



MINISTRY LEADERSHIP HANDBOOK 2019-2020



HELPING KIDS:

EXPLORE,

DISCOVER,

IGNITE

**THEIR FAITH
IN JESUS**

BHBC Kids Mission, Purpose & Values

Mission:

Passionately leading children and families to Christ, growing them spiritually, and creating a generation of Christ followers that will impact eternity!

Purpose:

BHBC Kids, officially known as Childhood Ministries, is part of the overall church ministry. While we advocate for young families and those that are of childhood-age, our ultimate desire is for Christ's church to be unified and to bring our Savior honor and glory!



BHBC Kids Ministry Values:

Christ Centered: We want to bring honor and glory to Christ in all that we say and do!

Kid Focused: A Kids' Ministry must understand that ministry to kids and for kids should be fun! It should include them. It should be designed for them. Early childhood children learn through play! Jesus loved kids and they were a priority! Safety will be a priority and our ministry will be developmentally appropriate!

Family Focused: We want to be family-focused and sensitive. Finding an appropriate balance of being kid developmentally appropriate but finding family opportunities is a strong goal. We will partner with parents and provide resources to enable them to fulfill their role as the primary spiritual influencer of their children.

Volunteer Focused: We will equip and listen to our volunteers. While the staff will provide leadership, we need to recruit, support, equip, and empower volunteers whenever possible. We will subscribe to the philosophy that trained, screened, prepared leaders are the only ones we utilize. This is not our goal- this is our mandate!

Forward Focused: Recognizing the high calling, we will recognize our great heritage but continue to run the race to serve with excellence. We will constantly examine what we do and seek to improve it. We will celebrate our past—but not live there. We will seek to continue to seek to serve the Lord with the very best we have!

We will accomplish our focus and increase our effectiveness by:

Widening the Circle: Inviting others to invest in children so other voices can help shape and determine the direction of their lives.

Imagine the End: Focusing energy and effort on the issues that will make a lasting impact.

Fight for the Heart: Creating a culture of unconditional love to fuel emotional and spiritual health of children.

Create a Rhythm: Tapping into the power of quality moments TOGETHER, and building a sense of purpose and TEAMWORK through everyday experiences. Teamwork makes the dream work!

Make it Personal: Allowing kids & families to see how you strive to grow so you can thrive. This is critical so that all can understand how to confront their own limitations and pursue character and faith.

TRUTHS WE HOLD DEAR

“Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.”

James 3:1 (NIV)

What We Believe at Burnt Hickory Baptist Church:

- ~In essential beliefs – we have unity.
- ~In non-essential beliefs – we have liberty.
- ~In all of our beliefs – we show charity.

It is our desire to have those presenting the Word of God to be in agreement with the church’s position on our essential beliefs. The following represents those beliefs.

1. **About God** – God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.
2. **About the Father** – He is all-powerful, all-knowing, all-loving, and all-wise. He reigns with providential care over the universe and the flow of human history goes according to His purpose and plan.
3. **About Jesus** – Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He physically arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings and Lord of Lords.
4. **About the Holy Spirit** – He is the third person of the Trinity. He guides men into all truth; exalts Christ; convicts of sin, of righteousness, and of judgment; cultivates Christian character; comforts believers; bestows spiritual gifts by which believers serve God; and, seals the believer until the day of final redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.
5. **About Scriptures** – The Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it has salvation as its end and is truth without any mixture of error.
6. **About Human Beings** – People are made in the image of God and are the supreme object of God’s creation. All of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life.
7. **About Salvation** – Salvation is God’s free gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting Jesus Christ as God’s offer of forgiveness, can anyone be saved from sin’s penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into His life by faith.
8. **About Eternal Security** – Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot “lose” your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

9. **About Eternity** – People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

10. **About Baptism by Immersion** – We believe that scriptural baptism must be: (1) by being completely immersed under the water, and (2) must be after salvation, not before salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power, but is the first act of obedience symbolizing (1) the believer's faith in the death, burial, and resurrection of Jesus, (2) the believer's death to sin and resurrection to walk anew in Christ, and (3) the Christian's belief that he will die, be buried, and that Jesus will resurrect him from the dead.

11. **About the Lord's Supper** – The Lord's Supper is a symbolic act of obedience whereby believers remember the death of our Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.

12. **About Tithing** – At Burnt Hickory we believe in giving the tithe – 10% of gross income (not net) – as the biblical standard of giving. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

13. **About Evangelism** – It is the duty of every born again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere. It is the command of Christ for every believer to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the Gospel of Christ.

14. **About the Church** – A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by the common faith and fellowship with Jesus. A local church is to observe the two ordinances: (1) baptism, and (2) the Lord's Supper; exercise their God-given gifts; and extend the Gospel to the ends of the earth. The church is an autonomous body serving under the Lordship of Christ. All members are equally responsible as they serve with the scriptural officers of the church, the pastors and deacons.

15. **About Christian Unity** – To live in harmony with other believers is clearly the teaching of the New Testament. It is the responsibility of every believer to endeavor to live in fellowship with each member of the congregation. It is also the responsibility of each member to bring all gossiping and backbiting to an end.



