



DISCOVERY VILLAGE  
POLICY AND PROCEDURES  
September 2021

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# Part 1

## Discovery Village

### GENERAL POLICIES

### VOLUNTEER EXPECTATIONS

#### GENERAL POLICIES

1. Please arrive at your class at least 20 minutes prior to class. This allows the coach/room lead to meet with their leaders for VIP time. VIP (vision, information, prayer) time is a vital part of our ministry and the primary time for coaches to connect with leaders and for leaders to connect with each other.
2. Please remain in your class for the entire hour.
3. When you know you will be absent, please inform your DV Coordinator of your planned absence. Your regular attendance is vital to the kids you serve. Please make an effort to help replace yourself with an approved DV volunteer.
4. Please wear modest, appropriate clothes. You serve as a model to the children. Females: no short skirts, short-shorts, tanks or low-cut tops. Males: keep pants and shorts at waist level.
5. Be a team player and support the ministry of Discovery Village.
6. Encourage others to serve and be involved in Discovery Village.
7. As you prepare for the weekend, please take time to pray for your kids.
8. Wear your DV Name Tag at all times.
9. Upon arrival at classroom, please check in on the orange volunteer attendance roster.
10. If you need to resign your volunteer position, please try to give 1 month serving notice.

If you have any questions about what's expected of you, please do not hesitate to contact one of the Discovery Village staff. We are here to serve you.

Thank you for your willingness to be a part of Discovery Village!

Thank you for the role you play in the development of children at Ada Bible Church. The following expectations are in place to help you be successful in your role.

# LEAD LIKE JESUS

As Discovery Village leaders, we have the privilege of leading people spiritually. Part of this role involves setting an example for the people we are leading. Paul wrote to early Christians:

“Imitate me as I imitate Christ.” 1 Cor. 1:11

This is the posture we desire for leaders.

While we are not expecting perfection, we do expect that our leaders consistently model Christ-like behavior.

Specifically, we expect that DV leaders would model...

1. Appropriate boundaries in relationships and sexuality
2. Maturity in handling alcohol
3. Wisdom with Social Media

## GENERAL POLICIES - SECURITY AND SAFETY

1. All children in Discovery Village must be registered and have a name tag to enter a classroom.
2. Children may only be dropped off in a Discovery Village classroom if two unrelated DV volunteers ages 18+ are present. One of the volunteers must be a female.
3. All children should be dropped off by an adult or can be an older sibling (in elementary only) that has the parent tag number.
4. When picking up your child or sending an older sibling to pick up, you/they must show your “parent tag” that corresponds with your child’s tag number.

NOTE: If a parent loses, or does not have their “parent tag” with them, the child cannot be released to them until they provide proof. Proof includes: driver’s license or valid ID that will be verified at the door or Welcome Center. This policy is for the safety of your children. Parents need to be aware that if an adult arrives at a DV classroom to pick up a child and the adult has the corresponding number tag, we consider the adult with this tag within our safety guidelines and able to exit with that child. See Lost Tag Policy. If a child loses their tag, they will remain in classroom until everyone has been picked up to confirm they are the correct child.

5. If your child is sick: fever, vomiting, diarrhea, unexplained rash, runny nose (yellow/green), ear infections, pink eye, coughing, parasites (lice); please do not bring your child to class. We strive to promote health and wellness.
6. If a child experiences an injury or emergency during the class hour, they will be immediately tended to, and the parent will be paged. If the injury is severe, the in-house Medical Team will be summoned.
7. If a child becomes sick during the class hour, the parent will be paged.

## GENERAL POLICIES - SECURITY AND SAFETY cont.

8. Volunteers and DV staff are NOT allowed to administer medication to children.
9. Shoes must be worn at all times by the students and volunteers.  
Exception for Nursery Volunteers who must wear blue booties over shoes.

## VOLUNTEER AGE POLICIES

1. To serve in Discovery Village, a volunteer must be at least in 6th Grade.
  2. Specific age requirements for specific roles and classrooms are as follows:
    - Birth to new crawlers room: 9<sup>th</sup> grade and up
    - Crawlers to 23 month old room: volunteers must be in 6th grade or older.
    - Music Preschool Leader: 6th grader may lead worship with adequate training.
    - Music Elem Leader: 6th grader may lead worship with an adult and adequate training. Supervisor must approve teen to lead on their own. If there is not an adult to facilitate, then a video for worship must be used behind the teen.
    - Kindergarten/1<sup>st</sup> Grade: Minimum grade to lead a group on own is 8th grade. 7th Graders may serve as an apprentice only with an approved leader.
    - 2<sup>nd</sup>/3<sup>rd</sup> Grade: Minimum grade to serve is 10<sup>th</sup> Grade. Or if they have had one year of apprenticeship and approval.
    - 4<sup>th</sup>/5<sup>th</sup> Grade: Minimum grade to serve is 11<sup>th</sup> Grade.
    - Children grades 2<sup>nd</sup> through 5th may serve in a nursery or pre-school room WITH the direct supervision of their parent.
- NOTE: Elementary student MUST attend DV the other hour to be able to serve with parent.
- Special Needs: Minimum age to serve is 9<sup>th</sup> Grade. Please note that the Special Needs Coordinator and Supervisor have the ability to approve/disapprove volunteers for these roles, according to the volunteer's abilities and skills suited for serving in this capacity.

