

Preschool And Children's Policy

**Trinity Baptist Church
4815 Six Forks Road
Raleigh, NC 27609**

Revised May 2015

General Policies

The members and staff of Trinity Baptist Church are committed to maintaining a safe and secure environment in which preschoolers and children are protected from sexual/physical abuse and neglect. Our goals are to protect all children in church programs (in and out of our buildings), to educate teachers, workers and caregivers concerning abuse issues, and to protect staff and volunteers, as well as the church as a whole, from potential allegations of abuse and neglect. The General policies should govern all church preschool and grade school children, their leadership and facilities used during programs and activities hosted by Trinity Baptist Church.

Definitions

Preschool children or preschooler: include children from birth to five years of age or pre-first grade.

Grade school children: include children 1st -5th grade.

Children: Preschool children and grade school children as defined above.

Worker: anyone (paid or volunteer) who interacts with children either in a leadership or supportive role weekly or occasionally.

Volunteer: refers to a person who is a volunteer working with Trinity Baptist Church preschool and/or grade school children, who meets the following criteria:

1. He or she has been a member of Trinity Baptist Church or a Trinity Baptist Church Sunday School class for at least 6 months.
2. He or she has completed confidential Volunteer Application Forms (see Appendices) and the application has been approved in accordance with the Safety & Security Policies.

Child abuse: any abuse that includes physical, neglect, sexual, and emotional as defined by North Carolina General Statutes 7B-101.

Neglect: failure to provide adequate protection and supervision

Physical abuse: any non-accidental injury or harmful contact that may include shaking, bruising, lacerations, burns, or broken bones.

Sexual abuse: encompasses a broad range of behaviors that result in the exploitation of a person for the sexual gratification of another person.

Emotional abuse: abuse created or allowed that uses intimidation, humiliation, isolation and fear to diminish a person's sense of self and sanity.

Supervising Minister(s): the applicable minister responsible for supervising the activity in question as described in the Bylaws or the Personnel Policies of Trinity Baptist Church.

Part 1: Organization

1. Each child may be placed in a department appropriate for age and development during sessions or programs at Trinity. These programs include, but are not limited to, Sunday School, Discipleship Training, Wednesday Evening Activities, Vacation Bible School (VBS), Camps, Recreation and Extended Session. All functions should maintain recommended state ratios of adults to children.
2. Babies through age two may be promoted based upon the developmental needs of each child and approved by the parent, the teacher, the division director(s), and the supervising minister. Those children who are two years and above may be promoted each church-wide promotion Sunday. The Wake County or State of North Carolina date chosen for entrance into Kindergarten should be the date used to promote forward. Parents or guardians should present exceptions to this rule to the supervising minister and the division director(s). To ensure appropriate placement and to provide adequate safety for each child, parents should fill out the Preschool/Children Ministry Information form (see appendices) at the beginning of each church year.

3. Children above preschool age are not permitted in a preschool room. Any exceptions should be approved by the division director, the supervising minister, the extended teaching care hostess, other church staff, or approved leadership.
4. A list of needed equipment for any room should be submitted to the supervising minister(s), and may involve the extended session committee, the furnishing committee, the children's ministry committee, or the weekday preschool committee.
5. Request for special use of the preschool or children's facility not regularly scheduled should be made in writing and turned in to the church office or to the supervising minister, at least one week prior to the event. A form is available in the church office for such requests and attached to this policy. (see appendices)
6. Parents/guardians may bring and return for children or preschoolers ten minutes before and after scheduled services, programs or activities. Children should not to be left unattended. Should parents or guardians wish to return earlier for their children, an appropriate security process needs to be followed by the worker of the room before securing/releasing children or preschoolers.

Part 2: Leadership and Selection of Workers

I. Procedure for the Enlisting/Hiring and Screening of Compensated Workers and Volunteers

1. All scheduled workers with preschool or grade school children, full or part time, compensated or volunteer (for example: children's ministry programs, recreation ministry planned programs including Upward and day camps, etc.) should complete Volunteer Application/Screen Form (see appendices).
2. Occasional unscheduled volunteers for programs sponsored by Trinity Baptist Church where preschool or grade school children are entrusted to the care of adults should still fill out a Volunteer Application/Screening Form to have on file.
3. Reference information should be gathered on all compensated workers and volunteers. This reference information may be conducted by phone, by mail, and/or through personal contacts. Background checks should be completed on all compensated and volunteer workers.
4. Background and reference re-checks should be completed every three years for all compensated workers and volunteers.
5. All information provided in the Volunteer Application/Screening Forms, as well as any information collected through reference checks or other investigations or inquiries, is to be considered confidential church property and is not to be released to any other party except as required by law, or on a need-to-know basis with the prior approval of the Senior Pastor, appropriate staff ministers or Board of Trustees.
6. Confidential information collected by the Volunteer Application/Screening Forms, as well as any information collected should be kept secured in a supervising minister's office. Should the report come back with anything questionable, further inquiry should be made by the supervising minister, and if applicable, the procedure set forth in Part 3 of this policy, Child Protection Policy, IV, shall be followed.
7. All workers should attend training provided for their leadership position and should be presented a copy of written policies. Workers should be given a job description with clear expectations detailed.

