

General Policy

Laurelwood Baptist Church

Children's Ministry

1. Children are welcome to attend the church service or a portion of it with a parent or guardian. If they later decide to go to class, the parent or guardian must help them check-in without distracting the class in progress.
2. Children will be assigned to an age group or grade level depending on their age as of the previous August 31st or the grade they are currently attending. This is done so that when a child reaches the 6th grade, he/she will be able to enter Middle School with his/her classmates.
3. If children of different ages or grade levels want to check-in together and the parent does not want them to be separated, they should be checked into the younger child's class. The older child will be allowed to help settle the younger child in as long as he/she is willing to cooperate with the teachers and not disrupt the class. After a week or two, the older child will be encouraged to go to his/her own class so that the learning experience will be age appropriate. If a younger child needs further assistance, a parent or guardian should be the one to stay with him/her.

October 2007

Illness Policy

Laurelwood Baptist Church

Children's Ministry

Please note all known allergies on your child's sign in sheet, so that your child's teacher will best know how to care for him or her.

In consideration of the other children and staff, please do not leave your child in a Sunday School class if he or she has any contagious condition or has exhibited any of the following symptoms in the past 24 hours:

- Sore throat
- Severe cough
- Undiagnosed rash
- Earache
- Vomiting
- Diarrhea
- Pink eye
- Excessively runny nose
- Fever

A child with a known communicable disease (chicken pox, strep, ringworm, lice, etc.) should not attend Sunday School without the specific approval of a doctor.

If you find out after your child has been in a Sunday School class that he or she may have exposed other children to a contagious illness, please call Melanie Kruse at 503-807-0264.

Thank you for helping to keep all of our children healthy! ☺

October 2007

Check-in Policy

Laurelwood Baptist Church

Children's Ministry

Kindergarten and younger:

1. All children kindergarten and younger must be dropped off by a parent or guardian.
2. The parent or guardian is responsible to check off the child's name on the class roster, pin on the child's name tag and take the child's security number tag.
3. If a child is not on the official roster, a 900+ security number will be assigned. That number should be written on the roster next to the child's name. As usual, the parent will be given a security tag with the same number.
4. As soon as a parent designates Laurelwood as the family's church home, they are to fill out a Permanent Number Registration Form. Their child will then be assigned a permanent security number and will be listed on the official classroom roster.
5. The parent or guardian must return the child's security number tag when picking up the child.

1st – 5th grade:

1. 1st – 5th graders must check in on their class roster and remain in their room until picked up by a parent or guardian.
2. If a parent is serving in Fischer Hall, he/she may make an arrangement with the Children's Director allowing a teacher to send the child to the parent.

Bathroom & Diaper Changing Policy

Laurelwood Baptist Church

Children's Ministry

Diaper Changing Policy

1. Children's Ministry workers are encouraged to change (or at least check) all children's diapers as needed before the parents arrive to pick the children up.
2. If there is a certain time that a child's diaper needs to be changed, parents are to make a note of it on the sign in sheet, in addition to letting the childcare workers know.
3. If a child is in need of a diaper change, but has not been left with a diaper, a Children's Ministry worker will notify the parent as soon as possible.
4. Children's Ministry workers are to wear gloves when applying diaper rash cream or an ointment of any kind, and should only do so when given permission from the child's parents.
5. Workers are to use diaper wipes that are found in the children's diaper bags. If none can be found, wipes supplied by the church can then be used.

Bathroom and Potty-Training Policy

4. Parents are encouraged to take their child to the bathroom before dropping him/her off at class.
5. A child's parent can enter the bathroom with him/her. Children's ministry workers must not enter a bathroom with a child unless another adult is present.
6. If a worker unfastens a belt, unzips a child's pants, etc. another adult must be present and the parent or guardian must be informed when the child is picked up.
7. Children's ministry workers should never wipe a child's bottom in the bathroom. If a child needs help, the parent should be called. Workers may wipe the bottom of a baby or toddler (ages 0-3) while changing a diaper in plain view of other workers.
8. Children's ministry workers will not take children to the restroom if they are wearing a diaper. Children that are being potty trained are to be wearing either a pull-up or underpants.
9. If a child is potty training and needs to visit the restroom at a certain time, parents are to make a note of it on the sign in sheet, in addition to letting the childcare workers know.

Safety / Discipline Policy

Laurelwood Baptist Church

Children's Ministry

When an incident occurs:

(A child hurts another child or adult, talks back to an adult, spits at others, damages church property, etc.)

Please talk with all children involved & work together to solve the problem. If this does not work or a child is hurt or unable to calm down, please do the following:

- Contact Melanie (#999) or the parents involved by using the pager system during the church service. Melanie is more than willing to assist in giving the child one-on-one attention, so that the teachers can be with the other children. The parents can choose to stay with the child or take the child out of the classroom.
- Communicate with all parents involved when they come to pick up their child, letting them know what happened and what steps were taken before & after the incident.
- Fill out an incident report (located by the hall copier) and give to Melanie.

In the event of a reoccurring incident (happening more than two times in the period of a month), please be sure that Melanie knows about the situation, so that a plan can be made to solve the problem.

*We want Sunday School to be a safe, educational and fun place for all children. We also want to provide an environment where the teachers are able to teach effectively and enjoy serving in the Children's Ministry.