## **EVACUATION POLICIES FOR DISCOVERY VILLAGE**

### **FIRE EVACUATION**

Volunteers are to facilitate the Fire Evacuation Plan that is stated in each DV Classroom, and DV Policy and Procedure Booklet. An Evacuation Route sign is located on wall near the exit door.

Volunteers should not let parents take their child in the middle of the evacuation process. Parents may JOIN their child in the classroom line as they exit the building, but parents will be encouraged to exit the building with the other adults. Once the building has been evacuated and all children are accounted for in Discovery Village, parents can come to their child's group, and pick up their child according to our REGULAR pick up process; which means parents must have their "parent tag" in hand that matches their child's tag number.

### **SEVERE WEATHER EVACUATION**

Volunteers are to facilitate the Severe Weather Evacuation Plan that is stated in each DV Classroom and DV Policy and Procedure Booklet. An Evacuation Route sign is located on the wall near the exit door.

Volunteers should not let parents take their child in the middle of the evacuation process. Parents will be encouraged to move to the part of the building with the other adults. Once the severe weather event has passed, parents can come to their child's classroom and pick up their child according to our REGULAR pick up process; which means parents must have their "parent tag" in hand that matches their child's tag number.

## **LOCKDOWN POLICY FOR DISCOVERY VILLAGE**

In the event of a call for a "Lockdown" at Ada Bible Church, Discovery Village will respond as follows:

- All DV staff who are present will be considered an active participant in carrying out our lockdown procedure. DV staff immediately report to the closest DV Welcome Center. DV staff need to act quickly in a cooperative, timely manner and communicate with one another as to the action plan. DV staff should complete these items:

Divide and conquer areas by clear communication with one another. Close all doors in Discovery Village (doors should already be locked). Special Needs classrooms will need to have their doors locked.

Advise volunteers as to their protocol (see below)

DV staff should enter the last room they attend to and call 911.

- As doors are being closed, the volunteers in the room need to be advised 'we are in lockdown' and to please complete the following items:

Turn off lights in room

Gather children in bathroom if possible and close doors – otherwise move to area out of view of the window in the door.

Barricade door with any furniture in room.

Keep children calm and quiet.

## **LOST TAG POLICY**

If a parent is picking up their child from a DV classroom and does not have their Parent Number Tag, please adhere to the following steps:

- Parent must provide a valid picture ID: Driver's License, picture Id with full name, Passport, etc.
- The DV staff member or DV volunteer must then match up the name of the parent with the name given on the child's name tag.
- Please take notice: if there are any custody issues which are indicated by the symbol "! !" on the child's name tag.

These action steps may be taken at the door of the classroom. Please do not have child leave the room until these steps have been followed.

## **Part 2**

# **DISCOVERY VILLAGE**

## **NURSERY**

## **VOLUNTEER PROCEDURES**

### **CHECK-IN**

1. Volunteers should arrive at least 20 minutes before the scheduled service.
2. Check in with the Team Leader for instructions, and mark themselves present on the orange volunteer attendance roster and on the iPad.
3. Follow the stated grade-level guidelines for serving in a specific nursery classroom.
4. Wear comfortable and appropriate clothing and shoes (place blue booties over shoes).
5. If possible, do not wear perfume or cologne when serving in the nursery.
6. Wash your hands or use hand sanitizer often.
7. Do not bring hot beverages into the nursery or make sure to keep away from babies.
8. Enforce our Well Child policy.
9. The Team Leader will monitor volunteer/child ratio.
10. Refrain from smoking prior to serving.

## **VOLUNTEER PROCEDURES**

### **CARE OF BABIES**

- Only adult women (18 and older) are allowed to change diapers.
- Care for the children according to their parent's instructions.
- Rock, sing, read, and play to communicate God's love to them.
- Attempt to devote ALL your attention to them.
- While in the nursery, refrain from kissing the babies.
- Wash hands before handling another child.
- Change diapers as needed.
- Wash your hands, change the paper roll and disinfect the changing table pad after every diaper change.

### **CHECK OUT**

- The Team Leader will check all name tags during check out. For the safety and protection of the children, NO CHILD will be released without a Tag number.
- Briefly describe the child's nursery experience to the parent.

### **CLEAN UP**

- Place dirty linens into the laundry basket.
- Using supplies under the sink, clean all large toys and equipment with sanitizing wipes and spray.
- Clean small toys in the sink with spray; rinse and allow to dry.
- Return other toys to designated areas.
- Label and date any leftover items and place in the lost and found.

## **SAFETY AND SECURITY**

- There must be two unrelated volunteers 8+ years of age present in a room; one must be a female.
- All guests must fill out the required registration information at welcome center prior to coming to classroom and will have a green sticker.
- Ada Bible Church uses a nametag system for security. A numbered nametag will be placed on the child, and parent will have a matching number for pickup. A child will only be released to the person with the tag number.
- Volunteers are not permitted to walk the halls with a fussy child. If a child continues to fuss, the parent will be paged. The tag number will be flashed on the monitors in atriums and venues.