BURNT HICKORY CHILDHOOD MINISTRIES

VOLUNTEER LEADER REQUIREMENTS

Our church requirements to become a volunteer in Childhood Ministries consists of the following:

1. Must have attended Burnt Hickory Baptist Church for at least six months.
2. Must have a personal relationship with Jesus Christ and have been baptized by immersion as a symbol of your faith.
3. Must be members or regular attenders of Burnt Hickory Baptist Church. (Those in teaching, team leader, or coordinator positions must be church members.)
4. All adult volunteers should regularly attend a worship service or small group in addition to serving in a ministry. Middle and High School students volunteering must maintain a 50% attendance criteria in Radiate LifeGroups/Worship in order to volunteer with Childhood Ministries once every 4-6 weeks. (Middle School students typically serve in non-classroom environments for 3s-Kindergarten or assist with our special needs ministry. High School students may serve as an “extra” volunteer in a preschool—5th grade/ special needs classroom or worship environment. All Babies-2 years old volunteers should be at least 18 years of age.)
5. All volunteers should attend the annual Leadership Summit each fall and/or special event rally if not participating in an on-going Childhood Ministries position.
6. Volunteers should attend whenever possible all leadership orientations, trainings and workshops.



Next steps to becoming a Childhood Ministries Volunteer:

1. Email bhbckids@burnthickory.com about your area of interest.
2. Complete Volunteer Application and background check form.
3. Schedule an interview and orientation training date with Childhood Ministries Staff.



CHILD/LEADER INTERACTION

A large portion of our ministry to children is accomplished through the relationships you build with them. Here are some simple, yet profound ways of communicating and interacting with children that will help you have an even greater impact on their lives.

- Enjoy the children, play, and have fun with them.
- Stay positive and affirmative at all times. (See our Guiding Principles)
- Be outgoing. Even if you are not naturally out-going, you can still take initiative in building relationships with children.
- Sit with the children during the program. Don't just stay on the outside; sit with and amongst them.
- Reward positive behavior with your attention.
- Ask open ended questions to get to know them.
- Give them high fives, fist bumps, and let them know that you love being with them at church.
- Maintain a proper leader/mentor relationship. Be careful not to be "too much of a friend", but at the same time do not be too much leader that they do not feel comfortable around you.
- Point them toward Christ in all that you say and do.

Ensure Safety

Safety is a team effort. Let's lock shields together to ensure children's safety is strong and that all of our areas are secure.

- Wear your name badge while serving. This identification helps us to ensure safety.
- Politely approach any adult that is loitering in a child area without a name badge. Simply ask "Are you serving in a kids area today? If so, make sure to get your name badge."
- If necessary, grab another serving leader to assist with any special issues or restroom trips. There is safety in numbers.
- Do not send children to the bathroom unattended.
- Avoid going into restrooms with children. Wait outside. Remember, we have "Adult Bathrooms" in various areas in the BHBC Kids building.
- Always be on the look out for safety concerns. Alert the staff if any issues arise. A First-Aid Kit is located at each BHBC Kids Welcome Desk, as well as, the main church Welcome Center.
- If you have a sick or injured child, notify the staff who will notify the parents.
- For extreme emergencies, call 911.
- Always err on the side of caution and safety.

SUGGESTIONS FOR DEALING WITH ATTITUDES AND PROBLEMS

We expect children to follow our ROAD Rules:

- Respect others
- Open your eyes and ears
- Ask before you do
- Do as your leader says

When a child does not follow those rules, you should follow this three step process:

- Warn – Give the child a warning to make sure he or she understands what is expected.
- Move – Move the child away from whatever or whoever might be causing the behavior problem.
- Remove – Remove the child from the group and take them to a staff person who can deal with him or her one-on-one without disrupting the group.

Beyond that, here are some things to keep in mind so that you do not say or do anything that could potentially damage our children or our ministry to them...

1. **PRAY, PRAY, PRAY!** This should be the first and most important thing you do. Deep, heartfelt prayer will ensure that you approach each situation sensitively.
2. **NEVER EMBARRASS A CHILD IN FRONT OF HIS OR HER PEERS.** Instead, look for an opportunity to address the child individually, or try to address the problem indirectly by standing next to him or making eye contact. This will allow you to correct the problem without drawing negative attention to the child. Remember, our children come to our ministry programs voluntarily. If they do not feel loved or accepted, they will not want to come back. That means that you must work to correct them in a loving manner and show you care for them.
3. **WHEN CORRECTING A CHILD, DO SO IN THE FORM OF THE “AFFIRMATION SANDWICH.”** Begin by praising them for a quality you appreciate about them (“Wow, you are really full of life and energy today. I really appreciate that about you”). Then, share with them the behavior they need to correct (“But right now I really need you to listen and stay focused”). Finally, give them another compliment (“You are awesome. I know God has big things in store for you”). Covering any criticism with praise and affirmation will help the child see how much you care for them.
4. **THINK ABOUT THE RELATIONSHIP CAPITAL YOU HAVE BUILT UP WITH THE CHILD.** Psychologists and educators estimate that the right balance of praise to criticism when working with young people is something like 10:1. That means it takes 10 praises to balance out every 1 criticism. If you do not have a solid, healthy relationship with a student, you must be very sensitive in how you go about correcting any negative behavior.

