A Welcoming and Affirming Church in Worcester, Massachusetts

Christian Education
Teacher Handbook

Including the “Child Safety Policy of FBC-Worc”

UPDATED 7/2015

2015
MISSION STATEMENT

We are a community of believers who seek to grow in our faith and understanding as we live the Way of Jesus Christ.

Inclusion

We welcome all in Christ’s Love

Freedom of Faith

Individual interpretation of God’s word and freedom of expression are cornerstones of our faith

Service

We seek to be a Christ-like presence in the world

Spiritual Growth

We encourage all to seek Christian growth

We are glad you chose to worship with us and pray you will receive inspiration and comfort in our fellowship. All are welcome in God’s house.

111 Park Ave
Worcester, Massachusetts 01609
1 (508) 755-6143
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HOURS, TIMES, and LOCATIONS
Senior Youth Sunday School (grade 7-12) is held from 9:00 - 9:45 am on Sundays in the Youth Lounge located on the third floor at the top of the stairs.
Sunday School (for all other ages) will also be held in the Youth Lounge beginning after the Children’s Message in the worship service and ends at the end of worship service.
Child care services are available for younger children (infants to Kindergarten) beginning at 9:00 am in the Nursery located near the church entrance on Park Ave.

Please see Appendix A for specific information about providing care in the Nursery entitled: Nursery Protocol

PARENT/GUARDIAN RESPONSIBILITIES
Parents/guardians are responsible for informing teachers and volunteers of any allergies or medical needs their child may have while in Sunday School. Parents/Guardians need to pick their child up promptly from Sunday School as soon as the church service is over, unless the children return to the worship service. This is important so our teachers and volunteers can enjoy fellowship.
Parents/Guardians are welcome to stay with their child during Sunday School, but may not be left alone with the other children, unless they have been through a CORI check.

YOUTH GROUP
The Youth Group meets regularly during their Sunday School time at 9am on Sundays. Together, they will plan events and activities and schedule additional dates and times to meet.

The Youth Group is composed of youth in grades 7-12 at this time.

VOLUNTEER GUIDELINES
It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to
the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

**Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened by the building manager.
- Must be under the supervision of an adult and must never be left alone with children.

**CORI CHECKS**

Before working with children in the church you must fill out a CORI application, which will be provided to you at a teacher training, or by a member of the Christian Education Team, or Building Manager [John Carroll]. You will **not** be required to pay a fee for this service, and all records will remain completely confidential. Your CORI check will only be reviewed by the Building Manager, and will be destroyed if you ever choose to leave the church and are no longer a member.

**TEACHER/VOLUNTEER ABSENCES**

If it is necessary for a teacher or volunteer to be absent, they should contact the Christian Education Assistant [Jeremy Berry] (first) or CE Facilitator [Courtney Stevens] (second, if Assistant is unavailable) at least a week before they will be absent to allow time to find necessary coverage. If you can not provide a week’s notice, please inform the Christian Education Assistant or Facilitator as soon as possible.

Whenever possible, each teacher is responsible for providing a lesson plan for the person covering their class. This lesson can be handed to, or emailed to the Christian Education Facilitator or Assistant.
CURRICULUM

The FBC Sunday School currently uses Whirl by Sparkhouse. Whirl is a complete lectionary-based Sunday School curriculum. This lectionary-based curriculum uses the Revised Common Lectionary to help link worship and education. This approach allows children, youth, and adults to focus on the same scripture passages and themes each week (so long as the pastor chooses to use the same scriptures in the service). The online curriculum includes weekly age-level lessons (PreK-K, 1st-2nd, 3rd-4th, and 5th-6th) as well as worship resources for leaders. All the materials for a particular Sunday, worship resources, and age-graded lessons are organized by date in one area of the website. For the Senior Sunday School the scripture lessons for the day will be used and discussed, similar to a Bible Study format.

It is the responsibility of the teacher to use this curriculum to create lessons and activities for each Sunday School class. It is not necessary to use the entire components of the curriculum, however each lesson must be related to the theme or scripture lesson set for the week. It is up to the teacher to decide how to use the provided resources to create a lesson that is most appropriate for the age group you are working with.

Deviations from the established curriculum are not permitted without approval of the CE Team. Teachers with questions about the curriculum should contact the CE Team.

See Appendix B for some helpful hints when planning and running a Sunday School lesson.

