



# MANUAL

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Dear Calvary Kids Leader, On behalf of our staff here at Calvary Baptist, we would like to thank you for joining our team to reach the next generation for the gospel of Jesus Christ in our Calvary Kids Ministry. We thank God that He has called you to be on our team. Our prayer is that you would see yourself as a vital member of the Calvary Kids Ministry as we seek, together, to come alongside the families of Calvary Baptist in discipling the next generation that “they might set their hope in God” (Psalm 78:7). As you prayerfully consider serving in this ministry, let us encourage you with the following reminders:

1. You do not have to be an expert in preschool and elementary education or the Bible. We are looking for humble, servant-minded people who love God and children and are willing to grow and be trained.
2. We are here to equip you for success. You’re not alone in this endeavor.

This manual will serve as an introduction to the Calvary Kids Ministry and will outline policies and procedures we have put into place to make this a safe and effective ministry. Of course, this manual is not exhaustive. Please do not hesitate to contact us with any questions you might have. Our team considers it a privilege to serve alongside you and we are thrilled to see what God will do in and through you as we partner together for the sake of the next generation.

# Introduction to



## Basic Requirements for Serving in Calvary Kids

The following requirements must be met before a candidate can be considered for a volunteer position:

1. Must be an active member of Calvary Baptist Church **for at least 3 months**. For membership requirements, please contact our church office.
2. Must complete an application that can be retrieved by calling the church office. The information collected from this application will be used to complete a background check, required for all adults serving in a ministry with minors. Please note, all information collected in this application is confidential and will be protected.

Once these steps are completed, a Children's staff member will contact you, arrange necessary training, and walk you through our child protection guidelines, which are available in print form and must be signed by you before the application process is complete. This form can be found in the appendix for your reference.

## Leadership Team

Pastor of Students and Children	.....
Children's Ministry Team Leader	.....
Elementary Students (1 <sup>st</sup> – 5 <sup>th</sup> )	Danielle Backer, DeAnna Smith
Nursery and Pre-school (N – K)	Debbie Langley

## Team Values

At Calvary Baptist, we take our ministry to children very seriously. We recognize the privilege and responsibility we have each time a parent entrusts their precious child to our care. Therefore, our team strives to raise the standard in children's ministry as we do in all other areas of ministry at Calvary Baptist by:

- **Taking children's safety seriously.**

We, as a team, are committed to providing a safe environment by the way our leadership recruits and trains volunteers, the way volunteers interact with children, and the way we secure children's classrooms.

- **Taking children's Bible education seriously.**

We, as a team, are committed to helping expand children's vision of God with the same degree of passion as demonstrated in the youth and adult education ministries. We believe that children have an incredible capacity to receive the Word of God with faith and we therefore labor together to teach it to them with joy and expectation.

- **Taking children seriously.**

We value children as much as we value every other age group at Calvary Baptist. Our prayer is that God will work in us at Calvary Baptist that we will always welcome, teach, minister, love, and value children because our Lord did (Mark 10:13-16).

# Ministry Programs

The Calvary Kids Ministry currently offers the following ministry opportunities:

## Sunday Mornings

- Each Sunday morning we offer age-graded small group classes for our children, which are taught by volunteer teachers. This is offered during Life Groups and Church Service. Our 4<sup>th</sup> & 5<sup>th</sup> graders are encouraged to transition into the Worship Center with their families, leaving only 1<sup>st</sup>-3<sup>rd</sup> Grade in class during Calvary Kids Worship Service (10:45am). Birth-4<sup>th</sup> grade are welcome to attend both services while their parents serve, attend Worship Service, or attend a Life Group. It's important that our parents also know that children of all ages are welcome at all times in the Worship Service with them.

## Wednesday Evenings

- Calvary Kids Wednesdays is a great time of worship and diving into God's Word on a level children can relate to. We offer Calvary Kids Wednesdays for Pre-school-Kindergarten (Calvary Littles) and 1<sup>st</sup>-5<sup>th</sup> Grade. At this time, our Youth are meeting for Lighthouse Youth Ministries and adults also meet for Bible Study. For Calvary Kids and our Calvary Littles, we offer a unique video-based curriculum, with age-appropriate games, activities, and crafts. We are also mission minded with our activities and crafts, giving them opportunities to serve Christ and tell others about Jesus.

