



Volunteer Handbook

TSF-Kids Volunteers,

Thank you for joining the team! We have a great group of volunteers serving in this important ministry!

When we are successful, the difference is not just measured in lives, but quite possibly in generations. By God's power, we can change our families and we can change our community!

This handbook is designed to provide you with all the formal policies and procedures. In addition, it details our Mission and what you should expect as a volunteer.

I believe your service in ***TSF-Kids*** will allow you to experience powerful and lasting life change as you make a difference in the lives of kids.

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Mission, Goals, and Values

Church-wide Mission Statement: *Our purpose is to disciple generations to love God, serve one another, and reach our community and world.*

TSF Kids Mission Statement: *To assist parents in the task of discipling their children to follow Christ for a lifetime. We aim to do this through Sunday morning programs, resource offerings, relationships, and ongoing encouragement for the journey.*

Our initial filter in determining the nature of our programs and activities will be to ask the question “how well does this achieve the mission and vision as stated?”

We have programs for children aged 0-11 years. However, we strategically desire to help parents in leading and equipping their children to love God and follow Jesus Christ. Our strategy recognizes that, in the long run, children are significantly more impacted by the instruction and life examples of their parents – as compared to the influence of the instruction received in the classrooms of TSF or the Christian-living modeled by our teachers, volunteers, and others in this body of believers. Therefore, both TSF and **TSF-Kids** seek to strategically disciple parents through various means to equip them to carry out the commands of scripture:

Deuteronomy 6: 5-9 - *“Love the Lord your God with all your heart, with all your soul, and with all your strength. These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up. Bind them as a sign on your hand and let them be a symbol on your forehead. Write them on the doorposts of your house and on your gates.”*

Ephesians 6:4 - *“...Don’t stir up anger in your children, but bring them up in the training and instruction of the Lord.”*

Within the context of this mission statement, we have the following goals:

Goals of TSF Kids

- To provide biblical instruction for children with the specific goal of sharing the good news of Jesus Christ, leading children to a saving faith in Him, and coming alongside parents in the discipleship process.

Recognizing it is by faith in Christ we are saved, we will teach the truths of His life, death, and resurrection. The Gospel message is central to what we do. We will teach God's big story as communicated in the scriptures and how Jesus is the one who provides an eternal rescue from our sin.

- To provide a safe, fun, welcoming environment and effective meeting space.

We seek teachers and volunteers to provide a safe, fun, friendly, energizing, and welcoming environment for all age groups. Additionally, we desire to maintain age-appropriate rooms that are clean, up-to-date, interesting, and inviting to the children.

- To offer relevant and application-oriented teaching.

Relevancy is an important key to moving kids to a decision to trust in Christ and become fully devoted followers of Him. Our lessons should help children discover the relevancy of the Bible. We must ask the question NOW WHAT? – the goal is that kids leave with a relevant and personal application of the Bible truth taught.

- To highly value and care for volunteers.

A kids' ministry can't be successful without committed, trained, and effective volunteers. We desire that volunteers enjoy serving in the ministry, see the benefit of their service (including their own spiritual growth), and recruit others through their testimony and enthusiasm for the ministry. Therefore, we endeavor to appreciate and encourage volunteers in a variety of ways.

- To provide pastoral care and discipleship of parents with the philosophy of the church helping parents to be effective spiritual leaders of their children, as instructed by scripture.

We will strategically seek to deliver the message that “parents are the primary spiritual teachers and equippers of their children.” TSF adult ministries and worship services will provide opportunities for spiritual growth in the form of biblical instruction, as well as putting one’s faith in action. In addition, ***TSF Kids*** ministry will seek to provide various resources and discipleship to parents in order to equip them to disciple their children. We will seek to provide a natural “link” between church programs and discipleship in the home.

- To have a working strategy for cohesive ministry to children and youth.

As our 5th graders graduate into middle school, we are intentional about how the ministry builds and prepares them for our Youth ministry and beyond. We seek to collaborate with the TSF Student Ministry leadership team as each student moves up to 6th grade. Furthermore, we seek to consider ways in which we can have an overarching plan from K-12 to maximize key truths and concepts in alignment with the stated mission and vision.

- To hold a high-energy, “big event” VBS with volunteer involvement from as much of the church body as possible.