## **VOLUNTEER/CHILD RATIOS**

- In Birth-12 months rooms, the ratio is one volunteer to three babies.
- In 12-24 months rooms, the ratio is one volunteer to four children.
- Volunteers grade 6-12 will be counted as .5 when figuring the ratio unless stated otherwise by coordinator of the room.

If the volunteer/child ratio has been exceeded, graciously ask parents to wait until additional volunteers have been paged using our (0000) system.

## **EMERGENCY PROCEDURES**

### **In Case of FIRE:**

- If a fire alarm sounds, assume the danger is real and prepare to evacuate immediately.
- DO NOT accept any offers of outside help. The adult/child ratios are in place to adequately handle evacuations. If a parent comes to the nursery, invite him/her to exit the building with you.
- This policy assures an accurate account of the children.

### **BIRTH - CRAWLERS**

- Leader will grab the check-in iPad and the classroom folder.
- Each volunteer either will carry two babies or place them four to a crib in the evacuation cribs and prepare to roll them out.
- Volunteers will evacuate the babies through the emergency door located closest to them noted on the escape route signs.
- Everyone should exit the room according to the posted evacuation route.
- The Team Leader will check the room and close door.
- The Team Leader will check the iPad or sign-in sheet to account for all the babies; only then will the Team Leader be able to release the babies to the parent/guardian with the matching numbered tag.



## **EMERGENCY PROCEDURES**

### **WALKERS - 24 MONTHS**

1. Leader will grab the check-in iPad and the classroom folder.
2. Volunteer should place six children in evacuation cribs or strollers.
3. Everyone should exit the room according to the posted evacuation route.
4. The Team Leader will check the room and close door.
5. The Team Leader will check the iPad or sign-in sheet to account for all the babies; only then will the Team Leader be able to release the babies to the parent/guardian with the numbered tag.

### **In Case of TORNADO WARNING:**

If a tornado warning is issued, follow the evacuation route and sit down.

The Team Leader will check the sign-in sheet to account for all the babies; only then will the Team Leader be able to release the babies to the parent/guardian with the matching tag number.

### **In Case of TORNADO WATCH:**

- Class will continue as usual.
- Discovery Village staff will monitor weather conditions.
- Parents may come and request to take their own children home. Leader will check to make sure numbered tags match prior to release.

## **HEALTH AND WELLNESS**

### **Well Child Policy**

In order to assure a healthy and safe environment for all children in Discovery Village, Ada Bible Church follows the recommendations of the American Academy of Pediatrics:

- Fever in the past 24 hours
- Diarrhea and/or vomiting in the past 24 hours
- Pink eye or other eye infections (red, crusty, or watery discharge)
- Sore throat
- Sneezing or coughing, if persistent and/or productive
- Colored nasal discharge: white (viral infection), yellow or green (bacterial infection)
- Jaundice (yellowing of the eyes or skin)
- Any skin infections: sores and/or crusts on the scalp, face, or body, particularly if red, swollen, draining, or spreading
- Skin eruptions or rash other than diaper rash
- Lice
- Swelling and tenderness of glands, particularly around the face or neck

If a child enters the nursery, and one of the above symptoms are found, page the parent immediately. When the parent arrives, tactfully explain, "We are concerned about \_\_\_\_ not feeling well." Lovingly say goodbye to the baby with a positive comment such as, "Come back and see us when you are feeling better." All comments to parents should reflect our love and concern for their baby's comfort and wellbeing.

Neither volunteers nor staff of Ada Bible Church are allowed to give any medication to any child in Discovery Village.

*Hands must be washed or use sanitizer by anyone wiping a nose, including the child.*

## HEALTH AND WELLNESS

### INJURY POLICY

#### Minor Injury

In the case of a minor injury, please use the following procedures:

- A first aid kit is available at the Welcome Center and in each classroom.
- Always wear gloves when there is potential contact with blood, vomit, or excrement. Notify DV staff promptly, who will in turn notify the facilities team. Allow the Facilities Team to dispose of used items.
- If there is an open wound, carefully wash the wound, and apply a bandage if necessary.
- If an infant or child has fallen, comfort him, examine him for injury and place a cold compress on any emerging bumps.
- Page the parents.
- Fill out an Incident Report Form and give it to the coordinator. Coordinator is responsible for putting it into database system.

#### Major Injury

If medical assistance is needed, use the following procedures:

- Call 9-1-1 if the injury is life-threatening.
- Contact parents and the Coordinator immediately.
- Notify Welcome Center host or DV staff who will page the Medical Team for assistance.

