



Policies and Procedures

As a member of our Kids Life team it is absolutely vital that you practice healthy boundaries with kids at all times, for their safety and yours. These policies exist to protect kids from harm and to protect you as volunteers.

1. DROP OFF/PICK UP

- Kids must be checked in for Kids Life by parents/guardians, using our check-in system. Parents will get a claim sticker that matches their children's.
- Do not admit a kid into your classroom without a check-in name tag. Please send them back to check-in.
- Parents/Guardians must show their sticker with a matching code to the volunteer or staff person handling pick up in order to pick up their children.
- A child may not be picked up by anyone other than his/her parent/guardian.
 - If there is a special circumstance, the parent or guardian must speak with the Director of Kids Life (Karyssa Botinelly) and their children's teacher at drop off.
- If a child has a special need, medical issue, or allergy, parents should alert the Kids Life Director (Karyssa Botinelly) and the child's teacher.
- **What happens if a parent/guardian loses his/his sticker?**
 - If a parent loses their sticker, they will meet with a member of the check-in team and show their ID, and we will look them up in our computer system to make sure they are authorized to pick up the child. If there are any custody issues, we will notate them in our check-in system.
- Do not release a child to a parent unless they have a matching sticker, *even if it's a parent you know*. This will communicate to everyone that we take safety seriously.

2. ALLERGIES

- ALL Kids Life areas are completely NUT FREE!
- Parents should let the child's teacher and the Kids Life Director (Karyssa Botinelly) know if their child has a medical need or allergy. We cannot administer any medications.
- If the child has an allergy, it will be indicated on their name tag. They will also be required to wear an extra allergy alert sticker for extra precaution. Please always check allergies before serving snack.

3. NEVER BE ALONE WITH A CHILD

- No volunteer should ever be alone with any child/children at any time. There should be a minimum of two adults in a room at all times.
- You may not enter a bathroom alone with a child or allow more than one child to enter a bathroom without adult supervision. If a child needs assistance in the bathroom, the door must be left open and other volunteers must be present.
- If a preschooler or school age child needs assistance wiping or has an accident, parents must be paged.

4. DOCUMENT ALL INCIDENTS

- If a child in your care is injured or falls ill, or an incident occurs, an incident report must be filled out and signed by you, Kids Ministry Director (Karyssa Botinelly), and the child's parents

5. DIAPER DUTY

- Only trained female volunteers over the age of 18 may change diapers, and other adults must be present while the diaper change occurs. *No male is allowed to change a diaper.*
- Volunteers must lay down a changing pad liner for every diaper change and throw away when finished. Wipe down the changing pad.
- Volunteers must wear gloves for every diaper change.
- An “*I’ve been changed sticker*” must be filled out and put on the back of the child after a diaper change.

5. PRACTICE SAFE AND APPROPRIATE TOUCH

Showing affection is a natural part of ministry and working with kids. Here are some guidelines for showing appropriate affection to kids while maintaining integrity.

- HUGS: Hugs should be brief and should be side-hugs. Kids should always initiate any hugs — not adults.
- HANDS: High fives, handshakes, and fist bumps are always appropriate. ***Never force a child to participate in any appropriate touch, it is solely the child's decision.***
- HOLDING: A child in our preschool/elementary classes should not be held unless the child is being transported or injured/crying. If a child wants to sit on your lap on the floor, gently move the child to a sitting position beside you.

The following forms of affection are inappropriate in Kids Life in any circumstance:

- Lengthy or full-body hugs
- Kisses
- Holding children over the age of two **Unless being transported or injured/crying**
- Kids (Pre-k and older) sitting in your lap
- Touching genitals or helping a child in the bathroom
- Tickling
- Piggyback rides
- Any form of unwanted affection

6. REPORTING ABUSE OR SUSPICION OF ABUSE

- City Life's policy is to report any signs or suspicions of child abuse or neglect.
- Contact the Director of Kids Life (Karyssa Botinelly) immediately if you suspect a child is the victim of abuse or neglect (Even if you are a mandatory reporter). Do not attempt to gather information from the child or speak with the parents about your concerns. Do not talk with other team members about your concerns.
- Signs of abuse, such as depression, sudden changes in behavior, paranoia, fear of their caregivers or others, aggressive behavior, anxiety, bed-wetting or accidents in their underwear, imitating or talking about sexual behaviors, wounds or pain, unexplained bruises, or untreated illnesses.