II. Policy Statement for Compensated Workers and Volunteers with Preschool and Grade school children

1. Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the Trinity Baptist Church family. Applicants who are survivors of abuse should discuss this in confidence with the person who conducts the confidential interview, or with the appropriate supervising minister.
2. Volunteer workers of preschoolers and grade school children should be members in good standing of Trinity Baptist Church or regular attendees in good standing of the church for at least six months. Sunday school teachers and Bible study leaders should be members of Trinity Baptist Church. Exceptions to this requirement should be at the discretion of the supervising minister in whose area the volunteer will be serving.
3. Compensated workers should be trained, approved, background, and reference checked by the Preschool Ministry Associate, Associate Pastor of Education and Families, and Weekday Preschool Director.
4. Those who use Trinity Baptist Church facilities and need childcare should only use workers that have been trained or approved by the Preschool Ministry Associate, Associate Pastor of Education and Families, and/or Weekday Preschool Director. Those who request to use church facilities will be made aware of this stipulation.
5. The use of, possession of, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs by any worker during church working hours or church sponsored programs is prohibited.

III. Supervision Policy for Compensated and Volunteer Workers with Preschool and Grade school children

1. Two approved unrelated workers should be present during any activity involving preschool or grade school children, even if only one child is present. This guideline reduces the risk of abuse and the risk of false accusations. Workers and children should be located so others can observe them.
2. All workers should be adults, 18 years of age or older. Exceptions to this requirement should be made at the discretion of the supervising minister, Division Director or Extended Teaching Care Hostess. People younger than 18 may be workers provided they do so under adult supervision, however they may not take the place of adults working with children under age 2. All minor assistant workers should follow the ***“Five year rule”*** - should be older by 5 years of children in their care.
3. Minors under the age of 14 may assist their parent/guardian worker during Extended Teaching Care or similar activity.
4. Questionable or inappropriate behavior should be reported immediately to the appropriate age-group minister, supervising minister or Senior Pastor.
5. If a person acting in an official capacity on behalf of the church desires to plan an activity that includes taking children off the church campus, he/she should:
 - a. Request permission from the appropriate age group minister;
 - b. Notify parents in advance of specific plan and receive permission in writing, using an approved field trip permission form and/or medical release form provided by the appropriate supervising minister.
 - c. Always have at least one other adult present;

d. Or have a parent/guardian present.

6. All workers should attend training provided for their leadership position and should be presented a copy of written policies. Workers should be given a job description with clear expectations detailed. Workers should sign a form noting that they received and understand the job description and policies. The signed form will be kept with the workers Application/Screening Form.
7. All workers shall provide proper supervision and exercise sound judgment in providing a safe environment at all times.
8. All workers shall respect the rights of children not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults shall discourage children from touching other children in ways that make them feel uncomfortable.

Part 3: Child Protection Policy

The members and staff of Trinity Baptist Church are committed to maintaining a safe and secure environment in which preschoolers and children are protected from sexual/physical abuse and neglect. Our goals are to protect all children in church programs (in and out of our buildings), to educate teachers, workers and caregivers concerning abuse issues, and to protect staff and volunteers, as well as the church as a whole from potential allegations of abuse and neglect.

I. Procedures for Classroom Safety of Preschool and Grade school children

1. Doors to classrooms should be kept shut when children are present in classroom. Parents/Guardians should remain in the hall when arriving and returning for their child.
2. Two or more unrelated adults should be present with preschool or grade school children at all times. Exceptions to this policy should be made at the discretion of supervising minister and visual accessibility maintained to all working areas should staff be limited or questionable.
3. Preschool or grade school children should only be allowed in classrooms or facility when authorized supervision is present and only for church-sponsored events or services.
4. Division director, Extended Teaching Care Hostess or a designated leader should patrol the halls during church-sponsored events or services.
5. Parents should sign (check) their child in and out of any program at Trinity Baptist Church, as provided. Each child should be picked up by a parent or the designated adult of the parent's choosing with knowledge of said person provided to the teacher or program worker.
6. The identity of all children should be protected from unauthorized access.

