

Jesus said, "Let the little children
come to Me." Matthew 19:14

Children's Ministry Handbook

Good Shepherd Church

Revised 8.2014

*“...you are a chosen people...
a people belonging to God,
that you may declare the praises of him
who called you out of darkness into his marvelous light.”
(1 Peter 2:9)*

Dear Children’s Ministry Leader,

We are delighted that you have responded to “Get in the Game” by being part of this Leadership Team. Your commitment to serve God in this special way demonstrates that you believe in Good Shepherd Core Values like “Kids Matter” and “Spiritual Growth is Expected”. Your leadership makes these values real in the lives of our children, students, and families.

We thank God that you are among those who have been “Claimed by God”. Because of that you have responded to this opportunity and are “Called by God” to an impactful ministry, “...declaring the praises of Him who called you...into his marvelous light.” That light will shine through you as you serve our children, students and families.

God also tells us that “...we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” (Ephesians 2:10) This means, that by God’s grace, you are a difference maker. God will use you to make a difference, a transformational difference, in those whom you serve.

You are being “Commissioned by God” for important ministry. We thank God for you. We thank God for what God will accomplish in and through you. We thank God that you have been “Claimed, Called and Commissioned”. Welcome to this very special ministry!

May God’s Blessings be with you as you serve God by serving God’s people,



Pastor Greg Wenhold



Pastor Gary Olson

Good Shepherd Church Leader Handbook

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WHAT WE BELIEVE

Vision | Reach and transform spiritually distracted people so we all love and serve God.

We will...

- **Invite** all people to embrace and live life in God's grace.
- **Engage** everyone in dynamic and authentic worship.
- **Connect** people so they can develop their gifts and serve together.
- **Equip** mission-minded Christ followers to grow deep.
- **Respond** to God's call with love and compassion to impact the world.

Core Values | Good Shepherd is a Christ-centered, encouraging and joyful community where:

- Prayer is intentional
- Relationships are caring
- Worship is passionate
- Children matter
- Teaching is biblical and transformational
- Spiritual growth is expected
- Generosity is a way of life

Spiritually distracted?

Face it. We're all spiritually distracted from time to time. Whether it's work or school, families or finances – it seems there is always something capable of distracting us from a meaningful relationship with Christ. While Good Shepherd can't promise to eliminate distractions from your life, every aspect of our ministry is focused on helping all of us put those distractions in perspective and handle them better.

Why so focused on our local community? Research shows that 60-70% of the people in Naperville and the surrounding communities don't have a church home. It stands to reason that many of these people also don't have a relationship with Jesus Christ. We believe that's why God has placed our ministry where it is today. Good Shepherd is focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world.

The Bible

Good Shepherd is a Biblically based church. Therefore, our belief structure emanates from the Word of God. We are confident that God communicates to us the necessary elements of our faith through His Word in the Bible. It is in the Bible that we are introduced to God as Creator – Savior – and Sustaining Guide and Director. These are identified as Father – Son – and Holy Spirit. The Bible communicates to us that God loves the people He created so much that He desires each and every individual to be in a loving relationship with Him.

Salvation

Knowing that we as human beings often fall short of what He would desire of our behavior and actions, God sends to us Jesus, His Son. Jesus is our Savior who, through His death and resurrection, has brought to each person the opportunity to live in an eternal, loving relationship with God. Through faith in Him we know we are forgiven and redeemed through His death and resurrection.

The Church as the Body of Christ

We respond to God's generous gift of salvation with a desire to live a life committed to following Him. As a church we live out God's Biblical directive that the church is the "Body of Christ." We trust that God has given every person special and unique gifts and that He will use each individual as a part of the church to serve His Kingdom on earth.

Baptism

We lift up Baptism as a gift from God to all who believe in God's love for them centered on and within the death and resurrection of Jesus Christ. At Baptism God washes us clean and claims us as one of His children. We celebrate both infant and adult Baptism, recognizing that as an infant is baptized, parents play an important role in developing a child's faith commitment.

Holy Communion

Holy Communion is also an important gift from God that we celebrate on a regular basis during our worship services. The bread and the wine represent the gift of His body and blood Jesus gave for our salvation. We know that Jesus is present at the meal of the bread and wine and that His body and blood are a real gift from God.

The History

The Holy Spirit has guided Good Shepherd's 30-year history. The "fingerprints of God" and a series of bold, faithful steps taken by our members and leaders have paved the way for those who followed. Dedication and discernment to what God wants for this community of faith has brought Good Shepherd to the current location in the geographical center of Naperville.

Our tradition is rooted in a Lutheran understanding of theology, an understanding of God that emanates from the Bible. We began as an American Lutheran Church (ALC) congregation and now are part of the Evangelical Lutheran Church in America (ELCA). We are a Christian Church with a Lutheran tradition.

Growth for the Good Shepherd Community is more than brick and mortar. A strong Biblical teaching and desire to grow servant hearts have been a part of our congregation's journey. The focus on God's Great Commandment to love God and love others has become central to our ministry. The teaching of Jesus known as the Great Commission has provided vision for the church to respond by finding ways to welcome people into a hope-filled life with God.

Here are a few of the mile markers that we celebrate:

- **1979** | Good Shepherd Church began as a mission congregation of the American Lutheran Church worshipping on Westmoreland Avenue in Naperville.
- **1984** | Growing beyond the site at Westmoreland, the congregation took a step of faith and sold the building and found a new place to worship at St. Procopius Abbey in Lisle.
- **1987** | As God grew and matured the congregation, we took another trust walk with the Lord to create a new home for Good Shepherd. Land became available as part of the Brighton Ridge subdivision on 75th Street.
- **1988** | Construction at 1310 Shepherd Drive was completed and the first worship service was held with 250 families who supported the journey.
- **1997** | Good Shepherd set in motion the first steps to a plan that would ready itself to creative ministry in the year 2000 and beyond.
- **2000** | An expanded ministry facility was constructed to provide Good Shepherd's ministry with the needed tools to serve the greater Naperville area for God.
- **2007** | A feasibility study was conducted that led all ministries to focus on our vision to "reach and transform spiritually distracted families in our local community so they come to know and love God." This study helped us to understand the community of Naperville more deeply and to celebrate the joy of being a church that embraces a wide range of worship styles and strong growth opportunities for every member of the family.
- **2010** | Our ministry facility is expanding again to enable the vision of Good Shepherd to be supported through ministry space.

