
SOVEREIGN GRACE
CHURCH
est. 2000



PARENT & TEACHER MANUAL

Policies and Procedures
Sovereign Grace Church

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INTRODUCTION

Philosophy and Values¹

Mission Statement

We want to partner with parents in SHOWing Jesus to their children so they KNOW Him and GO tell others about Him

We believe this will be accomplished when:

- We parents grow in our own love for the gospel of Jesus Christ.
- GRACEkids leaders partner with parents to teach and model the gospel to children.
- Methods of instruction and interaction used are effective, safe and age appropriate.

1. We want to partner with parents

According to the Bible, parents have the primary responsibility of discipling their own children (Deut. 6: 4-9; Prov. 22:6; Eph. 6:4); teaching them about the essentials of the Christian faith. We want to assist and support parents in this task by equipping, training and encouraging them to do just that in their own homes. GRACEkids is not a daycare. It is also not intended at any level to *replace* the parents' role.

2. We want to show Jesus to children

Through the teaching of God's Word, corporate singing and devotional instruction, we want to expose children to the Gospel of Jesus Christ (Ps. 78:6) with the hope that they "set their hope in God" (Ps. 78:7) and come to saving faith in Christ Jesus.

3. We want children to know Jesus

Our aim is not so narrow as mere behavior modification or moral living, but that the children hear the Gospel, which is the only message with the power to save (Rom. 1:16), and receive salvation through repentance and faith in Jesus. Furthermore, we hope to see those who come to saving faith grow in conformity to the image of Jesus Christ (Rom. 8:29). Therefore, it is our desire that the children of GRACEkids not only *hear* God's Word, but *believe* it and apply it to real-life situations in their families and communities.

¹ Various articulations of the following values, policies and procedures are adapted from the Parent Handbook of Sojourn Church in Louisville, KY.

4. We want children to go and tell others about Jesus

Ultimately, we want to see the children of this church become disciple-making disciples, who faithfully take the Gospel message and go out into their communities proclaiming it to others.

Expectations of Parents

It is our privilege and pleasure to have your child(ren) in the classrooms of GRACEkids. As we prepare to care for them and teach them each Sunday, there are a few practical things that help us to serve you and your children as best as possible.

Parents, please bring an adequate supply of disposable diapers and wipes as well as an extra change of clothes if your child is still in diapers.

Please bring only plastic bottles or cups for milk, juice, or water.

Please label all items left with the teachers in the classroom (this includes bottles, cups, diaper bags, wipe containers, clothing, pacifiers, etc.) with the child's first and last name.

Please notify the teachers of any allergy or any special circumstances your child may have.

CHILD PARTICIPATION²

A child's basic attitude toward God, his Word, and his church is partly formed from the attitudes and actions of the adults in their lives during their earliest years. Psalm 78:5-7 states:

He established a testimony for Jacob and established the law in Israel that he commanded our ancestors to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children

The philosophy of education for GRACEkids is modeled after the progression found in these verses. It can be described as helping children move from *knowing* the Gospel to *participating* in it.

² Note: No child is *required* to participate in GRACEkids. If the parents choose, for whatever reason, to keep their children out of children's ministry on Sunday morning, that is their prerogative

Class Structure

The age-progression of our classes is modeled after Psalm 78:5-7. From their earliest years, our NURSERY (ages 1-2) encounter women and men who model godly conduct and speech. Our PRESCHOOLERS (ages 3-5) are also taught to see and memorize basic Bible doctrines and truths. In our ELEMENTARY class (1ST-5TH grade), there is an emphasis on knowing how the major Bible doctrines and stories fit together as one grand story with Christ at its center. Moreover, our kids at this level are challenged to participate in God's story by living out their faith in community. Our goal is that they will be prepared to tell the next generation God's grand story.

1. **NURSERY (ages 1-2)** is more than a babysitting service. It is the launching pad for nurturing the faith of the next generation. In this class, children are nurtured, cared for by people eager to display Christ-like examples and prayed with. In this way, our nursery forms an integral beginning for our children's ministry.
2. Our **PRESCHOOLERS (ages 3-5)** are taught to learn and memorize basic Bible truths with the help of the *Gospel Story Curriculum*. This is done through a variety of different age-appropriate methods including object-lessons, verse memorization, prayer and song.
- 3.—Our **ELEMENTARY (1ST-5TH grade)** class emphasizes knowing how the major Bible doctrines and stories fit together as one grand story with Christ at its center. Moreover, our kids at this age level are challenged to participate in God's story by living out their faith in community.