## Special Events

- Vacation Bible School-- This annual ministry event is offered to all children 3 years old through 5th grade in the summer and is an awesome opportunity to reach children in Desoto County for the gospel of Jesus Christ. The event is composed of 5 days of theme-driven Bible lessons, crafts, snacks, recreation, and more.
- Summer Camp-- This annual ministry event is offered to all children who have turned 8 by the time we go to camp through 5th grade. We may or may not go to the same camp each year, but the camp we go to will be great and will help change lives.



# **Expectations of Volunteers**

# Characteristics of a Committed Teacher

“Commit to the Lord whatever you do and your plans will succeed.” Proverbs 16:3

**A Christian** – The teacher has had a personal experience with Jesus Christ. He/she knows Jesus as his/her Lord and Savior and is growing spiritually in his/her walk with Christ.

**A Church Member** – The teacher is loyal to Calvary Baptist and its mission. He/she attends services faithfully, gives and serves faithfully, and cooperates with Church policies, plans, and procedures.

**Called of God to Teach Children** – The teacher has a conviction that God has called him/her to teach children. A children’s teacher needs the conviction that he/she is on assignment from God.

**Loves Boys and Girls** – The teacher will have the right attitude toward children.

- Desire to do what is best for children
- Selfless love that seeks to meet needs
- Unconditional acceptance of each child
- Respect for children and their parents/guardians
- Genuine interest in the concerns of children
- Patience
- Appreciation for children

**Understands children’s development** – The teacher should understand the children he/she teaches. An important factor in understanding children is an awareness of how they grow and develop physically, emotionally, mentally, socially and spiritually. Teacher Training opportunities will equip the teacher to grasp this concept.

**A lifelong learner** – Children learn best when they are involved with teachers who are also learning and growing. A teacher who commits to continue improving his/her skills as a teacher will also serve as a learning model in the process.

**Willing to plan** – The teacher is dependable, diligent and a “reaching” teacher. Faithfulness is important to God. Faithfulness should also be important to the teacher. Tardiness, absences or lack of preparation communicates to a child that your message is not very important. Children are unpredictable; therefore a teacher must be flexible.



# Threefold Commitment

As a teacher of children, you are accepting a three-fold commitment.

**1. You are making a commitment to first trust God.** You are promising to obey His leadership as you present His truths to the best of your ability.

“At that time the disciples came to Jesus saying, “Who then is greatest in the kingdom of heaven?” And He called a child to Himself and set him before them and said, “Truly I say to you, unless you are converted and become like children, you shall not enter the kingdom of heaven. Whoever then humbles himself as this child, he is the greatest in the kingdom of heaven. And whoever receives one such child in My name receives Me.” Matthew 18:1-5

What we do for a child we do for Jesus. Jesus affirmed this as He gathered the children around Him and taught His disciples through example that every person is of true worth to God.

**2. A commitment to teach is a commitment to Christ!** It is your promise to Calvary Baptist that you will be prayerfully concerned about the needs of the children in your care.

**3. A commitment to teach is significant commitment to children.** You are promising to involve yourself in their lives, being sensitive to individual boys and girls whatever their needs may be.

# 10 Teacher Must-Do's

Every leader must:

1. **Must understand the task or purpose of teaching.**

### *Learning Goals*

Every child needs to grow in a knowledge of the Bible enabling him to respond in faith to the leadership of God's Holy Spirit and accept and acknowledge Jesus as Savior and Lord when God's Spirit leads.

### *Learning Objectives*

To help the learner discover that the Bible is God's message and to learn about some of the people who communicated God's message.

### *Learning Outcome*

States in even more specific terms what can be accomplished as a result of the lesson.