7. DISCIPLINE POLICY

- Discipline should always be done in a positive, patient and grace-filled way that focuses on helping the kids instead of enforcing punishments. When discipline is necessary to keep a safe and effective environment for everyone, here are three steps to take:
 - **REDIRECT:**
 - Get on the child's level and look him/her in the eyes.
 - Give a verbal warning, explaining why the behavior is not acceptable.
 - Give a suggestion for the right way to act or behave and help them do it.
 - **REMOVE:**
 - If the child does not follow directions when you give him/her a redirection, it may be necessary to remove him/her from the situation or activity so they can calm down and prepare to rejoin the activity.
 - Place him/her in an area away from the other kids for no more than one minute per year of age.
 - **REFER:**
 - If the child is still not obeying, refer the child to your Kids Life Director (Karyssa Botinelly) for assistance.



- If you have to take disciplinary action with a child, let your Director of Kids Life (Karyssa Botinelly) know. If you have to talk to parents, always do so in an encouraging, gentle and positive way. Ask the parents how you can help their child.
- If a child exhibits violence towards the teacher or other kids, parents will be contacted immediately, and the Director of Kids Life (Karyssa Botinelly) will help remove the child and talk with the parents.

Never attempt to physically discipline a child, belittle a child, or administer corporal punishment.

8. WHEN TO CONTACT/PAGE PARENTS

- If you need to get ahold of parents at any point during Kids Life, let the Director of Kids Life (Karyssa Botinelly) know, and she will page the parents.
- Parents will be paged if children exhibit symptoms of illness, are crying inconsolably for more than 10 minutes, or if a child behaves in a violent manner.

8. HANDLING EMERGENCIES

- We have emergency procedures posted in every classroom and regular trainings for weather emergencies, medical emergencies, evacuations, and predator situations.
- If an emergency occurs, kids will not be released to parents until the area is cleared and parents must have the claim sticker before we will release their children.

8. SICKNESS POLICY

- For the health and safety of everyone, please do not enter Kids Life area if you have any of the following symptoms or conditions:
 - Fever of 100 degrees in the last 48 hours
 - Cough
 - Vomiting in the last 48 hours
 - Sore throat/runny nose with colored discharge
 - COVID-19 symptoms (fever, cough, lost of taste/smell, shortness of breath)
 - Pink Eye
 - Head Lice
 - Undiagnosed Rash
 - Open Skin Lesions
 - Any Communicable Disease
- If a child becomes sick during Kids Life, notify Director of Kids Life (Karyssa Botinelly) immediately. Parents will be paged to pick up child and take him/her home.



9. MEDIA POLICY

- No pictures or videos are to be taken under any circumstances by volunteers during any Kids Life events or programming.
- Only specified photographers will have permission to take photographs during special events.
- No photo or video will be shared unless a media release is signed by parent/guardian. Parents/Guardians can find this release on the website (citylifechurch.org) under Kids Life.



I acknowledge that I have received a copy of the Kids Life Policy and Procedures Manual.

I understand and agree that I will read and comply with the policies contained in this Manual.

Volunteer Name (Printed)

Volunteer Signature

Date



Expectations and Responsibilities for Volunteers:

As a Kids Life volunteer, you play a vital role in the lives of City Life kids and in the life of the City Life body. You are walking along side parents in discipling the next generation of Christ followers to be completely sold out for the Kingdom. It is a responsibility and privilege that should not be taken lightly. These expectations and responsibilities exist to help maintain a safe environment for families, kids, and volunteers.

REQUIREMENTS:

- Must be a regular attender for at least 3 months
- Must be a follower of Christ
- Must adhere and be in agreement with City Life's Core Beliefs (see page 10-12)

NEXT STEPS:

- Must fill out the Kids Life Volunteer application and turn into Kids Life Director (Karyssa Botinelly). This can be found on the website (citylifechurch.org) under Kids Life.
- A reference check will be completed
- A background check will be completed
- An interview with Kids Life Director (Karyssa Botinelly) will be completed
- A tour of Kids Life on a Sunday morning
- Complete Kids Life volunteer training

1. PRIOR TO SUNDAY MORNING

- Prepare for your lesson before Sunday morning. The lessons lay everything out for you and are not hard, promise! You will have access to your lesson on your assigned week several weeks in advance through CCB, our main communications system. You will also get the lesson emailed to you the Monday before you serve.
- Kids deserve our best as volunteers, so please make sure you come ready to engage and have prepared the lesson before hand.
- Let the Kids Life Director (Karyssa Botinelly) know ASAP if you are unable to serve on your assigned day. You are responsible for switching with someone or finding a sub if no one is able to switch.
 - If you become ill or an emergency comes up the morning you serve, please contact the Kids Life Director immediately and she will work to get a replacement for you.
- Do your best to attend all meetings, events and gathering for Kids Life volunteers.