II. Reporting and Responding to Incidents of Abuse of Preschool or Grade school children

1. Child abuse, sexual abuse and neglect will not be tolerated at Trinity Baptist Church. The Supervising ministers shall ensure that Trinity Baptist Church follows the requirements of North Carolina law regarding the reporting of suspected abuse or neglect, which as of the date and adoption of this policy reads as follows. "Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the

juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment. Upon receipt of any report of sexual abuse of the juvenile in a childcare facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a childcare facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report.” (N.C.G.S. 7B-301)

2. Incidents of abuse or reasonably suspected incidents of abuse of a child will be reported immediately to the Trinity Baptist Church minister directly responsible for the area of ministry where the incident occurred.

III. Procedures for Responding and Reporting Reasonable Suspicion of Abuse of Preschool or Grade school children

A. Allegations

Should child abuse, be suspected or reported, Trinity Baptist Church should follow these procedures

1. The safety of the child should be secured.
2. Notify the parents/guardians of the victim and take any necessary steps to assure his or her safety until the parents arrive.
3. Treat the accused with dignity, but immediately remove him/her from further involvement with preschool or grade school children.
4. Notify the proper law enforcement and/or the department of family services.
5. Notify the church's insurance company, and the church's legal representation or Board of Trustees designee.
6. Keep a written record of the steps taken by the church in response to the allegations of abuse.
7. Reports should be taken seriously. Notes need to be taken to document the activity in question and kept in a secure location.
8. Leadership should notify supervising minister and appropriate church leadership of the incident in question.
9. Allegations should be handled with sensitivity for people's privacy and confidentiality. The Senior Pastor or Board of Trustees designee will be the sole spokesperson for the church insofar as media inquiries are concerned.

B. Concerns

1. Every report of a concern regarding the preschool or grade school children of Trinity Baptist shall be evaluated to determine if it in fact represents a report or a suspicion of child abuse. Such concerns will be processed as described by this policy and appropriate supervising minister contacted.
2. The Trinity Baptist Safety and Risk Committee along with appropriate supervising minister and/or related committee shall evaluate any report of concern related to preschool and children protection and safety, even it does not fall under the legal definition of abuse or its suspicion, to assure proper follow up on the issue.

IV. Addressing Known Offenders Who Are Members and/or Regular Attendees

At Trinity Baptist Church, we seek to live in covenant with God and with one another and to be a redemptive community to all who are members. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world. We adopt these procedures for ministering to those among us who are known offenders of children and youth while maintaining our focus on protecting the children and youth of our church.

1. Known offenders are required to make their status and any terms of probation known to the Senior Pastor and appropriate supervising ministers.
2. The Senior Pastor will appoint a group of 3-5 members to establish appropriate boundaries, in writing, governing the life of the offender within the church, including areas on campus where he/she may go unaccompanied. Group members will receive training in protection of children and youth and in dealing with known offenders. No decisions made by this group will conflict with any provisions of the Trinity Baptist Church Preschool and Children's Policy.
3. The known offender will give written acknowledgement and acceptance of Trinity Baptist Church's Preschool and Children's Policy and of the boundaries imposed.
4. At no time is a known offender to be assigned to ministries with children and youth.
5. At no time is a known offender to congregate with children and youth.
6. At no time is a known offender allowed in areas of the church or grounds dedicated to children and youth or in use primarily by children and youth.
7. As circumstances warrant, the Senior Pastor may identify a known offender to church employees and volunteers whose ministries should be informed of this fact.
8. Known offenders will receive the normal pastoral care afforded any member.
9. Should a known offender disregard the terms established in this policy, or should a known offender disregard any boundaries or conditions set by the Senior Pastor and his/her appointed group, the violation will be handled through the appointed group.

PRESCHOOL POLICIES

Purpose:

- A. Trinity Baptist Church is committed to providing participants in its Preschool Ministries with a safe, nurturing Christian environment staffed by caring and conscientious ministers, staff and volunteers. The Preschool policies embrace all previous general policies stated in the Preschool and Children's Policy document. Extreme care should be given to follow leadership selection and guidelines presented in the above-mentioned document. These policies are designed to help us provide a safe learning and loving environment for the preschool aged child.

Part 1: Divisional Policies

1. Each Child should be placed in a department classroom appropriate for age and development during sessions or programs at Trinity Baptist Church. These programs include Sunday School, Discipleship Training, VBS, Wednesday evening activities, recreation, and extended session. All functions should maintain recommended ratios of adults to children. The targeted ratio of adults to preschoolers or children is dependent on the ages of the children present.