CHILDREN'S MINISTRY VISION

VISION | Provide a foundation for spiritually distracted families to discover and embrace a growing relationship with Jesus Christ.

MISSION

We will...

- **Invite** families into a secure and welcoming environment
- **Engage** children in dynamic and authentic worship
- **Connect** with families and leaders to grow together in community
- **Equip** parents and children to live their faith daily
- **Respond** to God's Word with love and compassion to impact others

Core Values | Good Shepherd is a Christ-centered, encouraging and joyful community where:

- Prayer is intentional
- Relationships are caring
- Worship is passionate
- Children matter
- Teaching is biblical and transformational
- Spiritual growth is expected
- Generosity is a way of life

We celebrate when children can know and understand these truths:

- **Birth through Kindergarten** | God loves me, God made me, the Bible is God's story and it's for me
- **Elementary** | God created me for Him, God wants me to be a part of His big story, I can hear, recognize, and obey the Holy Spirit.

CHILDREN'S MINISTRY STAFF

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INTRODUCTION

GENERAL INFORMATION

What do I do if I can't be there?

We understand there will be times you have other commitments (i.e., – weddings, family vacations, etc). It is your responsibility to find a sub to cover you during your absence. We recommend you ask two people (could be parents in your group) to be your permanent subs. Invite them to shadow you for a week or two so they understand the flow of things and get to know the children in your group. If you are unable to lead, please let a staff member know who is taking over your group at least a week in advance to ensure your position is staffed appropriately. If you are sick the day of, please text or call (do not email) a staff member.

Children at multiple services on Sunday mornings

Ideally, we would like children to attend the same service each week to help build relationships with their peers and leaders. However, there are times a child may attend service at a different time or may attend more than one service in the same weekend. Always remember to check group name badges to ensure children are in the correct group.

Children bringing friends

When a child brings a friend, that friend can be in the same group, if desired. After one or two visits, the friend will be encouraged to attend with his or her specific age group. The goal is to establish a relationship with age appropriate peers.

Communication

If you will Lessons will be sent via email weekly.

Late arriving parents – before and after service

BEFORE

When parents are running late, they are tempted to drop their child off and then go get the badge to bring back to the child. For the safety of the child, children may **NOT** be dropped off without a proper name badge.

AFTER

If a child remains in group after all the other children have been picked up, there must be two people in the room. For the benefit of the child and the leader, there must always be three people in a room.

Crying Children

Crying children obviously need care and compassion. Please tend to their immediate needs. Dependent on the age, this will vary.

- Beyond diaper changing, hunger needs and being picked up, trying to engage a child in some activity often stops a child from crying – eventually.
- Quiet reading, art, or bubbles are often the activities that soothe crying children most frequently. Reassure children they are in a fun and safe place.
- **If asked**, reassure children that their parents will come back for them. If appropriate, tell them the schedule, so they know what's going to happen next and when their parents will come.

If, after tending to the immediate needs and trying to engage in activities, the child is still crying, talk to a staff member or page the parent if the child is in SPARKLERS (the nursery).

- Tell the child you have called his/her parents and continue to try to engage in the activity.
- When the parent arrives, explain to the parent strategies that were tried and encourage them to try again next week. Tell the parent that he/she may stay with the child and participate in children's ministry if desired.
- If the parent decides to leave, let the parent and child know we look forward to seeing them again next week.
- Be sensitive to answer any questions the parent might have and be sure to ask if they have any tips that will help to engage their child for future times (i.e., – favorite toys to play with, books to read, comfort item to bring with them, etc).

AGES & RATIOS

Leader Ages

We believe children will return each week because of the relationships formed with YOU! This is why we ask for an every week commitment. Good Shepherd ministry is built on people, not programs.

Junior Helper | Grades 1 through 5

- Must serve with a parent
- May serve with 2 year olds through kindergarten
- May sit on the floor and play with the children, but may not pick up or hold children

Student Leader | Grades 6 through 12

- May serve without a parent
- May serve with children no closer than five years (grades) their age
- Grades 6 – 7 may serve no younger than the TODDLER SPARKLERS room

Adult Leader | Post high school and above

- May serve in any area as gifted

All leaders are expected to attend all meetings and trainings, as well as abide by all policies and procedures as stated in our manual.

Conduct should always be honorable to Christ. Leaders should not use the ministry time as a time to 'hang out' with peers. Keep in mind you are viewed as role models and should dress appropriately when working with children. (i.e., no cleavage, no undergarments showing – woman should be careful with skirts and sitting on preschool sized chairs).

Student Leaders serving in children's ministry are subject to the same responsibilities as adults, and they are expected to be an integral part of the ministry.

Leader/Child Ratio

- Ages 0-12 months | ratio 1:2
- Ages 12-24 months | ratio 1:4
- Ages 2-5 years | ratio 1:10
- Grades K-5th | ratio 1:15

**If rooms need to be combined, a notice will be posted for parents telling them where to pick up their children.

Age Level Groupings

SPARKLERS (Nursery) – advance by age

- **Infant** | infant through 12 month olds or non-walker
- **Toddler** | 12-36 months and walking

SPARKS (age by 9.1 of any given year) (SPARKS groups advance toward the end of August)

- **Pink** | 2's and 3's
- **Purple** | 4's, 5's and kindergarten
- **Red** | 1st Grade
- **Orange** | 2nd Grade
- **Yellow** | 3rd Grade
- **Green** | 4th Grade
- **Blue** | 5th Grade

SCHEDULE OF TRAININGS

Weekly Ministry Connect

A staff member will send an email weekly to the ministry team. This will include important information (any current or upcoming ministry news), curriculum for the weekend, leader spotlight and God moments.

Pre-Ministry Gathering | 30 minutes prior to serving

A time of collaboration with other leaders serving in the same ministry, devotion, any last minute announcements to help the day run smoothly and a time of prayer.

Annual Get in the Game Training

Each year our preschool, children, student, and special needs ministries kick off the new year with a keynote speaker, fellowship, and essential logistics to help you in your role.

Annual Emphasis Pin

A little reminder / celebration for you of your yearly ministry commitment to keep on your lanyard.

