

HANDBOOK FOR EXTENDED SESSION MINISTRY



****there is an amendment on the final page concerning the consequences involved in certain incidents involving two children****

Through out the Bible, God shows His love and concern for the little ones. The Bible states that Jesus said, "Let the little children come to me, and do not stop them; for it is such as these that the kingdom of heaven belongs." (Matthew 19:14)

This is why we take ministry to children very seriously. We hope to provide care for children while teaching them timeless biblical truths vital to life.

*The following policies and procedures help us to ensure the safety of your child as well as make us better capable to meet the biblical principles that guide us.

Our Staff

The church provides at least two teachers for each room. We strive to always have two adults at all times with the children. These teachers are subject to background checks and are members of the church. There are also available, two Deacons who patrol the church campus ensuring safety from intruders.

Extended Session Hours

Extended Session is provided on Sunday during the worship services.

Ages Cared For

Extended Session is provided for age's 3 years old - 5 years old.

General Information for Parents

- Please sign your child in and fill out all requested information. (you can do this with the Sunday School teacher or the extended session teacher)
- Any special instructions must be given to the teachers in writing by the parent.
- You will need to pick-up your child following the morning service in the bottom floor of the educational building. (please bring the slip of paper given when you dropped them off)

Safety Guidelines and Expectations for Parents

- The safety of each child is very important and is something we take seriously. We have initiated a safety program that must be adhered to by all participants.
- Promptly pick up your child after the service.

- Please do not allow your child to bring personal toys.
- Expect to be informed about your child's experiences (both positive and negative) during the child's stay.

Discipline

If there is a concern, the presenting behavior issue will be discussed with the parent when the parent comes to retrieve his/her child.

****see the amendment on the final page****

Sickness

No one should work who has contagious symptoms. These include but are not limited to fever, cough, diarrhea and rash. Workers should notify the extended session director as soon as possible if they are unable to work for any reason. This way a replacement can be obtained in a timely manner.

Likewise, parents should not bring a sick child to extended session. We ask that a child be "symptom free" for 24 hours before leaving him in extended session.

If a child exhibits any of the symptoms of an illness, the parents may be asked to take their child from extended session. This decision will be made at the discretion of the teachers. No medication can be administered by the teachers for any reason.

Emergency Evacuation

In case of fire all teachers will calmly remove all of the children from the building to the designated areas. All teachers and children will remain in the designated areas until the Fire Department has cleared the building.

In case of a Tornado all teachers will calmly move all of the children to a room with no windows. Children will assume the "duck and cover" position by kneeling and facing the walls with their heads covered. All Children will remain under constant supervision until the "all clear" is given.

The issue of child abuse:

Child abuse is any mistreatment or neglect of a child that results in harm or injury. Some red flags to look for are when parents...

- Seem unconcerned about the child
- Give conflicting stories about injuries

- Become defensive when asked about the child's health.

Children may talk of being abused. Take what they say and any suspicions you have seriously. If you suspect any form of child abuse, notify the Director of Children's Ministries and the Pastor.

Amendment #1

If there is an incident where a child is hurt by another child, the caregiver is to fill out a report stating the incident and is to get this signed by the parents of both children. The caregivers will not mention who the other child was and will be discreet when notifying you of the situation. If this occurs two times or more, the caregiver, director, or children's minister may request that you join the class the following Sunday. This is so that you may catch the behavior as it is happening in order to correct it. The caregiver will not discipline your child but for obvious reasons may have to give them a mild consequence such as "time out" from an activity. The following page holds the two forms to be filled out if such an incident occurs. The top form will also be used when child injures himself.

New Georgia Baptist Church Nursery Program (First-Steps Ministry)

This Form is to be filled out if a child hurts himself or if a child is hurt by another child. Please be discreet when notifying the parent (guardian) and do not mention the name of the child that inflicted the injury (simply state that the child was hit, bit, etc... by another child).

Accident/Injury Report

Date: _____ Name of Child: _____

Name of Teacher(s): _____ Time of Incident: _____

Type of Injury (include location on the child's body):

(Example: Johnny fell down and scraped his arm)

Description of Events Surrounding the Injury:

(Examples: Susie was hit by another child. Joe fell down while he was swinging on the playground)

Treatment (If any) Given: _____

Teacher Signature: _____ Witness Signature: _____

Parent Signature (acknowledging above information): _____

Please fill the bottom portion out in conjunction with the above form (if there was an incident). Disconnect the two before getting them signed by the parents of each child. When reports are signed, please give them to the Nursery director or the Children's Minister to be filed.

This form is to be filled out if an incident occurred during your watch where a child hits, bites, or harms another child in any way. Please be discreet in speaking with the parent (guardian) and do not mention the name of the child they hit (simply state that the child hit, bit, etc... another child).

Incident Report

Date: _____ Name of Child: _____

Name of Teacher(s): _____ Time of Incident: _____

Description of Incident:

(Example: Peter hit another child with the toy he was playing with.)

Consequence Given to Child (This is Limited to a Time Out Type of Consequence):

(Example: Jane had to take a time out from the game we were playing...a teacher took her gently by the hand and sat with her at another table.)

Teacher Signature: _____ Witness Signature: _____

Parent Signature (acknowledging above information): _____

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