<u>Age</u>	<u>Adult/child ratio</u>
Babies-Kindergarten	2:6
Babies-Twos	2:6
Threes-Kindergarten	2:8
Babies	2:4
Ones – Twos	2:6
Threes – Pre-K	2:8
Kindergarten (Pre 1 st grade)	2:10

2. Parents/Guardians may bring and return for children ten minutes before and after scheduled services, programs or activities. Preschool children are not to be left unattended.
3. Parents/Guardians should follow the following security guidelines when bringing a preschool-aged child to a classroom:
 - a. Each preschooler should be signed in by a parent, guardian or designated adult.
 - b. The adult signing in the preschooler should remain on church grounds until the program is concluded and the preschooler is picked up.
 - c. Parents/guardians of preschool-aged children Birth-3 years of age should be given a pager.
 - d. Parents/guardians of preschool-aged children Birth-K should be given a Security Tag.
 - e. Parents/guardians of preschool-aged children Birth – 2 years of age should fill out an information card on needs of their child during church programs.
4. Upon returning for preschool-aged children parents/guardians should follow the following security guidelines.
 - a. At least one parent/guardian should return for their preschool-aged child immediately following a worship service, function, or church activity.
 - b. Each preschool-aged child should be signed out by a parent/guardian or designated adult and return the pager or security tag.
5. Workers and preschool-aged children should be the only ones in the classroom. For the safety and security of the preschool children, parents should remain in the hallway at the classroom door during transition time
6. Parents/guardians and other family members are asked not to return or visit a child during class time unless the parent/guardian has been notified.
7. Babies through age two may be promoted based upon the developmental needs of each child and approved by the parent, the teacher, the division director, and the supervising minister.
 - a. Those children who are two years and above may be promoted each church-wide promotion Sunday.
 - b. The Wake County or State of North Carolina date chosen for entrance into Kindergarten should be the date used to promote forward.

- c. Parents/guardians should present exceptions to this rule to the division director and supervising minister.
8. All workers/volunteers should be adults, 18 years of age or older. Exceptions to this requirement should be made at the discretion of the supervising minister, Division Director or Extended Teaching Care Hostess. People younger than 18 may be workers provided they do so under adult supervision, however they may not take the place of adults working with children under age 2. All minor assistant workers should follow the ***“Five year rule”*** - should be older by 5 years of children in their care.

Part 2: Environment/Security Policies

1. At the close of each session or as deemed necessary, workers should be responsible for putting rooms back in order and sanitizing or washing toys that have been mouthed.
2. Rooms, furniture, and flooring should be age appropriate, easily cleanable and in good repair.
3. The birth-24months classrooms may be equipped with two or three adult-size rocking chairs.
4. Age 2 and up classrooms may be equipped with approved teachers chairs.
5. Electrical outlets should be covered properly while not in use.
6. Toys and equipment in classrooms should be developmentally appropriate for the age child assigned to the room. These items should be durable, easy to wash, easy to disinfect, and nonflammable. Toys brought from home are discouraged.
7. Personal items brought to the younger preschool classrooms such as diaper bags and bottles, should be labeled with the child’s first and last name. All items should be brought in plastic or non-breakable containers to prevent injury. Only items needed for the child should be kept in diaper bag. Trinity Baptist Church is not responsible for items left.
8. Windows and window treatments should be properly maintained and cords out of reach of children. Windows should be kept closed during activities with children.
9. Cabinets low to the floor should be latched for safety.
10. Concerns of safety should be brought to the supervising minister, the division director(s) or the extended teaching care hostess.
11. Injury notice forms should be completed on any child that sustains a substantial injury at Trinity Baptist Church. (see appendices) A substantial injury may be, but not limited to, a cut of the skin, a bite, a head wound, a burn, a bump on the head, or an injury of the extremities.

Part 3: Health Policies

1. Preschoolers and children showing signs of communicable illness should not be brought to church. Any preschooler or child developing symptoms during care should be isolated, the parent/guardian contacted to pick up the child, and the parents/legal guardians of the other children should be notified of exposure.

