

JBC Children's Ministry Handbook



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Mission Statement

“JBC's Children’s ministry strives to engage children with the life-transforming power of Christ through the written word, to equip them to live as children created in the image of God, and to employ them to serve their Creator and others.”

JBC Nursery/Toddler Teams Ages 0-2

Who’s on the Team: Children 12 weeks through 2 years old: Nursery and Toddler lead teachers and adult/teen volunteers. Nursery classroom to accommodate children 12 weeks to 12+ months of age, as deemed appropriate by the ministry coordinators. Toddler classroom to accommodate children 12+ months to 2 years of age, as deemed appropriate by the ministry coordinators.

Where Does it Happen: Jenks Bible Church Nursery and Toddler classrooms

What Happens: In the JBC Nursery and Toddler classrooms, we have a nursery lead teacher and a toddler lead who are in charge of leading our curriculum, and the overall schedule of the morning. Adult and/or teen volunteers will support the lead teachers as needed with lessons and activities as well as changing diapers as indicated by the parent/guardian.

General Schedule:

Because we cater crafts, activities, and games to the attention level of our little ones, time spent on each activity varies from week to week. Below is a general order of the morning.

- Welcome and Free Play
- Learning Time (Bible verses, Bible lesson/story, etc.)
- Small Group Activities
- Diaper Changes
- Snack Time
- Pick Up/Free Play

Check-in/out: Check-in begins at 9:50 AM.

- Greet each child and parent/guardian with a smile and helpful hand.
- Every child should be checked in and wear a name tag in a visible location, name tags available at the JBC Kids check-in kiosk. Parents will keep the matching name tag for check out. Children should only be released to an adult with the matching name tag.
- Each regularly-attending child has their own folder with important information about their needs and routines. Each folder's information should be completed by the parent and in the appropriate room for volunteers to access.
- Guests will need to complete a New Child Information Form and turn in before leaving their children with JBC Kids. See details for our first time guests on page 8.
- Cubbies and/or hooks are available to store the child's diaper bag or personal belongings. All items coming with the child need to be labeled by the parents, or have a check in sticker on them.
- For check out, parents must present the matching name tag of their child to ensure that all children are returned to the proper adult.

Diapering and Restroom Procedures:

Diapering

- Checked periodically to make sure that children are comfortable and clean
- All children should be changed before pick up.
- Done in a visible area
- Done by the designated nursery teacher or volunteer
- Changing table will be cleaned every time a child is changed.
- Always wear clean gloves and gather supplies before placing the child on table.

- Diaper will be changed, the baby's area cleaned with a wipe, and cream or lotion applied only if parents provide it.
- A fresh diaper will be applied and the child will be redressed.
- Old diaper will be folded, covered with a glove, and discarded. Other glove will be discarded at this time.
- For the protection of our volunteers and our children, only women may change diapers.

Toddler Potty-Training

- Teacher or volunteer supervises, but allows child independence.
- Open door
- Ensure proper handwashing
- For the protection of our volunteers and our children, only women should provide bathroom assistance.
- Inform parents of potty accidents, please check the folder to see if parents prefer to be notified immediately or upon check out.

Ten Minute Cry Rule: If infants or toddlers cannot be soothed by the volunteer team within 10 minutes, please let one of our coordinators know (via text) so parents can be notified.

Ministry Goals:

- Introduce faith to babies and toddlers through play, music and movement, and simple songs.
- Children learn that church is a safe and welcoming place.
- Volunteers model kind, compassionate, and nurturing behavior as babies and toddlers learn and grow through their experiences and interactions.

JBC Preschool Team Ages 3-5

Who's on the Team: Children ages three through five. Preschool lead teacher and adult/teen volunteers, this includes but is not limited to husband/wife teams, mother/daughter, mother/son, father/daughter, father/son teams.

Where Does it Happen: JBC Kids Preschool classroom

What Happens: In the JBC Kids Preschool class, we have a large-group format, meaning that our preschoolers complete the lesson, craft, and activities all together as one group. The Lead Teacher leads the lesson and runs the morning. Volunteers help with crafts, bathroom breaks, snack time, games/activities, and more! This area is characterized by active play where the Bible is taught through interactive story-telling via The Gospel Project, hands-on activities, and through our Bible Story videos and songs.