5. **DEAL WITH ANY PROBLEMS WHEN THEY ARE SMALL, RATHER THAN ALLOWING THEM TO FESTER AND GROW OUT OF CONTROL.** Talk them over with the other leaders in order to ensure common ground and consistency in dealing with them.
6. **USE A WARNING SYSTEM.** Give the child the opportunity to make the wise choice by offering them a warning (“If you do not stop talking, you will need to move to another seat”). If the problem continues, calmly and positively follow through on your warning.
7. **MAKE AN EFFORT TO DISCOVER YOUR CHILDREN’S HISTORY.** If the problem is the result of a deeper issue, try to understand where they are coming from. When you know what they have been through, you will be more understanding and patient with them.
8. **IF THE PROBLEM IS A SERIOUS ISSUE, CONSULT THE BHBC KIDS STAFF FOR GUIDANCE IN DEALING WITH IT.** Please report any problem that has the potential to be harmful or threatening to themselves or others if further measures are not considered.



SERVING FAMILIES

Be Friendly

- Give each child and their parent a welcoming smile.
- Speak to each child and parent with whom you come into contact.

Be Positive

- Deal with challenges and issues in a positive manner.
- Personal or ministry related problems should not be discussed in front of children, parents or other volunteers.
- If a problem arises you need to discuss, go to your coordinator/associate as soon as possible.
- Issues involving a child should not be discussed in the presence of the child or other children. Our staff will address the problem with the parent.
- Maintain positive body language.
- Model Christ-like behavior in front of the children.

Be Helpful

- Approach children and parents who look confused.
- Find and answer their questions or find someone who can help them.

Be Sympathetic

- If an issue arises with a child or a parent, listen to their issue and respect their feelings. *(Try not to share unpleasant behavior issues “at the door” when parents are picking up. Be aware of those around when having difficult conversations.)*
- Focus on the desired outcome, not the rules.
- Try to resolve an issue tactfully, before it becomes an obstacle. Our words and actions should never offend anyone or hinder them from returning.

Seamless Experience

- We want to provide our children with a seamless experience that flows from start to finish.
- Each piece of the program should build upon and compliment the last.
- Every component of the program should either engage, involve or challenge the children.
- Remove any objects, behaviors, etc. that would unintentionally divert children’s attention from the focal point.
- Look at each part of the program and think about how it could be improved. Share feedback and do your part.

GREET, MEET, TAKE A SEAT!

The Classroom Connection

Connecting Kids to God and Others, begins in the classroom. Kids come for relationships. Relationships are built through connecting. The Classroom Connection helps volunteer leaders feel more connected to the kids, the families, their volunteer teammates and to the Childhood Ministry in general. The Classroom Connection will allow leaders to use their personality, gifts and the abilities God has given them to minister to kids more effectively. Result? Kids come back for more!

Greet! *“Hi, welcome to Burnt Hickory Kids! We are happy you are here!”*

This is the first impression of the Classroom Connection! The class greeter is an adult leader who checks children in and out of the classroom each week. They should be comfortable interacting with parents and children alike. They must have a warm heart, a big smile and a welcoming personality. As parents and children arrive at a Burnt Hickory Kids program, we want their first impression to be a positive one. A confident and composed leader can calm an anxious child and an apprehensive parent.

Meet! *“Come on in! Let me show you around!”*

Once a child is checked into the classroom, a leader will meet them at the door as they enter. This leader will meet with the child and help them feel comfortable by involving them in the environment. They will help each child find a learning center, game or an activity where the child can make connections with other children and leaders in the classroom. This leader has the ability to recognize the needs of each child and has an enthusiastic spirit!



Take a Seat! *“What do you do for fun? Check out this cool new game!”*

These outgoing leaders are making connections by networking and building lasting relationships. They are the leaders who love to play games with the kids, participate during worship and encourage kids to be interactive with each other. It is an important role because this is the lasting impression the child has as they leave the program. Did a leader ask me my name? Did a leader ask me to come back next week? Did a leader care enough to invest in my life?