SUPPLIES

The church has a vast amount of supplies for Sunday School activities and events. If you are looking for something in particular speak to the CE Assistant to see if we have what you are looking for. Most of the supplies for arts and crafts are located in the youth lounge. We also have some children’s books in the Children’s section of the main Library, and in the youth lounge, and in the Christian education office. For most cases you will
need limited supplies as the curriculum supplies you with most of the resources you will need.

If you would like to purchase supplies for your Sunday School classroom or an event ask the CE Assistant to purchase them. If you make unapproved purchases, you may be held financially responsible.

**COPY MACHINE**
As paper and toner are expensive, please consider all copying needs carefully. Copiers are located in the church’s main office, near the main lobby. If the copier jams while making copies, please do not try to fix the jam yourself, but locate a custodian, or a church staff member, for assistance.

**SUPERVISION**
Supervision of students is your job any time you have children in your care. Visibility is the key to supervision - make sure you, or your co-worker can see the children at all times.
It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities.
Please see our Safe Church Policy for more information.

**FIELD TRIPS/OFF SITE ACTIVITIES**
At the beginning of the Sunday School year, parents are required to fill out a simple registration form, which includes a waiver that allows Sunday School teachers and volunteers to take students off the Church grounds over to Institute Park during Sunday School time.

PARENTS/GUARDIANS MUST BE NOTIFIED IN PERSON OR OVER THE PHONE OF ALL TRIPS TAKEN OFF CHURCH GROUNDS at least one week prior to doing so. Teachers may NOT leave a voice message and must get written confirmation from parents that their child has permission to go on the field trip or off/site activity.

If you would like to take children on a field trip or any location that is further than Institute Park, a written permission slip must be signed by the
child’s parent/guardian. Information must also be provided to parents/guardians as to the location, time frame, and purpose of the field trip/off site activity.

**FOOD, BEVERAGES, AND GUM**
Food or drink is generally not allowed during Sunday School, unless for a special occasion or lesson (Christmas, Easter, etc.). Younger children can be provided a small healthy snack by their parents if they think it is necessary. Please check with parents at the beginning of the Sunday School year (or any parents who come into the church anytime in the year) about any food allergies. Snacks containing a lot of sugar are not allowed, and avoid anything with nuts.

**SICK CHILD POLICY**
It is our desire to provide a healthy and safe environment for all of the children at First Baptist Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted so the child can be picked up for the day.

**MEDICATION POLICY**
It is the policy of First Baptist Church not to administer either prescription or nonprescription medications to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medication’s policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Christian Education Facilitator [Courtney Stevens] and Assistant [Jeremy Berry] to develop a plan of action.
STAFF DRESS AND GROOMING
All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. As professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

SMOKING
The First Baptist Church is a SMOKE FREE building. Teachers and volunteers are not permitted to smoke on the grounds at any time, except in the parking lot. You are not allowed to smoke while you have children in your care.

STAFF TRAINING/MEETINGS
In the aforementioned heading, the word "staff" includes any person who is placed in charge of one or more children and running an activity for them, such as (but not limited to) Sunday School, Vacation Bible School, and youth group activities.
A mandatory staff training will be held prior to the start of the church year (September) for all new and returning staff members. All staff members will receive a copy of this handbook and will review it carefully to ensure consistency and answer any questions.

A Child Abuse and Neglect Training will also be provided at this meeting, or scheduled at a time prior to the church year beginning (September). All staff members are required to attend this Child Abuse and Neglect Training.

CONDITION OF THE CLASSROOMS
These classroom areas are for kids and sometimes things can get pretty messy! Please make housekeeping a high priority in the classroom and take a few minutes with your students at the end of each session to straighten things up, i.e., all paper/books off the floor, desks and tables in order, no writing on desks, all litter properly contained, no unwrapped foods or open drinks, windows/doors closed and locked.

PLAYGROUND/FRONT FIELD
The playground on the FBC grounds is intended for ages 3-12, however it can be used by all.
The entrance to the playground can be found inside the Caboose wing of the church, or an outside gated entrance that is parallel to the WPI parking lot.

We share this playground with First Friends, therefore it is important that we leave it in a condition that is better than when we found it.

Playground Rules
1. Stay on playground inside the gated areas.
2. Children may not leave the playground area to go back into the building without an adult.
3. One person on slide at a time. Students must be in the sitting position with feet going down first.
4. Do not sit on top of the picnic tables.
5. Any trash from snacks needs to be brought back inside and thrown away.
6. Any toys that have been used must be placed back in the storage units, unless they were already out.
7. Damage to any equipment needs to be reported to the Christian Education Assistant [Jeremy Berry] or Facilitator [Courtney Stevens].