2. SUNDAY MORNING

- Show up when you are scheduled to serve and be present for the prayer and huddle time at 9:50am in the 1st floor Kids Life hallway.



- Be in your classroom at 10:15am ready to greet and welcome kids.
- Wear your volunteer shirt and name tag
- There will be a tub in your classroom with all the material you will need for your lesson. Please send home any and all activity papers with kids.
- HAVE FUN! Build relationships with the kids in your class.
- As parents come to pick up kids, please check **EVERY** sticker, even if you know the parent, before releasing the child.
- Wipe down tables and toys with Clorox wipes.
- Turn lights off, shut classroom doors.
- Return walkie-talkie and name tag back to 1st Floor Kids Life.
- Attend worship service regularly on the weeks you are not serving.



I acknowledge that I have received a copy of the Kids Life Volunteer Expectations and Responsibilities.

I understand and agree that I will read and comply with the expectations and responsibilities contained in this.

Volunteer Name (Printed)

Volunteer Signature

Date

OUR CORE BELIEFS

As a congregation, we align ourselves with The Gospel Coalition's Statement of Faith. We have also articulated our beliefs in the following statements.

OUR CORE BELIEFS

We articulate our basic beliefs in the following ten statements. These core doctrines form the foundation for our unity, and therefore we ask covenant partners to fully support, believe, and embody these truths.

1. GOD

We believe in one God, eternally existing as three equally divine persons: the Father, the Son, and the Holy Spirit. This one true and living God is infinitely perfect both in his love and in his holiness. We believe that God Almighty created the world from nothing and governs all things at all times in all places.

Genesis 1:1; John 1:1-3; Matthew 3:16-17; Matthew 28:19; Acts 17:24-31; 2 Corinthians 13:14

2. REVELATION

We believe that God is a speaking God, and he has made himself known to the world in Jesus Christ, in the Scriptures (the sixty-six books of the Old and New Testaments), and in creation. The Scriptures are true, authoritative, sufficient for life and godliness (providing enough clarity for men and women to hear and believe their claims), necessary, and complete.

Psalm 19; Romans 1:19-20; John 1:18; 2 Timothy 3:15-16; 2 Peter 1:20; Hebrews 1:1-3

3. HUMANITY

We believe that God created human beings, body and soul, in his own image. All people possess intrinsic dignity and worth. We also believe that God created human beings male and female. To accept and embrace the biological sex given at birth is to trust in God's sovereignty and His gift of human embodiment, while denying one's given sex is a rejection of God's good design. Moreover, we believe that God created people to live and love in community. Both men and women enjoy equal access to God by faith in Christ Jesus and are both called to move beyond passivity and self-indulgence to significant private and public engagement in family, church, and civic life.

Genesis 1:26-28; Genesis 2:18-25; Psalm 8:4-6; Psalm 139:14; Matthew 6:26; Galatians 3:28-29

4. SIN

The first humans, Adam and Eve, were tempted by Satan and rebelled against God. Through disobedience to God's command, Adam incurred physical, spiritual, and eternal death, not merely for himself, but since Adam was a representative for the human race, also for all human beings. As a result of Adam's sin, all descendants of

Adam are born with a sin nature and naturally choose to sin. The human race is fallen in mind, will, and emotions, rendering humans unrighteous, rebellious to God, and under God's judgment apart from a work of divine grace.

Genesis 3; Psalm 51:5; Romans 3:10, 23; Romans 5:12-21; Ephesians 2:1-3

5. THE GOSPEL

The Gospel is the good news that from before the beginning of time, God determined in grace to save a great multitude of guilty sinners from every tribe and language and people and nation, and to rescue creation from the curse of sin, providing redemption for the world. That rescue plan centers on the person and work of Jesus, the eternal Son of God, who relinquished the glories of heaven, came to earth, lived a sinless life, fulfilled all righteousness, died a substitutionary death on behalf of sinners and for sin, rose from the grave on the third day, appeared to more than 500 eyewitnesses, ascended back into heaven, and now sits at the right hand of the Father as Ruler over Satan, sin, death, and the entire cosmos.