Curriculum and Teaching Method

The Gospel Story Curriculum, published by New Growth Press and written by a Sovereign Grace Pastor (Marty Machowski), is the curriculum used in GRACEkids. It is an excellent Gospel-centered curriculum that takes the children through the entire Old and New Testaments over the course of 3 years. Each lesson seeks to honor the authorial intent of each text, while displaying how each particular text proclaims the Gospel.

The curriculum is also *age-appropriate*. While our PRESCHOOLERS and ELEMENTARY class all receive teaching on the same Bible passage each Sunday, the curriculum set in each class is catered to the learning capacity of that particular age-group.

Move-up Policy

Move-up refers to the transition of a child from one class to the next-older class. Parents are encouraged to move their children up at the specified ages and grade-levels. However, if the parents wish to keep their child from moving up for a period of time, this may be allowed on a case-by-case basis.

- **Move-Up by Age**
 - Into NURSERY – On the child’s 1st birthday
 - From NURSERY to PRESCHOOLERS – On the child’s 3rd birthday

- **Move-Up by Academic Calendar**
 - From PRESCHOOLERS to ELEMENTARY – At the beginning of the child’s 1st grade school year.
 - Out of GRACEkids – At the beginning of the child’s 6th grade school year

Each year, near the beginning of September, the pastors will hold a “promotion Sunday” on which those children who move-up according to the school year may officially move up to the next class.

Standards of Behavior

We want even the classroom atmosphere to aid in comprehension of the Gospel and thus we aim toward instruction and interaction that is clothed in grace and not merely a set of rules or “law”. However, godliness and God-honoring behavior is a fruit of the Gospel and proper training and expectations are crucial to raising godly children (Prov. 22:6). Thus teachers in GRACEkids will uphold certain standards of behavior, respect and discipline. Some of these will include:

- Participating with a willing heart, eager to learn and obey. The attitude should be respectful of authority.
- Avoiding behavior that disrupts or distracts from the mission and purpose of GRACEkids.
- Disrespect (either verbally, by action or by attitude) of adults or other children is unacceptable
- Misbehavior (including, but not limited to, persistent talking, distracting others, not following or ignoring instructions, or interacting inappropriately with others in class) is unacceptable.

Teachers will adjust behavioral standards when necessary for younger children and children with unique situations, such as mental or physical handicaps.

Teachers will respond to misbehavior as opportunities for Gospel instruction and application. However, if the behavior persists, the teacher may ask the parent to remove the child from the class for the day.

LEADERSHIP, TEACHERS, AND HELPERS

Leadership Structure

There are several levels of leadership and involvement for those serving in GRACEkids.

- **GRACEkids Pastor** – GRACEkids is under the pastoral oversight and leadership of an elder in the church.
- **GRACEkids Coordinator** – The individual in this role serves to support the GRACEkids pastor, parents and teachers through administration and communication
- **Class Coordinators** – Class coordinators organize and administrate their respective classrooms and teachers schedules
- **Classroom Teachers** – Qualified individuals who serve by teaching and interacting with the children in their respective classrooms on Sundays
- **Classroom Helpers** – Qualified youth who assist classroom teachers with Sunday morning tasks.

Teacher Qualification

Because we love children, desire to protect them and value the reputation of our Savior and His Church, Sovereign Grace Church requires all volunteers working within GRACEkids at *any capacity* to complete **6 Safety Steps** before ministry work or volunteer placement begins.

Step 1: Membership

All GRACEkids teachers must be members in good standing of Sovereign Grace Church.

Step 2: Application

All teachers will be asked to fill out an application to serve in GRACEkids. This application allows us to obtain necessary identification and contact information as well as to ask questions about personal history relevant to service in GRACEkids. The application is then reviewed and approved by the pastors overseeing GRACEkids.

Step 3: Reference check

A staff member of Sovereign Grace Church will contact all of the references listed on the application.

Step 4: Background check

Sovereign Grace Church requires that all members working or volunteering in children's or student activities undergo a criminal background check. Depending on position, differing levels of the background check may be required.

Step 5: Safety Training

All teachers will receive training which covers our philosophy of ministry, policies and procedures, curriculum and guidelines for effective and age-appropriate teaching. These training seminars will occur shortly after each member Sunday.