2. **Must have a positive attitude.** The attitude of the teacher directly affects the attitude of the children.
3. **Must be consistent.** Children need to be able to trust and depend on their teacher. They need to know you will be the same Sunday to Sunday.
4. **Must be approachable.** Effective teachers are approachable; children like them and feel comfortable around them. You become approachable by developing relationships with children.
5. **Must engage in outreach towards prospective class participants.** Remember: the Lord has called each of us to go and make disciples (Mt. 28:19-20).
6. **Must be prepared by arriving on time with a lesson already prepared.** Children can tell when a teacher is not prepared. With regards to arriving on time, visitors are usually the first to arrive. Make a good first impression by being there.
7. **Must minister to children and parents.** You only have 1-2 hours a week with the child. Mom and Dad have the rest. Invest in them. Talk to them.
8. **Must participate in training events.**
9. **Must worship in the corporate worship service, small groups and events on a regular basis.**
10. **Must support the work of Calvary Baptist Church, the Children's Ministry, and the pastoral staff.**

## Arrival Time/Greeting Information

### Upon Arriving

A child feels loved and welcomed when they are greeted by a teacher who has prayed, planned, and prepared for them. Being prepared when the first child arrives sets a positive tone for the remainder of the class. As a teacher, you will approach the class with excitement and enthusiasm when you are prepared before the arrival of the first child. Teaching begins when the first child enters the room. The following procedures should be used in opening the room:

- Pray for the children, yourself, and the other teachers.
- Arrive a minimum of **15 minutes before** the class/ activity begins
- Wash your hands.
- Check the classroom for needed supplies.
- Set-up your classroom.
- All personal belongings are put away and out of sight, including electronics.

## Greeting Children

- Every child who comes to church should be greeted warmly with a smile and made to feel special. Even if you have twenty children, number twenty-one should be greeted just as enthusiastically.
- The child should be greeted by name. Greet the child first! Do not neglect the parent, however.
- Remember: your ministry is to children **and** parents.

Before the child enters the room to begin learning activities, check to make sure they have a name tag. Detailed information about security procedures is found in the **Policies and Procedures** section of this manual.

## Absence Policy

Though we want you to be present whenever possible (it is good for you, your team, and the kids to have consistency), we realize team members may need to miss occasionally due to vacation, illness, or holiday schedules. When you know that you will be unable to serve on your scheduled week, please use our online app, PlanningCenter, to decline those times that you will not be available. If it is a last minute change, try to swap weeks with a volunteer on our list. Then, contact your Scheduler to inform them of the change. **Never arrange for someone not on the Calvary Kids Volunteer List to take over your classroom.**

Remember: each classroom must have at least one adult and all adults must be background checked and approved to serve in Calvary Kids.

## Scheduling

Our church uses PlanningCenter Online to schedule our volunteers. Through this online app, workers can block out dates that they are unavailable for and decline or accept scheduling requests. Please respond to requests as soon as possible in order to help make scheduling and changes run as smooth as possible. Contact the appropriate scheduler to make sure we have you in the system to receive scheduling requests.



# **Policies and Procedures**

## Check-In Policy

Before a child enters a classroom, he or she must be checked in at the appropriate Check in area by an Adult 18 or older. The child will receive a printed nametag, which includes the child's name, room assignment, security code and any medical issues. Do not permit a child to enter your classroom unless they are wearing a printed Name Tag.

Parents will receive a security tag at the Check in area, which has the matching security code on it. Parents must present this stub to pick up their child from a classroom. The only exception to this rule is that if the parent has given the security code to an approved adult that is listed in their family as someone who can pick the child up. **Under no circumstances may you release a child from your classroom to an individual who does not have this security stub.** If a parent loses or forgets to bring the security stub, please see either a Children's Ministry Leader or Children's Pastor.

**Please make it a habit to carefully check that the parent's security code matches the child's tag.** The best way to do this is to request that the child remove their nametag and hand it to you before they exit the room. Once you have the tag in your hand, you can match it to the parent's security code.

If a child loses their nametag in the course of the morning, contact the Check in Desk to Re-print the Name Tag.