VBS week will be both an outreach to kids in the community as well as our own church families. The program will have a strong gospel message at the center of it and will be designed to provide great spiritual memories for kids.

TSF-Kids Ministry Areas

Infant Nursery – care for newborns (until walking). The nursery is open during 1st Hour -- and sometimes during 2nd Hour -- to help parents of newborns attend a specific 2nd Hour class or learning opportunity. Babies are cared for in a secure and loving environment by nursery volunteers. In addition, mothers have a comfortable place to nurse their newborns.

Walking Toddlers – this class is for walking toddlers and is characterized by gentle play and a place where faith is introduced to toddlers through books, video, and simple Biblical truths informally shared with the children.

2's & 3's Class – Teachers and helpers supervise play activities and children are first introduced to an organized lesson time and are beginning to build relationships with each other and adult leaders.

Toddlers may graduate to this class upon their 2nd birthday. In some cases, children are not quite ready to move into this class and we may ask parents to wait a month or two and try again. This can be evaluated on a case-by-case basis. It is understood that children in this class are in various stages of potty-training (including “not interested yet”). Accordingly, parents should be encouraged to take their child to the bathroom just prior to leaving them in class. This helps to avoid a long parade of bathroom breaks for numerous children during the 1st Hour session.

Pre-K/Kindergarten (PKK) – in the Fall and Winter, 4-year-olds move up and into the PKK class. Children stay in this class until entering 1st Grade. The curriculum is similar to the previous age group, but lesson time is a bit longer and activities related to the lesson are further expanded.

1st – 3rd Grade – the early elementary class provides students with a more comprehensive look at Biblical themes and focuses on the Gospel message, the “big picture” biblical narrative, Bible reading skills, and worship. Small group activities, crafts, and games are often used to help achieve these goals and build relationships among kids and with the adult leaders.

4th & 5th Grade – classes for the upper elementary students have many of the same elements as the previous age group. However, students are challenged to think more deeply about faith through classroom discussion, application of biblical principles, and encouragement to begin a habit of a daily devotional time during the week. There is also a Kids Worship Team led by 4th & 5th graders. This is an opportunity for these upper elementary kids to serve by leading younger children in the church.

Vacation Bible School – each summer there is a fun, high-energy, outreach-oriented VBS week for children age 4 through rising 8th graders. It is designed

with a strong Gospel message and missions focus. The event also brings together a large portion of the church body to volunteer throughout the week – growing together as they minister to the kids.

Basic Volunteer Requirements

Application & Background Check – All volunteers (18 years and older) that have access to children must complete a criminal background check and volunteer application.

Age Requirements:

Middle School Volunteer – Middle School students can serve in kids’ classes from Walking Toddlers through Early Elementary (Grades 1-3). They may serve in the Infant Nursery if serving alongside their parent or grandparent.

High School Volunteer – The only restriction for HS students is that they serve alongside at least one adult (in other words, a **TSF-Kids** class cannot be staffed by only high schoolers.

Adult Volunteer – Adults 18 years or older can serve in any area as a volunteer or leader once they are approved as a volunteer.

Other Requirements:

Volunteers age 12 and under serving in preschool classes may not pick up a child without the specific approval of an adult volunteer in the classroom.

Student Volunteers, if proven to be mature, faithful, and dependable are eligible to become small group leaders in **TSF Kids** elementary classes.

Generally, Student Volunteers are expected to attend their age-specific class. Serving should not take the place of their peer community. With parent permission, MS/HS students may serve during 2nd hour on an occasional basis.

Friends – Volunteers may not bring friends (to serve in a **TSF Kids** class or activity) without prior approval by TSF staff.

Bathroom Policy: No volunteer under the age of 16 may assist children in the bathroom. No volunteer is to be one-on-one with a child inside the bathroom, even in bathroom “emergencies.” Volunteers should wait outside the bathroom door or provide supervision while holding open the door. If necessary, please contact another volunteer to assist.

Volunteer Expectations

Arrive on Time – All volunteers should arrive a minimum of 15 minutes prior to their volunteer service time (9:15 for Worship Service). This is to ensure coverage before families start arriving to drop off their children and to allow for connection and preparation among volunteers serving together. In the case of 2nd Hour, volunteers should arrive within 5 minutes after the end of the worship service.