T-shirts

You will receive a t-shirt (dependent of your area of service) to help identify you to parents as a part of the team. It is required for all First Impressions Leaders to wear this t-shirt every week.

Leader Appreciation Breakfast

In SPARKS, the first weekend of each month, our leader appreciation team prepares a light breakfast. We ask all leaders to wear their SPARKS t-shirts for the day.

General Training

Twice a year, we will provide a training to assist you in your role. Dates and times will be communicated in advance.

TEAM AGREEMENT

- Have a personal relationship with Jesus
- Agree to a background check if 18 or older
- Be in agreement with the core beliefs of the church
- Be faithful to your assigned position
- Attend all trainings
- Be faithful to regular church services
- Attend pre-ministry gathering prior to the start of ministry for prayer, announcements, and team collaboration
- Be neat in your appearance
- Give 30 days notice when resigning from your position
- As a leader of Good Shepherd, you are expected to be an example, not only in the room but at all times
- When you need to be absent, get a sub and communicate who that person is to a staff member at least one week prior via email
- Pray for the children and families in your group
- Communicate with the families in your group at least quarterly
- Unless it is an emergency, please do not use your cell phones in front of children; this includes taking pictures, talking on the phone, texting, etc.

LEADER EXPECTATIONS

Arrive on time

All leaders should arrive no later than 30 minute prior to their leader service time. This time will allow for preparations and connection with those you are serving with and allow those serving before you to leave. There is a direct correlation between how smoothly ministry goes and leaders arriving on time. When you are late, it affects a number of people in a number of ways. We appreciate you taking this seriously.

Be prepared

Please come full prepared and ready to go. That means lessons, lyrics, or whatever else is needed to present, play, or teach.

Communicate

We want to hear from you. If you're going to be absent, please inform a staff member asap. We don't like surprises. In addition, you are in the trenches. We open all feedback...what's working, what would you like to see done differently?

Stay Calm

Good Shepherd is a large church with a large number of children, parents, and leaders. It is also a place with a large number of needs, wants, problems, decisions, and expectations. Because of this, things don't always go the way they are planned to go. Mistakes happen and things get forgotten. While we are striving for excellence and are trying to assure that things go smoothly, sometimes they don't. We appreciate your patience with each other and with us.

We have also noticed that parents often to come to church exhausted and in a hurry. At times they say and do things they are sorry for later. Your Christ-like response at these times will help bring peace to the parent and to the child.

Develop

A core value is that spiritual growth is expected. We expect all our leaders to be growing in the following ways:

- **Attend a service**
Serving is great, but it doesn't take the place of attending a service. Stay connected to how God is learning our church by participating in the worship services
- **Be Connected**
We believe that life-change happens best in the context of relationships. Join a small group, get a running partner, or just get connected to someone who will help you grow spiritually.
- **Contribute**
Christ wants His church body to be fully recourse so children's ministries and other ministries of the church can continue to expand and serve others. Be willing to ask God how He wants you to use your finances to resource the body and then just do what He says. Together through being the church, we can make a huge impact, that none of us could do alone if we honor Him with our resources

LEADER OPPORTUNITIES

****Role descriptions for each area of ministry is available upon request.**

- **Weekly Admin**
Organize and prepare supplies during the week so leaders can focus on the children and The Big God Story.
- **SPARKS Small Group Leader**
Teens and adults lead and connect with a specific group of children and their families to know God as Father/Creator, Jesus as Savior, and the Holy Spirit as the guide. Lesson and materials provided.
- **SPARKS Large Group Leader**
Preschool, K-2nd, or 3rd-5th leaders needed to lead the The Big God Story lesson for the day. Lesson provided.
- **First Impressions Team**
Welcome families, assist with check-in and walks families into a secure environment for children's ministry events
- **Tech Team**
Rotating team to run sound, video, and/or PowerPoint on Sunday mornings and periodic special events. Training provided.
- **Music**
Lead SPARKS children in worship as they connect with God through song, praise, and movement. Great for teens/adults.
- **Floating Small Group Leader**
Choose one week a month to be the 'floating leader' who can jump in to lead a small group or assist with a classroom. The group you will be the leader for will depend on the day's need.
- **Club 45**
Bring a dessert, be a small group leader, plan fellowship nights, or ice breaker games for 4th/5th graders on Wednesday evenings.
- **SPARKLERS Nursery**
Provide a loving, healthy, and safe environment for our infants and toddlers up through the age of three. We want our youngest children to feel from their very first experience that church is a place where they are loved and learn about Jesus' love.
- **Décor Committee**
Be a part of a team who creates a fun environment for kids to walk into during the Large Group experience and various special events.
- **Family Events**
Help create a fun fellowship environment through family events – i.e.: Fall Festival, The Egg Thing, ADVENTure night.
- **Leader Appreciation**
Appreciate leaders throughout the year by providing breakfast at various times

SPECIAL NEEDS

FUSION is our special needs ministry. Our goal is to provide an opportunity for all people with different abilities to learn about God's love for them in practical ways. This is accomplished through interaction with their peers and leaders in a developmentally appropriate environment.

We strive to specifically serve those people who have special needs by providing an aide in the room and if necessary facilitating the child's involvement so the child may get the best possible benefit out of his/her time at Good Shepherd.

We strive for inclusion for all people; however, we realize some people may benefit from a self-contained room. Therefore, during the 11:00 SPARKS hour, we offer a self-contained room staffed appropriately for the specific needs of the individuals.

MAINTENANCE OF ROOMS

Due to multiple ministry use, it is the responsibility of each leader to clean the room after use. (i.e., pillows picked up and put back on couches, garbage picked up, room straightened up, furniture put back as found, tables cleaned off, windows closed, etc).

Contact a staff member if clean-up supplies are needed (i.e., vacuum, Mr. Clean sponge, etc).

GREET, MEET, TAKE A SEAT | THE CONNECTION

The first ten minutes of your ministry will determine the remainder. Relationships are key! It helps the children feel more connected and comfortable walking into the room each week while also making the parents feel safe leaving their child with you.

GREET | "Hi, welcome to _____! We are happy you are here!"

This is the first impression of the room connection. The group greeter is a leader who checks children in and out of the room each week! They should be comfortable interacting with parents and children alike. They must have a warm heart, a big smile and a welcoming personality. As parents and children arrive, we want the first impression to be a positive one. A confident and composed leader can claim an anxious child and an apprehensive parent.