## HEALTH AND WELLNESS

### When a Child Bites in NURSERY

If a child has been bitten or has an open wound:

- Comfort the child and tend to the wound. Wear gloves and wash wound off.
- Contact the Coordinator; explain the incident.
- Page the injured child's parents if there is blood. The Coordinator will discuss the incident with the parents in a gentle and loving manner and will also suggest they call their pediatrician for further instruction. If it is a small bite, they may choose to wait and talk with parent at end of the hour.
- An Incident report Form needs to be filled out for all biting incidents and submitted by DV coordinator online. Forms are available at the Welcome Center.

Here is our policy if a child bites:

1<sup>st</sup> warning: Parent and coordinator talk through incident. This is an age-appropriate response to being frustrated and not being able to use words as well as exploring the world around them. Let parent know policy at pick up.

2<sup>nd</sup> warning: If child bites again, a parent is invited to come to the Nursery with the child for the rest of the hour or will be asked to attend the next class with the child.

3<sup>rd</sup> warning: If child bites a 3<sup>rd</sup> time, a parent is asked to be in nursery for two consecutive weeks in order to make sure that the biting does not reoccur.

## HEALTH AND WELLNESS

### Suspected Abuse

If a volunteer suspects abuse:

- Keep it confidential
- Request the DV Campus Supervisor to witness the evidence of your suspicions
- The Campus Supervisor will then take the appropriate action

### Diaper Changing Policy

Church policy states only adult women (18 and older) may change diapers.

- Check and change a child's diaper if it is wet, soiled, or if the child seems fussy.
  - Always refer to the sign-in sheet before changing a diaper as some parents may have specific requests.
  - Always use the diapers and wipes provided by the parent in the child's diaper bag if requested.
  - Extra diapers, wipes, gloves, and plastic bags are in the cupboards located by the changing tables.
1. Place the clean rolled out paper under the child and dispose after use
  2. Wear gloves located in a labeled drawer of each room to protect yourself and the child from the possibility of infection
  3. Dispose diapers in covered containers
  4. Put "I have been changed with love" sticker on front of diaper
  5. Dispose paper roll and wipe down changing area with a sanitizing wipe
  6. Wash your hands

## HEALTH AND WELLNESS

### Feeding Policy

- Nursery volunteers are not to spoon feed a child baby food.
- Bottle-fed babies are to be given their bottles according to their parents' instructions. Please make sure the bottle is labeled.
- If the bottle needs to be prepared, always follow the parents' instructions; otherwise, the ratio is one scoop of formula to two ounces of water.
- If a bottle needs to be warmed up, use the bottle warmer in the nursing room and follow the posted instructions.
- Cheerios are provided for the babies in individual cups on a table or table cloth that has been cleaned and sanitized.
- Watch that babies do not "borrow" each other's cups, bottles, or pacifiers.

### NURSING MOM ROOM

Nursing mothers are welcome to use the nursing room after they have been checked in on sheet located in nursery check-in area.

## **HEALTH AND WELLNESS**

### **OLDER NURSERY**

- Check sign-in sheet for those with food allergies before feeding the children
- Make sure all cups are labeled
- Attempt to have children sit at the tables if provided when eating or drinking or in the designated spot on floor
- Club Crackers are provided for the babies
- Volunteers should always supervise the children when they are eating
- Watch that babies do not “borrow” each other’s cups, bottles, or pacifiers

## **DISCIPLINE**

If a child needs discipline, follow these simple steps:

1. Redirect the child to a different activity. “Let’s play with the ball over here.”
2. Use a gentle but authoritative verbal correction. “Please don’t throw toys. We keep toys on the floor.”

If an overly aggressive behavior happens:

1. Contact DV Coordinator and explain the entire situation
2. Talk to the parent at pick up to get more information (was it a rough morning, are they teething, could they be hungry)
3. If behavior is ongoing, radio DV coordinator. They may decide to page the child’s parents. When parents arrive remove the aggressive child from the nursery for the day.
4. The DV Coordinator will discuss the situation with the parents in a gentle and loving manner.

The Coordinator will also inform the parents of aggressive child of the following policy:

1. We will try again next week.
2. If the behavior continues, the parent should be in the nursery with the child for one Saturday/Sunday to observe behavior.
3. Then the child can be in nursery again the following week to try again.
4. If behavior continues to happen, parent will be gently asked to be in nursery with child until behavior improves.
5. When behavior improves or is lessened, we will try nursery without parent.

This policy is in place for the safety of all our children.

# Part 3:

## Discovery Village

### PRESCHOOL & SPECIAL NEEDS

#### **SAFETY & SECURITY**

##### **General Safety**

- All volunteers must wear their Discovery Village nametag during their ministry hour.
- All children are to be dropped off by their parents or guardians only after attaching a numbered name badge to their child and keeping the numbered tag with them.
- There must be two unrelated volunteers ages 18+ present in room; one must be a female.
- Only children, parents, staff, and volunteers are permitted to enter Discovery Village during ministry hours.
- Volunteer/ greeter/ helper will take attendance on iPad.
- Children will only be released to adults who have their numbered name tag. See lost tag policy.
- Shoes must be worn at all times by children and volunteers.