## Two Person Policy

Volunteers should avoid any situation that will involve extended time alone with a child. "Extended time" is defined by a period of time beyond that required by the normal and necessary duties of a volunteer, like supervising a child walking down the hall, waiting in a classroom with the door propped open at the beginning of class for other students to arrive, or helping a child in an emergency situation. At least two team members are assigned to every group or setting to avoid team members being isolated with a child.

## Bathroom Policy

As a rule of thumb, unless the child is in obvious need, no teacher should go inside the bathroom stall with any child. If this need arises, **women only** are permitted to assist children in the restroom. Teenagers may not assist or escort. If the restroom is located inside the classroom, the classroom door must remain unlocked and cracked while a child is using the interior restroom. Ensure that the child has properly washed their hands.

Remember: always encourage the child to do all they can for themselves.

# **CLEAN-UP PROCEDURES**

## **Please Clean!!!**

1. Toys should be put away in their proper places. All items played with by a child is to be sanitized before replacing them in the storage baskets. If there is no time to properly sanitize items, please place them in the provided container marked “please clean” and someone on the Children’s Ministry Team will take care of those. (sanitizer is supplied in each room)
2. Wipe down counter tops and all surfaces used that session with supplied sanitizer.
3. Regularly check floors for choking hazards such as coins, buttons, push pins, or any item which accidentally falls from the normal flow of traffic from parents/bags.
4. Garbage bags with soiled diapers should be disposed of properly into outside trash cans.
5. All lights should be turned off when leaving the building and doors locked.

## **Physical Contact Between Children and Adults Policy**

As a reminder, these guidelines exist to help protect you and the children in our care. To do this we need to promote appropriate physical contact. These guidelines can help protect you from false accusation.

Physical touch is an important element in the communication of love and care to children. It is an essential part of the nurturing process. It has the power to communicate warmth, concern, and care to a child. When used with common sense and concern for the child’s benefit, it enhances trust and safety in a relationship while affirming and reciprocating the child’s worth as a person. However, physical contact should be age and developmentally appropriate.

The following guidelines are recommended as pure, genuine, and positive displays of God’s love:

- Meet the child eye level by bending down or sitting.
- Listen to him/her with your eyes as well as you ears.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child’s head, hand, or shoulder when encouraging.

The following types of touch must be avoided:

- Kissing a child or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touching a child in an area that would be covered by a bathing suit.
- Physical contact in general when no other adults are present.
- Giving a full contact, body-to-body hug.
- Piggy-back rides or child climbing on you

- Grabbing a child by any joint
- Spinning a child by his/her limbs
- Tossing a child in any way.
- Swinging/bouncing a child on your leg.
- Having a child sit on your lap.
- There should never be contact such as blowing on a child's arm or stomach

## **Child Abuse Suspicion Policy**

There are four types of child abuse: Physical Abuse, Neglect, Sexual Abuse, Emotional Maltreatment. If you suspect that a child has been abused or is being abused, the following steps are to be followed:

- Immediately report the suspected abuse to the Children's Pastor or Director of Specific Ministries.
- Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
- Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the child should be kept confidential.

The church staff will report the suspicion to the appropriate law enforcement agency. It is not the volunteer's nor the church's responsibility to substantiate abuse, but legally, we are required to report any reasonable suspicions of abuse.

## **Incident Reports Procedure**

If an abnormal incident occurs, such as an injury that causes more than temporary concern or a child behaves in an extremely inappropriate way, an incident report should be filled out.

When discerning whether you should file a report, consider the factors that would be important to a parent. If you were the parent of the child in question, what would you want to know? You may not want to know about every tumble your child had, but you probably want to know what happened if the accident left a mark. You probably don't want to know about every interruption, but you probably would like to know if your child exhibited repeated inappropriate behavior. If you have any questions, contact the Children's Ministry Team Leader or Children's Pastor

Examples of when an Incident Report is necessary includes but is not limited to:

- Child falls and the injury leaves a mark
- Child endangers another child.
- Child says something to a teacher that is derogatory, racially-charged, sexual in nature, or would otherwise be significantly harmful to the classroom environment.