General Schedule:

Because we cater the preschool crafts, activities, and games to the attention level of our little ones, time spent on each activity varies from week to week. Below is a general order of the morning.

- Drop-off Activities (WOW bin, puzzles, etc)
- Opening Activities (Gospel Project activity sheets)
- Bible Lesson
- Craft
- Bathroom Break/Snack time
- Bible Story Video and Songs
- Closing Activities/Games

Check-in/out: Check-in begins at 9:50 AM

- Greet each child and parent/guardian with a smile and helpful hand.
- Every child should be checked in and wear a name tag in a visible location, name tags available at the JBC Kids check-in kiosk. Parents will keep the matching name tag for check-out. Children should only be released to an adult with the matching name tag.
- Each regularly-attending child has their own folder with important information about their needs and routines. Each folder's information should be completed by the parent and in the appropriate room for volunteers to access.
- Guests will need to complete a New Child Information Form and turn in before leaving their children with JBC Kids. See details for our first time guests on page 8.
- Cubbies and/or hooks are available to store the child's diaper bag or personal belongings. All items coming with the child need to be labeled by the parents, or have a check in sticker on them.
- For check out, parents must present the matching name tag of their child to ensure that all children are returned to the proper adult.

Bathroom Procedures:

- Be sure to ask parents/guardians if their child is potty training and mark the child's sticker.
- Please ask children if they need to potty during class time.
- There are bathrooms located in the classroom area, please leave the door cracked and/or unlocked as a child may need assistance.
- For the protection of our volunteers and our children, only

women should provide bathroom assistance.

- Inform parents of potty accidents, please check the folder to see if parents prefer to be notified immediately or upon check out.

Ministry Goals:

- Bring the Bible to life through imaginative/creative story-telling and interactive learning activities.
- Create a safe place for children to express their faith and offer an environment where children feel comfortable asking questions.
- Foster encouraging friendships and relationships
- To provide a safe, secure, loving environment for children to participate in and where parents feel comfortable leaving their child.
- To help children feel a warm sense of belonging to their church family and to ensure each child feels welcomed and wanted.

JBC Elementary Team Ages 6-11

Who's on the Team: Children ages six through eleven. Elementary lead teachers and adult/teen volunteers, this includes but is not limited to husband/wife teams, mother/daughter, mother/son, father/daughter, father/son teams.

Where Does it Happen: JBC Kids Elementary classroom

What Happens: Children will join worship in the auditorium with peers and family. Once back in the classroom, children will enjoy games, Bible

study, and life application of the Biblical themes they are learning through the Gospel Project curriculum. JBC Kids follows a large-group, small-group format in the elementary classroom. The large group time assures that all kids receive the same consistent message while the small group gives kids connection and community. The lead teacher will facilitate the lesson in a large group setting with assistance from our adult and/or teen volunteers. Following the lesson the lead teacher and volunteers will break up the children into no more than 5 to a group, this will be a time to share what they've learned, to grow in their relationship with God and others, and to give and receive love. Students will have Bible verse memorization as well as discipleship from our qualified teachers.

General Schedule:

- 9:50am – Check in begins, report to auditorium with family for worship once checked in
- 10:25am – New Friends, Birthdays, Announcements, Prayer
- 10:30am – Main Bible lesson/Bible Story video
- 10:55am – Split up into small groups for discussion
- 11:10am - Craft/Game
- 11:20am – Closing/Check out/Extra activity as needed

Check-in/out: Check-in begins at 9:50 AM.

- Greet each child and parent/guardian with a smile and helpful hand. Add children's names to the attendance clipboard as they check in.
- Every child should be checked in and wear a name tag in a visible location, name tags available at the JBC Kids check-in kiosk. Parents will keep the matching name tag for check out.
- Each regularly-attending child has their own folder with important information about their needs and routines. Each

folder's information should be completed by the parent and in the appropriate room for volunteers to access.