MEET | "Come on in! Let me show you around!"

Once a child is checked into the room, a leader will meet her at the door as she enters. This leader will help them feel comfortable by involving them in the environment. They will help each child find a provided game or activity where the child can make connections with other children and leaders in the room. This leader has the ability to recognize the needs of each child and has an enthusiastic spirit!

TAKE A SEAT | "What do you do for fun? Share with me something fun you like to do/toys you like to play with."

These outgoing leaders are making connections by networking and building lasting relationships. They are the leaders who love to play games with the children, participate during worship and encourage the children to be interactive with each other. It is an important role because this is the lasting impression the child has leaving the program. Did a leader ask me my name? Did a leader ask me to come back next week? Did a leader care enough to invest in my life?

DEVELOPMENTAL CHARACTERISTICS

Life Stage	Characteristics	Leader Action
Birth-12 months	Key Word: Dependent Physical: Cries to communicate Mental: Starting to learn all five senses Spiritual: Absorbs attitudes of those around them	Give Care 1 Peter 5:7
Toddlers	Key Word: Discovery Physical: Active, Growing Rapidly Mental: Sees everything, wants to handle Spiritual: What they do is determined by others	Right Responses Exodus 2:9
Age 2 – 3	Key Word: Imitation Physical: Active, “Let me do it” Mental: Realistic, likes to touch and feel Spiritual: Likes prayer before meals and bedtime	To Impress Mark 10:14
Age 4 – 5	Key Word: Receptivity Physical: Continual motion, restless, wiggler Mental: Open mind, a bundle of questions Spiritual: Trusting, literal	To Guide Psalm 32:8
Grades 1 – 2	Key Word: Activity Physical: Active, play is important Mental: Curious, imaginative, wants certainty Spiritual: Discerning, capacity for reverence	To Control Proverbs 22:6
Grades 3 – 4	Key Word: Involvement Physical: Steady growth, better coordination Mental: Influenced by group approval Spiritual: Makes decisions based on right and wrong	To Love 2 Corinthians 2:4
Grade 5	Key Word: Energy Physical: Loud, boisterous, thoughtless Mental: Hero worshiper, inquisitive Spiritual: Worshiper, “doer of the Word”	To Direct 2 Timothy 3:15

BEHAVIOR MANAGEMENT/DISCIPLINE

Goal | Children are safe so they can become disciples of God. Our objective is not to sit still and be quiet. It's about learning.

Reasons for misbehavior

- "For all have sinned and fall short of the glory of God." Romans 3:23
- Unmet needs
 - "Remember everyone in the room has a story that leads to misbehavior or defiance. Nine times out of ten the story behind the misbehavior won't make you angry, it will break your heart." – Annette Breaux
 - Physiological – lack of food and sleep
 - Safety – family, health
 - Love/belonging – friendships, family
 - Esteem – confidence, respect of other by others
- Unrealistic expectations
- Unreached learning style
 - We teach the way WE learn. When we do that we leave out a huge chunk of children, and then they act out because how we are teaching isn't engaging them.
- Ignorance of rules
 - There are different rules in different places (i.e., home, school, church, etc)
 - Language you could use is, "At church, we (do/don't)..."
 - Consistency
- They are children!

Misconceptions of discipline

- Discipline = mean
- Children don't like rules
- We can't discipline at church
- If we discipline, children won't like us
- The goal is to keep children perfectly quiet
- A disciplined environment is no fun and then they won't come back

Strategies for responding to misbehavior

- Non-Verbal Cues
 - Use proximity
 - Give "the look"
 - Use gestures
- Verbal Interventions
 - Call on or drop a name
 - Give a directive
 - Redirect the misbehavior

What you can do to prevent misbehavior before, during, and after...

- Before...
 - Know your lesson well (inside and out!) Be over prepared
 - Think through any potential problems
 - I'll need to move the chairs, so they aren't in the way - know that before it's time to teach the lesson
 - Invest in relationship (we are making disciples). The better the relationship the better they will behave.
 - Pray

- During...
 - Give your full attention to the task at hand (no cell phones!) Make the most of every opportunity. Children crave our undivided attention.
 - Acknowledge each child (use their names as much as possible – even the quiet children!)
 - Know your surroundings (eyes in the back of your head)
 - Smooth transitions
 - Steady momentum (no down time)
 - Get children out of chairs
 - Add variety and fun (no one likes boring)
 - Choose your battles. Is it something that is bothering you or affecting learning?
 - Correct without disrupting group
- After...
 - Ask yourself...
 - What worked?
 - What didn't?
 - When did I lose them?
 - What caused problems?

Children's Ministry Expectations | The Great Commandment

- Matthew 22: 37-39
 - Jesus replied, "You must **love** the **Lord** your God with all your heart, all your soul, and all your mind.' This is the first and greatest commandment. A second is equally important: 'Love your **neighbor as yourself.**'"
- Children are expected to follow the three rules:
 - Love God
 - Love Others
 - Love Ourselves

Consequences

- **First time** | Give the child a verbal warning. When doing so – get down on the child's level, make eye contact, and speak in a loving and calm manner
- **Second time** | Remove the child from the activity
- **Third time** | Contact a staff member for assistance
- **Fourth time** | Staff member will contact the parent to tend to the situation

TIPS FOR GATHERING ATTENTION

There are many techniques for gathering attention. Below are some ideas to use. It is a good idea to choose a few. Practice them with your group so they know what to do and what is expected of them. Adding a few of these will also help keep the attention of the group when teaching.

- Whisper while talking in front of a group. They will likely quiet down to listen. *Ex: "If you can hear my voice, clap once."* Repeat until everyone is participating.
- You clap a rhythm-they clap the same rhythm back to you and sit quiet waiting for direction.
- With a louder voice say "1-2-3 FREEZE"
- Raise your hand. They children respond by raising their hands and stop talking. Eventually the whole room is quiet and everyone is raising their hand. You can announce your direction at that time.
- 10 second countdown (10-9....2-1) until silence
- 1-2-3..If you're listening, smile at me.
- On 3, stand up & sit back down. 1-2-3.
- On 3, everyone stand up and find a new spot. 1-2-3.