- Child displays repeated disobedience to the point that it is taking significant time and energy away from other kids.

Remember, when completing an incident report, be as thorough and specific as possible. Do not fabricate any aspect of the report. Use first and last names of the child and adult witnesses. Submit completed reports to your division coordinator.

## Missing Child Procedure

It is extremely important to know the location of every child.

Always count the children before you transition to a new location and after you arrive.

If you discover that a child is missing, **immediately** notify the Children’s Ministry Team Leader or Children’s Pastor. Attempt to provide a good description of the child, including age, hair color, clothing color and type, etc.

A Children’s Ministry Staff member will notify security personnel of any missing child. Security will help determine if an Amber Alert should be issued. Calvary Kids will be considered “locked down.” Exterior doors will be monitored while a search is performed.

## Fire Procedure

An Evacuation Plan for each classroom should always be followed, unless you are instructed by Church Staff personnel to do otherwise.

Instructions for Teachers:

- Take a quick headcount to insure everyone is with you and follow the evacuation route.
- Report to designated area.
- Check roll a second time.
- Notify appropriate director /Children’s Pastor if a child is missing.
- Do not release any children during the evacuation. If a parent shows up, have the parent evacuate with your group.
- Keep children with you.

Instructions for Children’s Pastor/Team Leader/Directors

- Contact Emergency Responder
- Check all classrooms, bathrooms, and other areas for children and adults. Assist teachers and coordinators.

Under no circumstances may teachers, children, parents, or others re-enter the building until the fire department or security personnel have completed their investigation and given the all clear.



## Tornado Procedure

The National Weather Service issues a **tornado watch** when the possibility of tornadoes exists and issues a **tornado warning** when a tornado has been sighted or indicated on radar.

In the event of a warning, the following procedures should be taken:

- Stay away from glass, both in windows and doors
- Find the lowest and most interior available space and crouch down, facing the interior walls. Cover your head with your hands.
- No child may be released during a tornado warning.
- Any injuries incurred must be reported immediately.
- Use a calm, soothing voice and reassure children that these steps are precautionary.
- Refrain from using the word tornado when possible. Describe the weather conditions as “bad weather” or “severe weather” and pray out loud.

## Lockdown Procedure

A Lockdown procedure will be used to secure the building and persons in the building during a crises/emergency situation. A Lockdown will be declared when, in the opinion of the Church Staff, a situation exists that threatens the safety of the children and staff and requires that they remain in their classroom. Notification of a Lockdown will be communicated to the individual classrooms by a Team Leader, Director, Children’s Leader or Ministerial Staff or Security Personnel.

When the Lockdown is communicated, you should be told why. (Example: “We have a threatening situation in the Worship Center lobby. It is necessary to activate a Lockdown.”) Do not panic or say anything to cause the children to panic or become upset. Calmly move the children away from all doors and windows. If you are in a classroom with a bathroom, move to that area of the room. Check to make sure all doors and windows are locked. Turn off lights. Stay in the classroom and protect and calm children until you are given the all clear by Staff or Security Personnel.

## Wellness Policy

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, we ask all parents not to bring children who exhibit the following symptoms:

- Fever (free for 24 hours)
- Vomiting and/or diarrhea (free for 24 hours)
- Symptoms of childhood diseases such as scarlet fever, measles, chicken pox, step throat, flu, etc.
- Chicken pox sores visible. (Must be completely dry and scabbed over)
- Common cold
- Sore throat

- Fifth disease (bright red cheeks, spotty rash over face and body).
- Any unexplained rash
- Head lice
- Skin infection
- Boils, ringworm, impetigo, thrush, hand-foot-mouth disease
- Pink eye or other eye infections
- Cloudy green runny nose
- Persistent cough
- Any communicable disease.

If a parent shares that their child has an infectious illness or you observe a strange symptom you are not sure about (rash, bumps, etc.), please inform your director.