- Guests will need to complete a New Child Information Form and turn in before leaving their children with JBC Kids. See details for our first time guests on page 8.
- Cubbies and/or hooks are available to store the child's personal belongings.
- Following worship, the lead teacher and volunteer should meet children at the back of the auditorium to take them to the classroom.
- For check out, parents or siblings over 14 years of age must present the matching name tag of their child to ensure that all children are returned to the proper adult.

Bathroom Procedures:

- Permission granted to use facility.
- Teachers or volunteers will check to see if any other adults are already in the bathroom.
- Teacher or volunteer will make sure the door into the lobby area is locked.
- Do not assist a child unless there is an emergency.
- Inform parents of accidents/assistance, please check the folder to see if parents prefer to be notified immediately or upon check out.

Ministry Goals:

JBC Kids has a specific set of goals that we focus on in order to help our Elementary students transition out of the children's ministry and into JBC Youth, the middle and high school ministry. These goals include:

- Give the Elementary students their own ministry where they can go deeper in Biblical material.
- Allow students to ask the tough questions and investigate their faith through Biblical answers.
- For each child to know that God is real and that a personal relationship with Him gives meaning to life.
- Provide students a safe environment in progressing their Biblical knowledge and theology.

Safety & Discipline

The 5 "I Cans" of JBC Kids

Our "I Can" Statements allow our kids to take ownership of their time at JBC Kids each week and empower them to CHOOSE to do the right thing. Rather than describe all that the kids CAN'T do, these statements describe everything the kids CAN do and they clearly set out the behavior expectations we have at JBC Kids.

I Can Stay Safe – This statement covers everything from "keep your hands to yourself" to "don't climb on that table" and allows kids to take responsibility for their choices and actions.

I Can Listen – With our "I Can Listen" statement, kids know they are expected to listen to whomever is speaking, whether it is a leader up front or a friend in a small group.

I Can Learn – We want kids to know that JBC Kids is a place where they can learn more about Jesus, His story in the Bible, and how it applies to their lives today. This "I Can" Statement goes closely with listening and reminds kids that they will see, hear, experience, and sometimes even smell new things. Knowing this expectation of learning

from the beginning helps kids prepare their hearts and minds for what God has to teach them each week.

I Can Respect – We all know kids need reminders about what respect looks like. Respect is not talking when the teacher is talking. Respect is not talking to your friend during the lesson because then they can't hear. Respect is not making fun of someone. With our "I Can Respect" statement, kids are given a friendly reminder to be respectful in a positive way.

I Can Participate – Participation looks different based on the different activities we are doing, but it essentially means going with the flow and doing whatever we are doing at the time. If we are worshiping, participation looks like standing and singing praises to God. If we are playing a game, participation looks like joining in and supporting your team. If we are having a lesson, participation looks like sitting quietly and listening to what the teacher has to say. The most important aspect of this "I Can" Statement is having FUN! When kids participate, they have more opportunities to have fun. Yes, it is a place of learning, but it is also a place of joy and excitement!

Discipline: 3 Strikes and You're Out!

If a child is having trouble maintaining the expectations of the five "I Cans", follow the below procedures. No physical discipline is allowed.

1st Offense – 1 to 2 verbal warnings; remind children of our 5 I Cans, use a firm but gentle voice to address the behavior, focus your remarks on the behavior you want to see, use touch only in appropriate, affirming, and welcoming ways.

2nd Offense – If they keep being disobedient, they will have to

sit out of an activity (at this point let one of the Children's Ministry Coordinators know this action had to be taken).

3rd Offense – Parents will be notified via preferred form of communication, Children's Ministry Coordinators will be notified via text, teacher will also fill out an Incident/Accident Form describing the child's offense.

Incident/Accident Forms

If a serious injury, physical altercation, or other disciplinary issue occurs, an Incident/Accident Form will be filled out by the witness teacher/volunteer and a JBC Staff Member, The parent will be notified and followed-up with. Follow the directions on the form for specific instructions and be sure to complete the form in its entirety. These forms are located in the folder that holds important child information sheets, as well as at the JBC Kids welcome desk, once filled out they should be turned in to a JBC ministry coordinator.