2. Signs of communicable illness that would be reason to exclude the child from participation include but are not limited to:
 - *Fever (100 degrees or more)
 - *Diarrhea
 - *Coughing, severe
 - *Vomiting, two or more episodes within the past 24 hours
 - *Red eye with white or yellow eye discharge, until 24 hours after treatment
 - *Yellow or green nasal discharge
 - *Scabies or lice
 - *Chicken pox or a rash suggestive of chicken pox
 - *Rashes, undiagnosed
 - *Skin lesions
 - *Tuberculosis, until a physician states the child is not infectious
 - *Strep throat, until 24 hours after treatment begins
 - *Pertussis, until 5 days after antibiotic treatment
 - *Hepatitis A, until one week after onset of illness or jaundice
 - *Impetigo, until 24 hours after treatment
3. Workers should wash hands thoroughly before reporting to their designated area. Workers should wear disposable gloves when coming in contact with bodily fluids, such as during changing a diaper, assisting with toileting, performing any first aid procedures, or wiping a nose. Hands should also be washed after exposure to any bodily fluid.
4. Medications should not be given to preschool children at church. When the administration of medicine is necessary, the parent/guardian will need to administer the medicine to their own child.
 - a. An exception would be the use of Epinephrine pens prescribed for anaphylactic shock and other immediate needed medications. The immediate needs medication should be kept in a location with easy access to workers, but out of children's reach.
 - b. When the administration of medicine is necessary by someone other than the parent, written authorization by the child's parent/guardian should be obtained, written permission for dosing is required and medication should be in the original packaging. Workers should document the information of required dosing on the Permission to Administer Medicine form (see appendices) and at least two approved workers should be available when administering.
 - c. Information of allergies should be posted in the classroom the child attends.
 - d. Any and all medications should be in original packaging and should be stored in a separate locked cabinet or locked box out of the reach of preschool children or in refrigerator of preschool kitchen.
5. A well-stocked, readily accessible first aid kit should be available in preschool children's areas and a separate, portable kit should be used during outdoor activities and field trips.
6. Workers should be responsible for putting rooms back in order and sanitizing or washing toys that have been mouthed at the close of each session or as deemed necessary.
7. Diapers should be changed on an approved diaper-changing table or on the floor with a non-absorbent, washable mat. The surface should be sanitized after each change with a disinfecting solution.
8. All used bed linen and smocks should be removed and placed in a dirty clothes receptacle.
 - a. The receptacle should be located in the laundry room located on the infants-24 months hallway.

- b. A washer and dryer are provided for laundry purposes. Cribs should be cleaned and disinfected between uses with the recommended disinfecting solution.

Part 4: Food Policies

1. Snacks of water and crackers/cookies may be served anytime preschoolers (age 15 months-Pre-1st) are in their rooms for an extended time. These snacks may be provided by the church and are approved by the supervising minister and should be peanut free. Infants, 0-14 months, should only be given food provided by their parents, which is kept in the preschool child's personal bag or diaper bag.
2. Food allergies or special information about food for a child should be provided to the worker and documented.
3. Snacks and food treats should be avoided during instruction time unless used for a specific teaching purpose. Food/drink brought in (outside of the curriculum) should be approved by the division director(s) or the supervising minister. Food/drink made available to children outside of what the church provides should be posted for parents and guardians to see.
4. Workers should not bring any personal food or drink into preschool classrooms. Coffee and soda cans should be avoided.
5. Formula, mother's milk, or other bottles sent from home should be fully prepared, dated, and identified for the appropriate child.
6. Items used during snack preparation and distribution should be sanitized and washed after use.
7. Infants, age one year and below, should be fed in an upright position and held by an adult.

Part 5: Clothing Policies

1. Adequate changes of clothing should be brought for each child, age birth to 3 years. Parents are encouraged to bring extra changes of clothing for children who are being potty trained. This clothing should be easy to take off and put on.
2. Parents are asked to label all items belonging to their child (diaper bags, bottles, extra clothing). Parents should pack an ample supply of diapers.
3. It is suggested that preschoolers be dressed in comfortable, loose fitting, machine washable clothing that will not restrict free movement.
4. Workers dress should be clean, modest and appropriate for the activity.

GRADE SCHOOL CHILDREN POLICY

The Grade School Children policies embrace all previous general policies stated in the Preschool and Children's Policy document. Extreme care should be given to follow leadership selection and child protection guidelines presented in the above mention document. Trinity Baptist Church is committed to providing a safe nurturing and secure environment for those teaching, leading and participating within the grade school ministry.