LEADER SAFETY REMINDERS

Some general Child Protection Best Practices reminders for ALL volunteers (including our Youth/ Students) volunteering with children:

- ◆ **Report any suspicious behavior to the Childhood Pastor and be confidential with all concerns/ information. Volunteers must understand that they are Mandatory Reporters under state law.**
- ◆ Operate in open environments, **always**. Avoid private or unobserved situations at all times. All communications should be done in an open environment and with no secrets. If having a private conversation; it should always be done in a public setting where others can see you.
- ◆ **Two adults should be present at all times possible.**
- ◆ Employees and volunteers are to use “adult only” designated bathrooms. (more below!)
- ◆ If an adult needs to enter the restroom to assist a child, another adult should be present and should stand in clear view to observe the adult’s actions at all times while trying to maximize a child’s privacy. Children should NEVER be sent alone to the bathroom! (more below!)
- ◆ Treat all children, volunteers and staff with respect and dignity.
- ◆ Pictures of children in your classroom or in your care as an official “BHBC Volunteer” should NOT be posted to personal social media accounts. (This policy would not apply to personal pictures taken of ones’ own children.)
- ◆ All internet and phone usage should be kept to a minimal. In addition, any internet usage (viewing or downloading) that may be deemed inappropriate should not occur.
- ◆ All church staff and volunteers are prohibited from using harsh language, degrading punishment, or physical forms of punishment or behavior management systems. (Spanking, foul language, push-ups, etc.)
- ◆ Physical contact may be appropriate as long as it is neither intrusive nor disturbing and the young person’s consent has been given. Inappropriate physical contact would include having children (2 years old and over) sit on your lap, go on piggy back rides, any contact to private areas of the body, etc. **Acceptable examples include:**

Side hugs	Shoulder to shoulder or temple hugs
Pats on the shoulder or back	Handshakes, high fives, fist bumps, etc.
Verbal praise	Arms around shoulders
- ◆ Leaders should be aware of allergies and special needs of children under their supervision. These should be listed on classroom rosters and/or registration forms.

Buggy Ride Guidelines for birth-2 years old

- Leaders will need to sign out on the Buggy Ride sheet, usually located in on the counter of C101. Please be sure to sign out with your class number, time of departure and destination before you go on your adventure.
- Keep your cell phone on you in case we need to get ahold of you.
- Buggy Rides should be a limited distance from the BHBC Kids main lobby and should be kept to under 15 minutes.

LEADER SAFETY REMINDERS (CONTINUED)

Restroom Safety Reminders:

Babies– 2 years old and NOAH Special Needs if applicable (not potty-trained):

- A. Male leaders may not change diapers and should not assist children in the restroom. **Adult female leaders ONLY may change diapers and assist children in the restroom.** In addition, **teenagers are not permitted to assist children in the restroom or change diapers.**
- B. The restroom must be clear before allowing a child to enter. (One child at a time.)
- C. Adults should not utilize classroom bathrooms and should leave the door unlocked and cracked open when assisting a child. (Adult or family bathrooms are located throughout the BHBC Kids Building. See a staff member for locations.)

Diaper Changing Procedure:

- ~Gather all items and prepare to change child on the diaper changing table. (DO NOT USE CLASSROOM TABLES OR THE FLOOR!)
- ~Lay child on a strip of changing paper (wax paper), away from the door.
- ~Put on a new pair of disposable gloves for every diaper change.
- ~Remove wet/soiled diaper and use wipes or damp paper towels to clean child. (Use only wipes provided by parent or wipes labeled hypoallergenic.)
- ~Do NOT use powder, lotion, or ointment unless the parent has given specific instructions.
- ~Place wipes and diaper in plastic bag in a trash receptacle.
- ~Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
- ~Put on clean diaper.
- ~Wash hands with soap and water after each diaper change.
- ~CHECK CHILDREN NEAR END OF SESSION. Please try to send them home dry!

Ages 2–1st Grade: One child at a time in a classroom restroom. Minimal or no adult assistance. Adults should not utilize classroom bathrooms and should leave the door unlocked and cracked open when assisting a child. (Adult or family bathrooms are located throughout the BHBC Kids Building. See a staff member for locations.)

2nd-5th Grade: The leader must take no less than two and no more than four children to the restroom at one time. If the leaders are taking the entire class to the restroom, both teachers should accompany the class. **Teenagers should not take children to the restroom unless accompanied by an adult.**

4th-5th Grades: Children may go to the restroom without an adult leader; however, they must go in groups of two or more. Teenage student workers should not escort children alone.

Classroom Phones:

In BHBC Kids Classrooms are phones for your convenience. On the back page of this manual is a list of important phone numbers. If you need to get a hold of someone ASAP, please select the “Weekday & Kids” selection to ring all of our BHBC Kids Welcome Centers. Assistance should arrive shortly.

HUG • HIGH FIVE • HANDSHAKE • HOLD

Not only is safety and security our number one value for our children, but it is for our leaders and staff as well! Here are a few guidelines to ensure safety for our children and leaders while providing ways for our leaders to show affection to our children without compromising their integrity:

Hug- Hugging a child is a natural response when children seek affection.

- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently.
- Side hugs are most appropriate. Instead of a body to body front hug, a side to side hug will not be misunderstood and be just as effective.

High five- High fives are a great way to show encouragement to a child and a fellow leader.

- It is a great expression to say, “Way to go!”
- Children as young as 12 months can learn how to high five.

Handshake- Handshaking is a friendly way to greet someone, especially for the first time.

- A handshake with the right hand and cupped with the left is a more personable greeting.
- Any child older than second grade should politely be discouraged from holding their leader’s hand. A child who is just learning to walk and toddling around may need the help of their leader’s hand for stability. This is perfectly acceptable. A child as old as second grade may desire to hold the hand of their leader. We would ask that it be a female adult leader only.