GENERAL INFORMATION

Absolutes

- Lanyards are worn by all leaders while serving. This identifies you as a leader to parents and other leaders/ministry staff. You may not enter any room without this lanyard. If you forgot your lanyard the day you are serving, you will need to wear a temporary replacement during your time of service. You may obtain this from the children's workroom.
 - If someone enters your room and says they "just want to look around," please direct them to a staff member. Do not allow unauthorized individuals in your room. If you have any questions about someone entering your group, contact a staff member.
- Under no circumstance is an adult or teen to be alone in a room with an unrelated child. This includes the elevator.
 - When the first child is dropped off and another leader or child is not present, please ask the parent to stay until the next child arrives. Rooms open ten minutes prior to the start of ministry.

Transitions

- Preschool and elementary groups make regular transitions between rooms. It is important that we make sure children remain in the correct groups and don't wander during those transitions.
- When you line up to leave your room, make sure all the children are accounted for. Take a headcount or assign someone else to take a headcount.
- If possible, have one leader in front of the line and one leader at the end of the line.
- Take your roster clipboard with you whenever you leave your room. You will need this to check in children who are late, make sure you have all the children accounted for in case of an evacuation or if a parent needs to check out a child early.
- When you line up to return to your room, make sure all the children in your group are accounted for. You may need to check name badges to make sure you don't have children from different rooms in your group. Take a headcount or assign someone else to take a headcount.

Parental responsibility with children

The responsibility to supervise children while at Good Shepherd rightfully belongs to the parents of those children. Parents are expected to know where their children are at all times and are relied upon by the church to supervise the actions of their children, especially before and after children's programming and special events.

Proper parental supervision is defined as parents having their children within eyesight and under their control by properly signing them into and picking them up from a supervised ministry activity with the proper security badge. By doing this, parents, staff, and church attenders alike can be assured that the children are not in places in the building where their play can cause injury to themselves, disrupt others or cause damage to the facility. Proper supervision of children also significantly minimizes the risk of any child being lost, injured or abducted. Anyone encountering children that are outside of proper supervision should report the situation to a staff member.

Missing child

- Remove all distractions, music, videos, etc. and make an announcement in the room calling for the child's name. Ask children and leaders in the room to help you look under furniture, in closets, bathrooms, etc.
- Notify a staff member
- Check immediate area, including bathrooms, closets, other rooms, etc, turning all lights on while calling the child name.
- Staff member will notify the parents.

Photography/Video Policy

Not all families have given permission to have their children's pictures shared via social media such as Facebook, Instagram, etc. Therefore, only staff members may share pictures via social media.

BATHROOM POLICY

Please encourage parents to take their child to the restroom prior to drop off. If available, a leader 18 or older is preferred to change diapers.

Diapering

When changing diapers, please follow the procedures below:

- For your protection gloves are to be worn during diapering
- Diapering should be done at a changing table or on the floor
- The child should be laid on a clean changing pad or a clean blanket
- Diapering should be done within eyesight of other leaders
- Have all supplies ready before placing the child on the changing table
- Always be attentive, keeping one hand on the child
- Place the child back with the appropriate group
- Dirty diapers and gloves are to be discarded in the diaper pail or trashcan (taken out by a leader at the conclusion of the program)
- Clean pad with an antibacterial wipe after each diaper change
- Hands must be washed after diaper changes

Toilet trained children who have accidents

If a child urinates, change the child and inform the parent upon pick up. If a child has a bowel movement, the parents should be notified and will need to come change their child. There is extra clothing available in the nursery.

- For your protection gloves are to be worn
- Changing should be done within eyesight of other leaders
- Dirty clothing should be placed in a plastic bag for parents upon pick up
- Gloves are to be discarded in the trashcan (taken out by the leader at the conclusion of the program)
- Hands must be washed after changing

Restroom Usage

Going to the restroom can become a 'field trip' for some children who may become restless at certain times and look for something else to do. However, please keep an eye on the child because body language ("the dance") is a good indication of how serious they are about needing to go.

If a child needs to use the restroom, please follow these procedures:

- Only enter if needed. **This applies to all ages**
- Ages 2-Grade 3rd
 - Children must be accompanied to the restroom by a leader
 - Upon entering the restroom, prop the main door open
 - Leaders should station themselves in the doorway
 - Child must be visually seen or heard at all times
 - If a young child needs assistance in toileting, try to encourage him to take care of his own needs. If assistance is needed, be sure to use gloves
 - Always wash both your hands and the child's hands after
- Grades 4th/ 5th | Children may go to the restroom without a leader

WELL CHILD POLICY

Illnesses

- In the best interest of children, staff, and leaders, individuals with a contagious illness will refrain from participating in ministry until symptoms are gone. Symptoms include:
 - Fever within the last 24 hours without fever reducing medication
 - Discharge from ears or eyes (pink eye)
 - Uncovered sores
 - Skin lesions that blister
 - Undiagnosed rashes
 - Vomiting or diarrhea during the past 24 hours
 - Excessive signs of cold, tiredness, sore throat, runny nose (with any colored discharge), sneezing or coughing
 - Any highly contagious condition such as chicken pox
- Chronic Illnesses
 - If a chronic illness such as Hepatitis, Tuberculosis, or HIV/AIDS is reported to you by a parent or child, it does not preclude a child from being involved.
 - Please notify a staff member so we may care for the child/family appropriately.

What to do if a child looks sick?

- If a child has a runny nose (with any colored discharge), persistent cough, fever or rash, we will ask the parent to keep their child with them. If you notice this during the ministry time, please notify a staff member.
- If you notice a child is sick during check-in, please remind the parent of the wellness policy. Ex – *“Your child looks like he may not be feeling well. If you could give me a minute, I would like one of our staff members to make sure your child is well enough to come and play. Thank you.”*

Precautions for all staff and leaders –

- A complete first aid kit is located in the SPARKLERS bathroom. Smaller kits are available.
- A more comprehensive first aid kit is located in the staff workroom located in the admin hallway. This door will need to be unlocked by a staff member.
- Gloves must be worn before touching or cleaning surfaces affected by blood and bodily fluids. Hands must be washed immediately after removing gloves.
- All wounds on leaders or children that have not formed a scab must be covered.
- Toys soiled by saliva must be washed in a germicidal solution after each use.
- SPARKLERS: These toys get placed in the basket provided in the nursery bathrooms.
- Portable Nursery: Place toys in the basket provided. Spray these toys with the provided solution at the conclusion of the event.
- All contaminated cleanup materials, including gloves, shall be disposed of in a sealed plastic trash bag and placed in a larger trash bag out of reach of the children.