Prepare – Please come fully prepared and ready to go. Lessons, skits, props, and other materials should be prepared and in place for the start of class. We know there are times this may not happen – nobody is perfect! But, the kids deserve our best efforts and the scriptures tell us to “work heartily, as for the Lord...You are serving the Lord Christ.” Colossians 3:23-24

Communicate – We want to hear from you. If you’re going to be absent, please inform a TSF staff member as soon as possible. If you have ideas or concerns, we value your perspectives and constructive feedback.

Develop – Just as we seek for the kids to develop and grow spiritually, we expect all our volunteers to be growing spiritually as well. In fact, serving in **TSF Kids** Ministry can be part of your spiritual growth if you are diligently preparing and praying each time you serve. We firmly believe the teacher often learns more than the students!

Policies & Procedures

The following pages contain the policies and procedures for ***TSF Kids***. It is imperative that all leaders and volunteers carry out the policies below.

Child Safety

Basic Safety guidelines:

- Never be alone with a child (one on one)
- Always be above reproach and if you have a concern for safety, err on the side of caution.

Appropriate Touch:

We desire ***TSF Kids*** to be a warm, welcoming and friendly place. However, there is a category of touch and affection that is not appropriate.

- Physical contact should be age and developmentally appropriate and is only appropriate when done publicly.
- Hugging is ok with children in kindergarten and younger. Volunteers should be careful to limit full-body contact (a full hug as compared to a side-to-side hug). Please be aware that children, parents, and other volunteers have different degrees of what is acceptable in terms of physical contact.
- Please exercise similar restraint with lap sitting with children older than kindergarten. If an elementary child is insistent in sitting on your lap, move them to sit next to you or sit on your knees so they are not able to sit on your lap.
- With elementary children you might initiate a high-five, fist-bump, or a shoulder pat as a substitute for a hug. These options can be used with younger kids as well.
- A light touch to a hand, shoulder, or back when encouraging or expressing friendship is appropriate.

- Never touch a child in an area that would be covered by a bathing suit (except when changing a diaper or properly assisting a 2 or 3-year-old in the bathroom).
- Never kiss a child or coax a child to kiss you.
- Never allow a child to touch you in a way that is inappropriate.

Our Appropriate Touch policies are for the protection of our children and volunteers. When serving as a volunteer, you should observe these policies even with your own children who may be in your class (other observers may not know that you are the parent and other children in the class may view such interaction as being appropriate for them too).

Emergency, Accident, and Illness Procedures

Medical Emergency Procedures

Call 911 if it is a serious medical situation that may require a first responder. Err on the side of caution if you are not sure.

Contact the TSF Family Ministries Pastor or another staff member. The staff member will ensure a parent is notified of the situation and summoned to the site. Parents should always be notified prior to any medical treatment.

Keep the victim calm and comfortable.

Concern yourself with breathing first, then bleeding. If there is a possible back or neck injury, do not move the person.

Only report *the facts* to the medical staff or EMT, not your diagnosis or other extraneous information.

Keep other kids away from the injured person.

Fire Emergency Procedure

Use fire extinguisher if possible.

If needed, contact 911 to report the situation and request the local fire department.

Report fire to a TSF staff member and/or safety team.

In a structure fire, account for all kids and staff and evacuate the building according to fire evacuation routes **posted in the classroom**. *Also, see section on Classroom Evacuation.*

Keep roadways and paths clear for firefighting personnel.

Lightning Storm Procedure

Stay away from windows.

If outside, seek shelter immediately.

Lost Child Procedure

Double check the area where the child should be located.

Contact the TSF Family Ministries Pastor or other TSF staff member. Organize the volunteers/other adults to begin a search under the direction of the TSF Family Ministries Pastor.

Contact the parent or guardian to advise of the situation.

If the child is not found within a reasonable search of the building, a TSF staff member should contact 911.

When the child is found, notify everyone involved.

Intruder/Active Shooter Plan

In light of recent church shootings and other violent acts, TSF will maintain a security team. Aside from the pastoral staff and elders, this team will not be publicly identified. A private weekly communication will indicate what team members plan to be in attendance on a Sunday morning. The purpose of the

team is to provide an immediate response and defense, to neutralize the perpetrator, and minimize casualties.