Hold- Some children seek to be held by a leader as a form of security or affection.

- A child over the age of two years should not be held unless it is an emergency for their transport. Piggy back rides are not permitted.
- There is a difference between holding an infant under the age of two years and hugging an older child. Infants will need more attention. If holding a baby is necessary for their comfort and safety, we require the leader to be an adult of 18 years and older.
- If a child seeks sitting on the lap of the leader, we ask the leader to gently place the child directly next to them and away from their lap.



WELL CHILD ENVIRONMENT

Well-Child Environment

To help keep our BHBC Kids environment healthy, we have instituted the following Infectious Disease Policy.

Standard Precautions for All Staff and Volunteers

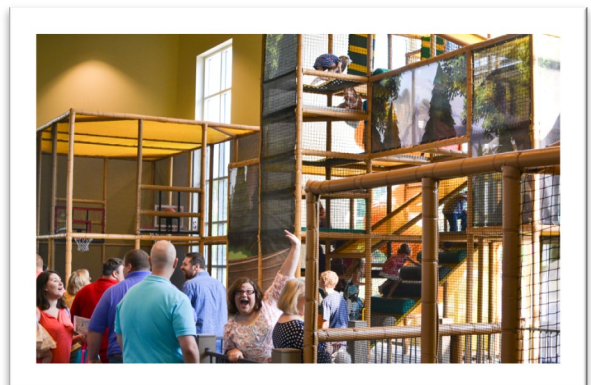
1. Gloves must be worn before touching or cleaning surfaces affected by blood and bodily fluids. (Gloves can be found in each diaper changing area in the Nursery, in the restrooms in the Age 2 – 1st grade classrooms, in the cabinets in all **Birth – 5th grade** workrooms and in the First Aid kits located at all BHBC Kids and church Welcome Desks.) Hands must be washed immediately after removing gloves.
2. All wounds on volunteers or children that have not formed a scab must be covered.
3. Toys soiled by saliva must be washed in a germicidal solution after each use.
4. All contaminated cleanup materials, including gloves, shall be disposed of in a sealed plastic trash bag and placed in a larger trash bag out of reach of children.
5. Every table is to be wiped down with a disinfectant wipe daily.

Church Precautions

1. Children with uncovered sores or aggressive biting behaviors will be returned to their parents or guardians.
2. In the best interest of children, staff and volunteers, we request that individuals with a contagious illness refrain from participating in Burnt Hickory Kids ministry until symptoms are gone. Symptoms include:
 - Fever above 100 degrees (must be normal for 24 hours prior to participation.)
 - Discharge from ears or eyes (Pink Eye)
 - Skin lesions that blister
 - Undiagnosed rashes
 - Vomiting or diarrhea lasting several hours during the past 24 hours
 - Excessive signs of cold, tiredness, sore throat, runny nose, sneezing or coughing – any highly contagious disease such as chicken pox.

Chronic Illnesses

If a chronic illness such as Hepatitis, Tuberculosis or HIV/AIDS is reported to you by a parent or child, it does not preclude a child from being involved in a BHBC Kids program. However, please notify a staff member so we may care for the child appropriately.




MEDICAL EMERGENCIES

Minor Injuries can be treated with a little tender loving care, a cool cloth and a Band-Aid. Small First Aid kits are available at each BHBC Kids Welcome Desk. There is also a well-stocked First Aid kit at the Main Welcome Desk in the front lobby. When a child is treated, please complete an “Incident Report” and have your coordinator or another staff member sign the report (sample below). These reports are in duplicate. Please have the parent sign the Incident Report and give the copy to the parent and the other to your coordinator. When the parent arrives, please let them know what happened. A staff member will follow up with the parent, if necessary, the following week.

It is important to remember that **we are not authorized to dispense any over the counter or prescription medications.** In the event a child needs more attention than we can provide, please notify your coordinator/associate and the parent will be notified. In more serious circumstances, a nurse on the Burnt Hickory Health Care team will be called. (Each BHBC Kids Welcome Center should have a current list of nurses and their contact information.)

Serious Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Do not move the injured child.
2. Stay calm and assure the child while another team leader cares for the other children in your class.
3. Have another team leader find your coordinator or staff member for assistance.
4. Please contact a BHBC Kids Staff Member immediately, in person or utilizing the classroom phone. (A preset extension should appear as an option.) Should you believe that emergency medical assistance is required and that ANY delay could possibly jeopardize improving the child’s condition, please call 911 without delay. In most cases, the decision to call 911 should rest with the BHBC Kids Staff Member.
5. The staff member will contact the parent and take over the situation so you may return to the classroom.
6. A staff member will contact you with updates of the child’s condition. You may be asked to give information to assist the staff in reporting the incident.