The Field, located on the side of church facing Salisbury Street, can be used by members of the church, including the children (if supervised) for games and other activities. While this field is surrounded by hedges to separate the field from the traffic it is important that you are diligent about watching where the children are. Children are not allowed to touch, play near, or go through the hedges for their safety. It is not recommended that children under the age of 5 play here unless part of a church-wide activity (i.e. church picnic, Easter Egg hunt).

**CLASSROOM SECURITY**
When leaving the classroom for the day, teachers are expected to turn off the lights and secure all doors and windows. If a door or window will not lock, seek out a custodian to let them know, or a member of the ministerial staff.

The church will not be responsible for the loss of or damage to personal property due to such causes as fire, theft, accident, or vandalism.
**DISCIPLINE**
Teachers should handle the minor discipline problems in their classroom, however it is the policy of First Baptist Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Christian Education Facilitator [Courtney Stevens] or Assistant [Jeremy Berry] if help is needed with disciplinary issues.

Setting clear expectations is vital to a well-run classroom and well-behaved children. Where age-appropriate (ages 10+), have students discuss and determine the expectations for the classroom or (ages 9 and under) as a teacher, define what the expectations are and review them each time you meet.

Address minor issues (not sharing, arguing, disrespectful comments, etc) right away in a respectful manner. Avoid making only “negative” and “empty” comments to children, such as “stop that!” or “that was rude!” Instead address behaviors with comments that children can learn from, such as “What you said just now was rude, next time it might be helpful to say...(model a more appropriate and respectful way to get their point across)” or “It is not nice to take that toy from him, I need you to share and let him have a turn”. *Always* keep a calm and positive tone. If you find yourself getting frustrated, take a break, and let your co-worker take over. Teachers should be aware of the volume, tone, and attitude of their voice.

If a problem persists (or is severe) don’t hesitate to inform the parent for suggestions on how to handle the situation in the future. You can also request that parents stay with their child during Sunday School.

**EMERGENCY PROCEDURES**
In the event of an emergency where the church needs to be evacuated (i.e. a fire alarm, intruder in the building), exit the building as efficiently as possible, ensuring that all the children you were responsible for at the time are accounted for and head to either the WPI parking lot, or to Institute Park across the street from the church.
If an attacker has entered the building, DO NOT ATTEMPT TO HIDE, however you are able, get out of the building as quickly as possible (doors, windows, etc.), and follow procedures for evacuating as stated above.

In the event of an emergency where you are not able to exit the building (i.e. earthquake) help the children to crouch under a table or stand in a doorway until it is safe to evacuate. If possible, make sure you can see the children at all times.

Teachers and other volunteers should make themselves aware of the evacuation routes, which are located on the walls in the hallways and classrooms.

Do not release any child to anyone other than their parent/guardian or older sibling who has permission to pick up that child. Children must be kept with you until an appropriate person has come to pick them up - do not allow them to go off on their own to find their family.

**ACCIDENT/INCIDENT REPORT**
In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child’s parent or guardian of the injury at the time the child is picked up from our care. There are first aid kits in all the rooms where children are being cared for.

2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the CE Facilitator or Assistant. If warranted by circumstances, an ambulance will be called.

3. Once the child has received appropriate medical attention, an accident report will be completed in the case of injuries requiring treatment by a medical professional. Accident reports must be filed by a teacher or member of the ministerial staff. See **Appendix C** for a copy of First Baptist Church’s Safe Church Incident Report.
The Child Safety Policy of the First Baptist Church Worcester
(Adapted from the Rev. Feb 2012 Child Safety Policy of FBC – Worc.)

The First Baptist Church in Worcester, Massachusetts continues to recognize the need to provide for the physical, emotional, and spiritual well-being of the children who come to our church and participate in any of its programs and activities, including those conducted off-site. We are mindful of the need to provide them with religious education in order to foster their spiritual development. We are all mindful as well that we must provide and maintain for them a safe environment in which to grow in faith.

This policy formally documents our concern for the protection or the children in our care and our awareness of our legal obligations. It is our intention to use this policy to support the First Baptist Church community in such a way that it will foster an atmosphere of respect, nurturance, and safety for children and adults at all times.