Part 1: Divisional Policies

1. When children are at church, they should be with their parents, guardian, or caregivers or in a supervised activity. There should be no unsupervised situations either inside or outside the facility. Children are not to be left in a room unless appropriate workers are there to receive them.
2. Children should be placed in a department or class appropriate for age and development during sessions or programs at Trinity. These programs include Sunday School, Discipleship Training, Wednesday evening activities, recreation, and Extended Session. Worker leadership should maintain recommended ratios of adults to children, which includes two workers for every ten children.
3. Grade school children may be promoted each church-wide promotion Sunday. The Wake County date chosen for entrance into Kindergarten should be the date used to promote forward. Parents or guardians should present exceptions to this rule to the supervising minister and the division director(s) for a decision.
4. Workers of children should be responsible for keeping rooms neat and clean. The workers should put rooms in order after each session. An expected room arrangement is displayed on wall at entrance of room.
5. Rooms, furniture, and flooring should be age appropriate, easily cleanable and in good repair.
6. Equipment in classrooms should be developmentally appropriate for the age child assigned to the room. These items should be durable, easy to wash, easy to disinfect, and nonflammable. Toys brought from home should not be allowed in the room.
7. Windows and window treatments should be properly maintained and cords out of reach of children. Windows should be kept closed during activities with children.
8. Concerns of safety should be brought to the Safety and Risk Committee of Trinity Baptist Church.
9. Injury notice forms should be completed on any child that sustains a substantial injury at Trinity Baptist Church. A substantial injury may be, but not limited to, a cut of the skin, a bite, a head wound, a bump on the head, a burn, or an injury of the extremities.
10. Food allergies or special health information concerning a child should be given to the lead worker or supervising minister and in writing from parent or care giver.
11. Snacks and candy or food treats should be avoided unless used for a teaching emphasis.

12. Special brought in snacks (outside of the curriculum) should be approved by the division director(s) or the supervising minister before serving to children. Food made available to children outside of what the church provides should be posted for parents and guardians to see.
13. Workers should not bring any personal food or drink into preschool classrooms. Exceptions should be approved by division director(s) or supervising minister. Coffee and soda cans should be avoided.
14. Doors to classrooms should be kept shut and only the children and their leaders are allowed into the rooms. Parents or legal guardians should remain in the hall when arriving and returning for their child.

Part 2: Health Policies

1. Children showing signs of communicable illness should not be brought to church. Any child developing symptoms during care should be isolated; the parent/guardian contacted to pick up the child, and the parents/legal guardians of the other children should be notified of exposure.
2. Signs of communicable illness that would be reason to exclude the child from participation include but are not limited to:
 - *Fever (100 degrees or more)
 - *Diarrhea
 - *Coughing, severe
 - *Vomiting, two or more episodes within the past 24 hours
 - *Red eye with white or yellow eye discharge, until 24 hours after treatment
 - *Yellow or green nasal discharge
 - *Scabies or lice
 - *Chicken pox or a rash suggestive of chicken pox
 - *Rashes, undiagnosed
 - *Skin lesions
 - *Tuberculosis, until a physician states the child is not infectious
 - *Strep throat, until 24 hours after treatment begins
 - *Pertussis, until 5 days after antibiotic treatment
 - *Hepatitis A, until one week after onset of illness or jaundice
 - *Impetigo, until 24 hours after treatment
3. Workers should wash hands thoroughly before reporting to their designated area. Workers should wear disposable gloves when coming in contact with bodily fluids and before preparing or administering snacks or food. Hands should also be washed after exposure to any bodily fluid.
4. Medications should not be given to children at church. When the administration of medicine is necessary, the parent/guardian will need to administer the medicine to their own child.
 - a. An exception would be the use of Epinephrine pens prescribed for anaphylactic shock and other immediate needed medications.
 - b. When the administration of medicine is necessary by someone other than the parent, written authorization by the child's parent/guardian should be obtained and written permission for dosing is required and medication should be in the original packaging. Information of allergies should be posted in the classroom the child attends.
 - c. Any and all medications should be in original packaging and should be stored in a separate locked cabinet or locked box out of reach of preschool children or in refrigerator of preschool kitchen.

- d. The immediate needs medication should be kept in a location with easy access to workers, but out of children's reach. Workers should log the information of dosing of medication to a child and two (2) people should be available when administering.
5. A well-stocked, readily accessible first aid kit should be available in the grade school children's areas and a separate, portable kit should be used during outdoor activities and field trips.
6. Workers should be responsible for putting rooms back in order and sanitizing or washing items that have been mouthed at the close of each session or as deemed necessary.
7. Items used during snack preparation and distribution should be sanitized and washed after use.

Part 3: Child Protection Policy

The Grade School Children Policies embrace the Child Protection Policy as stated in Part 3 of the General Policies of the Preschool and Children's Policy document.