	Minor Incident/Behavior Report
Name of Child Involved _____	
Date of incident _____	
Time of incident _____	
Location of incident/behavior (room #, buggy, playground, etc.) _____	
Event <input type="checkbox"/> Sunday Morning <input type="checkbox"/> Wednesday night <input type="checkbox"/> Childcare <input type="checkbox"/> VBX <input type="checkbox"/> Other _____	
Adults present _____	
Describe what happened (Be specific) _____ _____	
Treatment administered/action taken _____ _____	
Name of staff contacted or notified of incident/behavior _____	
Printed name of person completing this form _____	
Signature of person completing this form _____	
Parents notified by _____	

EPI-PEN PROCEDURES

Please follow the procedures below in the event a child, required to carry an Epi-Pen, checks into a classroom:

1. Every child requiring an Epi-Pen must have this information, along with their specific allergy, recorded on their Allergy Alert form. If this information does not print out when checking in, please encourage each parent to update this information by going to one of the BHBC Kids Welcome Desks or contacting the church office during the week.
2. When a child checks into a classroom with their Epi-Pen, the parent must sign a “Release and Waiver” form. These forms can be found at each BHBC Kids Welcome Center.
3. After check in, the child must wear the nametag stating such allergies. Epi-Pen information may appear on the roster if the information has been provided as of May 2018.
4. The Epi-Pen will be stored by the leader in a designated area and returned to the parent upon check out.
5. In the event the child has an allergic reaction and it is necessary to administer an Epi-Pen, a staff member will immediately call 911 and then contact a nurse or medical professional on the Burnt Hickory Baptist Church Care team. In general, only licensed Healthcare Professionals may administer an Epi-Pen.
6. If, based on the information available to Burnt Hickory Baptist Church at the time, it appears there is insufficient time to wait for emergency services or a trained Healthcare Provider, then the Release and Waiver form signed by the parent or guardian would authorize Burnt Hickory Baptist Church staff or volunteers to administer the Epi-Pen to the child.

**Release and Waiver of All Claims
To Administer an Epi-Pen and
To Provide Additional Emergency Medical
Services**

I, the undersigned parent, parents or legal guardian of _____, a minor (hereafter referred to as “My Child”), do hereby voluntarily release and agree to hold harmless Burnt Hickory Baptist Church and its officers, directors, employees, volunteers, agents and affiliates (hereinafter referred to collectively as “BHBC”) from any and all losses, damages and claims of any kind that may arise from BHBC administering the Epi-Pen or any other emergency medical services to My Child. Pursuant to this agreement, I understand that in consideration for BHBC agreeing to administer the Epi-Pen and other necessary emergency medical services, I am knowingly and willfully agreeing to waive all claims I or My Child may have against BHBC.

Parent Signature

Date

GENERAL CLASSROOM EVACUATIONS

FIRE

- ◆ Read and understand the evacuation route for your classroom, posted in the classroom.
- ◆ Before evacuating, count the number of children in your class. Carry your roster folder and be sure all of the children in your class are accounted for. Take attendance when you arrive safely to your evacuation destination.
 - ◆ Infants through toddlers: Place children in cribs and roll them to your designated evacuation area.
 - ◆ Ages 2-1st grade: Use ropes from the Emergency Evacuation Bag in your storage area to lead children out of the room. Leaders should check the bathroom and ensure they turn off the light before leaving the classroom.
 - ◆ Grades 2-5: Have children line up and follow as a group to your designated evacuation area. Children must stay with their class.
- ◆ Once evacuated, please wait for further instructions from a member of the BHBC Kids staff.
- ◆ Please stay with your group at all times. Do not leave to go retrieve your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
- ◆ Do not release children to their parents (for ALL ages) during the evacuation process. Parents may walk with you, but children may only be released after you have arrived at your designated location and attendance has been taken. Release children to their parents after you have been given permission from the appropriate BHBC Kids staff member.

EARTHQUAKES

- ◆ If you are indoors during an earthquake, direct students to “drop, cover and hold on.” Get under a desk, table or bench. Hold on to one of the legs and protect your head and neck. If there is no table or desk nearby, sit down against an interior wall.
- ◆ For babies, crawlers and toddlers: At the first sign of an earthquake, quickly cover the babies/ crawlers/toddlers with either cribs, mattresses or your body ensuring that the children have room to breathe, but are protected from any falling debris. If there is little or no damage to your room, please remain in the room until you receive instruction from a Childhood Ministry staff member. If instructed to evacuate, place babies in the evacuation cribs and quickly leave the room following the evacuation route located near your door.
- ◆ Pick a safe place where things will not fall on you, away from windows, bookcases or furniture.
- ◆ It is dangerous to run outside during or after an earthquake because of debris. Stay where you are until you know it is safe or have been given instructions from an Childhood Ministry staff member.