##### **Volunteer/Child Ratio for Preschool Rooms**

- Two Year Old Class: one volunteer to six children
- Three Year Old Class: one volunteer to eight children
- Four and Five Year Old Class: one volunteer to ten children

##### **Preschool Bathroom Procedure**

- Only adult females (18+) may take children to the bathroom or change diapers/ clothes.
- When assisting preschoolers, stand outside and leave the door open a crack while the child is using the bathroom. If the child asks for help, before going in, prop the door open. Do not help wipe the child, rather, use words to instruct them. Keep the door to the bathroom open.

## **SAFETY & SECURITY**

### **Emergency Procedure**

All classrooms have detailed emergency procedures posted. All volunteers must make themselves familiar with where they are located and the evacuation route for their room.

### **In Case of FIRE**

1. Have children form a line (preschool rooms use ropes in drawer).
2. Exit building via your evacuation route.
3. Volunteers must take iPad and attendance folders with them.

DO NOT release children to their parents until you are outside, all children have been accounted for, and we are given the “all clear” by a DV Staff member.

Volunteers will count kids before leaving class and after reaching designated area outside. Hold up the green (all good) or red (we have a problem) card from room folder

### **In Case of TORNADO WATCH**

- Class will continue as usual.
- Discovery Village staff will monitor weather conditions.
- Parents may come and request to take their own children home.

## **SAFETY & SECURITY**

### **In Case of TORNADO WARNING**

Remain calm and have children form a line (preschool rooms use ropes in drawer located in each classroom).

1. Take children to designated area, which is posted in the room, and sit down.
  2. Volunteers take iPad and attendance folder with them.
  3. Volunteers will count kids before leaving class and on arrival. Hold up the green or red card in folder.
- Please DO NOT release children to their parents until the “all clear” has been given. Parents may stay with their children until they are released.

### **PHYSICAL CONTACT POLICY**

Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high fives, “knuckles,” side hugs, or a brief touch on the shoulder. Children may sit in a volunteer’s lap for comfort.

## **HEALTH AND WELLNESS**

### **Health Guidelines**

In order to assure a healthy and safe environment for all children in Discovery Village, Ada Bible Church follows the recommendations of the American Academy of Pediatrics:

PLEASE DO NOT accept a child in a classroom if he or she displays, or you are made aware of, any of the following symptoms:

- Fever in the past 24 hours
- Diarrhea and/or vomiting in the past 24 hours
- Pink eye or other eye infections (red, crusty, or watery discharge)
- Sore throat
- Sneezing or coughing, if persistent and/or productive
- Colored nasal discharge: white (viral infection), yellow or green (bacterial infection)
- Jaundice (yellowing of the eyes or skin)
- Any skin infections: sores and/or crusts on the scalp, face, or body, particularly if red, swollen, draining, or spreading
- Skin eruptions or rash other than diaper rash
- Lice
- Swelling and tenderness of glands, particularly around the face or neck

## **HEALTH AND WELLNESS**

### **Health Guidelines**

Neither volunteers nor staff of Ada Bible Church are allowed to give any medication to any child in Discovery Village.

Hands must be washed by anyone wiping a nose, including the child. Antibacterial wash is available in every bathroom and classroom.

If information regarding a child who has an immunodeficiency, whatever the cause, is available to an ABC staff member, the staff will make this information available only to those caregivers who need to know in order to protect the child against other infections. Parents of children enrolled at any ABC children's functions shall not be privy to any confidential medical information.

## HEALTH AND WELLNESS

### When a Child Bites

If a child has been bitten or has an open wound:

- Comfort the child and tend to the wound. Wear gloves and wash wound off.
- Contact the Coordinator; explain the incident.
- Page the injured child's parents if there is blood. The Coordinator will discuss the incident with the parents in a gentle and loving manner and will also suggest they call their pediatrician for further instruction. If it is a small bite, they may choose to wait and talk with parent at end of the hour.
- An Incident report Form needs to be filled out for all biting incidents and submitted by DV coordinator online. Forms are available at the Welcome Center.

Here is our policy if a child bites:

1<sup>st</sup> warning: Parent and coordinator talk through incident. This is an age-appropriate response to being frustrated and not being able to use words as well as exploring the world around them. Let parent know policy at pick up.

2<sup>nd</sup> warning: If child bites again, a parent is invited to come to the preschool classroom with the child for the rest of the hour or will be asked to attend the next class with the child.

3<sup>rd</sup> warning: If child bites a 3<sup>rd</sup> time, a parent is asked to be in preschool classroom for two consecutive weeks in order to make sure that the biting does not reoccur.

## HEALTH AND WELLNESS

### First Aid Minor Incidents

- First aid kits are located in each room and at the Welcome Centers.
- Gloves are provided and must be used by anyone handling an injury or a situation in which any body fluids such as vomit, blood or excrement are involved. For clean up, the Discovery Village staff should be contacted.
- Parents are to be told the same morning of an incident involving their child, and an incident report must be filled out. Incident reports are located at the Welcome Center. Coordinator must then add incident report to database system and follow up during the week.

