



**POLICIES AND PROCEDURES**  
2018

## **MISSION AND VISION**

### **Renewal Church Mission Statement**

Making disciples of all people for God's glory

### **Renewal Church Vision Statement**

Renewal Church of Anderson seeks to be a people transformed by the gospel, who are living daily on mission, and who are dedicated to sending laborers to the nations.

### **Core Values**

#### *Serving Imitates Jesus*

This is an incredible way for families and individuals to serve the church. Not only are our Renewal Kids volunteers investing in the next generation, they are allowing parents to worship without distraction, knowing their kids are well cared for.

#### *Scripture Reveals Truth*

We want to teach our kids the truth of Scripture, giving them a full understanding of the gospel. Through Bible stories, and Scripture memorization, we hope to point each child toward belief in Jesus Christ.

#### *Worship Exalts God*

One of the reasons we encourage children to sit with their parents through the first portion of the service, is so that they can experience corporate worship with their families. We also help them memorize Scripture through Bible verses that have been put to song.

#### *Fellowship Encourages Growth*

Each Sunday, kids have the opportunity to fellowship with the entire church body, and with other kids their own age. As a volunteer, you can model gospel fellowship by engaging them and showing them Christlike love.

#### *Sending Advances the Gospel*

Each child who comes through Renewal Kids is with us for a short amount of time. Hopefully we can help instill gospel truths into their hearts and minds so that they can grow to be true disciples of Christ.

## **GENERAL INFORMATION**

### **Qualifications for Renewal Kids leaders:**

1. Volunteers must be 16 years of age or 14 years of age while serving with a parent.
2. All Volunteers must submit to a background check administered by Renewal Church of Anderson's ministry staff before serving in any family ministries.

### **Sunday Mornings**

#### *Renewal Kids Worship for Nursery through 2nd grade*

##### Infant Room

We recommend waiting until an infant has started his/her first round of immunizations before attending our classes.  
Ratio: 1 Caretaker per 2 children

##### Toddler Room

10-18 months (crawling) up to Two years  
Ratio: 1 Caretaker per 4 children

##### 2-3 yr. olds

Curriculum: Big Picture Story Bible  
Ratio: 1 Caretaker per 5 children

##### 4-5 yr. olds

Curriculum: Gospel Story Bible  
Ratio: 1 Caretaker per 5 children

##### 6-7 yr. olds (Kindergarten-2nd grade)

Curriculum: Gospel Story Bible  
Ratio: 1 Caretaker per 5 children

### **Scheduling for Volunteers**

1. Each volunteer is responsible to know when he/she is scheduled to serve. All volunteers are expected to be in their assigned locations no later than 30 minutes prior to the scheduled event.
2. Volunteers must be present for the times you are committed to serve. If a last minute cancellation is needed, please inform the Director of Childcare and Kids Discipleship as soon as possible. If you know of someone who is approved to serve in Renewal Kids who can substitute for you, please contact them directly and then notify the Director.
3. There must be two adult volunteers per room at all times. Please alert the Director if children arrive and there is only one volunteer in the room.
4. A husband and wife can only legally count as one volunteer, so there must be a third volunteer present in the room.

### **Creating a Safe Child-friendly Environment**

1. Volunteers need to make every effort to create a clean and safe environment for children. Please take the initiative to make sure the classroom you are serving in is safe and sanitary. Please notify Director to make them aware of consistent safety and sanitary issues.
2. Be flexible! Working with children and families can be unpredictable. Extend grace for the good of the children, volunteers, and the reputation of the gospel and Renewal Church.
3. Be responsible for your classroom and the children. Volunteers should work with the Director, and the Renewal Church staff. If you have any concerns or problems in the classroom or with the children's ministry you should speak with the Director or an Elder.

4. Give your full attention to serving the children. Please do not have your cell phones out. In addition, do not post pictures of children to social media of any type.

\*This is for the safety of our children, especially those in the foster care system

5. Please note that each room has a First Aid Kit. If there is an emergency, call 911 and notify the Director or an Elder immediately.

6. Keep all children in their assigned rooms, and do not take them out to roam or play outside of the classroom, except to go to the bathroom.

7. Security for children is important! **Only approved volunteers should be in the classroom with children. Only parents with their correct security tag are allowed to pick up children from the classroom.** Alert the Director or church staff of any stranger or unknown person in or near children's classrooms immediately.

8. Abuse or neglect: If a leader suspects abuse or neglect, it must be reported immediately to the Director. If the abuser is a family member, the Department of Social Services will be alerted. If the abuser is a non-family member, the local police will be alerted. All Renewal Kids volunteers are mandatory reporters. If you have suspicions, please share these in private with the Director or an Elder immediately.

9. Be loving! Love your neighbor as yourself. Show care and sensitivity to parents and children. Parents are entrusting their children to us. We want to provide parents with the utmost comfort in knowing their children are safe and secure while in our care. Have a kind and welcoming attitude toward parents and especially visitors.