GENERAL POLICY

- **All** clergy, paid employees, and volunteers who work with youth and children, without exception, are to be screened, with records to be kept confidential.
  - Screening will be done by completing a CORI check. Any persons over the age of 18 **must** complete a CORI check when working with children. Persons under the age of 18 wanting to work with children may do so under the supervision of an adult who has completed a CORI check.
- A “Child and Youth Protection Training” (commonly known as Child Abuse Prevention) is a required component of regular teacher training for all staff and volunteers.
- All staff and volunteers will be provided with a complete copy of this policy and its procedures and guidelines and will be expected to follow them.
- The church’s Christian Education Team provides detailed guidelines and procedures for staff, teachers, and parents/guardians. These will be reviewed annually.
• Any allegation of possibly abuse is promptly reported to the proper authorities. The church cooperates in all investigations of abuse or neglect.

The Christian education and the compassionate nurturing of children during First Baptist activities throughout the year are among the most important responsibilities we undertake as a church community. Our goal is to provide a safe, loving, and vital environment for them.

IMPLEMENTATION PROCEDURE

I. SCREENING PROCEDURES
   A. Paid Employees
      1. All employees working with youth and children go through regular application procedure and personal interview.
      2. All employees working with minors will complete a CORI check provided by the Building Manager [John Carroll].
      3. Provisions shall be made for all screening records to be kept confidential and not be kept after employment has ended.

   B. Volunteers
      1. Volunteer teachers must be members of the First Baptist Church in Worcester, or they must have been associated with the congregation for at least 6 months.
      2. Volunteers will complete a CORI check completed by the Building Manager [John Carroll]
      3. Provisions shall be made for all screening records to be kept confidential and not be kept after employment has ended.

II. WORKER SUPERVISION
   A. Employees and Volunteers
      1. Employees and volunteers will be expected to familiarize themselves with this policy and its implementation process.
      2. They will also be provided with a complete copy of this policy, including appendices (which will all be found in the Teacher’s Handbook).
3. They will also be provided with a Teacher’s Handbook which will include guidelines for teaching and behavioral parameters relevant to the prevention of child abuse and neglect.

4. They will be expected to attend teacher training programs that will include relevant information on the prevention of child abuse and neglect.

B. Minister of Christian Education and Christian Education Team
   1. They will provide training on the protection of children and youth as part of the regular teacher training program.
   2. They will regularly review the teaching guidelines and the behavioral parameters in the Teacher’s Handbook and the implementation procedures of this policy and make recommendations for review and change.

C. Parents/Guardians
   1. They are expected to comply with the guidelines and behavioral parameters as they are outlined in the Teacher’s Handbook, especially with reference to the release of children from the church’s care.
   2. A copy of the Child Safety Policy and Teacher’s Handbook will be available on the FBC website, and hardcovers will be made available to all parents/guardians upon request.

III. REPORTING PROCEDURES
   A. Internal Monitoring and Reporting
      1. All paid employees and volunteers are responsible for reporting to a member of the ministerial staff any inappropriate behavior by caregivers that might indicate abuse or neglect. This includes a responsibility to note and report any behavior on the part of parents/guardians - or the children - that might be indicators of serious physical or emotional injury resulting from abuse or neglect.
2. All reports of inappropriate behavior will be taken seriously and investigated by the ministerial staff. Cases of suspected abuse or neglect will be reported to the Department of Children and Families (DCF).

3. The Church will cooperate in all investigations of abuse or neglect including the identification of parents and children currently or previously enrolled in the church school. The Church will also provide consent for the disclosure of information to the Department of Children and Families (DCF), and it will allow that Office to disclose information to any person or agency it may specify as necessary for the prompt investigation of the allegations and the protection of the children.

4. All employees who work with minors are obligated by law to report suspected child abuse or neglect. The report shall be made to a member or the ministerial staff or directly to the Department of Children and Families (DCF).

APPENDIX I: DEFINITIONS OF “CHILD” AND “CHILD ABUSE”

For purposes of this policy and its implementation, we have the following understanding of the legal definitions of child abuse and neglect.

We understand that “child” means any minor less than 18 years of age (has not reached their 18th birthday)

We understand that by law “abuse” means
- any incident in which an individual engages in conduct potentially harmful to the physical, sexual, or psychological well-being or a child 18 years or less, and includes
  - the non-accidental commission of any act by a caretaker which causes or creates a substantial risk of harm or threat of harm to a child’s well-being
  - the commission of a sex-offense against a child as defined by the criminal laws of the Commonwealth of Massachusetts
We understand that “child sexual abuse” is generally defined as
- Sexual involvement between a child and any person with
greater power, knowledge, and resource and includes both
physical and verbal behavior involving any sexual activity that it
may be violent or nonviolent.