ALLERGIES AND MEDICATIONS

Food Allergies

Leaders will be informed about children with allergies. Due to the severity of allergic reactions, food may not be distributed during SPARKS. At events offering food, where staff are primarily responsible for the children (i.e., VBS, CLUB 45, etc), allergy stickers will be provided for all children with allergies. Parents will sign an authorization form which allows Good Shepherd to place the sticker on the child identifying that the child has allergies. Once you label the child as having an allergy, you need to make sure that she/he does not come in contact with the allergen. If you know about an allergy and then they are given something that causes a reaction, we will be potentially subject to liability.

Medications / Epi Pen

It is important to remember that **we are not authorized to dispense any over the counter or prescription medications** unless the Authorization to Administer Medication Form has been completed by the parent. In the event a child needs more attention than we can provide, please notify a staff member and the parent will be notified.

There are a number of children taking medications for illnesses or to improve their concentration and activity level. There is a common practice of using the weekend as a reprieve from prescribed medications. If a child will not be taking the prescribed medications, we will require a note from the child's doctor stating that the child does not need to take medications. In the event that a parent chooses not to give their child a prescribed medication, a parent may be required to accompany the child.

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. A leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a child/student takes the necessary medication at the appropriate time, but the church does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed. If the leader does not accept the responsibility, a staff member will provide the appropriate medication as specified by the parent on the Authorization to Administer Medication Form.

All children who require an epi pen for severe allergies are required to have the labeled epi pen with them. It's up to the parents if the leader or the child carries the epi pen. You do not need authorization to administer an epi pen if it is the child's own epi pen. You would need an authorization if you were administering medications to prevent an allergic reaction. The epi pen is used in an emergency.

CHILD INJURY

What do I do if a child is injured?

Minor injuries can be treated with a little tender loving care. Small first aid kits are available in each bin or work station. A staff member will follow up with the parent, if necessary, the following week.

First aid kit contents

- Band-Aids
- Alcohol Wipes
- Tissues
- Injury Report
- Hand Sanitizer

Serious injury involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

- Check to make sure the injured child is in a safe place. Do not move the injured child if it's not necessary.
- Assign someone to call 911.
- Stay calm and reassure the child while another person gets assistance from a staff member.
- Staff will contact the parent and take over the situation so you can return to your group.
- You may be asked to give information to assist the staff in reporting the incident.

Incident Report

When a serious injury occurs, a staff member may ask you to complete an incident report for insurance reasons.

BITING POLICY

We want to ensure every child is safe while in our care. Good Shepherd provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between children. Our leaders plan activities and supervise carefully to prevent biting from happening in the first place. There are times, however, when everyone cannot be within immediate reach to prevent a bite. Biting is a normal stage of development for young children who are teething and still developing their language skills.

For safety and health concerns, we take biting seriously. When it happens, it can be scary, frustrating and stressful for children, parents and leaders. It is also not something to blame on children, parents or leaders. Children bite for a variety of reasons: speech delays, simple sensory exploration, panic, crowding, seeking to be noticed or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. At this age, children are not mature enough to realize their biting will hurt another person, so the “cause-effect” relationship is not internalized.

The following guidelines will be used when a biting incident occurs:

First Incident:

1. Parents will always be informed if their child has bitten or was bitten. The name of the biting child will not be released.
2. The leader separates the two children involved in the incident. Attention is focused on caring for the child who was bitten. Proper first-aid protocols are followed and an incident report is written.
3. The leader meets with the parent(s) of the child who did the biting. At that time, resources on the subject of biting are provided and an individualized plan is developed to help prevent another occurrence.

Additional Incident(s):

1. Steps 1 – 3 above are followed.
2. The parent(s) of the biting child meet with both the leader and staff member to review the individualized plan (see #3 above) and determine what, if any, future measures shall be taken to support the child.

We make every effort to extinguish biting behavior quickly and to balance our commitment to the family of the biting child and to our other families. In most cases, the above steps have proven successful. It is only on rare occasions that repeated incidents may warrant the need to find a more suitable setting for care.

CHECK-IN/CHECK-OUT

Check-In Process

- Parents must check in children via computer to receive a printed name badge prior to room drop-off. (No child will be allowed to enter room without his/her name badge).
- The drop-off badge will be given to a leader who will affix it to the clipboard. **Please check the child's name badge to make sure he or she is checking into the correct room.** The child is then allowed to enter the room.
- Once children enter the room, they are not allowed to leave the room until the correct "Check-Out Process" is followed.
- This process applies to all visitors as well, including one-time visitors.

Check-Out Process

- ALL parents MUST present a security badge before their child is allowed to leave the room.
- A leader will take the parent's security badge and compare that number to the child's name badge. **Both need to match before child leaves the room. Please, adhere the parent security badge to the clipboard.** (parents may need to rip off the security code for that specific child in order to pick up their other children).
- If a parent has lost the security badge or the security code does not match, the leader needs to direct the parent to a staff member at the check-in area for a verification card. Staff will keep the verification card and give the parent a one-time pick up security badge signed by a staff member. Your response could be something like this:
 - *"I am not authorized to release children to parents without a security badge. Please go to the check-in area and a staff member can assist you. We have security processes in place to protect your children, and I am sure you understand the importance of your child's safety."*

**Parents are advised not to enter the nursery rooms when dropping off or picking up their child. The gate must remain closed at all the time while children are in our care.

CUSTODY CONCERNS

If there is a custody concern we need to be aware of, parents are asked to complete a Custody Concern Questionnaire. You will be informed of any issues as we are.

PARENT RETRIEVAL

There are times within ministry where parents are needed to tend to a situation. Therefore, it is crucial for you as the leader to ask parents upon drop off their location while their child is in your care. If a parent is needed, please contact a staff member. If the parent is in worship, a staff member will have the child's name displayed on the projector screens. If the parent is offsite, they will be called immediately by a staff member.

REPORTING ABUSE

PHYSICAL ABUSE

How can you tell if a child is being (or has been) physically abused?

It can be difficult to determine from a child's behavior or emotional state whether abuse has occurred. The best way to know if a child has been abused is if the child tells you.