10. Resources and Curriculum: Before the class begins, please determine what resources are needed and what is available in your classroom. Please make sure you have everything you need before the class begins so that you can abide by the two-person rule once children are present in the classroom.

## **Security for Children**

1. All volunteers must check in with the Director before to pick up a nametag before entering the assigned classroom. Leaders must be identifiable to parents.

2. Children must be checked in at Renewal Kids Check-In to receive a security nametag before entering the classroom.

3. No child may be dropped off without a printed nametag. Children who are not checked in must be checked in by their parents and receive a security nametag.

4. The security tags **MUST** be checked and matched by the leader when parents come to pick up their children. No child is released to a parent who does not have a security tag that matches the child's nametag. Rule: "No tag, no child." Any parent who has lost their security tag **MUST** see the Director for approval of releasing the child.

5. Never release a minor to a minor (anyone 18 years old or younger). We have legal responsibility for all minors until they are turned over to another adult who has verifiable permission to pick up the child.

6. **NO person is allowed into a children's classroom unless they are a parent/guardian or Renewal Church staff.** It is important that all security policy be enforced consistently and graciously to ensure the safety and protection of children in our care.

## **Classroom Environment and Responsibilities:**

### **1. Greeting Children**

- a. Wear your nametag so that parents can identify you as an approved volunteer.
- b. Introduce yourself to the parents and the child. Welcome the child with a friendly smile and warm words.
- c. Check to see if the child and parents have a security nametag.
- d. Remind parents that they are required to show the security tag when picking up their child.
- e. Ask the parents about specific needs for their children (ex: allergies, potty training, etc.)

### **2. Nursery Responsibilities (Birth-2 years old)**

- a. Be ready to devote undivided attention to the children during the time of care. All leaders are expected to be actively involved with the children showing love and acceptance.

- b. Wash your hands with soap and water before the children arrive.
- c. During arrival of the children:
  - i. Find out if there are any special instructions and write these down on the white boards.
  - ii. Make sure bags and bottles are labeled.
  - iii. Make sure the child has a security nametag to ensure they have been checked in.
  - iv. Put diaper bags on the hooks in the classrooms. Do not place them on the floor where a child can get into them.
- d. Leaders are to give children only snacks provided by parents. Always check to see if the child has allergies before giving a snack.
- e. Check diapers frequently. Take children being potty trained to the restroom. Always check and change diapers as needed before parents pick up their children. Make sure to fill out the information sticker so parents know when their child has been changed.
- f. Use gloves provided in each nursery room when changing a child's diaper.
- g. ONLY females are permitted to change a child's diaper.
- h. Always wash and sanitize your hand before and after every diaper change.

### **Separation Anxiety Tips**

Confidently take the child as quickly as possible from the parent. Assure the parent that you will locate them if their child does not calm down. Alert the Director to any continuing issues.

#### *Crying Children*

If a child has been crying consistently for 10 minutes, it is time to notify the parents. Text the room name and child's security number located on their nametag to the phone number posted by the door. This will alert the volunteer running Pro-Presenter during the service and the information will appear across the screen for parents to see.

Before notifying the parents attempt to soothe the child:

1. Change diaper.
2. Offer bottle, sippy cup, or drink.
3. Comfort the child (pick up, hold, rock child).
4. Attempt to engage the child in activity (toys, readings, singing).
5. Children asking for parents may be comforted by your reassurance that their parents will return. Children often respond to knowing the schedule of activities and when their parents will return.
6. If all attempts to comfort the child do not work, send a text to the number posted by the door with the child's security code and the name of the room you are serving in.

#### *If a parent is notified:*

1. Explain to the parent that the child was crying and you made every attempt to calm the child, meet their needs, and engage him/her in activities.
2. Tell the parent that he or she may stay with the child.
3. If the parent stays, notify the Director and get the parent a nametag.
4. If the parents decide to leave with the child, let the parents and child know how much we enjoyed their child and we look forward to seeing them again next week. Encourage the parents and child to come back. It often takes a child several weeks to adjust to new environments. Answer any other questions the parents might have about Renewal Church and Family Equipping.

### **Cleanliness in Children's Ministry**

1. Please make every effort to keep all classrooms as clean as possible.
2. ALL toys should be cleaned after use. ALL equipment surfaces (i.e. exersaucers, swings, mats, tables, and chairs) must be cleaned with Clorox Wipes or spray after each room is used.
3. Pick up all toys and place in toys bins. Make sure all toys with parts are reassembled.
4. All toys that have been handled and placed into a child's mouth must be wiped down with sanitizing wipes after each room is used. If you need to vacuum the floor or sweep, please do so after each room is used.
5. Please place any used blankets, burp cloths, etc. in the laundry basket to be washed.
6. After each service and after all the children have left the room, empty all trash and diaper pails. Place the bags outside the door to be taken to the dumpster.
7. Replace each diaper pail and trashcan with new trash bags. New bags are located in the resource closet.
8. Make sure that the room is neat and orderly before leaving the room. Please turn off the lights when exiting.

