

SHILOH BAPTIST CHURCH  
CHILDREN'S  
POLICIES & PROCEDURES  
MANUAL

First Adopted August 11, 1998  
Revised November 2010  
Revised November 2015  
**Revised August 2017**

## Table of Contents

The Purpose of Our Children’s Ministry .....	2
Definitions.....	2
Shiloh Baptist Church Children’s Policies and Procedures.....	2
Staffing Policies for Children’s Workers.....	3
Policies for Teachers .....	3
Policies for Parents.....	4
Discipline Techniques.....	6
Prevention of Child Abuse.....	6
Food and Drink.....	6
First Aid, Illness and Emergencies .....	7
Sanitation and Waste Contro.....	7
Toys and Equipment.....	7
Security Issues .....	9
Infant Information and Emergency Data Form (Attachment 1) .....	10
Toddler Information and Emergency Data Form (Attachment 2) .....	12
Preschool Information and Emergency Data Form (Attachment 3) .....	14
Older Children Information and Emergency Data Form (Attachment 4) .....	16

## THE PURPOSE OF OUR CHILDREN'S MINISTRY IS TO HELP EACH CHILD:

- Associate GOD, JESUS, and the BIBLE with happy feelings.
- To make progress in solving problems, sharing and expressing him/her SELF.
- To know that the BIBLE is the special book that tells about GOD and JESUS.
- To think of CHURCH as my church - a place where people love me.
- To think of HOME or FAMILY as a place of love and security.
- To begin thinking of OTHERS and adjusting to their interests.

These objectives and concepts are taught through various activities.

It is the desire of Shiloh Baptist Church, King George, Virginia to provide a safe environment in which all can worship. To that end, we have established the following policies and procedures. It is our intent to serve our Lord and His people in this area with wisdom and compassion.

### Definitions

**Adult Volunteer** - any person eighteen years of age or older who participates on a non-paid basis in church affiliated programs or activities involving children.

**Child** - any person not older than seventeen.

**Child Abuse** - Any behavior directed towards a child or conducted in the presence of a child that is sexual, physical, or mental abuse.

**Employee** - any person paid a salary or hourly wage by Shiloh Baptist Church.

**Youth Volunteer** – any person between the ages of thirteen and 18 who participates on a non-paid basis in church affiliated programs or activities involving children.

### Shiloh Baptist Church Children's Policies and Procedures

These policies and procedures are compiled for the parents and teachers of children ages birth to eighteen. Babies are specified as age birth to walking. Toddlers are walkers up to two years old. Preschoolers and toddlers are children who are two or three. For safety reasons, it is required that children in the baby class master walking before moving up to the toddler class. Preschoolers who are age two by September 30 may be promoted to the Two and Three-Year-Old class at the beginning of the Sunday School year. Preschoolers who are age four by September 30 may be promoted to the Pre-K and Kindergarten at the beginning of the Sunday School year when they are completely potty-trained. If they are not potty-trained, they will need to remain in the toddler classroom unless approval from Minister of Children.

Ages and/or development of the children determine which classroom they will be assigned.

These rules are set up because we love the children and their families, and want to provide the best and safest Christian education and learning environment that we can.

Activities are provided for children while their parents are engaged in Sunday School morning services and other daytime and evening activities as appropriate.

Should there be any questions by the parents or the teachers regarding any of these policies, please direct them to the Sunday School Team Lead, Minister to Children, or Minister to Youth.

### **Staffing Policy for Children's Workers**

1. Present employees of the church shall complete a consent form for a national background check and such background checks shall be completed and evaluated every 3 years.
2. Every applicant for any paid position of Shiloh Baptist Church shall complete an employment application and a consent form for a national background check (See Attachment 5). No person shall be offered employment before the church's personnel team has received and studied the applicant's completed employment application and the results from the background check of the applicant.
3. All volunteers working with children will need to have a national background check.
4. All information gathered from the employment application and the background checks will be held in a confidential file. Only the team lead for the Personnel Team, Pastor, and church attorney will be allowed access to the file. The only exceptions are in the case of a court order or a request from the church insurance company.
5. At least one leader in each children's class shall have been a member of Shiloh Baptist Church of six (6) months preceding the commencement of the volunteer service.
6. No person with known prior incidents of sexual, physical, or mental abuse shall be permitted to serve in any capacity involving working with, or supervision, of children. Because it is a privilege to teach children, if an allegation of child abuse is supported by evidence sufficient to cause reasonable concern by the Pastor or Board of Directors Team Lead and the church attorney, then the alleged offender, whether employee or volunteer, shall be suspended immediately from all church duties involving children until the matter is resolved. Teachers in a children's class should regularly attend Shiloh Baptist Church for at least **six months and espouse Baptist principles.**