There may also be **physical signs**, such as:

- welts and bruises in various stages of healing,
- fingernail marks
- human bite marks
- burns
- lacerations
- abrasions in the pattern of an instrument
- missing, loose, or broken teeth

It is very possible for a child to be physically abused without anyone noticing if the child's injuries are hidden by clothing.

There are several indicators that strongly suggest a child is being abused:

- Frequent physical injuries that are attributed to the child's being clumsy or accident-prone
- Injuries that do not seem to fit the explanation given by the parents or child
- Conflicting explanations provided by child and/or caregivers, explanations that do not fit the injuries, or injuries attributed to accidents that could not have occurred given the child's age (for example, an immersion burn on a child too young to walk or crawl)
- Habitual absence from or lateness to school without a credible reason. Parents may keep a child at home until physical evidence of abuse has healed. One should also be suspicious if a child comes to school wearing long-sleeved or high-collared clothing on hot days, since this may be an attempt to hide injuries
- Awkward movements or difficulty walking; this may suggest that the child is in pain or suffers from the aftereffects of repeated abuse

SEXUAL ABUSE

How can you tell if a child is being (or has been) sexually abused?

Children who have been sexually abused may display a range of emotional and behavioral reactions, many of which are characteristic of children who have experienced other types of trauma.

These reactions include:

- An increase in nightmares and/or other sleeping difficulties
- Withdrawn behavior
- Angry outbursts
- Anxiety
- Depression
- Not wanting to be left alone with a particular individual(s)
- Sexual knowledge, language, and/or behaviors that are inappropriate for the child's age

Although many children who have experienced sexual abuse show behavioral and emotional changes, many others do not. It is therefore critical to focus not only on detection, but on prevention and communication—by teaching children about body safety and healthy body boundaries, and by encouraging open communication about sexual matters.

Why don't children tell about sexual abuse?

There are many reasons children do not disclose being sexually abused, including:

- Threats of bodily harm (to the child and/or the child's family)
- Fear of being removed from the home
- Fear of not being believed
- Shame or guilt

If the abuser is someone the child or the family cares about, the child may worry about getting that person in trouble. In addition, children often believe that the sexual abuse was their own fault and may not disclose for fear of getting in trouble themselves. Very young children may not have the language skills to communicate about the abuse or may not understand that the actions of the perpetrator are abusive, particularly if the sexual abuse is made into a game.

What can you do if a child discloses that he or she is being (or has been) sexually abused?

If a child discloses abuse, it is critical to stay calm, listen carefully, and NEVER blame the child. Thank the child for telling you and reassure him or her of your support.

Do not interview the child regarding the suspected abuse. Do not discuss the suspected abuse with other leaders, parents, etc. All information regarding the child should be kept confidential with the staff/pastors.

Appropriate action to take as a response.

- Secure the safety and anonymity of the child first. Do not confront the accused.
- Don't assume that the child is being abused. There may be many explanations for why a child is behaving in a particular way or for how a child was injured.
- Go immediately to a staff member with your concerns who will immediately notify the pastors.

Child Sexual and Physical Abuse Fact Sheets. The National Child Traumatic Stress Network, April 2009.

H4 | HUG, HIGH FIVE, HANDSHAKE, HOLD

Not only is safety and security important for our children, but it is important for a leaders and staff as well. Here are a few guidelines to ensure safety for our children and leaders while providing ways for our leaders to show affection to our children without compromising their integrity:

Hug | Hugging a child is a natural response when children are seeking affection

- If a child runs to a leader for a hug, the 'catch and release' method is preferred. Quickly give a hug and release from the hug gently.
- Side hugs are most appropriate. Instead of a body to body front hug, a side to side hug will not be misunderstood and be just as effective.

High five | High fives are a great way to show encouragement to a child

- It is a great expression to say, "Way to go!"
- Children as young as 12 months can learn how to high five.

Handshake | Handshaking is a friendly way to greet someone, especially for the first time

- A handshake with the right hand and cupped with the left is a more personable greeting.
- Any child older than 2nd grade should politely be discouraged from holding the leader's hand. A child who is just learning to walk and toddling around may need the help of the leader's hand for stability. This is perfectly acceptable.

Hold | Some children seek to be held by a leader as a form of security or affection

- Piggy back rides are not permitted.
- If holding an infant (birth through 12 months) is necessary for comfort, we require the leaders to be no younger than high school.
- If a child seeks sitting on the lap of the leader, we ask the leader to gently place the child directly next to them and away from the lap for elementary ages.

EMERGENCY EVACUATION

Definitions

- **Evacuation:** The orderly movement of persons in a building to a building to a different location, inside another building, or outside, if the destination is safer than the original location.
- **Shelter in place/lockdown:** Containing people in secure areas until released, when a dangerous situation is occurring inside the building, outside the building, or at a nearby location.
- **Reunification:** An orderly and documented process of allowing parents and/or guardians (with identification) to sign for and pick up their minor child from a secured area.
- **Tornado Watch** - Conditions are favorable for the development of tornados in and close to the watch area.
- **Tornado Warning** – a tornado is indicated by radar or sighted by trained spotters; therefore people in the affected area should seek safe shelter immediately.

Important Considerations

- **Action of parents.** Parents who think their children are in danger or who are unfamiliar with the procedures may panic, place themselves, their children, or others in danger and may not listen to verbal direction of staff. Or parents may try to reunite with their child without following procedures, leading to a false missing child response and search after the event.
- **Securing evacuation routes/zones.** If time allows, leaders should sweep the evacuation routes and evacuation zones for potential hazards prior to moving anyone.
- **Evacuation zones.** Several evacuation zones have been selected, due to the number of people to be evacuated and possible adverse conditions. When evacuating people, it is important to be aware of vehicle traffic and avoid walking across public roads. People may need to change evacuation zones in order to remain upwind of any smoke, fumes, or other perceived hazard.

IDENTIFICATION OF HAZARD

Any staff member, leader, teacher, usher, or safety and security team member should be alert at all times while working on campus. Immediately report to authorized personnel anything that poses a hazard to the staff and visitors.

PUBLIC SAFETY NOIFICATION

Any staff member, leader, usher, or safety and security team member who observes or detects a hazardous condition or emergency, will immediately notify the safety and security team member, head usher, or a pastor and immediately begin emergency procedures to move people to safety with the goal of preventing or limiting injury and loss of life.

