



**BETHEL KIDS**

**Parent  
Handbook**

## **OUR VISION**

**Here at Bethel Kids, our dream is that children will be changed through a personal relationship with Jesus Christ.**

## **OUR VALUES**

**We strive to partner with families to make disciples by helping children begin a personal relationship with God, teaching them what it means to be a member of God's family, and guiding them to influence the world for Christ.**

### **Children's Director**

Allison Schmidlin  
allison@bethelcfc.com

### **Church Information**

Bethel Evangelical Church  
w: [www.bethelcfc.com](http://www.bethelcfc.com)  
t: 7 01-232-0798

# PROGRAMMING

## **Sundays @ Bethel**

*Children's ministry is available during Sunday morning services at 9 AM ONLY.*

*We provide 3 unique and age-appropriate environments for your kids:*

### **Early Childhood (Newborns-4/5 year olds)**

*Programming is available for Infants through 4/5-year-olds. They meet each Sunday in the Preschool Wing of our building. Teaching the message of God's love, the significance of each child, and God's purpose for each life is crucial to preparing boys and girls to someday begin their relationship with Christ.*

### **Elementary (Kindergarten-4th Grade)**

*School-aged kids will start out in the church GYM. All ages will worship and hear the Bible lesson for the day together. Each age group will then line up and travel to their designated classroom for small group time. Parents will pick up their child(ren) in their designated classroom following the Worship Service.*

### **Preteens (5th-6th Grade)**

*This class meets in Room 120 (off the gym). The Preteen class exists within Bethel Kids to provide an environment where preteens can grow in knowledge, develop community, and take ownership of their faith to become transformed teens who influence their world for Christ. This takes place in three primary ways: Large Group Lessons, interactive activities, and small group conversations.*

## **Awana @ Bethel**

*Awana is a scripture memorization and Bible learning ministry that will mold and shape your child through the limitless power of God's Word. Awana leaders, together with parents, create a spiritually nurturing environment to encourage kids to grow in the knowledge of Scripture and their walk of faith. Awana meets on Wednesdays during the school year from 6:25-7:50 p.m.*

## **Special Events @ Bethel**

*Bethel Kids holds various special events throughout the year with the desire to help families connect to one another and to other families! We believe Christ calls us to build a strong community of believers who do life together. These events are held specifically with the purpose of creating life long friendships that will help us grow as disciples of Christ. Be sure to check out [bethelfc.com/kids](http://bethelfc.com/kids) or follow us on our facebook [@bethelfckids](https://www.facebook.com/bethelfckids) to stay up to date on events coming up.*

# **CHILD PROTECTION POLICIES**

**The vitality of our ministries demands active volunteers who use their God-given gifts in service of others. The following rules are designed to give a structure to volunteers while providing adequate care for our children.**

## **Background Check**

All volunteers 18 years and older are background checked and interviewed prior to serving in Bethel Kids.

## **Two-adult Rule**

Two adult workers will be present with children and church-related activities whenever possible except in emergency situations and where not reasonably feasible. The adult supervisor will make unannounced visits frequently, and a door or window must be open or visible at all times.

## **Minimum Age Rule**

Persons who are in a paid or volunteer supervisory position must be at least 18 years of age, unless otherwise approved by Children's Director. Persons who are age 15-18 years old must be granted permission by their parents and must be approved by the youth and children's pastor.

## **Minors**

Persons under the age of 18 will be allowed to volunteer in children's ministry in a support function but not in a supervisory role, and must be trained and approved by the children's director, along with the permission of their parents, and will not be alone with children at any time. Must be in at least 5th grade to serve as an assistant.

## **Parental Responsibility**

Parents are responsible for the direct supervision of their children, except when children are checked-in and participating in a church activity.

# **SAFE CHURCH POLICIES**

**We take certain safety precautions to help protect our children, families, and our church and volunteers.**

**Screening:** The volunteer screening process includes a volunteer application, an extensive criminal background check, a meeting with the children's director, and required training sessions for all children's ministry volunteers.

