

Dear Summer Sub,

Welcome! Thank you so very much for stepping into the Oakwood Kids Ministry this summer. Please know that you are a huge blessing to the teachers and myself. By being here you are making it possible for our regular teachers to take off during the months of June and July. So know that you are very appreciated!

During Sunday mornings we have the potential to reach hundreds of children with the message of God. My hope for this ministry is that it would be a fun, exciting and engaging place for children to come be loved, learn about the truth of God's word and how it applies to their lives, and to be encouraged in their own spiritual relationship with our Lord. And you and I get to be a part of that, how cool is that?

This handbook contains all the information that you need to know for your Sunday in our Children's Ministry. Take a minute to glance through the following pages so that you can go into the classroom with confidence and excitement. As you read the information presented in this book, please ask questions as they arise. I will happily answer them to the best of my ability.

Now go enjoy your classroom and the wonderful children that will join you. I pray that you are blessed by your morning with us and the joy that comes from teaching the truth of God's word.

Thank you again for joining us in furthering God's kingdom! To Him be the glory forever!

God Bless,
Patrick Simpson
Children's Pastor

Table of Contents

Staff Contact Information ----- Pg. 3

Sunday Morning Schedule 9:15 ----- Pg. 4

Sunday Morning Schedule 10:45 ----- Pg. 5

Check In and Out Procedure ----- Pg. 6

Safety Policies ----- Pg. 7

Medical Procedures ----- Pg. 8

In Case of An Emergency ----- Pg. 9

Words To Know ----- Pg. 10

Oakwood's Statement of Faith ----- Pg. 11

Staff Contact Information

Patrick Simpson

Children's Pastor

patrick.simpson@oakwoodnb.com

Cell: 713-670-6922

Jody Burkhalter

Children's Pastor

jody.burkhalter@oakwoodnb.com

Cell: 830-708-6383

Brenda Johnson

Children's Ministry Associate

brenda.johnson@oakwoodnb.com

Cell: 830-928-9269

Oakwood Baptist Church

830-625-0267

Sunday Morning Schedule

9:30 Service

9:15 - Arrive in your classroom

9:15-9:35 – Small Group

- Children arrive at classrooms
- Introductory game or activity

9:35-9:40 – Transition Time

- Hang Outlet sign on classroom door

9:40-10:10 – Large Group

- Large group time in the Outlet
- Worship and Bible Story

10:10-10:15 – Transition Time

10:15-10:40 – Small Group

- Return to classrooms for small group time
- Reinforce lesson through games and activities

10:40-10:45 - Dismissal

- Parents pick up children
- Teachers switch

If next teacher has not arrived by 10:50, call Patrick.

Sunday Morning Schedule

11:00 Service

10:45 – Arrive in your classroom

10:45 – 11:05 – Small Group

- Children arrive at classrooms
- Introductory game or activity

11:05 - 11:10 – Transition Time

- Hang Outlet sign on classroom door

11:10 - 11:40 – Large Group

- Large group time in the Outlet
- Worship and Bible Story

11:40 - 11:45 – Transition Time

11:45 - 12:05 – Small Group

- Return to classrooms for small group time
- Reinforce lesson through games and activities

12:05 - 12:10 – Dismissal

- Parents pick up children
- Return supply buckets and all materials to the work room

Teachers bring children who have not been picked up by 12:10 to the game room, which will be supervised.

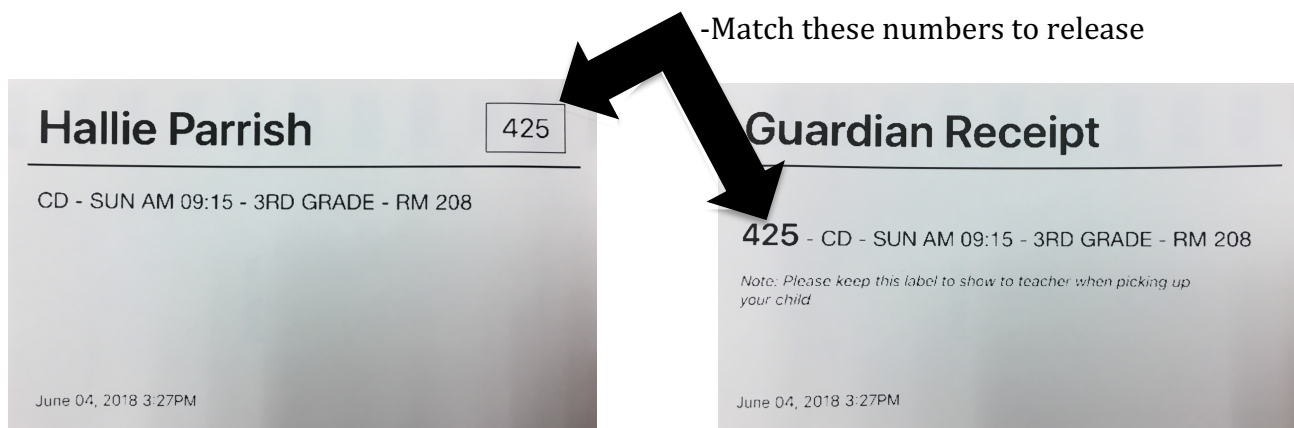
Check In and Check Out Procedures

Check In Procedure:

1. Parent and child check in at one of the touch screen stations.
2. All children are required to wear the printed nametag while in the care of Oakwood's children's ministry.
3. Parents drop children off at the classroom door.
4. Leader checks the child in on the class roster.

