**Children's Ministry Operation Guide**

Thank you for accepting the call on your life and furthering the Children's ministry at (Your Church Name).

Here at (Your church Name) we want to ensure that we have a safe and loving environment provided for our children. Here are a few guidelines.

1. All workers 18+ must have a criminal background check provided through the church and have completed the CAPP Class.
2. Any worker under the age of 18 must be assisted by an adult worker over the age of 18.
3. There must be a ratio of no more than 3 infants to one worker and no more than 5 toddlers to one worker.
4. You are never to leave the classroom unless there is another worker present to stay with the children.
5. We do not allow spanking, physical discipline of any kind, raising your voice at the children. A child may be put in “Time Out” until they agree to participate and stop being a disruption.
6. We do not withhold snacks from a child for discipline reasons.
7. Please communicate any problems or concerns with a child to the parents/guardian when they are picked up. Remember to take the parents/guardian aside, compliment them on their child first, then lovingly share with them the concern and how it was resolved.
8. Please ask all parents/guardians to have their cell phone present so that you are able to text them if they need to come pick up their child. Our goal is to sooth and care for all children to the best of our ability. If a parent/guardian does not respond to a text, one worker should go to the sound booth in the Worship Center and ask media worker to please notify the parent.
9. Please do not allow sick children into the classroom. This includes fever of any kind with in 24 hrs, vomiting, diarrhea, and unexplained rash. If you are sick please stay home and do not spread sickness to our little ones.
10. Please arrive for your place of ministry no later than 30 minutes early.
11. Please have all parents/guardians check their children in and have them fill out a new "Welcome Guest" form if they are new to our church.
12. Do not allow anyone who did not check the child in to pick the child up!
13. Please change all children’s diapers within the service time frame. Please review diaper changing policy.
14. Please document and alert staff member of any incidents that occur while in the classroom.
15. Be mindful of any warning signs of child or infant abuse. Refer to *Signs of Abuse* in CAPP Class information in book.
16. If you are unable to attend scheduled ministry day, please find another worker willing to switch days with you and notify church staff member.
17. Ensure that all children are safely evacuated during fire and are kept on lock down in case of emergency. Please refer to emergency guidelines.
18. Do not administer any form of medication to a child.
19. Always refer to children’s food allergies before giving them any food.
20. Please fill out an *Accident* and/or *Incident Report* as needed.
21. 15 minutes prior to service ending, please begin to pick up and complete classroom cleaning check list.
22. Please check each item on *Cleaning Check List* and sign and date before leaving classroom.

**Diaper changing policy:**

* Please ensure that parents provide diapers and wipes for all children upon dropping them off.
* Please wear gloves or use santizer while changing child’s diaper and properly dispose of soiled diaper.
* Never leave a child alone or unattended on the changing table.
* Please ensure that the changing area has been properly disinfected in between each changing.
* Please write the time of child’s diaper change on provided stickers and place on the child’s diaper.
* Please ensure that you wipe the infant from front to back to avoid any UTI’s.

**Emergency Plan:**

* In case of a fire, please evacuate all children to the nearest exit and then call 911.
* In case of a tornado please take children to inner hallway located in the church and count children to ensure that all are present.
* In case of emergency, shooting, or attack, please ensure that the all doors are locked and children kept away from the door. Call 911.
* If a disgruntled family member attempts to pick up a child and was not approved to do so, inform staff/board member or other ministry member, ask them to leave the premises, and call 911 if needed.

**(Church Name) Children's Ministry Cleaning Check List**

**(Church Logo)**

* **Pick up all and toys, wipe down any toys that infants have placed in their mouth with Clorox Wipe.**
* **Please spot vacuum and or sweep any debris on the floor.**
* **Check the bathrooms and wipe toilet with Clorox Wipe if there is any noticeable bathroom accidents.**
* **Please pick up all trash and project remnants off the floor.**
* **Please wipe down all tables and countertops with disinfectant wipes.**
* **Please ensure highchairs and changing table has been wiped down.**
* **Please take out all trash to the dumpster after service.**
* **Leave classroom clean and in order.**

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 **Signature Date**

**THANK YOU FOR YOU SERVICE!**