## **Infectious Disease Policy**

Blood, vomit or other body fluids are potentially hazardous to the health of individuals coming into contact with them. When dealing with a situation that involves bleeding, vomiting, or other bodily fluids, do the following:

- Put on disposable gloves (located in the classroom first aid kit) before touching any bodily fluid.
- Keep others away from the bodily fluid
- Remove gloves without touching bare skin to outside of glove. Dispose of gloves into a lined wastebasket.
- Wash hands thoroughly.

• NOTE: In the event that you do not have time to put on a pair of gloves, such as in an emergency situation, place any barrier that is available (e.g., towels/paper towels/papers, etc.) between your hands and the body fluid. Once you are able, IMMEDIATELY wash your hands thoroughly with soap and water.

Remember that any object “mouthed” by a child should be disinfected before coming into contact with someone else.

## **Medication Policy**

Volunteers may not administer any medication to a child while they are at Calvary Kids. If a child needs a medication to be administered during a session, the parent needs to come at the appropriate time to administer it.

## **First Aid Procedure**

Each classroom will be stocked with a basic First Aid Kit, containing bandages, gloves, and alcohol wipes. If further treatment is necessary, please contact your Director who will call the appropriate people.

## Food Allergies Policy

The following guidelines must be observed in all classrooms:

- All snacks at Calvary Kids have been pre-approved for common allergies. Any potential allergens will be posted at check-in.
- Calvary Kids is a nut-free/dairy-free zone. Please refrain from bringing any personal snack items which includes nuts and dairy.

Please understand that these guidelines are for the protection of our children. There are children in our ministry who have allergies to peanuts, other nuts, red dye, dairy products, wheat/gluten, soy and more. Some allergies are so severe that anaphylactic shock, a medical emergency, may occur. All Children with allergies will have it on their Name Tag **Please be careful.**

## Medical Emergency Procedure

In an emergency remember to stay calm and keep all other children away from the situation at hand. Contact the appropriate Director immediately. Assess if basic First Aid needs to be administered. The Director will contact the Children's Leader or the Children's Pastor, who will then contact first responders, if necessary. In the event that a child needs to be transported to the hospital and the parents are unable to be located, a staff member will go to the hospital. **A full report must be completed.**



# **Child Protection Guidelines**

# Calvary Kids Child Protection Guidelines

Calvary Baptist Church desires to honor God in all that we do. We seek to provide a safe and secure environment for the Children who participate in our programs and activities. Part of that is making sure we take proper precautions to protect those who cannot always protect themselves. That is why we require a background check for all volunteers and paid workers. Also, we provide training for our leadership so they can be proactive in the effort to protect our children and teenagers.

Below is a list of guidelines and tips so that you can make sure you are doing your part.

## **Preschool Ministry** (Birth-Kindergarten)

1. Caregivers should not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect.
2. A minimum of two caregivers (1 adult & 1 youth - not related) must be present with each group regardless of how few children are in attendance.
3. The top part of doors shall remain open at all times to allow a clear view of classroom activities.
4. When possible, children are to be encouraged to take care of their own bathroom needs. Should assistance be required, a female caregiver should be assigned this task. The bathroom door must remain open while the assistance is being given.

## **Children's Ministry** (1st-5th Grade)

1. Caregivers should not engage in any form of physical abuse, emotional abuse, sexual abuse, or neglect.
2. A minimum of two workers (1 adult and 1 youth – not related) is required at all times for children's classrooms.
3. The windows of classroom doors shall remain uncovered to allow a clear view of classroom activities.
4. Children should take care of their own bathroom needs. Caregivers should provide no assistance. If some form of assistance is needed, please refer this to your Children's Coordinator.

The law requires a person to immediately report suspected and reported child abuse to the minister in your area or Executive Pastor.

\* Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

\* Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends

Volunteers shall not abuse children in any way, including

- physical abuse—striking, spanking, shaking, slapping, and so on;
- verbal abuse—humiliating, degrading, threatening, and so on;
- sexual abuse—kissing, sitting on the lap of a volunteer, prolonged frontal embrace, touching or speaking inappropriately;
- mental abuse—shaming, withholding kindness, being cruel, and so on;
- neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal and reporting to the appropriate authority.