We understand that “psychological” abuse mean
- Any manifestation of extreme or repeated conduct which is
frightening or intimidating to the victim.

We understand that “neglect” includes
- Failure by caretaker, either deliberately or through negligence,
to take actions necessary to provide a child with minimally
adequate food, clothing, shelter, medical care, supervision, or
other essential care.

We understand that “serious physical injury” includes
- Any non-trivial injury, malnutrition, failure to thrive, and
death.

We understand that “serious emotional injury” includes
- An extreme emotional condition such as a severe state of fear,
anxiety, depression, or withdrawal.

We understand that “caretaker” includes
- A child’s parent, stepparent, guardian, or any other household
member, or any other person entrusted with the responsibility
for a child’s health or welfare, whether in the child’s home, a
relative’s home, a school, or church setting, a daycare setting
including babysitting, a foster home, a group care facility, or
any other comparable residential setting.
APPENDIX A

NURSERY PROTOCOL

PURPOSE OF NURSERY CARE

The Nursery will provide child care for infants through children of Kindergarten age. From 9-10 these children will be provided an opportunity to play and create bonds with other children that will last throughout their church life. Between 9:30 and 9:45 a separate Sunday School volunteer will come in to provide a quick mini-lesson related to the scripture readings that day. Children in Pre-K/K will then be escorted to the sanctuary prior to the start of service by the Sunday School volunteer in order to participate in part of the worship service and receive a separate Sunday School lesson.

TIMES – DROP OFF/PICK UP

The Nursery at First Baptist Church will be available for child care services on Sundays from **9am – the end of Worship Service.** Childcare providers should plan to arrive to provide coverage **no later than 8:45am.** At the end of Worship Service, children still in the Nursery will be picked up by their parents or guardians (Children who were escorted to the sanctuary will be picked up by their parents or guardians in the Youth Lounge – now located on the 2nd floor above the minister’s office). Do not release them to Gordon Hall or to anyone other than their parent/guardian unless previously agreed upon with the parent. If no children arrive by 10:30 all child care providers may leave. If parents have started to arrive to pick up their children and you have been waiting longer than 15 minutes for the last child to be picked up, please contact Jeremy (508) 846-7765 or Courtney (508) 320-4610 to help track down the parent of the remaining child(ren).

ROOM USE

You may use the Nursery located near the First Baptist Church entrance on Park Ave. If an employee of First Friends is working to provide care with you, then it is up to their discretion which of the toddler rooms can be used, if needed.

COVERAGE

If you are unable to provide coverage on your scheduled day it is your responsibility to contact other approved Nursery caretakers to take your place. In addition, you must also contact Jeremy Berry (the Christian Education Assistant - (508) 846-7765) to let him know that a change in coverage has been made. It is important that you make any changes by the Thursday before your scheduled Sunday. A contact list of other approved Nursery caretakers will be provided to you. If you are unable to find coverage, or an immediate emergency prevents you from covering the Nursery, please contact Jeremy Berry so arrangements can be made. You are not allowed to leave early unless previously approved by Jeremy, or if there are no children present by 10:30. A monthly schedule will be made available electronically and will be posted near the Nursery door. It is your responsibility to check the schedule to make sure you know when you are needed.
SAFE CHURCH
In order to maintain our Safe Church policy there needs to be a minimum of two unrelated adult workers in attendance at all times when children are being supervised. Each adult caretaker needs to be submitted to a CORI check (at no cost to you). The CORI check will be done by the FBC building manager, will be kept confidentially, and will be removed from our files after 5 years. At times it may be necessary or desirable to have a teenager assist in caring for children in the Nursery. If so, the following guidelines must be met:

The teen must be age 14 or older, have gone through a screening process (see Jeremy Berry), and MUST be under the supervision of an adult and must never be left alone with children.

TIME CARDS
If you are a paid childcare worker for the Nursery you must submit your timecard to Andrea Letourneau in her mailbox in the main office every Sunday you worked. You will only be paid for the times you worked. If you left early due to no children to care for, you must indicate the time you left.