Check Out Procedure:

1. A parent or adult guardian must pick up children at the classroom door. Older siblings are permitted to pick up children only if they have a badge.
2. Parent show the guardian receipt to the leader. The leader will match the number on the child's tag with the number on the guardian receipt.
3. If the guardian receipt is lost the leader should call Patrick or Jody for permission for dismissal.



Safety Policies

1. Volunteers must agree to a security background check. Confirmation of clearance must be received before service with children begins.
2. Abuse of children will not be tolerated. This includes:
 - a. Physical Abuse – strike, spank, shake, slap
 - b. Verbal Abuse – humiliate, degrade, threaten
 - c. Sexual Abuse – including inappropriate touching and exposure
3. Volunteers must adhere to the following conditions in order to provide a safe environment for all children:
 - a. At no time should a volunteer and child be alone in a bathroom with the door closed.*
 - b. At no time is it appropriate for one volunteer to be in a *closed* classroom alone with a child or group of children.
4. All volunteers must exhibit, at all times, a kind and loving attitude toward the children and their parents. The following is considered inappropriate behavior:
 - a. Raising your voice or yelling at a child, group of children, or a parent.
 - b. Using a condescending tone or attitude toward a child, group of children, or parent.
 - c. Using words that would demean or negatively affect a child or parent's view of themselves.

Restroom Policies

- * When taking a child to the bathroom, an adult or approved youth escort must wait in the hall outside the closed bathroom door for the child to finish. If assistance is absolutely necessary, the stall door must remain open.
- * An adult leader or approved youth volunteer must accompany children in kindergarten and first grade to the restroom. Children in grades two through five may go to the restroom without an adult escort, but must be sent in groups of two.

Oakwood staff reserves the right to immediately remove any volunteer from their service position due to the breach of the above stated policies.

Medical Procedures

The “Ouch” Procedure

1. **Retrieve First Aid Kit** - We keep a well-stocked first-aid kit in the kitchen on both floors. Only adults have permission to access this kit as needed.
2. **Give Treatment** - Please treat the child. If the injury is beyond your care please notify a staff member. Please note 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, the parent will be notified.
3. **Complete an “Ouch Report”** - Ouch Reports can be found in the resource room and are in duplicate so you can give one to the parent and the other to a staff member.
4. **Inform Parents** - Please talk with the parent upon their arrival and let them know what happened.
5. **Follow Up** - A staff member will follow up with the parent if necessary.

Serious Injury Procedure

A serious injury involves broken bones, convulsions, fainting, unconsciousness or other serious bodily injuries.

1. **Keep Calm** – If a serious injury occurs, keep yourself, the other children and the injured person as calm as possible. Reassure the injured child with your actions and words.
2. **Do Not Move the Injured Child** – Only trained medical staff are authorized to move the injured child. Please remain with the child until help arrives.
3. **Send for Help** – Send a fellow teacher or a staff member for assistance. A staff member will call the Health Care team or, if necessary, they will call 911.
4. **Inform Parents** – A staff member will contact the parent and inform them of the situation. Parents will be asked to give details on doctor or hospital preferences.
5. **Transport** – The injured child will be transported to a hospital or other location by EMS or a family member. If the parent cannot be reached at this time, a staff member will accompany the child to the hospital.
6. **Follow Up** - A staff member will follow up with the parent as needed.
7. **Report** - All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency.

In Case of an Emergency

Fire

1. An evacuation for a fire is initiated when the leaders hear “Evacuate Out of the Building” from a staff or volunteer over the bullhorn. WAIT FOR THE CALL TO EVACUATE, EVEN IF YOU HEAR THE FIRE ALARM FIRST.
2. Remain calm. Line up all children at the door with an adult at the front and back of the line.
3. Grab the class roster and emergency procedure packet. Lead your classroom along the route marked on your fire escape plan posted in your classroom.
4. Once outside, remain in your classroom line until further instructions from Staff or emergency personnel.
5. Do not release any child until a staff member has approved dismissal.

Inclement Weather

1. Remain calm. Line up all children at the door with an adult at the front and back of the line.
2. Lead your classroom down the back stairs, through the preschool wing and into the Treehouse.
3. Instruct children to sit along the wall with the heads down.
4. Do not release any child until a staff member has approved dismissal.

Intruder

1. Lock-Down procedure begins when the leader hears “Lockdown! Lock-Lights-Out of Sight!”.
2. Remain calm. Grab the class roster and emergency procedure packet. Gather all children along the wall that is not visible from the door. Turn off the lights. Remain silent. Do not open the door for anyone. A staff member or security team member will walk around to lock your classroom door.
3. Stay in the lock-down mode until someone unlocks the door and gives an all-clear signal
4. Do not release any child until a staff member has approved dismissal.

--Please be sure to watch the emergency policy and procedure video before serving--