Acts 2:22-40; Romans 3:21-26; 1 Corinthians 15:3-8; Galatians 4:4-5; Philippians 2:5-11

6. SALVATION

Salvation is the gift of new life and redemption from sin brought to man according to the free grace and pleasure of God. Salvation was accomplished through Christ's substitutionary life and death and His resurrection from the grave. Salvation is applied to an individual through the work of the Holy Spirit, bringing about repentance of sins and personal faith in the Lord Jesus Christ. When a person trusts in Jesus, he/she is forgiven of his or her sins, counted as righteous, and adopted into God's family. Salvation also includes the redemption and restoration of the entire created order, which believers will enjoy for eternity when Christ returns.

John 1:12-14; John 3:1-16; Ephesians 1:7, 13; Ephesians 2:8-10; Hebrews 2:14-18; 1 Peter 1:18-19; Revelation 21:5

7. CHRISTIAN GROWTH

We believe that followers of Jesus are saved unto a life-long process of being made more and more like Christ. The Holy Spirit is the active agent in our sanctification and seeks to produce His fruit in us. No amount of growth can be attained apart from Him. Though indwelling sin remains a reality, believers are led by the Spirit to fight sin, grow in the knowledge of God, keep His commandments, and live in the world in such a way that all people may see our good works and glorify our Father in heaven. All believers are exhorted to persevere in the faith, knowing they will have to give an account to God for their every thought, word and deed. The spiritual disciplines, especially Bible study, prayer, worship, confession, and Christian community are vital means of grace in our sanctification.

Romans 8:1-17; Galatians 5:16-25; Ephesians 5:18; Philippians 1:6; Philippians 2:12-13; Colossians 3:1-17; 2 Peter 1:3-11



8. GOD'S KINGDOM

We believe the gospel has both personal and corporate dimensions. Jesus is our peace: not only reconciling us to God but also bringing peace between alienated peoples. In himself, Christ has created one new humanity. All believers are part of God's kingdom and are called to live as salt and light in a world that is decaying and dark, not withdrawing from the world nor being indistinguishable from it. Rather, we live as citizens of the kingdom who, through the gospel, seek to bless the city God has placed us in, for all the glory of the nations is to be offered to the living God.

Jeremiah 29:7; Matthew 5:13-16; Matthew 6:33; Ephesians 2:11-22; 1 Peter 2:9

9. THE CHURCH

We believe the church is the body of Christ, and he is her only head. The church is sent into the world to shine forth God's glory. This universal assembly of God's people—his household and the pillar and foundation of truth—is made manifest in local churches that devote themselves to the preaching and teaching of Scripture, worship, fellowship, and prayer. The church is distinguished by her gospel message, her sacred ordinances (baptism and communion), her discipline, her great mission, and, above all, by her love for God, and by her members' love for one another and for the world.

Matthew 16:13-19; Matthew 18:15-19; Matthew 28:18-20; Acts 2:42-47; Ephesians 1:22-23; Ephesians 4:1-16; 1 Timothy 3:15-16; Hebrews 10:24-25; 1 John 4:10-12

10. CHRIST'S RETURN

We believe Jesus Christ is returning to the world in the future to judge the living and the dead. We believe in the bodily resurrection of both the righteous and the unrighteous—the unrighteous to judgment and eternal punishment, and those made righteous through faith in Christ to eternal life in God's presence in the new heaven and the new earth.

Matthew 16:27; Matthew 25:31-46; John 14:1-3; Acts 1:9-11; Philippians 3:20; 1 Thessalonians 4:13-18; 2 Thessalonians 1:7-10; Revelation 20:4-6; Revelation 20:11-21:5

"Core Beliefs" and "Distinctives" statements have been adapted from The Harbor Network's statement of beliefs: <https://www.harbornetwork.com/our-beliefs>



I acknowledge that I have received a copy of City Life's Core Beliefs.
I am in agreement with Core Beliefs.

Volunteer Name (Printed)

Volunteer Signature

Date