Courtney Stevens
Christian Education Facilitator
(508) 320-4610

Jeremy Berry
Christian Education Assistant
(508) 846-7765
APPENDIX B

Sunday School Volunteer Information

* If the Sunday School lesson suggested in the curriculum is not appropriate for our children based on theme, or age level, here are some suggested children’s activities that you could do instead: a craft, learning hymns/songs, short dramatic activity, team-building games, or a hobby you would like to teach.

* Any resources or assistance you need will be provided by the CE Facilitator.

Some resources we already have include crayons, markers, construction paper, glue, scissors, string/yarn, beads, cotton balls, tissue paper, stickers, play dough, clothes pins, craft sticks, TV, DVD player, stereo and a piano! However our curriculum comes with many of the resources you will need.

* Sunday School for grades PreK – 6th grade will be held following the Celebration of the Children (from Worship) on the third floor in the Youth Lounge.

* Plan for about 10 children.

The second volunteer can go up to the Youth Lounge during the Celebration of the Children to make extra materials ready if needed. If there are NO children, then you do not need to host Sunday School for that day. Talk with the CE Assistant or CE Facilitator about what to do with your planned activity and materials.

* The lesson should last approximately about 45 minutes.

* The children may be taken into the sanctuary if you finish your lesson before the service ends. You will sit with them in the back pews until the service is over.

Suggested Schedule

Opening Prayer and Lord’s Prayers (2 min)

Prayers can be made available, or you can provide a simple one yourself. We typically ask a child to read the prayer. Our regular children know the Lord’s Prayer, but we have a book that we use when we say the Lord’s Prayer as well.

Introductions (3 min)

Since we tend to get new children and the volunteers may be new, spend a minute or so going around the table to introduce who everyone is.

Video (From Whirl curriculum) and Children Respond (15 -20 min)

You can follow the Whirl lesson format which includes step by step directions and guided questions.

Activity (15 min)

Follow the steps for the activity provided in the Whirl curriculum.

Closing Prayer (2 min)

At the conclusion of your activity, have EVERYONE gather in a circle for a simple closing prayer (which can be made available, or you can provide one yourself. This may happen if parents show up before you are completely finished with your activity, which is fine. Have parents join your prayer circle.

Please tidy up the Youth Lounge and put your supplies back in their designated places. Make sure there is no trash left on the tables or floor.
Instructions

Complete this report under any of the following situations:

A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;

B. A child receives a bump or blow to the head or other visible injury regardless of treatment;

C. A child is transported by ambulance from your facility;

D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;

E. There is an allegation or reasonable suspicion of abuse of a child.
   Important: Consult your state’s mandatory reporting requirements for further information on abuse reporting; OR

F. As otherwise required by any state licensing or other authority, such as childcare or daycare licensing.

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
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Name and Approximate Age of Child Involved (One Report per Child):

Contact Information for Child Involved:

Parent/Guardian: ____________________________

Address: __________________________________

Telephone: __________________ Email: __________

Nature of Injury/Incident:

Location of Incident:

Description of Incident:
Incident Report

Was the above information:

☐ Reported to you by someone else? If so, who: ____________________________

OR

☐ Directly observed/witnessed by you?

Action(s) Taken: (Check all that apply.)

☐ Provided First Aid  What/When__________________________

☐ Call placed to 911  By Whom__________________________

☐ Taken to hospital  By Whom__________________________

☐ Notified Parent/Guardian  Who/When:__________________________

☐ Notified Church Official  Who/When:__________________________

☐ Notified Authorities  Who/When:__________________________

☐ Other__________________________

Witnesses to Incident:

Name:__________________________

Address:__________________________

Telephone:__________________________

Email:__________________________

Name:__________________________

Address:__________________________

Telephone:__________________________

Email:__________________________
Printed Name of Person Completing This Report: __________________________

Position at the Organization: ____________________________________________

Address: _____________________________________________________________

Telephone: __________________________ Email: ____________________________

Signature: __________________________ Date: _____________________________

Signature of Church Official: __________________________ Date: ____________

WITNESS REPORT

Name: _______________________________________________________________

Address: _____________________________________________________________

Telephone Numbers:
Home: __________________________ Work: __________________________

Cell: __________________________ Email: ____________________________

Date/Time of Incident:
Fully Describe What You Observed:

Anyone else you know who may have witnessed the incident?

Name: __________________________________________

Address: _______________________________________

Telephone: ______________________ Email: ______________________

Printed Name of Witness: _______________________________________

Signature: _________________________________________________

Date Signed: _____________________________________________