### **Restroom Protocol**

1. Remember the "two-person" rule. Two volunteers must be present in the classroom at all times.
2. ONLY females are permitted to take children to the restroom.
3. Volunteers should use only the restroom closest to the preschool and children's classrooms in the foyer. This restroom is designated for children.
4. One female adults should be present to help children who need help in the restroom or to stand outside the door.
5. Children should not be sent to the restroom alone.

### **Safety Guidelines**

1. Never allow a child to run or climb while in the building.
2. Do not give children ages 2 or younger goldfish, pretzels or any other snacks except those provided by the parent or puffs.
3. Do not give a child any food other than what the church or the parents have provided.
4. An accident is any time a child receives:
  - a. An injury to the head or face.
  - b. An injury anywhere on his/her body that leaves a mark.
  - c. An injury for which a child continues to exhibit discomfort.
5. Anytime a child received an injury to the head or face, notify the Director immediately so that parents may be contacted to assess the injury.
6. At the end of the childcare session, always inform the parents if a child received an injury, giving details as to what happened and what was done to provide care for the injury. Do not include names of other children involved in the incident. The Director will discuss the incident with the parents.
7. A First Aid Kit is available in the Renewal Kids resource cabinet. For minor injuries, wash the affected area with water and apply a Band-Aid. Always offer loving care to the child.
8. Volunteers do not administer medications to children. Only parents are to administer medications to children.
9. IN CASE OF FIRE: Lead all children immediately out the side doors or closest available exit.
  - a. Before leaving the room, count the children
  - b. Close the door behind you when leaving the room.
  - c. Volunteers should assemble the children at the very back of the field as far away from the building as possible.

- d. Count children again once you have assembled away from the building.
- e. If a child is missing, let the Director or an Elder know immediately.
- f. If parents arrive during the exit, instruct the parents to come with you to the assembly away from the building.  
DO NOT let the parents take the child, continue with the exit plan.
- g. A final check of the rooms will be made by the Director or ministry staff.
- h. No one is allowed back into the building until an “all clear” is given.
- i. Children should only be returned to parents who have security tag that corresponds with the child’s nametag.

### **Preventive Discipline and Classroom Order**

1. Pray for the children and your time serving in the classroom prior to arriving.
2. As you wait for children to arrive, spend some time praying for the children and their parents. Also pray for ministry leaders and a fruitful Sunday for families.
3. Create a calm, and ordered environment for children. Loud noise frightens children who are unsure about staying.
4. Make sure children know your expectation. Use the established rules in the classroom:
  - a. Obey your teachers.
  - b. Consider others.
  - c. Use self-control.
5. Use the rules consistently and enforce them with grace.
6. Follow the consequences for disobedience in the classroom:
  - a. Verbal warning
  - b. Separation from other children and activities for limited time.
  - c. Inform parent of the need for correction.
7. Make sure that children know the consequences for disobedience.
8. Affirm positive behavior.
9. Make activities interesting and enjoyable.
10. Make sure activities and expectations are appropriate for the age level.
11. Separate children who together tend to provoke conflict or disturbance in the classroom.
12. Be actively involved with the children in the classroom. Conversations with other volunteers are encouraged but do not neglect attention to the children.
13. Know the children in the classroom.
14. Build relationships with parents.

### **Corrective Discipline**

1. Never use corporal punishment or spanking of any kind with children.
2. Do not use words or a tone of voice that shames or frightens a child.
3. Do not use sarcasm or scream at a child.
4. Never make remarks that put down the child or make negative references about appearance, race, or gender.
5. Use a firm but gentle voice to address behavior.
6. Remove a child from activity and isolate a child from the group if necessary.
7. Focus your remarks to the child on specific behavior that you want to see.
8. Help the child apologize and to restore relationships.
9. If the child refuses to listen, notify the Director to ask parents to come correct or remove the child.

10. Persistent disobedience will result in notification of parents.
11. A disobedient child should not be allowed to disturb the entire class.
12. Seek the help of the Director if necessary.

### **Music, Videos, and Electronic Device Guidelines**

1. The Elders MUST approve all music and videos before being used in any classroom.
2. Videos in the classroom should only be used to support assigned curriculum approved by the Elders.
3. Volunteers should engage children in activities such as reading and hands-on crafts rather than use videos.
4. Videos often stimulate children to inappropriate behaviors that do not create an environment for discipleship and creative learning.
5. The use of any video in the classroom MUST be approved by the Director or Elders before use.
6. Children should not have free access to television or videos.
7. No child is allowed to have an electronic device in the classroom unless it is specifically required for developmental or intellectual assistance.

### **Volunteers' Children**

1. Your preschooler is welcome to attend Renewal Kids Worship with you while you serve. However, they must stay in their age appropriate room.
2. Children ages 3 and up are welcome to attend activities planned for their age while you are serving, but will only be allowed to participate in their age appropriate room.

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