**Inappropriate communication** (includes crude jokes, lewd comments, comments of a sexual nature, etc.)

The worker should not engage in inappropriate discussions with members of the opposite sex. I have read and understand the Child Protection Guidelines and will follow them.

Print Name \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_

Date \_\_\_\_\_

**Church Mutual Insurance Company**  
3000 Schuster Lane, P.O. Box 342, Merrill, WI 54452-0342  
(715) 536-5577 • (800) 554-2642 • Fax (715) 539-4651  
www.churchmutual.com

**ACCIDENT REPORT**

(NOT TO BE USED FOR AUTOMOBILE OR WORKERS' COMPENSATION)

*Please furnish the following information for prompt handling of your claim.  
You may call this information in to our office or you may fax or mail this form to us.*

**CLAIM NOTIFICATION/POLICYHOLDER INFORMATION**

Date Reported \_\_\_\_\_  
Reported by: (Name) \_\_\_\_\_ (Title) \_\_\_\_\_  
Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Phone: (Church) \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Account No. \_\_\_\_\_ Policy No. \_\_\_\_\_ Effective Date \_\_\_\_\_  
Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_  a.m.  p.m.  
Insured's Name (as it appears on policy) \_\_\_\_\_  
Address 1 (Street) \_\_\_\_\_  
Address 2 (Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Are you insured with any other company?  No  Yes Company? \_\_\_\_\_

**ACCIDENT INFORMATION**

Location of Accident (Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Police Dept. reported to (if any) \_\_\_\_\_ Report No. \_\_\_\_\_  
Violation issued \_\_\_\_\_  
Description of Accident - Describe fully - Include rough sketch if possible. (Use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: It is important that any article, part, or appliance causing the accident be carefully preserved.

**INJURED OR OWNER OF DAMAGED PROPERTY**

Name of Injured or Owner of Damaged Property \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
Parent/Guardian of minor child \_\_\_\_\_ Phone No.: Home \_\_\_\_\_ Work \_\_\_\_\_  
Address (Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Are you insured under any medical accident policy?  No  Yes Company? \_\_\_\_\_  
By whom are you employed? \_\_\_\_\_  
Injuries claimed \_\_\_\_\_  
Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address (Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of facility where injured was taken \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address (Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Was injured transported by Ambulance?  No  Yes

## Classroom Order and Discipline

Calvary Baptist Church desires to honor God in all that we do. We seek to provide a safe and secure environment for the children who participate in our ministries. We also value the family and the role that parents, grandparents, and guardians play in loving and disciplining their children. Part of offering a safe environment is ensuring that children do not harm other children intentionally or unintentionally. We strive to allow children to have FUN in class, as well as learn about God and His Word. If a child is not following instruction or acting out of hand in class, we want to lovingly set a good example as we handle the situation. We by no means expect perfection, but we do desire obedience in class. We also believe that as a church it is not our primary role to discipline children, but the role of the parent or guardian to discipline in a timely manner. Below is a guideline we wish to follow to help the child who is struggling, assist the parent and/or guardian, as well as set a good example to all other children in the room.

### Guideline for Disciplining a Child:

- 1st offense:

The teacher will talk to the child and let them know if it continues they'll be in time out.

- 2nd offense: time out

The teacher will talk to the child again, letting him/her know that he/she is in time out (# of minutes of their age, example, 4 yrs old = 4 minutes). The teacher will lovingly have a conversation to make sure they know what they did was wrong and convey to them that they are in time out. The teacher will also let them know that we'll be getting a parent if this action continues.

- 3rd: time out again

The teacher will send a helper to get the parent or guardian to come to the room to have a conversation with the child, allowing them to discipline in a timely manner. The parent/guardian is welcome to stay in the room to be helpful. It's up to the teacher whether or not they believe the parent/guardian is needed to stay for the day.

- 4th: have parent remove child from class that day

It's disappointing to get to this point, but it's important for us to set an example to the child and other children that this particular behavior will not be tolerated.