GENERAL CLASSROOM EVACUATIONS

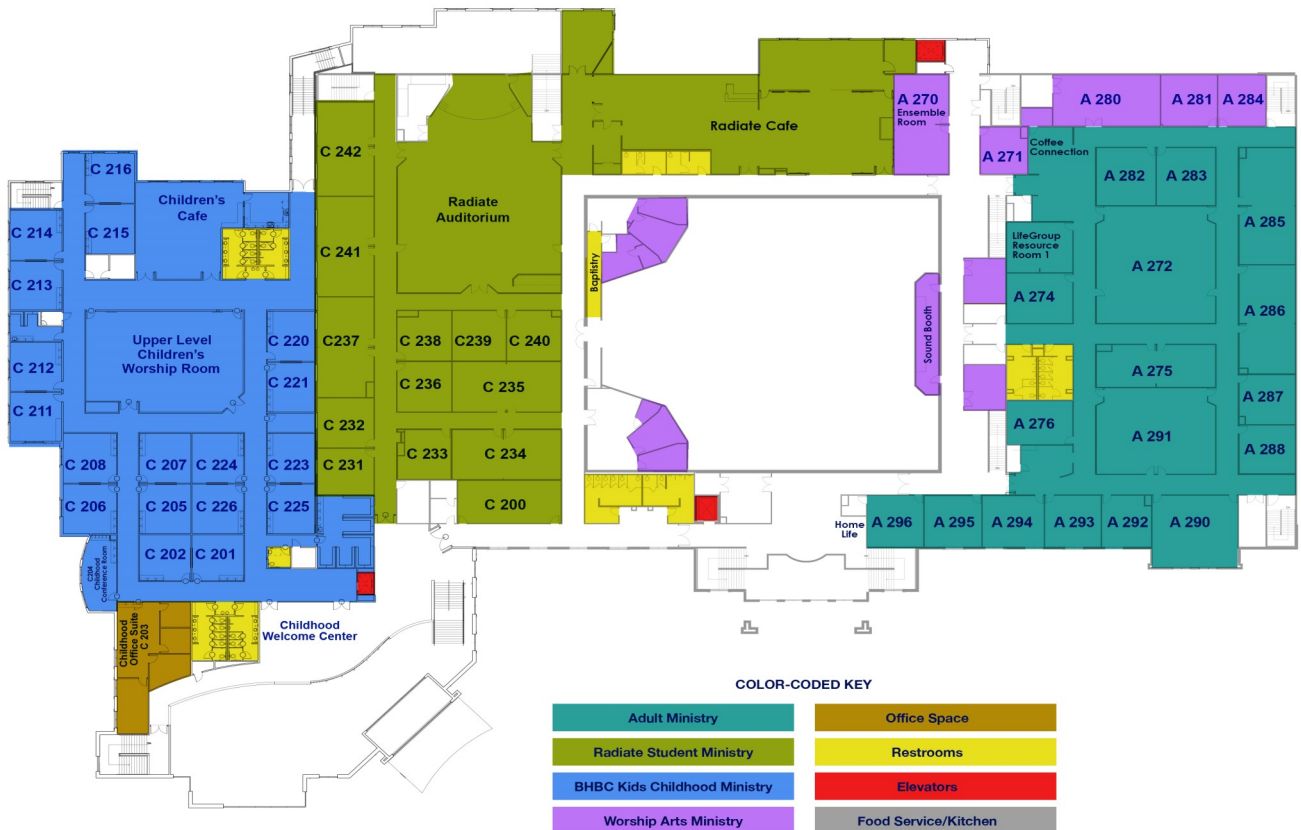
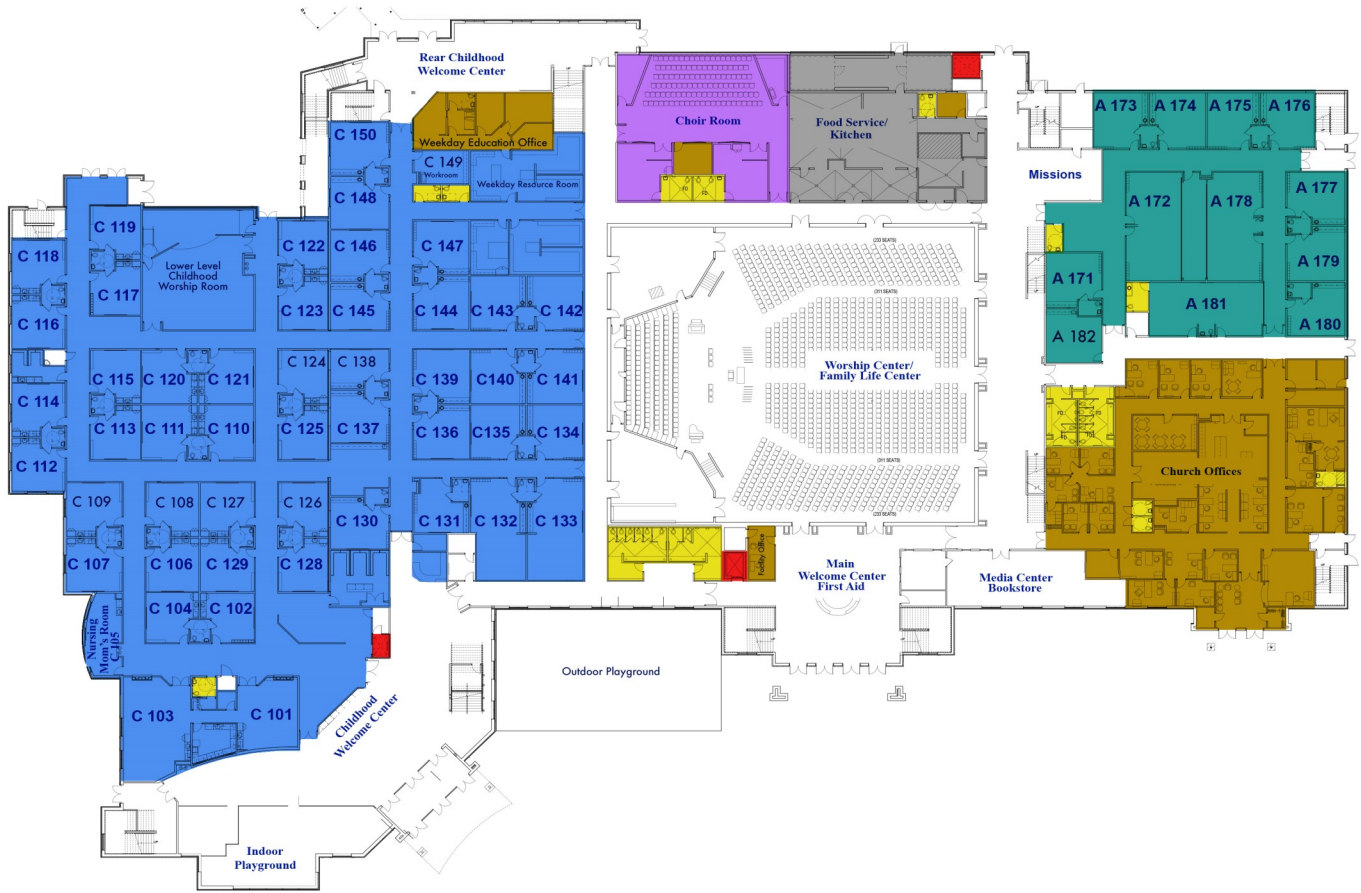
EARTHQUAKE (continued)