**Background Checks** – All volunteers 18 years and older will undergo a background check in order to serve in the children's ministry; background checks are valid for 5 years. No one will be able to serve unless they pass the national criminal background check. No one can serve in any area of the children's ministry if he/she has a record of sexual abuse of any kind, or any other violent crimes.

## **I. Safe Environment**

These policies make it more difficult for abuse to occur and make it easier to refute false accusations.

- a. Two-Adult Rule – a minimum of two non-related adults must be in a room with children at all times.
- b. Open Door Policy – a door must have a see-through window, or the door must remain open at all times.
- c. Bathroom Policy – no adult is to be alone in a bathroom with a child at any time.
- d. Volunteer Identification – all children's ministry volunteers must wear a lanyard, shirt, or name tag identifying themselves as volunteers.

## **II. Defining and Reporting Abuse**

Church leaders and volunteers will report any suspected child abuse; report immediately to the Children's Pastor, who will report to the appropriate authorities.

***Sexual abuse is any sexual activity with a child (violent or nonviolent).***

Types of Abuse: rape, intercourse, fondling, inappropriate touching, verbal comments, videos/phone calls/text message/emails, and allowing children to witness sexual activity. Physical abuse involves any type of hitting, kicking, scratching, shoving, or other unwanted or harmful physical touches.

- a. First Step – Report to the Children’s Director.
- b. North Dakota Child Protection Services- 1-833-958-3500

### **III. Accidents, Emergencies, and Security**

- a. Medical Emergencies/First Aid – trained CPR and First Aid Certified leaders will be available during every service, and a First Aid Kit will be available in every area of children’s ministry.
- b. Must Fill out an Incident Report for all accidents or incidents that occur. Turn in one copy to Children’s Director and the other copy will be given to parents.
- c. For weather emergencies, intruder emergencies, and fire emergencies, see Emergency Action Plan.
- d. Check-In System – Our Check-in system exists to ensure that children are picked up by the correct parents/guardians. All kids must be checked in and out following our procedures.

# **DISCIPLINE POLICY**

**As instrumental mentors in a child's life, we understand that part of our job is disciplining children. This discipline should always occur in a positive and constructive way, to guide children to discover the actions and reactions God would want them to exhibit.**

**First: Make sure to have realistic expectations for kids; make the environment safe and fun. Work to engage all of the kids, and provide positive reinforcement and distraction whenever possible.**

When a child violates classroom or building rules, or becomes disruptive, the following disciplinary actions may apply:

## **1<sup>st</sup> Step:**

**Verbal Warning** – if discussion does not resolve conflict, the child will be given a verbal warning on a one-on-one basis with a teacher or assistant. It is our goal to encourage children in positive behavior, and never embarrass or draw attention to negative behavior.

## **2<sup>nd</sup> Step:**

**Restate Expectation** – if similar behavior occurs after verbal warning, the teacher will restate the desired expectations and remind the child of the consequences

## **3<sup>rd</sup> Step:**

**Parents will be contacted** – if similar behavior occurs after Step 1 and 2, parents will be contacted, and the child will be asked to sit out a week, or parents will be asked to attend Bethel Kids with their child.

## **Volunteers and leaders will never:**

- **Hit or spank a child or exhibit any kind of corporal punishment**
- **Yell at a child**
- **Embarrass a child**
- **“Play favorites” or discriminate against children**

# CHECK-IN POLICY

---

- All children 6th grade and under must be checked in by a parent or designated adult.
- Upon check-in, a Parent Pick Up tag will print for the adult, and a corresponding sticker will be placed on the child. This Parent Pick Up tag must be given to the children's ministry leader in order pick up children after the service, and must match the sticker on the child.
- Children are in the care and supervision of their parents at all times when they are not checked-in, before or after services. They are under the care of our children's ministry while they are checked-in.
- Children can be dropped of in their classrooms no earlier than 8:50 am. Never drop your child off without a children's ministry leader present.
- All children MUST be physically dropped off at their classrooms or in the gym.
- If a parent does not have their Parent Pick Up tag they must report to the children's director or Sunday Morning Supervisor, who will then ask to see their ID.
- If there is a situation in which a certain person does not have legal custody of a child, or is not to pick up the child, and there is a reason to believe that the person may try to come pick up the child; alert the children's director, and we will alert the security volunteers of the situation.
- Parents must be on-campus while their kids are in our care on Sunday Mornings. During Awana Parents of Elementary Aged kids may leave the building.