### **Policies for Teachers**

1. Children from other classes should not be allowed in the infant, toddler or preschool rooms. Children between the ages of 13-17 years old may teach Extended Session or other activities as long as they are accompanied by an adult. Those over the age of 18 are considered adults. Children between 13-17 years old may assist only if they attend training provided by Shiloh Baptist Church which is provided by the Minister to Children.
2. All teachers are expected to study the provided approved curriculum materials for their particular age groups and to plan activities so that appropriate religious education can take place whenever children are at church. Sunday School teachers or those who teach

on a regular basis are expected to contact the parents or guardians periodically in order to meet the needs of the individual children.

3. All teachers are expected to greet children as they arrive with a smile, warm words, and to show love, understanding, and acceptance with all toddlers, preschoolers, and Kindergarteners. This means teachers should arrive 15 to 20 minutes ahead of class time to ensure that everything is ready for that day. Extended session workers will need to arrive as soon as reasonable after the end of the first session or when children are dismissed from the sanctuary.
4. Workers will notify the parents, guardian, or other designated person if a child is extremely upset and cannot be calmed within a reasonable amount of time.
5. Workers will fill out an accident report whenever a child is injured. These forms will be kept in the children's classrooms. Accident reports will be kept on file in the office until an appropriate time when they will be destroyed. Workers will always notify the parent or guardian of any accidents involving their child.
6. All teachers are encouraged to increase their knowledge of children through reading and other learning opportunities. Recommended learning opportunities include those sponsored by Shiloh Baptist Church, Fredericksburg Area Baptist Network, Virginia Baptist General Board, and the Baptist Sunday School Board.
7. Employees working with children will need to have CPR and First Aid training which will be provided by Shiloh Baptist.
8. All workers shall observe the "two-adult" rule. This means that when working with children at least two adult workers shall be present and one-on-one situations with a child shall be avoided. This includes counseling sessions. Pastoral staff are exempt from this "two-adult" rule; however, where continuing counseling sessions are contemplated, either (1) parental permission shall be obtained for the Pastoral Staff to meet privately with the child, or (2) the "two-adult" rule shall apply. Preschoolers must not be left in any room unattended by a teacher or assistant.
9. The church encourages family members to work together in ministries to children. However, for protection of all concerned, the church will provide additional adult workers to assist immediate family members (i.e. husband and wife or parent with older youth) working with children.
10. Any person observing behavior directed towards or conducted in the presence of a child that has the appearance of abuse has the responsibility to immediately take appropriate action. That action includes stopping the behavior, obtaining assistance from others to stop the behavior, and reporting the behavior. In no case should the person observing the behavior leave the child (or children) alone with the person engaging in the behavior.

### **Policies for Parents**

The parents or guardians are responsible for the Christian education of his/her child. The teachers as representatives of the church are here to assist the parents in the Christian education of the child.

1. For safety reasons, parents or guardians should not allow their children to be unsupervised on church property or church sponsored event at any time.