- ◆ If you are outside when the earthquake occurs, stay outside and move to an open area away from buildings, trees and power lines. Have the children crouch down and cover their heads. Many injuries occur within 10 feet of the entrance to buildings.
- ◆ Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first.
- ◆ Move carefully and watch out for things that have fallen, broken or are creating hazards. Be ready for aftershocks.
- ◆ Do not evacuate unless given instruction to do so by a BHBC Kids staff member. Remember to only use the stairs when leaving the building – do not use the elevator.
- ◆ Be on the lookout for fires. Fire is the most common earthquake related hazard.

TORNADO

- ◆ Read and understand the evacuation route for your classroom's shelter-in-place location, which is posted in each room.
- ◆ Before evacuating, count the number of children in your class. Carry your roster folder and be sure all of the children in your class are accounted for.
 - ◆ Infants through toddlers: Place children in cribs and roll them to your designated area.
 - ◆ Ages 2-1st grade: Use ropes from the Emergency Evacuation Bag in your storage area to lead children out of the room. Leaders should check the bathroom and ensure they turn off the light before leaving the classroom.
 - ◆ Grades 2-5: Have children line up and follow as a group to your designated evacuation area. Children must stay with their class.
- ◆ Once at your shelter in-place location, please have children crouch low, head down, protecting the back of the head with their arms.
- ◆ Take attendance when you arrive safely to your shelter in-place evacuation destination.
- ◆ Please stay with your group at all times. Do not leave to go retrieve your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
- ◆ Do not release children to their parents (for ALL ages) during the evacuation process. Parents may walk with you, but children may only be released after you have arrived at your designated location and attendance has been taken. Release children to their parents after you have been given permission from the appropriate BHBC Kids staff member.

BHBC FLOOR PLANS



COLOR-CODED KEY

Adult Ministry	Office Space
Radiate Student Ministry	Restrooms
BHBC Kids Childhood Ministry	Elevators
Worship Arts Ministry	Food Service/Kitchen

Important Contact Information

Pastor Aaron Church Direct: 678-718-3680
Cell: 301-848-6845
Home: 678-398-9188



KIDS WELCOME CENTERS: x3737 or (678) 718-3737

The numbers below may be dialed from any classroom phone by using the last 4 digits of the telephone number.

If calling from a mobile/outside phone, you must use the entire phone number.

Kids Office- Ranger Station	(678) 718-3734
Kids Main Welcome Center	(678) 718-3735
Kids Rear Welcome Center	(678) 718-3736
Kids Welcome Centers (ALL)	(678) 718-3737
Kids Upper Welcome Center	(678) 718-3738
Kids Low Level Workroom	(678) 718-3739
Kids Upper Level Workroom	(678) 718-3740
Kids Lower Level Main Resource Room	(678) 718-3741
Kids Upper Level Main Resource Room	(678) 718-3742
Kids Upper Level Worship Room	(678) 718-3728
Kids Lower Level Worship Room	(678) 718-3729
CHURCH- Main Welcome Center	(678) 718-3743