In addition to this training seminar, each teacher will be required to complete an online training seminar on the topic of child sexual abuse through MinistrySafe³. This training will help each teacher to have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. 'Grooming' is the process used by an abuser to select a child, win the child's trust (and the trust of the parent or guardian), manipulate the child into sexual activity and keep the child from disclosing the abuse.

All teachers are required to review the policies and procedures contained in this manual and sign the last page, acknowledging that he/she has read and understands the material and agrees to comply with policy requirements.⁴ Each teacher will then be given a "Teacher's Booklet", the policies of which they will be responsible for knowing and upholding.

*** Specific Exclusions:** Neither adults nor youth convicted of child abuse or having a communicable disease will be considered for service in any Sovereign Grace Church program involving children. Furthermore, any person accused of committing a prohibited act or any act considered by the church to be harmful to the child will be immediately suspended from participation in GRACEkids or any other child-related ministry.

Step 6: Final interview

Each teacher will have a face-to-face meeting with the GRACEkids Coordinator for a final interview.

³ MinistrySafe is a Christian organization that partners with us to provide a learning context that is as safe and secure from the threat of child abuse as possible. For more information on our safety system or for child sexual abuse training, visit www.ministrysafe.com

⁴ This policy segment is intended to clearly identify for an inappropriate applicant the hurdles which exist to gaining access to children or students at Sovereign Grace Church. In addition, the segment describes measures in place to equip other staff members and volunteers to recognize abuser characteristics and behaviors, as well as reporting requirements.

Classroom Helper Qualification

Age

GRACEkids helpers must be at least 13 years old. No child currently enrolled or attending GRACEkids may serve as a helper in a classroom

Helper application

Each youth helper will be required to fill out an application that is different from the teacher's application. The helper application will require the youth helper's parent to sign the application before it is reviewed by the GRACEkids pastor.

Teacher Authority and Responsibility

The teachers are in charge of the classroom and are responsible for ensuring that the safety and security policies are enforced. Under no circumstances may a teacher delegate this responsibility to a helper; helpers must bring security issues to the teacher rather than try and resolve the issues themselves. If teachers have any questions or issues regarding policies, they must bring them to the attention of the GRACEkids coordinator or pastor.

Each week, two teachers per classroom must be scheduled. The pairs may either be 2 adult females or 1 adult female and 1 adult male. At any given point during GRACEkids class time, there must be at least one adult female in the room.

Substitute Policy

If a classroom teacher or corporate teacher is not able to serve on their designated Sunday, they are responsible for finding a substitute. Every substitute teacher must be a qualified and approved GRACEkids teacher (**NO EXCEPTIONS**). Once the schedule change has been made, the teacher must contact his/her class coordinator to confirm the schedule change.

SAFETY AND SECURITY

Ensuring a safe environment is crucial to our mission. We observe the following policies for the safety and security of all children and volunteers

Check-In and Checkout

Parents must check their children into GRACEKids prior to the service at the kiosk located in the Welcome Center. Children may not check in themselves or their siblings into GRACEkids.

Once parents have checked in, they will receive name tags and a check-out code sticker. Name tags go on the children (back of shirt), and the code is kept by the parent to be used for check-out.

When dismissed from the main service, parents will escort their children to the lobby where their teachers will meet them and take them all to their specific classes. **NOTE:** Nursery and Preschoolers children will need to be brought to the classroom by his or her parents directly.

Parents must pick their children up from class immediately following the service and ministry time. ONLY parents, guardians (designated by parents), or a sibling 14 or older (delegated by parents) may check children out of class. Parents *must present* the teacher with their coded check-out sticker, even if the teacher and parent are well-known to each other. In the event that a parent loses their check-out sticker, they will be asked to show their driver's license. Safety is our first priority, even if it requires extra time.

Parents can use their code to check out all of their children no matter the class (these codes are disregarded every week and renewed the next time they check their children in).

If a parent checks their child in, but for whatever reason, decides not to take their child to class, they must notify the particular classroom teacher immediately.

Discipline Policy

Though the teacher has authority, this authority is limited. Classroom teachers or corporate teachers do not have the authority under any circumstances to utilize corporal punishment in dealing with inappropriate behavior.

Instead, teachers will respond to misbehavior (see "Standards of Behavior") by taking the following steps:

1. The teacher will gently and calmly explain to the child the inappropriateness of the behavior and what the desired behavior looks like. The teacher may use this as an opportunity to explain the implications of the Gospel in regards to obedience and disobedience. The child is then returned to class activity.
2. If the inappropriate behavior persists, the child's parents will be notified of the problem so that they can address the child.
3. The parent will then decide whether or not it is appropriate for their child to remain in class.
4. If the parent decides to allow the child to remain in class, but the behavior persists, then the parent will be asked to remove their child from class.