### MAJOR INCIDENTS

- Keep calm! Calm the children and the injured person.
- Do not move the injured person and do not leave them.
- Clear the area; move other children into another room.
- Call 911 if the injury is life-threatening.
- Contact Discovery Village staff immediately (DV staff will notify parents).
- Notify Welcome Host or DV staff - they will page the Medical Team (9900) for assistance.

### Need for Epipen

In the event that a child is in need of their Epipen, it must be administered by their parent, unless parent has signed our Epipen document giving DV staff/volunteer authority to administer. Signed document will be housed at the Welcome Center and on child's arena record.



## **HEALTH AND WELLNESS**

### **Suspected Child Abuse**

The following are possible signs of child abuse:

- Burn marks on the body
- Bruises and blisters on the arms, legs, face and buttocks
- Child tells you someone is or has been hurting him or her
- Repeated rubbing and scratching of private area
- The child has to go to the bathroom frequently and urgently
- Child is very edgy; sudden noises or movements cause him or her to flinch
- A distinct and sudden change in personality
- Seemingly unwarranted fear of certain people

### **Taking Action:**

If you suspect a child involved at ABC has been abused, the following steps are to be followed:

- Report the suspected abuse to your Discovery Village staff immediately and no later than 24 hours after suspected abuse.
- Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
- Do not discuss the abuse with other volunteers, the child, the child's family, or anyone other than your director or Discovery Village staff.
- Do not confront the person yourself!

If you have reason to suspect abuse, you are legally obligated to report it to a Discovery Village staff member!

## **HEALTH AND WELLNESS**

### **Contacting Parents in Service**

If a child's parent needs to be contacted during the service, please use the number display box. A room leader or Welcome Center Host should enter the child's number on the display and push enter. These punch pads are located at the DV Welcome Centers.

### **Contacting Security/Medical**

If security personnel (9988) or medical (9900) is needed, DV staff or welcome center will put the number into the display box.

## DISCIPLINE

In Hebrews 12.9-11, the author explains:

Moreover, we have all had human fathers who disciplined us and we respect them for it. How much more should we submit to the Father of our spirits and lives! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Our goal in discipline is to lead the child to make an inner response of obedience that will result in a harvest of righteousness and peace in all their relationships. This can only be accomplished in an environment of loving care that will make it safe for him/her to be obedient to volunteers and, ultimately, to God.

Let children know what is expected of them regarding their behavior.

- Keep hands and feet to themselves
- Show respect to one another
- Do not be a distraction to others
- Participate with a positive attitude

### **Consequences when children do not follow classroom rules and expectations:**

1st Warning: reminder of expected behavior.

2nd Warning: verbal warning, restating reminder of expected behavior and consequences.

3rd warning: period of “time out” inside the classroom with supervision. This isn’t a punishment but a way for a child to regain their control to rejoin the group.

4th warning: removal from classroom to parent. Depending on severity of action, this could be for that Sunday or could be for following Sunday(s) as well.

Discipline must be carried out in a kind and quiet manner. This can cause great anxiety in the child. Only state the consequences of their actions. “Time Out” is merely a time for the child to gain control of his/her feelings and actions before returning to the group.

1. Keep directives simple and positive!

Examples:

Say “Crayons are for coloring on paper.”

Don’t say “Don’t color on the tables or walls!”

Say “It’s time to color.”

Don’t say “Would you like to color now?”

2. Recognize appropriate behavior. Other children who also want to receive praise will seek to imitate praiseworthy behavior.

3. Model the fruits of the spirit: patience, kindness, goodness, etc. Children learn more by absorption. Remember that you can only shape and discipline another life effectively when you are submitting to the discipline of the Holy Spirit yourself.

4. Keep a good sense of humor. Learn to laugh at yourself. Be sensitive to the insecurities of the children; laugh WITH the children, not AT them.

5. Be prepared for class. Good planning is the key to preventing boredom which can lead to inappropriate behavior.

PLEASE NOTE: While recognizing that children may require disciplinary action in various forms, The Church does not condone the use of unreasonable force and fear as an appropriate response in discipline. Volunteers and staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, volunteers and staff may always return the child to his or her parents.

## **SPECIAL NEEDS SPECIFIC POLICIES**

A Special Needs Ministry Assessment Questionnaire must be filled out for all students with special needs before child enters any classroom.

Questionnaires are located at the Discovery Village Welcome Centers and on [adabible.org](http://adabible.org) under our children's ministry registration tab.

1. If a DV staff makes a determination that a child needs a buddy, and a parent refuses the buddy, the parent must stay with the child during DV class hour.
2. Each child must be pre-registered, or the parent must have a conversation with the Special Needs Coordinator, before attending class. This allows the Special Needs Coordinator and volunteers to be fully prepared for each child in their care.
3. Maximum ratio for volunteer to child is 3:1
4. Diapers are not changed nor is bathroom assistance given to children over the age of five. Please display number on tag for the parents if any child needs assistance.

If a child becomes violent or very agitated, put their number up on the call box immediately and follow aggressive child policy found above.