Part 4: Field Trips and Overnight Activities

1. Leadership for field trips and overnight activities should comply with the guidelines set forth in the leadership section of these policies.
2. Male and female chaperones should be present if both genders are included in an event, especially overnight.
3. Child abuse, sexual abuse and neglect will not be tolerated at Trinity Baptist Church or on church sponsored trips. Trinity Baptist Church and its members shall not tolerate adult chaperones of an overnight event sleeping in the same bed with a child unless they are family members or legal guardians.
4. Males and females attending events should not share the same sleeping quarters and should have separate access to bathroom facilities unless they are family members or need assistance.
5. Drivers for events should comply with the transportation policies and guidelines of Trinity Baptist Church.
6. A health/medical treatment release form or field trip form provided by the supervising minister(s) should be secured and taken on all field trips or outside activities for children and chaperones noting insurance and medical release liability.

APPENDIX

Preschool/Children Ministry Information

Name of Student _____ Date of Birth _____ Male/Female _____

Address _____ Age _____ Grade in School (2014/15) _____

City _____ State _____ Zip _____ Email _____

Phone Number (____) _____ SS Number _____

Emergency Contact Person

Parent/Guardian name _____ Home Ph# _____

Cell# _____ Work Ph# _____ Email _____

Address (If different from student) _____ City _____ State _____ Zip _____

Alternate Contact Person

Name _____ Home Ph# _____

Address _____ City _____ State _____ Zip _____

Cell# _____ Work Ph# _____

If your child should require attention for injuries received or illnesses contracted prior to activity, please send us the necessary information to give him/her proper medical care during his/her time with the children ministry activity.

Health History

Pre-existing medical conditions _____ Any Allergies? _____

Name & dose of any medications that must be taken _____ Allergies to medications _____

Heart Condition _____ Diabetes _____ Asthma _____ Epilepsy/Nervous Disorders _____

Frequent stomach upsets _____ Physical Handicap _____ Any major illnesses in the last year _____

If any above are checked, please give details. _____

Date of last Tetanus shot _____ Contact Lenses? _____

Photo/Internet Release Statement: I understand, as a participant of all TBC Children's Ministry activities, I or my student may be photographed during normal activities and these photos may be posted on the TBC Ministry website or displayed at church. I always reserve the right to pull any picture off the site that I may deem necessary.

Parent/Guardian Signature _____ *Date* _____

Check the Following:

SUNDAY SCHOOL Class enrolled: _____ **AGE** or _____ **Grade**

CHOIRS TO ENROLL: ___ 3's ___ 4's & K ___ Music Makers (grades 1-3) ___ Young Musicians 4&5

MISSION CLASS TO ENROLL: Mission Friends _____ Age _____ Class

GA's (girls) ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th

RA's (boys) ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th

For Office use Only: _____ date _____ music _____ missions _____ SS



4815 SIX FORKS ROAD
RALEIGH NC 27609
919.787.3740

Facility Request Form

Date: _____

Name Of Event/Organization

Person Making Request

TBC Member: YES NO

Phone Number

E-mail Address

Date of Event (If recurring add start/end date)



Time Facilities Needed (including setup/clean up)

Time of Event (excluding set up/clean up)

No. of people expected

Primary Room Requested

Additional Room(s) & Set Up Needs (Fees may apply)

If other than regular room layout, please provide a diagram.

Audio/Visual Equipment Needs (Fees may apply)

Yes No

Microphone Sound system DVD Player

Projector Other

The church does not provide laptops

Comments/Detail:

Food Services/Kitchen Needs (Fees may apply)

Will there be any food or beverages at this event?

Yes No

If yes, please provide details of food being served & kitchen needs:

For Office Use Only

Rooms Are:

Available

Unavailable

Comments:

Approved By:

Senior Pastor: _____

Applicable Fees:

Refundable Deposit Fee:

Custodial Fee:

Rental Fee:

Tech A/V Rental Fee:

Other Fees:

=====
Total Fees:

Deposit Received // Date:

Check#:

Set Up Details/Diagram Received

A/V Needs Communicated to Church Staff

Church Hostess Notified



Request for Use of **Preschool & Children's Facilities**

Please provide the following information in addition to the TBC Facility Request Form

Event Date: _____

Purpose of Event: _____

Number of preschoolers/children involved & ages: _____

Rooms requested: _____

I will agree to the policies of Trinity Baptist Church as presented to me on this day.

Please return each room to the way you found it! Trash must be removed from building. Dumpsters are behind the Fellowship Hall.

Date: _____ Signature of Applicant: _____

For Office Use Only

Number of workers secured or approved by Preschool/Children's minister(s): _____

Date

Signature Preschool/Children's Minister

**PRESCHOOL /CHILDREN /YOUTH WORKER APPLICATION
VOLUNTEERS AND EMPLOYEES**

Date _____/_____/_____

This form is to be completed by all applicants (volunteer and employee) for any position involving supervision or custody of minors. This application is used by Trinity Baptist Church to help promote a safe environment for the preschoolers, children and youth who participate in our programs or use our facilities.