EMERGENCY PROCEDURES

Injuries

Typically a minor injury can be treated with a little loving attention, a cool cloth, and a Band-Aid. Supplies for minor injuries are available in each room, a first aid kit is available at the JBC Kids welcome desk. Serious injuries include, but are not limited to, those involving broken bones, traumatic falls, bleeding that cannot be immediately controlled, convulsions, fainting, and unconsciousness. Serious injuries should be handled as follows:

- Keep calm and keep the injured person and the children as calm as possible.
- Speak calmly to assure the injured person that he or she will be okay.

- Do not move the injured person and do not leave them.
- If the injured person is a child, send a fellow volunteer to find the parent/guardian and a staff member.
- If the injured person is an adult, send a fellow volunteer to find a family member and a staff member.
- If needed, the staff member will contact 911 and any medical personnel available on campus.

Fire

In the event of a fire, follow this procedure:

- Acquaint yourself with the evacuation route for your classroom. Make exiting the building your first priority.
- Before evacuating, get the attendance clipboard, count the number of children that are in your care, and write it down.
- Evacuate to the southeast parking lot directly adjacent to the Chase Bank parking lot. Parents will be instructed to pick up their children in the parking lot area. Release children to people who have proper I.D.
- Remain calm in order to keep your children calm.
-

Automated External Defibrillator (AED)

In case of a cardiac emergency Jenks Bible Church is equipped with Automated external defibrillator or AED with capable and trained personnel on hand in the event of such an emergency.

New Child Information

All parents who leave a child in the care of a JBC Kids ministry MUST have a JBC Kids New Child Information Form on file with the JBC office. All new/visiting families leaving their children with JBC Kids must complete a New Child Information Form before leaving their child in our care. These forms are located at all JBC Kids

welcome desk and should be turned into one of the JBC Children's Ministry Coordinators.

Confidentiality

All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the Children's Ministry Coordinators should be notified immediately and actions will be taken in line with the JBC Church procedures. Further details on the safety and protection of our children can be found in the Safety Policy Manual continued in the rest of this book.

JBC Kids Safety Policies and Procedures

Why do we need a safety policy?

- We want to provide our children and youth in our care a safe and secure environment.
- We have a biblical command to keep our children and youth safe. (Matthew 18:5-6)
- We need to protect volunteers against false allegations of abuse.

Church Policy Statement of Covenant

- JBC Church will screen all paid and volunteer workers
- JBC Church will establish operating procedures
- JBC Church will train all workers (see training details below)
- JBC Church will have a reporting system (see reporting details below)

Volunteer Requirements

- Consent to run background check
- Complete background check authorization

- Pass the background check with no red flags
- Attend Training on church policy and procedures
- In order to be a teacher you must be an active member of JBC church

Church Staff Responsibilities

- Provide background check authorization form to all volunteers
- Make sure resulting information is kept confidential
- Conduct training, instructing volunteers on policy and procedures
- Spot check / supervise volunteers to see procedures are being followed
- Review policy and procedures annually at the beginning of each school year with all past and current volunteers
- Collect and maintain updated medical and media release forms for students and children on an annual basis

Background Check Overview

- All Staff and Volunteers will be required to submit to a periodic background with a frequency as required by JBC Church Elders.
- Any individual with a molestation inquiry or charge will be deemed unable to volunteer with Children or Youth at JBC Church.
- Any individual with an alcohol or drug related charges on their criminal history check-in the previous 3 years will be deemed unable to volunteer.
- Any Individual with more than three incidents on their Motor Vehicle Report in the previous 3 years will not be allowed to drive children and students.
- Any individual with an alcohol or drug related Motor Vehicle

Report violations in the previous 3 years will be deemed unable to drive our children/students.

Child Abuse – It does happen.

- 1 in 16 children suffer from sexual abuse.
- Over 25% of abused children are under the age of three while over 45% of abused children are under the age of five.
- 3 million reports of child abuse are made each year in the U.S.
- 90% of child sexual abuse victims know the perpetrator in some way. 68% are abused by a family member.