# **Part 4: Discovery Village ELEMENTARY**

## **SAFETY & SECURITY**

### **General Safety**

- All volunteers must wear their Discovery Village nametag during their serving ministry hour.
- All volunteers should mark themselves present on the orange volunteer attendance sheet and on the iPad.
- Children of elementary age can be dropped off by the person who has the numbered tag including an older sibling.
- There must be two unrelated volunteers ages 18+ present in a room; one of the volunteers must be a female.
- Only children, parents, staff, and volunteers are permitted to enter Discovery Village during ministry hours.
- If a parent wants to visit a classroom for the hour, parent must first advise DV staff that they will be staying in the classroom. We will check their license and write it down on the blue sheet at the welcome center or designated form provided at welcome center.
- Volunteer/ greeter/ helper will take attendance on iPad.
- Children will only be released to person who has their numbered name tag (See Lost Tag policy).
- Shoes must be worn at all times by children and volunteers.

### **Volunteer/Child Ratio**

Kindergarten-5th grade : One volunteer to twelve children.

### **Male/Female Leaders for Small Groups**

Kindergarten - 5th grade only female leaders lead girl groups. It is preferred that boy groups be led by a male leader, but boy groups may be led by females when necessary.

## **SAFETY AND SECURITY**

### **Bathroom Policy**

#### **Elementary (K-5th)**

Children are to ask a leader when they need to use the bathroom. The Leader/Coach should then direct the child to the nearest bathroom. Welcome Center or Discovery Village staff will ensure that the child exits the bathroom and returns to class. Volunteers are NOT to enter the bathroom with a child or leave their small group unattended.

#### **Physical Contact Policy**

Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high fives, “knuckles,” side hugs, or a brief touch on the shoulder.

Volunteers should NOT have elementary students sit in their lap.

#### **Emergency Procedure**

All classrooms have detailed emergency procedures posted. All volunteers must make themselves familiar with where they are located and the evacuation route for their room.

#### **In Case of FIRE**

1. Have children form a line.
2. Exit building via your evacuation route.
3. Volunteers must take the iPad and the attendance folder
4. DO NOT release children to their parents until you are outside, all children have been accounted for and you have been given the “all clear”.
5. Volunteers will count kids before leaving class and after reaching designated area outside.

## **SAFETY AND SECURITY**

### **In Case of TORNADO WATCH**

- Class will continue as usual.
- Discovery Village staff will monitor weather conditions.
- Parents may come and request to take their own children home after their number has been checked to match the child's number.

## **SAFETY & SECURITY**

### **In Case of TORNADO WARNING**

1. Remain calm and have children form a line.
2. Take children to designated area and sit down.
3. Volunteers take iPad and attendance folder with them.
4. Volunteers will count kids before leaving class and on arrival.
5. Please DO NOT release children to their parents until the "all clear" has been given. Parents may stay with their children until they are released.

## **HEALTH AND WELLNESS GUIDELINES**

### **General**

In order to assure a healthy and safe environment for all children in Discovery Village, we follow the recommendations of the American Academy of Pediatrics:

PLEASE DO NOT accept a child in a classroom if he or she displays, or you are made aware of any of the following symptoms:

- Fever in the past 24 hours
- Diarrhea and/or vomiting in the past 24 hours
- Pink eye or other eye infections (red, crusty, or watery discharge)
- Sore throat
- Sneezing or coughing, if persistent and/or productive
- Colored nasal discharge: white (viral infection), yellow or green (bacterial infection)
- Jaundice (yellowing of the eyes or skin)
- Any skin infections: sores and/or crusts on the scalp, face, or body, particularly if red, swollen, draining, or spreading
- Skin eruptions or rash
- Lice
- Swelling and tenderness of glands, particularly around the face or neck

## **HEALTH AND WELLNESS GUIDELINES**

### **General**

Neither volunteers nor staff of Ada Bible Church are allowed to give any medication to any child in Discovery Village.

Hands must be washed by anyone wiping a nose, including the child. Antibacterial wash is available in every bathroom and/or classroom.

If information regarding a child who has an immunodeficiency, whatever the cause, is available to an ABC staff member, the staff will make this information available only to those caregivers who need to know in order to protect the child against other infections.

## **HEALTH & WELLNESS**

### **When a Child Bites**

If an elementary child bites, please follow the preschool protocol found in preschool section of this booklet.

### **First Aid**

#### **Minor Incidents**

- First aid kits are located in each room and at the Welcome Centers.
- Gloves are provided and must be used by anyone handling an injury or a situation in which any body fluids such as vomit or blood are involved. Discovery Village staff should be contacted for clean up.
- Parents are to be told the same morning of an incident involving their child, and an incident report must be filled out. Incident reports are located at the Welcome Center. Coordinator must type incident report into the database and follow up with parent that week.

#### **Major Incidents**

- Keep calm! Calm the children and the injured person.
- Do not move the injured person and do not leave them.
- Clear the area; move other children into another room.
- Call 911 if the injury is life-threatening.
- Contact Discovery Village staff immediately (DV staff will notify parents).
- Notify Welcome Host or DV staff - they will page the Medical Team for assistance.