All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's preschool, children's and youth ministry.

Personal: Social Security # (optional) _____

Name: _____ Home Phone _____ Cell Phone _____

Address: _____ City _____ State _____ Zip _____

Age range: Under18 _____ 18-25 _____ Over 25 _____ Date of Birth _____/_____/_____

In which preschool/children/youth program(s) are you seeking to become involved? _____

What skills would you bring to the program? _____

What other preschool/children/youth work experience do you have? (Please list)

Organization	Program	Dates	Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you at any time ever:

• Been convicted of, or pleaded “no contest” to any criminal offense (felony or misdemeanor, except for minor traffic violations)? **Yes** _____ **No** _____

• Engaged in, been accused of, or pleaded guilty to any child molestation, exploitation, abuse or any other improper conduct involving a minor? **Yes** _____ **No** _____

Are you aware of:

• Having any traits or tendencies that could pose any threat to preschoolers, children, youth, or to others? **Yes** _____ **No** _____

• Any reason why you should not work with preschoolers, children, youth, or others? **Yes** _____ **No** _____

If the answer to any question is “yes,” please explain in detail: _____

(Please attach additional pages if more space is needed)

Church Activity

What church or churches have you attended in the past ten years?

Church name	Pastor's name	Years attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

References (Other than relatives)

Name/Relationships	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Verification and Release

I recognize that Trinity Baptist Church is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Trinity Baptist to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the church with information, opinions, and impressions relating to my background or qualifications.

I am aware that victims of abuse need the love and acceptance of this church family. I understand that I should contact a minister if I need to share concerns about any abuse I may have suffered in the past.

I voluntarily release Trinity Baptist Church and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the church to conduct a Department of Motor Vehicles and/or criminal background investigation if such a check is deemed necessary.

I agree to carefully read and observe the policies of Trinity Baptist and understand the job description, and I agree to abide by them and to protect the health and safety of Preschoolers, Children or Youth at all times.

Printed Legal name: _____ **Date of Birth** ___ / ___ / _____

Signature: _____ **Date** _____

NOTICE OF INJURY

CHURCH ORGANIZATION INDIVIDUAL

Name _____

TIME AND PLACE OF INJURY

Date of injury: _____ Time _____ am ___ pm ___

Where did it occur? _____

PERSON INJURED

Name: _____ Age _____

Address: _____ Home Ph# _____

Name of parents/ guardians (If a minor): _____

Employer _____

Injuries sustained _____

Where was the injured person taken? (hospital/doctor): _____

Relationship to organization: Member___ Visitor___ Volunteer ___
Employee___ Student/camper___ Tenant/resident___ Other___

If the injury occurred on insured premises, what purpose was the injured on the premises?

Who was responsible for supervision at the time of the injury?

If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____

Does the injured party have medical insurance? Yes___ No___

Name of Medical insurance company: _____

FULL DESCRIPTION OF INJURY

NAME OF WITNESS: _____ Ph# _____ Cell# _____
Address _____

NAME OF WITNESS: _____ Ph# _____ Cell# _____
Address _____

PERMISSION TO ADMINISTER MEDICINE
Trinity Baptist Church
4815 Six Forks Rd.
Raleigh, NC 27609
Ph# (919) 787-3740 FAX: (919)787-4884

Child's Name _____ Today's date _____

Name of Medication _____

Is medication (circle one) Prescription Over the counter

Dates to be administered _____

Times to be administered _____

Dosage _____

How is medication to be administered? _____

PLEASE NOTE:

- Prescribed medication must be in it's original container bearing the pharmacist's label that includes instructions for dosage, the child's name, the name of the prescribing physician or other health professional, and current date.
- Over the counter medicine must be in it's original container, accompanied by the original printed instructions, and within the expiration limits.
- Medicine will be administered as authorized in writing by the child's parent or legal guardian, not to exceed amounts and frequency of dosages specified of dosages specified in the medication.

Parent or guardian name (please print) _____

Parent or guardian signature _____

For Church Use:

Type of Medicine _____

Type of Medicine _____

Dosage Given _____

Dosage Given _____

Time Given _____

Time Given _____

Date _____

Date _____

Signature _____

Signature _____

Type of Medicine_____

Dosage Given_____

Time Given_____

Date_____

Signature_____

Type of Medicine_____

Dosage Given_____

Time Given_____

Date_____

Signature_____

Type of Medicine_____

Dosage Given_____

Time Given_____

Date_____

Signature_____

Type of Medicine_____

Dosage Given_____

Time Given_____

Date_____

Signature_____