Since our goal is to assist you in the effective training and instruction of your child, teachers and GRACEkids leaders will talk with you about any consistent behavioral problems we are experiencing with your child. Sometimes kids will be kids, and we're ok with that! But Scripture does teach that proper training and expectations are crucial to raising godly

children (Prov. 22:6). A major goal during all disciplinary situation is to help children see that they have sinned against God and their neighbor and to encourage asking for and extending forgiveness.

Medical and First Aid

No GRACEkids teacher or helper will administer medication to a child under any circumstance. In the event of a serious accident or medical emergency, the teacher will:

- Keep the child(ren) involved still and comfortable
- Immediately call the appropriate parents (or guardians) to the classroom
- Immediately call the GRACEkids pastor or coordinator to the classroom

In the event that the parents are not immediately available, a First Aid kit is supplied in every classroom and the teacher may administer appropriate treatment measures such as applying pressure or a bandage to a bleeding wound. No pharmacological treatment, oral or topical, will be administered. Life-threatening situations will, of course, be handled as emergencies with appropriate treatment measures being immediately applied. 911 and parents will be notified immediately. Sovereign Grace Church will not be responsible for any “Good Samaritan” assistance offered by any of its members.

Emergency Procedures

In the case of an emergency evacuation, GRACEkids teachers will escort all children out of the nearest safe exit in a quick and orderly fashion. Teachers will follow the preferred evacuation route and destination area indicated by the Building Map in each classroom.

Once out of the building, the teacher will conduct a headcount to ensure all children are present and accounted for. Greeters will provide evacuation assistance for the Nursery classroom. Parents should go directly out of the building without attempting to retrieve their children, unless their assistance is specifically requested. Parents may pick up their children at the designated area specified on the evacuation route displayed in each classroom.

Child-Abuse and Reporting Policy

Sovereign Grace Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every teacher, helper, or any volunteer working with children to act in the best interest of all children in every program. **(See Appendix A: Teacher and Helper Conduct Guidelines)**

Any GRACEkids teacher or helper who reasonably believes a child is being abused or is in danger of being abused by any other person must report concerns directly to the GRACEkids pastor or another pastor in the church. Any report of behavior that would compromise the safety of any child will be taken seriously. If there is a reasonable belief that child abuse is indeed occurring,⁵ the offense will be reported in accordance with this policy

⁵ Any tricked, forced or coerced sexual activity for the pleasure of the abuser

and state law to the appropriate authorities.⁶ We are responsible as a church to comply with the Child Abuse Prevention and Treatment Act of 2010 (CAPTA) and cooperate fully with the Child Protection Services and the law enforcement officials in our community, which mandate the reporting of *any* reasonably suspected child abuse to local authorities under penalty of law. At all times in such a process, confidentiality of the reporter will be upheld. **(For further information and definitions see Appendix B: Child Protection)**

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for immediate dismissal. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Sovereign Grace Church.

Hygiene and Sanitation Policy

The very nature of childhood behavior can create an environment that has the potential to spread infection. Therefore, it is our commitment to try and maintain the safest and cleanest atmosphere possible to ensure the health and welfare of all children.

Any linens used by and/or for children in GRACEkids will be laundered after each individual use. Similarly, toys and furniture with hard surfaces will be washed with disinfectant solution twice monthly.

Strict handwashing with soap and water is of utmost importance in preventing the spread of infection. All personnel at GRACEkids will be instructed on proper handwashing techniques and times to wash their hands. **(See Appendix C: Hand Washing)**

Illness Policy

The criteria for a child's exclusion from GRACEkids as a result of illness are as follows:

1. If the illness results in the need for care that is greater than the teachers and helpers can provide without compromising the health and safety of other children
2. If the illness poses a risk of spreading to others

If your child is sick, please respect others by keeping him or her with you during the service or at home. Parents will be gently told that their child may not be admitted to GRACEkids if the child has experienced any of the symptoms listed in “**Appendix D: Identifying Symptoms of Contagious Illnesses**” within the last 24 hours. Teachers will be expected to identify common cold and flu symptoms, *however* they are not trained in diagnosing contagious illnesses. Therefore, parents are responsible for being aware of the condition of their child's health before bringing them to class.