Types of Abuse

- Physical - the use of physical force that may result in bodily injury, physical pain, or impairment
- Sexual - any sexual act with a child performed by an adult or an older child
- Emotional - any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of a child's identity, dignity, and self-worth
- Neglect - a type of maltreatment that refers to the failure by the caregiver to provide needed, age-appropriate care although financially able to do so or offered financial or other means to do so
- Ritual – abuse of children as part of rituals associated with occult or religious practices

Profile of a Child Molester

- Known by child 80% of the time
- Takes place in ongoing relationship
- Between 20 – 30 years old
- 20% abuse sexually before age 18

- Child abusers are often married with children of their own.

Reporting System

- Accidents – when an unintentional act occurs and a child is hurt; a copy of this form is given to parents.
- Incidents – When an action is observed that does not require reporting to DFCS, but does require attention; a copy of this form may or may not go to parents.
- Suspected Abuse – When one sees, has been told of, or suspects a child has been abused in some way.
- Fill out the appropriate form above and turn into one of the Children’s Ministry Coordinators.
- A copy of these forms should be present for all children’s events.

How a Report is made when questionable behavior occurs:

- Accident – Witness gives written report to Staff member, who takes appropriate action, giving the parents a copy of the form
- Incident – Witness writes report. Staff speaks with involved parties, offering training or counseling if appropriate.

Suspected Abuse

- Report is filed with Department of Family and Children’s Services (DFACS), the agency responsible for investigation alleged incident.
- Police are called if immediate danger is suspected.
- Pastor and Elders are informed
- Elders notify Church Attorney and Insurance Company
- Only pre-designated person speaks with the media.
- All information should be kept confidential to protect involved persons.
- Pastoral support should be offered to both the victim and the

accused.

- Procedures to protect children and those who work with them (see below)
 - Each volunteer will read and sign a statement of agreement with the above information and the signed document will be kept on file.

Appropriate Touch

Rules about physical contact work both ways. Mark sure people are appropriate with you and also that you are appropriate with other people. Some guidelines to follow:

- Bending down to the child’s eye level and speaking kindly; listening to him or her carefully.
- Taking a child’s hand and leading him or her to an activity.
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Taking both of the child’s hands as you say, “You did such a good job!” (or “I’m so glad to see you. We’ve missed you!” etc.).
- Patting a child on the head, hand, shoulder or back to affirm him or her.
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child’s behavior.
- Gently holding a child’s chin to help him or her focus on what you are saying. (important for children with attention deficit disorder).
- Holding a preschool child who is crying.
- Keep in mind that any touching (even if something listed above) that a person clearly indicates is unwelcome, is inappropriate.

Inappropriate Touch

You must avoid:

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
- Carrying older children or having them sit on your lap.
- Being alone with a child.
- Prolonged physical contact.
- Opposite sex piggyback rides.
- Seductiveness or suggestive contact.
- Any physical contact of any kind that is done for the pleasure or satisfaction of care providers.
- Any touching used to express power or control over a child.

General Operating Procedures

Windowed Doors or Open Doors

Doors to classrooms and restrooms must remain open at all times; if a door must be closed, there should be windows that allow visibility into the room.

Volunteers will wear name tags and identifying clothing

Volunteers will wear easily-identifiable name tags or lanyards that denote their role as a volunteer with the children's ministry as well as their JBC Kids t-shirt.

Release child to approved adult or approved pick up person

Only a parent or legal guardian may pick up a sibling; youth under 14 will not be allowed to pick up or drop off a child.

Room Clean-Up

Room clean-up is a very important part of service in the JBC Kids ministry. Before you leave, prepare the room for the next service. Most bookshelves, totes, cubbies, etc have been labeled for you to make it easy to distinguish what goes where.

Any craft papers left behind by children can be thrown away. Snack leftovers need to be put in the cupboard if unopened and discarded if open. Crayons, paper, and anything else that came out of the craft storage area needs to be returned.

Please take out the trash and replace the trash cans with new liners and wipe down all hard surfaces.

For nursery, toddler, and preschool classrooms, please sanitize toys that have been put in a child's mouth. There is sanitizing spray provided for each classroom that can be used on toys and all hard surfaces.

