Direct your children onto the right path and when they are older, they will not leave it. Prov. 22:6

Volunteer Policy

- All volunteers and staff having contact with children 0-18 must receive a criminal background check before having contact with minors.
- All volunteers and staff must be involved with the church for a minimum of 6 months before they are allowed in any position involving contact with minors.
- All volunteers must completed and approved volunteer application before contact with minors.
- No minor should ever be alone with only one adult on church premises or in any church sponsored activity
 unless in a counseling or one-on-one mentorship situation. This includes taking children to the restroom.
 Never enter the restroom with a child, please wait outside. This is for the protection of the adult, as well as,
 the child. (Except if a toddler needs help, women only, please.)
- **Volunteers will not change diapers.** If a diaper is soiled and in need of attention, the Children's Ministry Director will be contacted and they will notify the parent to come change it.
- Reasons to text Children's Ministry Director:
 - o A missing child.
 - An injured child. If a child gets hurt, even if it is minor. Show love; take care of child with ointment or soap and water (see their label instructions) and band-aid. Please fill out "Ouch Report" and have the Children's Ministry Director sign it. It is the responsibility of the Children's Ministry Director to communicate to the parents about the incident and decide if parents should be called out of service.
 - A crying or inconsolable child. We want the child's experience to be peaceful and loving. We want the child to be happy when being dropped off for Sunday School. The Children's Ministry Director will provide training and procedures for how to handles an inconsolable child and indicate the acceptable amount of time to allow a child to cry before the parent(s) are contacted. Once the Children's Ministry Director is contacted, they will try to calm the child and discern if a parent should be called out of service.

Anytime you need us, we are available.

Dee Ann's Cell Number 626-484-0036 and Laura's Cell Number 626-274-8608

For Text Messages Please text "Nursery" or "VK" with Room Number

If you don't have a cell phone to text please ask someone to text for you.

Physical or harsh verbal correction is NEVER appropriate discipline in any way. Appropriate correction could
be as follows: Redirection, natural consequences, loss of privilege (i.e. toy) or 2-3 minute time in/out. If you
are unable to control the child's behavior and it is a major disturbance to the class, you should get Dee Ann,
Laura or whoever is overseeing children's ministry for the day.