⁶ Tucson Police Department (Dial 911), Tucson Child Protective Services (520) 721-3097

Children who appear to be ill or become ill while at church will be isolated from other children and the parent/guardian will be summoned immediately.

The health condition of any child or GRACEkids teacher or helper will be disclosed only to the extent necessary to minimize the health risks to the person and others. GRACEkids will not disclose the health status of any individual without the express written consent of that individual or, in the case of a child, their parent or legal guardian.

Food and Allergy Policy

Feeding young children is a serious responsibility. Children should be fed before coming to church. Young children will be given formula, milk, juice or water when parents provide these items and give either written or verbal instructions.

Children 1 year and older will be given a snack of water and crackers on Sunday mornings (e.g. Goldfish, animal crackers, Ritz, Saltines, Cheerio's, etc.). Teachers and parents are strictly forbidden from bringing their own snacks to be served while children are under the supervision of GRACEkids, unless express written permission has been given by the GRACEkids pastor.

When a child is first registered with GRACEkids, his/her parents will be asked if the child has any allergies whatsoever so it may be documented in Planning Center. If a child does have an allergy it will be automatically printed on their name tag sticker every Sunday. If a child develops an allergy or related condition at a period following initial registration, parents are strongly advised to report this information to a GRACEkids worker as soon as possible so that it may be documented.

Facility Policy

No child will ever be left unattended in the GRACEkids building or any of the GRACEkids classes during GRACEkids programming or classes. Teachers and helpers are prohibited from being alone with an individual child in any room or building. In the event that a teacher or helper finds himself/herself alone with a single child, that person will take the child to a room or building occupied by others, or to a location observed by others.

At the conclusion of every class or event, teachers are responsible for ensuring that every room and restroom is checked prior to leaving.

While entrusted to the care of GRACEkids teachers, no child is allowed outside of the designated facility unless otherwise escorted or accompanied by a teacher in accordance with other relevant policies.

Restroom and Diaper Policy

No child may ever be permitted outside of the classroom unsupervised for any reason. Adult teachers only may accompany children to the restroom and stand outside while the child uses the restroom. If children need assistance or supervision while in the restroom, more than one adult must always be present. No adult will ever be alone with a child in a restroom.

All diaper changes must also be done in the presence of two adults. Furthermore, to protect both children and adults, it is the policy of GRACEkids that no male teacher or helper may change diapers. Diapers are to be changed only in designated diapering areas with latex gloves and hand-washing cleaners provided by the church. Immediately after each diaper change, the female teacher must wash her hands with a disposable wipe and discard it and the soiled diaper into a plastic-lined diaper pail, which will be disposed of after church by a GRACEkids teacher. The designated diaper-changing area must be cleaned with provided cleaning materials after each diaper change and after the service.

APPENDIX A: TEACHER AND HELPER CONDUCT GUIDELINES

Physical Contact

Sovereign Grace Church is committed to protecting children in its care. To this end, our church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor or one of the pastors.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in GRACEkids must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Teachers and helpers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor or one of the pastors.

Sexually Oriented Conversations

Teachers and helpers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

Sexually Oriented Materials

Staff members and volunteers in Children's Ministries at Sovereign Grace Church are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Verbal Interactions

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Sovereign Grace Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, teachers and helpers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

APPENDIX B: CHILD PROTECTION

In order to protect all children, all GRACEkids teachers and helpers and leaders as well as anyone providing childcare for any official church-sponsored event are required to read the following material.

Definitions of Child Abuse

“Child abuse and neglect means, at a minimum, any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm;” [Child Abuse Prevention and Treatment Act of 2010, section 1.3.2]

“Abuse means inflicting or allowing personal injury, impairment of bodily function, or disfigurement; Physical injury that results from permitting a child to enter or remain in any structure or vehicle which volatile or flammable chemicals are found or equipment is possessed by any person for the purpose of manufacturing a dangerous drug” [Arizona State Law, Rev. Stat. 8-201]

“Sexual abuse includes inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, commercial exploitation of a minor, incest, child prostitution ...” [Arizona State Law, Rev. Stat. 8-201]

“Neglect’ or ‘neglected’ means the inability or unwillingness of a parent, guardian or custodian of a child to provide that child with supervision, food, clothing, shelter, or medical care if that inability or unwillingness causes unreasonable risk of harm to the child’s health or welfare ...” [Arizona State Law, Rev. Stat. 8-201]

Reporting Requirements

Legally and morally, those who reasonably suspect child abuse are obligated to report it [See Arizona State Law, Rev. Stat. 13-3620, Rev. Stat. 13-3620(A)-(B), Rev. Stat. 13-3620(O), Rev. Stat. 13-3620.01].