Maternity Leave

Volunteers

If you are a volunteer who is expecting, please let the ministry coordinators know when you are due as soon as possible. This will help with classroom planning. We would like to give new moms a three month rotation period (1 week off a month for a total of 3 weeks) off from volunteering before putting them back on the schedule. If leave is expected to go beyond a 3 month period, please see ministry coordinators as soon as possible to explore options for coverage. If coverage is not available children would need to attend service with parents for the duration of the leave. If

you have any other questions the ministry coordinators will be happy to assist.

Teachers

If you are a teacher who is expecting, please let the ministry coordinators know when you are due as soon as possible. This will help with classroom planning. We would like to give new moms a 3 month rotation period (1 week off a month for a total of 3 weeks) off from volunteering before putting them back on the schedule. If leave is expected to go beyond a 3 month period, please see ministry coordinators as soon as possible to explore options for coverage. If coverage is not available children would need to attend service with parents for the duration of the leave. If you have any other questions the ministry coordinators will be happy to assist.

Nursing Mothers

We do have a private area for nursing mothers to take care of their little one near the nursery room. Please see JBC ministry coordinators if you have any questions.

Ministry Specific Procedures – Off Site Trips (Day / Overnight)

- If the participants are male and female, then male and female chaperones must be present.
- Males and females attending events should not share the same sleeping quarters and should have separate restroom facilities. In the absence of separate facilities, restrooms shall not be accessed by members of the opposite gender at the same time (i.e., rotate usage).
- Experienced adult workers should be included with adults who are newcomers to ministry when planning overnight activities.
- All contact information shall be provided to and

received from parents

- Adequate ratios
 - Nursery – 1 adult: 3 children
 - Preschool/Elementary – 1 adult: 5 children
- When possible, at least 1 adult and 2 children in sleeping rooms.
- Overnight – No adult shares a bed with a child
- Church events – at least two adults must remain while children/students are present. A single adult volunteer or staff member waiting with a child/student for a parent to arrive creates a potential compromising situation for volunteer/staff.

Diapering and Restroom Activity

Diapering (If indicated on the child's informational form)

- Checked periodically to make sure that children are comfortable and clean.
- All children should be checked and changed if necessary before pick up.
- Done in a visible area.
- Done by the designated nursery teacher or volunteer.
- Changing table will be cleaned every time a different child is changed.
- Always wear clean gloves and gather supplies before placing the child on the table.
- At no time is a child left on a table without an adult standing at the table.
- Diapers will be changed, the baby's area cleaned with a wipe, and cream or lotion applied only if parents provide it.
- A fresh diaper will be applied and the child will be redressed
- Old diaper will be folded, covered with a glove, and discarded into a trash can kept in the changing room. Other glove will be discarded at this time.
- For the protection of our volunteers and our children, only

women may change diapers.

Toddler Potty-Training

- Teacher or volunteer supervises, but allows child independence
- Open door
- Ensure proper handwashing
- For the protection of our volunteers and our children, only women should provide bathroom assistance
- Inform parents of potty accidents, please check the folder to see if parents prefer to be notified immediately or upon check out.
- Restroom visits with “bigger kids” (Elementary)
- Permission granted to use facility
- Teacher or volunteer will check to see if anyone else is already in the restroom as there is a door that can be accessed from the lobby area
- Teacher or volunteer will make sure the door into the lobby area is locked
- Do not assist a child unless there is an emergency
- Inform parents of accidents/assistance, please check folder to see if parents prefer to be notified immediately or upon check out

Discipline Basics:

- Use positive words
- Establish rules and expectations
- Come prepared
- Keep things moving
- Be sensitive to the moods of the children in the group
- Notice and praise good behavior
- Tell parents the good, the bad, the good
- Involve church staff when necessary

3 Strikes and You're Out Policy

1st offense – 1 to 2 verbal warnings

2nd offense – If they keep being disobedient, they will have to sit out of an activity (at this point let one of the Children's Ministry Coordinators know this action had to be taken)

3rd offense – Parents will be notified via preferred form of communication, Children's Ministry Coordinators will be notified via text, teachers will also fill out an Incident/Accident form describing the child's offense.

Why is all this necessary?

- We MUST protect our children and youth from a lifetime of pain and injury causing loss of spirit, trust and faith.
- We MUST make sure our staff, volunteers and elders are supported in case of frivolous lawsuit.
- We MUST prevent loss of millions of dollars in legal fees and damages to victims.
- We MUST not cause one child or one adult to become a victim!