2. For security reasons, an Information and Emergency Data Sheet will be filled out for each child in attendance for Sunday School or Extended Session (See Attachments 1 through 4 – Children’s Information and Emergency Data sheet).
3. All children must be brought and called for by a parent, guardian or other authorized person. Young siblings below 6<sup>th</sup> grade, will not be allowed to pick up babies, toddlers or preschoolers. Anyone picking up the child may be required to show photo identification. If at any time the parent requires that a person other than those listed on file be allowed to pick up the child, a signed notification from the guardian or other authorized person will be required in advance of the pickup. A copy of the **court order** prohibiting a parent from picking up his/her child must be on file with the child's card. If the children’s leader does not have a copy of this order, he/she will be required to release the child to the requesting parent.
4. Children shall be called for immediately at the close of all activities. Even the most well-adjusted child may become fearful or anxious if he/she is left after all the other children have gone for a seemingly extended period.
5. Children and their workers should be the only persons permitted in their classrooms. The exception will be the invited parent, guest, or nursing mothers. Parents are invited to enter by the children’s workers for management of separation anxieties, security, safety, or educational activities. Teachers will receive each child at the door. After class, parents/guardians will gently knock and are to wait at the door until a teacher can bring the child to them. Observing this policy will provide greater safety and an easier transition for the children. This is especially so when children are picked up after the Sunday School hour.
6. Children who show signs of illness, such as a fever or extreme cold or flu symptoms cannot be accepted in a children’s class. The teachers may not give medication to any child except emergency inhalers or an EPI pen.
7. Diaper bags, bottles, baby food, and sipper cups should be marked with the child's name. If necessary, please provide the teachers with written feeding instructions for babies. As a general rule, food is not required for older toddlers and preschoolers and should not be brought. Special arrangements should be made in advance for special dietary needs or celebrations. Notification will be given by posting a sign outside the room so parents know.
8. Parents must notify teachers concerning any allergies or illnesses that your child may have. To ensure the best possible care for your child, suspected changes in such allergies or illnesses should be reported to the teacher. All information is considered confidential and will be restricted to those workers with a need to know.
9. Your toddler or preschooler may participate in activities such as painting, water play, and outside play. We encourage parents to dress the preschoolers accordingly. Notification of special messy days will be made in advance to the parents as appropriate.
10. Preschoolers are discouraged from bringing toys and other personal items that may be distracting or those toys they are unwilling to share. No sharp-pointed toys or small objects which do not pass the choke test will be allowed in the babies/toddlers/ Pre-K/Kindergarten classroom. Security items for younger preschoolers are acceptable.
11. For any reason, if a child is excessively upset, the parent or guardian is expected to participate in soothing the child.
12. Extra sets of clothes should be brought for children who might have accidents.
13. In case of fire or other similar emergencies, parents will meet their children at the Cross located outside in front of the church cemetery. If a fire or other emergency has occurred,

DO NOT go to your child's classroom. Diagrams of emergency routes are posted adjacent to each classroom.

### **Discipline Techniques**

1. Spanking or belittling a child on Shiloh Baptist grounds is not to take place under any circumstances.
2. Minor discipline problems such as disruptive behavior may need to be handled with a time-out for an appropriate period of time.
3. Gently restraining a child from intentionally hurting another child may be necessary. Teachers should consult parents as to the best way to handle major discipline problems such as hitting, biting, and other hurtful behavior that might occur in the classroom. Teachers may need to get a parent out of their church-sponsored activity to participate in the discipline required.

### **Prevention of Child Abuse**

Shiloh Baptist Church has a rich history of ministry to individuals, families, adults, youth, and children. We have always stressed the sanctity of human life and the importance and worth of each individual as a child of God. Reports of both physical and sexual child abuse have risen dramatically in our nation. Churches are not insulated from the problem. Although Shiloh Baptist Church has not had reported incidents of child abuse, we recognize that formal policy is necessary in the prevention of child abuse as well as to the protection of our employees, adult volunteers, and church family as a whole. Therefore, we have established the Child Abuse policy manual. Please refer to the Child Abuse Policy Manual for further details on our abuse policies.

### **Food and Drink**

Teachers and Parents:

For safety reasons, hot beverages or foods should not be carried into the nursery, toddler, preschool, and kindergarten room at any time. Coffee, tea, etc. is to be consumed in the appropriate areas before coming into the children's classrooms. Breakable containers are discouraged. Teachers are encouraged to provide parents with at least one day advance notice of food tasting activities, either by word-of-mouth, a note, or a visible sign on your classroom door.

1. Shiloh Baptist Church is a Peanut Free. Because of this policy, there should be no peanuts or products that could have come into contact with peanuts brought into the church.
2. Children's hands must be washed (or use hand sanitizer) before eating food.
3. During the Sunday School hour, a **light** snack consisting of water, crackers/cookies, or fruit may be served to the children in the toddler or preschool rooms.
4. No food will be given to infants in the nursery room unless approved by the parent or guardian.
5. Table food will not be served in a toddler, preschool, kindergarten classroom except during sessions when mealtime or food tasting activity is part of the program. During

church socials or fellowship, preschoolers will participate with their families in the fellowship hall.

### **First Aid, Illness and Emergencies**

Please see Emergency Response Manual.