If the head usher, safety and security team member, or pastor cannot be immediately reached, call 911.

When calling 911, it is important to give the address (1310 Shepherd Drive) with location of incident within the building, as well as, the type of emergency, number of victims, your name, and callback number.

If the fire alarm activates, the fire department and safety personnel are automatically called by the alarm company.

Evacuation Responsibilities

Leaders

- Obtain the sign-in sheet. Display a sense of calm, smile, and encourage children.
- Account of any children away from the classroom and check restrooms.
- Have children hold hands and lead them to the evacuation area.
- Help those with special needs.
- Sweep room for hiding children (may be frightened by noises)
- Turn off lights and close door when room is confirmed empty.
- Consider having children sing to keep them busy. Reassure them of the sights and sounds they may experience.
- At the evacuation area, determine if anyone needs medical. Report a medical need to the safety and security team so first aid can be provided until ambulances arrive.
- Keep your children together. Proceed with the routine check-out procedures.
- Stay with children until all are accounted for.
- After all children are released to parents, return sign-in sheet to a director.

Evacuation Zones

- ZONE 1 – End of north parking lot
- ZONE 2 – End of south parking lot

Evacuation Procedures

IN CASE OF FIRE

- Leader check safest evacuation route
- Grab go bag
- One leader in front of the line and one leader in the back of the line
- Do a headcount
- Turn off lights and close classroom doors
- Take children to designated evacuation zone

IN CASE OF SEVERE WEATHER.....

- Grab go bag
- One leader in front of the line and one leader in the back of the line
- Do a headcount
- Turn off lights and close classroom doors
- Take children to designated safety area
- Once in safe location, instruct the children to take the duck-and-cover position. Adults should also assume this position once the children are in place.
- Return to your room (if necessary) when the All Clear Signal has been given.

IN CASE OF LOCKDOWN.....

- Evacuation (If at all possible, evacuate the building)
 - Grab go bag
 - One leader in front of the line and one leader in the back of the line
 - Do a headcount
 - Take children to a safe area
- Lockdown in the classroom
 - Turn off lights and lock classroom doors
 - Keep children quiet and away from windows

MAP OF THE BUILDING

SAFETY AND SECURITY



2 LOWER LEVEL
SCALE: 1/16" = 1'-0"

1 FIRST FLOOR
SCALE: 1/16" = 1'-0"

INSURANCE REPORT



Notice of Injury

Organization	Name: <u>Good Shepherd Lutheran Church</u> Address: <u>1310 Shepherd Dr., Naperville, IL 60565</u> Policy #: <u>12MLA0350346</u>
Time and Place of Injury	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did it occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/ doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____
Full Description of Injury	_____ _____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: _____ Date of report: _____

M109 GG (12/02)

FORMS

INJURY REPORT

INJURY REPORT

GENERAL INFORMATION

Child's Name: _____ Child's Age: _____

WHAT HAPPENED?

Date and time of injury: _____

Location: _____

Equipment involved: _____

Witnesses: _____

DESCRIBE ACCIDENT \ INJURY \ ILLNESS

WHAT DID YOU DO?

Describe the treatment: _____

Who treated the child? _____

Please sign and return Injury Report. Thank you.

Parent Signature

Date

Staff Signature

Date

CUSTODY CONCERN QUESTIONNAIRE

Custody Concern Questionnaire

A picture of both the child(ren) and the individual who is unauthorized to pick-up the children must be attached to this form.

Your Name _____

Relationship to Child(ren) _____

Your Cell Number _____

Does the unauthorized individual attend Good Shepherd? YES NO

Is there a court order or restraining order? YES NO

Do we have a copy? YES NO

Child(ren's) Information

Child's Name	Child's DOB	Child's Grade

Nature of Concern/Other Information:

I, (parent or guardian) hereby certify that the statements made in this document are true and accurate.

Signature

Date

Staff Signature

Date

FORMS

AUTHORIZATION TO ADMINISTER MEDICATION

AUTHORIZATION TO ADMINISTER MEDICATION

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize a church staff member, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer), lawfully prescribed medication and non-prescribed medication in the manner described in the Physician's Order. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the medication authorization for my child is accepted by the church and signed by a representative of the church in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the church, any of its employees, agents or volunteers arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the church, any of its employees, agents or volunteers, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempted administration of said medication.

Medications will not be administered by staff unless the following are provided:

1. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and phone number, medication name and dosage, and date of order;
2. Written instructions from the licensed prescriber setting forth the time intervals of administration, the duration of the prescription and the method of administration;
3. Written indication from the licensed prescriber as to the diagnosis requiring the medication and listing the possible side effects of the medication.

With regard to the administration of non-prescription medications the parent or guardian must provide dosing instructions to staff.

This authorization shall remain in effect until the child reaches the age of 18 or until the authorization is withdrawn by the parent or guardian in writing.

I hereby authorize employees, agents and volunteers of Good Shepherd Lutheran Church to administer medications to my child. I acknowledge that I have read the above agreement and agree to its terms.

Medication	Dosage amount	Frequency	Special Instructions

Dated this ____ day of _____, 20__

Parent or Guardian

Preschool Director

DUPLICATION SECURITY BADGE

Duplication Security Badge Request Instructions

Step 1

- o Parent completes form

Step 2

- o Check registration paperwork to see if there are any custody issues and to verify parent's name. If the person requesting a duplicate security badge is not a parent or there is a custody concern, do not go further. CONTACT STAFF immediately. Otherwise, continue to step 3.

Step 3

- o Verify photo ID matches individual. If they don't match, CONTACT STAFF immediately.
- o If ID is not available, what other forms of photo ID do they have that will help you verify them? (Credit card, insurance, social security). Note that you used on the front of the sheet.

Step 4

- o Verify address information matches registration paperwork. If not, ask what other address they might have had listed with us. Ask which is current.
- o Note on the form if the database needs to be updated.
- o Verify kids' names, birthday, and grade match what's on the registration paperwork.

Step 5

- o When verified, give the parent a temporary security badge.
- o Sign form.

Duplication Security Badge Request

Your Name: _____

Address: _____

Phone: _____

Driver's license number or other means of ID: _____

Who are you picking up?

Name	DOB	Grade

Verified by: _____