Children with Special Needs

Sometimes families come to Jenks Bible Church with children who require a little more TLC than other children. We want to go over and above to help these children and their families feel welcomed and loved. That is why we have created a program called “Special Friends”. Each child is unique and has

a unique set of needs. Once we are aware of a child who will need a Special Friend, or if we think a child will benefit from a Special Friend, then we will connect with their parents to find out what might be the best way to care for their child and help them learn to the best of their ability. We will then try to find a volunteer whose focus will only be on that child. They are not responsible for anything else in that room, except to help that child have a great experience while at Jenks Bible Church.

For more information on being a Special Friend, or if you know of a child who could benefit from a Special Friend, please connect with one of the Children's Ministry Coordinators.

SICK-CHILD POLICY

ILLNESS: Because we are concerned for the safety and health of every child, we ask that parents do not bring their child to our children's ministry if one or more of the following symptoms are present: Unusual fatigue or irritability, coughing, sneezing, runny nose, or obvious cold symptoms, fever of 101 degrees or higher within 24 hours, vomiting within 24 hours, inflamed mouth or throat, impetigo (a contagious skin infection that usually produces blisters or sores on the face, neck, hands, and diaper area), conjunctivitis (pink eye), abnormally loose stools or diarrhea within 24 hours, undiagnosed rash (diaper rash is acceptable), any diagnosed viral infection

Should any of the symptoms mentioned above be detected in a child, teachers/volunteers need to ask the parent not to bring their

child into the room. Parents should be called from the service immediately if illness is detected in their child.

If a child is being treated with antibiotics, he/she should be on medication for at least 24 hours before coming to a classroom or nursery. A nursery teacher/volunteer is not permitted to administer any kind of medication to your child, unless your child has an allergy that requires an epi-pen. In this situation, the parent/guardian is responsible to inform the volunteer what their child needs and how to use an epi-pen in the event that he or she has an allergic reaction.

We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of our children to remain healthy and happy.

Teacher/Volunteer Subs and Room Closures

If you ever have to miss your regularly scheduled Sunday, it is your responsibility to find a sub to fill in for you. Follow the steps below to find a sub. All subs you ask should serve regularly in the same age group you are requesting a sub for (i.e. if you need a sub for your nursery position, please recruit other nursery volunteers, not elementary or preschool, when possible).

We understand that unexpected illness, emergencies, etc occur. Please let JBC coordinators know as soon as possible and try to find a sub to take your place. If a sub hasn't been found by 8:00pm the Saturday evening before service, leadership will make the decision to close the classroom in which you were set to serve. Parents will be able to utilize the room, but there will be no supervision or teaching for that particular Sunday.

- 1) Let the JBC coordinators know that you will be out but that you are looking for a sub.
- 2) Post on the JBC Kids GroupMe requesting a sub. Be sure to include the date and age group you need a sub for, and if there are dates you are available to switch, share that too!
- 3) Once a sub has been found, fill out the sub form and turn it back in to JBC Kid's coordinators for approval and appropriate scheduling changes can be made.

JBC Kids Parent Expectations

JBC Kids is a core ministry within Jenks Bible Church. It is the policy of Jenks Bible Church that after a three month visiting period one parent (while both parents are encouraged to serve) would begin serving monthly within JBC Kids ministry. It's important to Jenks Bible Church to make sure that our children have the support they need from their church family. We encourage teachers and volunteers to be in service as much as they can to nourish their spirit on the living Word of God. JBC Kids uses a rotation schedule to ensure that all of our children will have qualified teachers and volunteers each and every Sunday. Parents will be asked to serve once a month, twice if absolutely necessary. If JBC Kids cannot fully staff our classrooms, we will close classrooms accordingly. If you have any questions about this policy please see the Children's Ministry Coordinators.

Life Groups

JBC Kids believes inviting others into your life to challenge you in your priorities and relationships draws you closer to people within the church body. People care for people they know well. JBC Kids encourages you to seek out and join a Life Group to walk with and grow your relationship with God. Please see the ministry coordinators to connect you with a Life Group.