### **Sanitation and Waste Control for Infants and Toddlers**

In order to provide a clean, healthy environment for the children that will help control the spreading of germs, the following procedures are required:

1. Teachers are to change diapers as necessary. If diapers are not changed during Sunday School, they shall be changed before the Extended session is over if needed.
2. Teachers must wear disposable gloves before each diaper change or contact with body secretions (saliva, nasal charge, vomit, blood, etc.) Gloves are provided in the classrooms.
3. A clean, disposable changing pad or waxed paper is to be placed under the child before each diaper change.
4. Diapers must be wrapped appropriately so that they cannot be accessed in the trash can by preschoolers.
5. Clean crib sheets will be provided in the infant classroom. Teachers are to ensure that the sheet has been changed before placing the child in the crib.
6. Teachers must wash their hands with soap and water after each diaper change or contact with body secretions.
7. Disinfectant wipes are provided in each classroom for use by the teacher.
8. A bag of absorbent material (kitty litter), broom, and dustpan is provided for cleaning spills or vomit.

### **Toys and Equipment**

1. Children's toys and equipment will be selected by the Children's teachers. They will be selected as age appropriate and curriculum appropriate.
2. Children's teachers are responsible for the sanitation of toys and equipment that have had contact with saliva or nasal secretions or body fluids. Separation of contaminated toys is encouraged in the infant classroom.
3. Disinfectant wipes and hand sanitizer will be provided in each classroom.
4. Broken or damaged toys and equipment should be either discarded or brought to the attention of the Sunday School Team Lead, Infant/Toddler Team Lead or Minister to Children.
5. Children's teachers are responsible for putting away materials such as books, puzzles, blocks, pictures and art materials at the end of the session.
6. All electrical plugs in the infant, toddler and preschool classrooms will be covered when not in use.

## **Security Issues**

1. For the safety of the children all non-sanctuary doors to the outside will remain locked in order to prevent access by someone from the outside during the Worship Hour and at other times when the parents are involved in activities in the church sanctuary or family life center.
2. Children's teachers are required to report any unusual activity (any activity that makes you feel uncomfortable) in the children's area to the Sunday School Team Lead, Minister to Children or Minister to Youth.

## **General Policies**

1. Any group or organization desiring to use preschool rooms (infant, toddlers and preschool) shall contact the Sunday School Team Lead or Minister to Children as well as refer to the Building and Grounds policy on building use.
2. When organizations need provisions for preschoolers or children during special events that require employed child care, they should contact the Minister to Children. When employed child care is needed there should be at least two workers available.
3. As a general rule, nursery, toddler, preschool, and kindergarten classes during the extended session will be in the same classroom as the Sunday School class.
4. Requests for changes in policies, furnishings, and/or equipment for any department should be submitted by organizational directors (Sunday School Team Lead or Minister to Children).

Additional: Accommodations will be considered for special needs of preschoolers within the resources of Shiloh Baptist Church. Requests will be made to the Minister to Children or Sunday School Team Lead. Tentative plans should be presented to enable time to comply.

**PRESCHOOL INFANT INFORMATION  
AND EMERGENCY DATA  
(Babies)**

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Does your infant have any allergies or other known medical problems? If so, please explain.

\_\_\_\_\_

Name of Parents or Guardian \_\_\_\_\_

Location of parents or guardian during Sunday School \_\_\_\_\_

Mother \_\_\_\_\_ Father \_\_\_\_\_

Name and phone of one other person if you cannot be reached \_\_\_\_\_

Name and relationship of other persons living in the home  
\_\_\_\_\_

**See Back for all persons allowed to pick up the my infant. This must be filled in by the primary parent or guardian.**

Sleeping Position: \_\_\_Stomach \_\_\_On Back      Sleeping Time: \_\_\_\_\_

Does infant hold something? \_\_\_\_\_

Is infant Breast Fed? \_\_\_\_\_ or Bottle Fed \_\_\_\_\_ Time: \_\_\_\_\_

Does infant drink juice? \_\_\_\_\_ Does infant eat solid food? \_\_\_\_\_

Burp: \_\_\_After Feeding \_\_\_During Feeding How? \_\_\_\_\_

Does infant use a pacifier? \_\_\_\_\_

When diapering, do you use powder? \_\_\_\_\_ Oil? \_\_\_\_\_

Best time to visit the home \_\_\_\_\_

I have read and understand the Preschool Children's Policy and Procedures for Shiloh Baptist Church.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: \_\_\_\_\_

