the LOOK"
- B. Move the child to the front of the class and away from his "mischief" buddy or distraction.
- C. Take him or her to the back of the classroom and talk to him/her. **Do not leave the room with the child** – this would break the "Never Alone" rule.
- D. Make sure the child understands for what he or she is being disciplined.
- E. Pray with the child.
- F. When all else fails, ask your coordinator or a member of the CM Leadership team for assistance.
- G. See "Reasons and Suggested Discipline for Inappropriate Behavior" in the Appendix.

Accidents / Injuries Policy

Dealing with the rambunctious and sometimes unsteady group called children should make you prepared for the inevitable. So in the event of an injury or sickness, please give attention to the following: (Remember, if you panic the students in your area or classroom will do the same. So pray and remain calm.) If a child tells you he or she is sick or shows signs of being sick bring him or her to the office immediately where we can make an evaluation and decide the best course of action for the child. Never take what a child tells you lightly—better to err on the side of caution than to err and be wrong. Be careful to abide by our policies and procedures; this is for your protection, the protection of the students, and of *[your church name]* as a church.

1. NEVER give a child medication such as aspirin, throat lozenges, antacids, etc. The child may have an allergy to something in the medication. We are restricted by law from administering any form of medication. Don't try to diagnose a problem – ask your coordinator or a member of the CM Leadership team for help. The parent of the sick child should be paged or texted to pick up his/her child.
2. Use only water to clean scrapes or cuts.

3. If you have a child that has bitten another child, try to isolate the “biter,” and ask your coordinator or a member of the CM Leadership team for help. The parents of both children will be paged or texted. An “Accident Form” should be filled out and the parent of the bitten child should be given a copy.
4. If a child or coworker has a bad fall; has injured his or her head, back, neck; or is unconscious, DO NOT attempt to move, have him or her stand, sit, or walk—leave him or her lie right where he or she is. Contact your coordinator or a member of the CM Leadership team for help immediately! If you have a radio nearby, contact security.
5. **USE RUBBER GLOVES FOR HANDLING SITUATIONS WHICH INVOLVE BODY FLUIDS!**
6. Make sure you fill out and sign an "Accident Form" before you leave, for any accident or injury, no matter how insignificant you may feel it is. Instructions for filling out an Accident/Incident Form are attached to the form. You should have the parent give you his or her complete address and phone number for the top portion of the form. The parent will sign the bottom of the form. Make sure you give the parent the pink copy for his or her records. The white and yellow copies should be given to your coordinator or a member of the CM Leadership team.

Emergency Situations Policy

1. Fire

- A. As soon as you hear a fire alarm you need to line your students up and grab your classroom sign-in sheet.
- B. You should immediately exit the building. **Refer to the evacuation diagram in your classroom.** Do not worry about the children who are in the restroom. Notify the Hallway Assistants or a member of the CM Leadership team that you have children in the restroom. Your number one concern is to move your classroom out as orderly and as quickly as possible. Do not overreact; instead play down the seriousness of the situation, so your children remain calm.
- C. Everyone MUST exit the building—whether or not the alarm stops. If anyone announces that you may re-enter the building keep evacuating; don’t listen to any other direction. A fire can quickly cause problems with the electricity, which may directly affect the alarm system. You MUST always assume an alarm means there is a real danger—not the opposite.
- D. Hallway Assistants, Department Coordinators, all members of the CM Leadership team, and extra leadership staff will immediately go to the nursery room to assist in moving the infants out of the building.
- E. Classroom team members should do a roll call and count the students to make sure every child is accounted for according to the sign-in sheet. If anyone is missing a team member should advise a security person, pastor, Hallway Assistant, Department Coordinator or a member of the CM Leadership immediately. These people will be carrying portable radios.
- F. Only when the buildings are completely empty (all classrooms, bathrooms, etc. are checked) and no one is left inside can there be a decision that there is no longer any danger.

- G. You will not be permitted to re-enter the building until an “All Clear” is given. The fire department, supervising pastor, or members of the CM Leadership Team are the only people who can give an “All Clear” to re-enter the building.

2. **Earthquake**

Some earthquakes are so small you can't feel them, but the fact remains we need to be ready and informed so we know what to do if we are ever in a situation where these children's lives depend on our quick response.

- A. When you feel the shaking begin you need to calmly instruct your children to get under a chair or table and hold onto the legs (tell them to make sure their heads and backs are under the chair or table). They have a better chance of survival if this area of their body is protected.
- B. As soon as the shaking stops you should wait for an announcement on how to proceed. You will either be told it is safe to remain in the buildings or to evacuate the buildings. If you are instructed to evacuate, **follow the directions on the evacuation diagram in your room**, and make sure to bring your check-in sheets with you. Parents will be anxious to pick up their children. We will need to remain calm and make sure all children are accounted for before releasing them. Likewise, you will most likely have children of your own in other classrooms or locations; we will count on you to stay at your post until you are no longer needed.
- C. Hallway Assistants, Department Coordinators, members of the CM Leadership team, and extra leadership staff will immediately go to the nursery to assist in moving the infants out of the building.