Childcare volunteers in the church should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. For a list of the more common physical, behavioral and verbal signs, visit:

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf#page=5&view=Recognizing%20Signs%20of%20Abuse%20and%20Neglect>

For more information on state and federal legislation regarding child abuse and neglect, see the GRACEkids pastor for a compiled list of state and federal regulations or visit:

- www.childwelfare.gov
- <http://www.acf.hhs.gov/sites/default/files/cb/capta2010.pdf>

APPENDIX C: HAND WASHING

Proper hand washing consists of wetting hands, using soap, washing with warm water, rinsing and drying. When hand washing is required in a room where no sink is available, washing with a disposable wipe is an acceptable alternative. These hand washing guidelines apply to all GRACEkids volunteers.

1. Wash hands before serving snacks or drinks
2. Wash hands after using the restroom or helping a child use the toilet
3. Wash hands after coughing or sneezing or exposure to a child who is doing so
4. Wash hands after each diaper change
5. Wash hands after handling items soiled with bodily fluids or waste (blood, saliva, mucus, urine, stool, or discharge from eyes, nose or throat)
6. GRACEkids teachers are also responsible for ensuring that all children wash their hands with soap and water after each trip to the bathroom

APPENDIX D: IDENTIFYING SYMPTOMS OF CONTAGIOUS ILLNESSES

Children’s ministry is a veritable breeding ground for communicable illnesses. The combination of still-developing immune systems (1-4 year olds are more at risk for cold and flu than any other age group) and an inability to adequately communicate about symptoms being experienced make our classrooms easy places for transference of contagious illnesses. There are a wide variety of communicable diseases, but with only a cursory awareness of some of the common symptoms of common illnesses, teachers and parents can help to keep healthy children from becoming unnecessarily sick in GRACEkids.

The two most common communicable illnesses in America are the common cold (rhinovirus) and the flu (influenza), which have largely similar symptoms. If a child presents with any of the following symptoms, parents are advised to refrain from checking the child into GRACEkids (If the parent fails to do so or accidentally overlooks the symptom, the teacher is responsible for kindly asking the parent to remove their child from the classroom):

Cold Symptoms ⁷	Flu Symptoms ⁸
Runny nose or Stuffy Nose	Fever
Itchy or sore throat	Cough
Cough	Sore Throat
Congestion	Runny Nose or Stuffy Nose
Report of Body Aches	Report of Body Aches
Sneezing	Report of Headaches
Watery Eyes	Report of Chills
Fever	Reports of Unusual Degree of Fatigue
Report of Unusual Degree of Fatigue	Diarrhea or Vomiting

Some of the above symptoms may present for reasons other than communicable illness, such as teething, allergies, or lack of sleep. If it is well-known to the parent that this is the case and the parent would still like to admit their child into GRACEkids, it is up to the discretion of the class coordinator, GRACEkids administrator or GRACEkids pastor.

Teachers will not be expected to be able to identify or diagnose specific communicable illnesses, so it is incumbent upon parents to responsibly identify communicable illnesses and their associated symptoms such as head lice, pink eye, contagious skin rash, dramatic behavior changes, open skin lesions, etc.

⁷ Courtesy of Mayo Clinic - <http://www.mayoclinic.org/diseases-conditions/common-cold/basics/symptoms/con-20019062>

⁸ Courtesy of Centers for Disease Control - <http://www.cdc.gov/flu/school/guidance.htm>

Policies and Procedures
Statement of Acknowledgement and Agreement
For Volunteers

I have received and read a copy of Sovereign Grace Church's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at Sovereign Grace Church.

I have received and agree to abide by the guidelines in Appendix A and Appendix B.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Sovereign Grace Church.

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and Sovereign Grace Church. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of Sovereign Grace Church's policies and procedures manual.

Staff Member's or Volunteer's name (please print)

Staff Member's or Volunteer's signature

Date

Policies and Procedures
Statement of Acknowledgement and Agreement
For Parents

I have received and read a copy of Sovereign Grace Church's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while my child is in a GRACEkids class.

I have received and I agree to abide by the guidelines in Appendix A and Appendix B.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Sovereign Grace Church.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of Sovereign Grace Church's policies and procedures manual.

Parent's Name (please print)

Parent's Name (please print)

Parent's Signature

Parent's Signature

Date