The following persons are allowed to pick up my child from the infant class at any time. (**Young siblings below 6<sup>th</sup> grade, will not be allowed to pick up babies, toddlers or preschoolers.**)

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

PRESCHOOL TODDLER INFORMATION  
AND EMERGENCY DATA  
(Toddlers, 2-3 Year Olds)

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Does your child have any allergies or other known medical problems? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Name of Parents or Guardians \_\_\_\_\_

Location of parents or guardian during Sunday School \_\_\_\_\_

Mother \_\_\_\_\_ Father \_\_\_\_\_

Name and phone of one other person if you cannot be reached \_\_\_\_\_

Name and relationship of other persons living in the home \_\_\_\_\_

\_\_\_\_\_

Names child calls grandparents:

\_\_\_\_\_

**See Back for all persons allowed to pick up the preschooler. This must be filled in by the primary parent or guardian.**

Word child uses for urination \_\_\_\_\_ Word child uses for bowel movement \_\_\_\_\_

Name(s) and types) of pet(s) in the home \_\_\_\_\_

Child's fears \_\_\_\_\_ Child's security item \_\_\_\_\_

Best time to visit the home \_\_\_\_\_

I have read and understand the Children's Policy and Procedures for Shiloh Baptist Church.

\_\_\_\_\_

Parent or Guardian

\_\_\_\_\_

Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: \_\_\_\_\_

The following persons are allowed to pick up my child from the toddler class at any time.  
**(Young siblings below 6<sup>th</sup> grade, will not be allowed to pick up babies, toddlers or preschoolers.)**

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

\_\_\_\_\_

\_\_\_\_\_

Signed:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

PRESCHOOL INFORMATION  
AND EMERGENCY DATA  
(4-5 Year Olds)

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Does your child have any allergies or other known medical problems? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Location of parent or guardian during Sunday School \_\_\_\_\_

Mother \_\_\_\_\_ Father \_\_\_\_\_

Name and phone of one other person if you cannot be reached \_\_\_\_\_

Name and relationship of other persons living in the home  
\_\_\_\_\_

Names child calls grandparents:  
\_\_\_\_\_

**See Back for all persons allowed to pick up the preschooler. This must be filled in by the primary parent or guardian.**

Word child uses for urination \_\_\_\_\_ Word child uses for bowel movement \_\_\_\_\_

Name(s) and type(s) of pet(s) in the home \_\_\_\_\_

Child's fears \_\_\_\_\_ Child's security item \_\_\_\_\_

Best time to visit the home \_\_\_\_\_

I have read and understand the Children's Policy and Procedures for Shiloh Baptist Church.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: \_\_\_\_\_

The following person(s) are allowed to pick up my child from the 4 and 5 year old class at any time: **(Young siblings below 6<sup>th</sup> grade, will not be allowed to pick up babies, toddlers or preschoolers.)**

NAME	RELATIONSHIP TO CHILD
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

\_\_\_\_\_

\_\_\_\_\_

Signed:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

OLDER CHILDREN INFORMATION  
AND EMERGENCY DATA  
(1<sup>st</sup> grade – 5<sup>th</sup> grade)

Name of Child \_\_\_\_\_

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Does your child have any allergies or other known medical problems? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Location of parent or guardian during Sunday School \_\_\_\_\_

Mother \_\_\_\_\_ Father \_\_\_\_\_

Name and phone of one other person if you cannot be reached \_\_\_\_\_

Name and relationship of other persons living in the home  
\_\_\_\_\_

What school does your child attend? \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

PERSONS ALLOWED TO PICK UP CHILD

Name of Child: \_\_\_\_\_

The following person(s) are allowed to pick up my child from the 4 and 5 year old class at any time: **(Young siblings below 6<sup>th</sup> grade, will not be allowed to pick up babies, toddlers or preschoolers.)**

**NAME**

**RELATIONSHIP TO CHILD**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Optional: The followings persons are not allowed to pick up my child from the infant class

_____	_____
_____	_____

Reason (For the benefit of the teacher, you should include a copy of the court order, etc.):

\_\_\_\_\_

\_\_\_\_\_

Signed:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date