3. **Terrorist Threat** –

It's hard to even conceive that anyone would want to come to a church for the sole purpose of targeting people, but the fact is more and more churches are being attacked each year. We must be prepared to save as many lives as possible through strategic planning and preparedness. The following procedures must be followed:

A. **INSIDE The Building**

- 1) If you notice anyone with a weapon of any kind on the grounds – Alert security and PRAY!
- 2) If you're in the classroom, immediately close and lock your classroom doors, **turn off your lights**, and limit your movement.
- 3) Try to get all the children out of the line of sight of windows and doors if possible. Remain quiet, because the children may not understand, try to make a game of it, which will help to calm them down.
- 4) If you have a cell phone, immediately call 911. Do not assume someone else has already done so.
- 5) Continue these actions until given the all clear by church security.

B. **OUTSIDE The Building**

- 1) If you're on the playground or anywhere outside, immediately proceed to the closest indoor facility that is away from the intruder with intent to inflict bodily harm.
- 2) Send a team member ahead to make sure that the area is clear to proceed. Never head in a direction where the intruder might be.
- 3) Above all pray and use common sense.

Blood And Bodily Fluids Policy

1. Wear rubber gloves when assisting a child—whether he or she is sick, in the restroom, or if you are changing diapers, etc. Wash hands after changing a child
2. Wear gloves when assisting a child that has been hurt. Also, wear gloves whenever blood or other body fluids are present. If you can't find rubber gloves, contact your coordinator or a member of the CM Leadership team.
3. Wash your hands thoroughly after changing a child, assisting a child in the restroom, or dealing with blood or bodily fluids.
4. Change bedding after each use by a child in the Nursery area.

Secure Classrooms Policy

1. **EVERYONE** who works with the children is required to wear a photo I.D. badge while serving, no matter what department you are serving in. You will not be permitted to be with the children if you are not wearing a badge. See your coordinator or a member of the CM Leadership team if you lose your badge.
2. You may not use family members as assistants in the classroom unless they have been screened and approved, or unless they are an approved youth volunteer. No one under the age of 11 can serve in the classrooms. (Youth wishing to become involved in ministry **MUST** begin in our youth volunteer program. These youth must be at least 11 years of age to begin the program.
 - A. If you have a visiting adult family member who would like to sit in your classroom, he or she may do so, but must see the CM Director or Assistant Director for clearance. He or she will need to bring his or her driver's license. We hold on to the driver's license during his or her stay in the classroom.
 - B. Though we discourage it, visiting children may go with a sibling for one week only. However, they must go in the younger age or grade level. If the age gap is too great we will not permit much older children to go into younger children's classrooms for liability reasons.
 - C. A parent may remain in the classroom with a child as long as he or she has been cleared temporarily (see point "B" above). The parent will be issued a "Visitor Pass." He or she should **NEVER** be allowed in a class without a visitor pass, and should **NEVER** be allowed to take children outside the classroom for any reason, especially to the restroom. You should carefully observe persons with a visitor pass in your area.

Taking A Class Outside

During warm daylight hours, you may wish to take your class outside. We permit this **under certain circumstances** as long as you follow the following procedures:

1. **No children will be permitted to go outside after dark.** If the sun is down, you must keep your class inside the building. (Unless there are plans for this outside activity and we have rented lights for the event.)

2. The Hallway Assistants, coordinator, CM Director or Assistant Director must be informed of your plans to take the children outside **before you go outside.**
3. You must take your check-in sheets outside with you. These will be valuable if there is an emergency while you're outside.
4. You must take a two-way radio outside with you, and give a radio to a Hallway Assistant before going outside. Make sure both radios are on and working before you go outside. Leave the volume "up" while outside. (It might also be permissible to use cell phones in this situation. Check with the CM Director or Assistant Director to do this.)
5. **Do not let the children walk or play in the parking lot areas.**
6. Make sure you bring your children back into the classroom at least 10 minutes before the end of the service (to be ready for check-out). If the service gets out early, you will be asked to return to the classroom via your radio (or cell phone).
7. Once you are back in your classroom, let the Hallway Assistants, coordinator, CM Director or Assistant Director know that you're back. Return the radio to its charging station as soon as you can.

Child Evangelism Policy

We strongly believe that children can understand the Gospel message, and are able to make a personal decision to follow Jesus. We believe that God's plan for "evangelizing" children is found in Deuteronomy 6: 4-9 in which He clearly states that it is the parents' responsibility to raise their own children "in the Lord." We do all we can to support the parents as they inspire their own children's spiritual development.