# **WELLNESS POLICY**

**In order to ensure the safety and health of children and workers in Bethel Kids, we have in place the following policies, which are to be followed at all times.**

We ask parents for their cooperation in helping to provide a healthy environment. We request that sick children be cared for at home. We publish these rules of thumb for the sake of all the children. Children are not ready to attend if they are not feeling well or if they are experiencing any of the following:

- A fever of 100 degrees or more within the last 14 days
- Shows symptoms of COVID-19
- Has been around anyone who has tested positive for COVID-19
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- A runny nose with other than clear drainage, especially if accompanied by other symptoms
- A bad cough

**\*\*Please administer any medications PRIOR to arriving to class.\*\***

## **POTTY TRAINING**

We know that not every child is potty trained by the time they come to the preschool class. If your child is not fully potty trained, please help us by sending your child in “pull-ups”. If they have an accident we will text you to come change them.

## **DIAPERS AND BAGS**

All Infant and Toddler Rooms are stocked with diapers that will be used if a child needs to be changed and does not have a diaper bag. All diaper bags must be labeled so that leaders know which bag to use for which child.

# SNACKS/BOTTLES

Due to COVID, we will not be serving snacks within any of our Sunday School classrooms. Due to serious allergies and possible choking hazards we ask that NO outside foods be brought to class. If your child has a special circumstance, please reach out to a Sunday Morning Supervisor or Children's Director.

**Infant and Toddler Nursery:** All bottles need to be labeled and clear instructions given to leaders upon drop off about the use of the bottle/sippy cup.

# CONTACTING DURING SERVICE

Please keep your phone on vibrate and within reach. If your child needs you during the service we will send you a text.

**Infants and Toddlers:** Sometimes no matter how many hugs we give or books we read, it's just not the same as mommy. If your little one cries continually for 15 minutes or more we will reach out via text.

# TECHNOLOGY USAGE

Kids are not allowed to use cell phone, iPads, computers at church, unless it is approved by the children's director, and at an approved time.

# Lost or Stolen Items

Bethel Church is not responsible for lost or stolen items. Any item left in the children's ministry area will be put in the Lost & Found. It will be kept there for 3 months. If it is not claimed in three months, items will be donated to a local charity.

# **EMERGENCY PROCEDURES**

These are the instructions we have given to Children's Ministry Leaders for the following emergency procedures. All leaders have been trained in these emergency procedures.

## **EVACUATION (Fire, Gas Leak, Etc)**

When alarm sounds, gather children by the door, take attendance sheet with you and lead group on exit route posted on classroom wall and on attendance clipboard. Stay together in a group in the parking lot.

## **SHELTERING IN PLACE (Tornado, Severe Weather)**

When notified by Children's Staff, gather children by the door, take attendance sheet with you and lead group on exit route posted on classroom wall and on attendance clipboard to the basement. Remain together until staff says it is safe to return to classroom.

## **LOCKDOWN (Intruder, Local Threat)**

Upon Staff notification or Threat, make sure all kids are accounted for in the room and lock the classroom door. If possible, exit the building to a safer location. If not, lock down classroom and hide. Last resort, fight.

*In the event of any emergency, parents will NOT be allowed to pick up their kids until all procedures have been followed and kids are checked out using proper check-out procedures. This is to ensure the safety of all kids in the event of what may be a chaotic scenario. The children's ministry leaders and volunteers are in place to keep everything calm and smooth, and ensure that all procedures are followed.*