## **HEALTH AND WELLNESS**

### **Need for Epipen**

In the event that a child is in need of their Epipen, it must be administered by their parent, unless parent has signed the Epipen document giving DV staff/volunteer authority to administer. Signed document will be housed at the Welcome Center and on child's arena record.

### **Contacting Parents in Service**

If a child's parent needs to be contacted during the service, please use the number display box. A room leader or Welcome Center Host should enter the child's number on the display using the instructions at the welcome center.

## **CHILD ABUSE**

### **Suspected Child Abuse**

The following are possible signs of child abuse:

- Burn marks on the body
- Bruises and blisters on the arms, legs, face and buttocks
- Child tells you someone is or has been hurting him or her
- Repeated rubbing and scratching of private area
- The child has to go to the bathroom frequently and urgently
- Child is very edgy; sudden noises or movements cause him or her to flinch
- A distinct and sudden change in personality
- Seemingly unwarranted fear of certain people

## **CHILD ABUSE**

### **Taking Action**

If you suspect a child involved at ABC has been abused, the following steps are to be followed:

1. Report the suspected abuse to your director or Discovery Village staff immediately and no later than 24 hours after suspected abuse.
2. Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
3. Do not discuss the abuse with other volunteers, the child, the child's family, or anyone other than your director or Discovery Village staff.
4. Do not confront the person yourself!

If you have reason to suspect abuse, you are legally obligated to report it to a Discovery Village staff member!

## **DISCIPLINE**

In Hebrews 12.9-11, the author explains:

Moreover, we have all had human fathers who disciplined us and we respect them for it. How much more should we submit to the Father of our spirits and lives! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Our goal in discipline is to lead the child to make an inner response of obedience that will result in a harvest of righteousness and peace in all their relationships. This can only be accomplished in an environment of loving care that will make it safe for him/her to be obedient to volunteers and, ultimately, to God.

Let children know what is expected of them regarding their behavior.

Expectations for children while in the classroom:

- Keep hand and feet to themselves
- Show respect to one another
- Participate with a positive attitude

### **Consequences when children do not follow classroom rules and expectations:**

1st Warning: reminder of expected behavior.

2nd Warning: verbal warning, restating reminder of expected behavior and consequences.

3rd warning: period of "time out" inside the classroom with supervision. This isn't a punishment but a way for a child to regain their control to rejoin the group.

4th warning: removal from classroom to parent. Depending on severity of action, this could be for that Sunday or could be for following Sunday(s) as well.

If a child has received a 3rd warning during the course of the class hour, the parent should be advised of the offense and situation and the action that will be taken IF the student does not cooperate at subsequent class times.

If a child does progress to a 4th warning, they will be removed from the classroom for a period of time that is determined suitable by the Elementary Coordinator.

PLEASE BE ADVISED THAT DV will reserve the right to remove a child from a classroom immediately, (skipping warnings, 1, 2 & 3) if the actions of the student are severe. The child's parent will be notified immediately. The removal of the child from the classroom can be indefinite.

Discipline must be carried out in a kind and quiet manner. Volunteers should never raise their voice toward a child. Do not threaten a child. This can cause great anxiety in the child. Only state the consequences of their actions. "Time Out" is merely a time for the child to gain control of his/her feelings and actions before returning to the group.

Our goal in discipline is to lead the child to make an inner response of obedience. This can only be accomplished in an environment of loving care.

**DISCIPLINE cont.**



1. Keep directives simple and positive! It could be the same day or could be for following Sunday(s) as well.

Examples:

Say: "Crayons are for coloring on paper."

Don't say: "Don't color on the tables or walls!"

Say: "It's time to color."

Don't say: "Would you like to color now?"

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3. Model patience, kindness, goodness, etc. Children learn more by absorption. Remember that you can only shape and discipline another life effectively when you are submitting to the discipline of the Holy Spirit yourself.

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5. Be prepared for class. Good planning is the key to preventing boredom, which can lead to inappropriate behavior.

PLEASE NOTE: While recognizing that children may require disciplinary action in various forms, The Church does not condone the use of unreasonable force and fear as an appropriate response in discipline. Volunteers and staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, volunteers and staff may always return the student to their parents.

## **OFFSITE POLICY**

### **Church Sponsored Events:**

Throughout the year, the church will hold sponsored events off campus or a small group leader may choose to do an offsite together. In the event that parents are not present at the event, a release form will be required for each child attending. This is included in the signup form for the event.

### **Non-Church Sponsored Events:**

Often Small Group Leaders (SGLs) will plan activities outside of church with their small group, e.g. sleep overs, movie nights, Christmas parties, etc. For non-church events Ada Bible Church makes the following suggestions:

- SGLs should communicate with parents in advance the details of the event, including any changes and have a release form signed and turned in prior to the start of the event. That can be provided from a DV staff person.
- The SGL should have a reliable contact number to call parents in case of an emergency.
- For the safety of all, Ada Bible Church requires that two non-related adults are present at all times.

If the SGL will be chauffeuring children, the SGL should have a valid driver's license, clean driving record, and permission from the parent to transport child. DV will do an enhanced background check prior to the event.

Ada Bible Church assumes no liability or responsibility for non-church sponsored events.