1. Everything we do in the CM is designed to teach the Bible and to inspire the children to "hunger and thirst" for a closer relationship with God through Jesus.
2. We use a biblically sound curriculum that assists us in teaching the Bible to the children. We believe that the CM team members are the "living Bible curriculum." The children will learn much about God, Jesus, and the Bible by the team members' behavior, words, and "heart" within the classroom.
3. We challenge the CM team members to be "salt" and "light" to the children (Mt. 5: 13-15), and to do all they can to increase the children's "thirst" for a growing, personal relationship with God. This "saltiness" should result in good conversations with the children about God, Jesus, and life in general. The team members should do all they can to inform the parents regarding their child's questions, conversations, and interest in spiritual matters.
4. We will not hold all-class "altar calls" or public invitations. We have this limitation due to our alignment with [your church name]'s policies, as well as to protect the children from the "peer pressure" of others' decisions. Since we believe that the decision to follow Jesus should be a personal decision, we do all we can to prevent an environment in which "public pressure" affects a decision.
5. If a child asks a question about his/her relationship with Jesus, or about any other subject, the classroom team members should do all they can to answer the child's question. Since we are in partnership with the parents, the team members should inform the parents about any serious spiritual interests. This can be done by simply saying to the parent, "Your child

asked an interesting question about _____ today. I answered the question by saying, _____. Let me know if you need any help in talking with him/her further about it.”

6. If a child wants to accept the Lord and become a Christian, this is the procedure that should be followed:
 - A. The child should be told, “That’s great! Let’s talk with your parent after class.” Then, at check-out, the parent should be told that the child expressed an interest in accepting the Lord. The team member should offer to assist the parent by praying with the child right then, or to simply be present as the child prays to accept the Lord together with the parent. **This decision shouldn’t be postponed. It should be carried out right away.**
 - B. If, when talking with the parent after class, the parent does not want to be a part of the child’s decision to accept the Lord, the team member should “take the initiative” and suggest that the child pray to receive Jesus right then. If the parent doesn’t want that to happen, the team member should gracefully support that decision while remaining available to help in any way. The team member may elect to give the parent his/her phone number for support.
 - C. After the child prays to receive the Lord, the child and parent should be given the “follow-up” material that the church or the CM has produced.
 - D. **We should do all we can to avoid praying with a child to receive Jesus apart from his/her parent.**

Scheduling A Substitute

1. Contact the “Substitute Coordinator” via email or phone. His/her contact information should be available through the Department Coordinator or from a member of the CM Leadership team. **It is best to contact the “Substitute Coordinator” as soon as you know you will be absent.** The later you contact the “Substitute Coordinator,” the more difficult it might be to find a substitute.
2. If you are the teacher for the service, let the “Substitute Coordinator” know.
3. Let your Department Coordinator know that you have contacted the “Substitute Coordinator” regarding your absence.

Using And Enhancing The Curriculum

The curriculum is chosen, and purchased to accomplish two major goals: to provide an approved plan for teaching the Bible, and to provide a foundation upon which the teachers can build a successful lesson.

1. You must use the curriculum provided unless otherwise permitted. If you wish to “veer from the curriculum,” temporarily (1 or 2 lessons max.), you must gain permission from your Department Coordinator before doing so. The Department Coordinator will communicate this plan to the CM Director.
2. You are encouraged to view the curriculum as “white rice.” White rice is somewhat “bland” without adding a sauce. The curriculum is somewhat “bland” without your own “sauce” that you add. You are encouraged to prayerfully consider how to make the lesson less “bland” through your own personal stories, object lessons, or added activities. You must teach the

Bible passage or story that is covered in the curriculum. If you want to “veer” from that lesson topic or passage, refer to #1 above.

The Use of Videos

(This is a sample policy statement. Your own church or CM should adjust it to suit your own setting or standards.) We strongly encourage increasing the “attraction” of the lesson by adding visuals, experiences, and activities. If you wish to show a video in your class (no matter what length) you must first get approval from your Department Coordinator and/or the CM Director before doing so. **This permission must be granted before the day of the class session.** No videos will be approved the day of the class, or just before the service.

Snacks And Candy

(This is a sample policy statement. Your own church or CM should adjust it to suit your own setting or standards.) We only permit sugary snacks or candy to be given out at “special occasions.” The coordinator, CM Director, or CM Assistant Director will give permission to give out sugary snacks or candy. When this is done, the sugary snacks or candy must be made available at the check-out tables so that the parents can decide whether or not to give these goodies to their own children.

Appendix

Reasons and Suggested Discipline for Inappropriate Behavior

Inappropriate Behavior:	Possible Reasons:	Suggested Discipline:
"Wild Man" Uncontrolled running, hyperactivity	Physical problem, diet, reputation dictates this behavior. Need for attention. Inability to cope with people.	PRAYER! Ignore, positive bouncing, hyperactivity bouncing reinforcement, attention without the need for discipline, class participation with problem (done when he is not in attendance), firm boundaries, love, physical touching (hand on arm, head).
"Talker"	Failure to see need not to. Possible loose home discipline. Inability to work on his or her own. Lack of interest in work or lesson.	PRAYER! Remove from friend, one-to-one conference with child to reinforce standards, positive reinforcement, give more practice on self-study, make sure the lesson is interesting (Holy Spirit).
"Big Deal Danny"	Religion has been pushed. Distaste for authority. Parental philosophy hangover. Religion is for "sissies" feeling, hard heart.	PRAYER! Lots of private attention, provide experience for him or her to excel in, show the need and use for learning. Be excited about others' excitement or work, but don't compare.
"Teacher's Pet"	Exceedingly high opinion of self. Always has been told how cute he or she is. Selfish, not taught the value of others. Everything that he or she has done has always been right or good. Sincere love for you - idolizes you. Excessive touching, etc.	PRAYER! Show healthy attention while showing the same to others, don't make concessions for him or her; don't call on him or her all the time. Give opportunities for failure and support when he or she does. Gently give barriers to excessive touching, etc.
"Thrower"	Lack of parental control, anger built up, lack of attention.	PRAYER! Quickly say "no" and take away article. Reinforce good behavior, give opportunities for good behavior, separate from toys, show more attention before problem arises, react consistently each time.

REASONS AND SUGGESTED DISCIPLINE FOR INAPPROPRIATE BEHAVIOR (CONT'D)

Inappropriate Behavior:	Possible Reasons:	Suggested Discipline:
"Willful Disobedience"	Problem with authority, challenge of authority, lack of respect for you, "strong-willed" child.	PRAYER! Separate from class and reinforce standards, express discouragement with actions, reinforce reason for following directions. If second offense, discipline with creative measures; third offense, seek God's guidance in re-establishing respect.
"Crier"	Fear, insecurity, established pattern, need for attention.	PRAYER! Lots of love, creative distractions, get involved with others, take a short walk outside, entertain for short period, then reinforce standard of involvement with class.
"Church Grown Child" (Grew up in the church, attends a Christian school, parents are involved in church and he or she has heard the Bible stories and has an "I know it all" attitude.)	Pride, parents are well known, and the child feels they deserve special treatment. Boredom.	PRAYER! Stress there is NO favoritism with God and obedience is required from us by the Lord. Try to redirect energy in helpful tasks (pass out papers, supplies, etc.) or small leadership.

Signs of Common Illnesses

ALLERGIES: (not contagious) Red swollen watery eyes, sneezing; headaches, spasmodic coughing, hives, rash, gas pains, vomiting, diarrhea, eczema, nose rubbing, or constant cold.

CHICKEN POX: (extremely contagious) Fever may appear one day prior to observance of skin lesion. Lesion is small, clear blisters about the size of a match head. Usually starts on face and scalp and moves downwards—often, behind ears and neck. Blister easily broken, quickly forms itchy crusts or scabs. Contagious until all lesions no longer ooze and are crusted over.

COLDS: Sneezing, running or stuffy nose, flushed cheeks, dull looking eyes, little appetite, may have slight fever or cough.

CONJUNCTIVITIS: (Pink Eye - contagious) Sore red eyes, with yellow discharge.

DIAPER RASH: (some are contagious) Small red pimples or patches of rough, shiny, itchy red skin. Pimples may develop white heads or become raw, end of penis may develop rash or ulcerate and bleed (rare). Diapers have ammonia smell.

EAR INFECTION: (not contagious) Infants become irritable, fussy, sleep short intervals, awake crying, and act hungry. He/she may pull at ears.

IMPETIGO: Starts as small runny blister, often on the face—sometimes very contagious. Develops into infected sore. Generally has light tan or Staphylococcus (staph) infection. Honey colored crust.

RINGWORM: Circular lesions, outer part slightly raised; intense itching and smarting (very contagious). Lesions may ooze; become secondarily infected.

ROSEOLA: (baby measles) Onset is abrupt - usually high fever for 3 days, restlessness, fretfulness, irritability or poor appetite. Does not appear contagious or seriously ill and may be playful. On the fourth day the fever drops to normal. Blotchy red rash appears on head and trunk. Lasts for 3 days. Fever convulsions may occur.

SCARLET FEVER: (contagious) Sore throat, fever, lethargic, loss of appetite, possible vomiting; fine pinpoint rash appears within 24 to 48 hours. Most noticeable under arms, abdomen and thighs. Face usually appears flushed and pale around mouth and tongue has strawberry-like appearance.

THRUSH: (contagious) Small white sores in mouth or on bottom. Severe rash - it can be quite sore.