In addition, the plan identifies the following in the event of any act of force on church property:

1. Designated individuals to dial 911 (of course, others may dial in as well).
2. An “Incident Commander” will be established as the primary contact with authorities upon their arrival, as well as a contact and spokesperson with the media.
3. Reunification Area – after such an event, the grassy area behind the Ark playground (rear of the church) is the designated area to reunite after evacuating the building.

Other general recommendations from law enforcement authorities:

- If you can determine it is safe to evacuate the class with all children, then do so through the nearest safe exit. Be aware of the building exits.
- If you cannot safely exit, deny entry as much as possible: lock the door, turn off all lights, stay out of sight, barricade the door if possible.
- As a children’s volunteer, you should always be able to quickly have a count of the number of kids in the room, as well as volunteer staff.

Classroom Evacuation

Before evacuating, count the number of children in your group/class. Note: a class count should be an ongoing task of a teacher or delegated to an assistant/helper; this will help ensure that a full and accurate count is quickly made upon an evacuation event.

Call roll again when the class arrives safely in the designated reunification area.

Babies – carry only two infants per volunteer.

Preschool Children – encourage children to stay in a single-file line for exit of the area. Additional adult volunteers will come to the classroom to assist with a safe and efficient exit for all children and volunteers.

Once evacuated, please wait for further instructions from TSF staff or a designated leader.

Please stay with your group at all times. Do not leave to get your own children, to obtain first aid, or for any other reason. First Aid will be brought to the evacuation zone.

Release children only to their parents and only after you have been given the okay to dismiss by TSF staff or a designated leader. Do not allow parents to take their child from your group during the process of evacuation. Parents may accompany the class to the evacuation point.

Injuries

All children's ministry areas are equipped with small First Aid kits to treat scrapes and cuts, etc. In the case of a more significant accident, regardless of child or adult, inform the Family Ministries Pastor ASAP. Examples: head injuries, broken bones, fractures, or other injuries that will require medical attention. Along with care, any significant injury requires an **Incident Form** to be filled out and signed by the volunteer that witnessed the event. If you are unsure the injury meets the standard of "significant," please verbally report it to TSF staff for a determination. The Incident Report also requires a parent and staff signature. Forms are available in the **lime-green binder** located in each classroom and at the **TSF Kids** desk in the lobby.

If there is a spill of bodily fluid (due to cuts, nosebleeds, vomit, etc.), **latex gloves** should be worn (available in the infant nursery, walking toddlers' room, **first aid kits** located in each classroom, and the kitchen). In case of a serious injury, please follow the procedure for Medical Emergency response as stated earlier in this section.

Incident Form

In the case of any incident that is a cause for concern, please inform the Family Ministries Pastor as soon as possible. This may include physical injuries, behavior that indicates possible abuse, inappropriate talk or touch from one child to another, or any other incident that you believe a parent or church staff needs to

know. In addition to a conversation with the Family Ministries Pastor, an incident form will need to be filled out. (Appendix #1)

Well Child Policy

To promote health and wellness in all children, a child having any of the following symptoms will not be admitted to a classroom.

- Any degree of fever
- Vomiting
- Diarrhea
- Unexplained or contagious skin rash
- Bleeding diaper rash
- Chronic Cough (except allergy related)
- Runny nose (yellow/green discharge)
- Eye/Ear infections
- Pink Eye
- Parasites (nits, lice, mites, ring worm, etc.)

If a child checks in and it is subsequently discovered the child has one of the above symptoms, the parent should be texted/contacted as soon as possible. The Family Ministries Pastor or a lead volunteer will tactfully explain the child cannot be in class today and is welcome back at such time all symptoms are gone.

Special Needs

We desire to work proactively with parents to meet the needs of all children. On a family's first visit, we will provide a form that will allow the parents to make us aware of any critical information needed to properly care for their child (Appendix #2). This may include common food allergies or any range of medical conditions, or physical, mental, or learning challenges. The Family Ministries Pastor may follow-up to discuss a more detailed plan for effectively teaching, interacting with, and caring for a child.

Bathroom Policies

For 2 & 3-Year-Olds

Only allow one child in the bathroom at a time.

Children in this age-group are continually evolving with their “potty” development. If a child can go on their own, let them. Stand by the door or in the doorway of a partially open door, allowing you to listen, but also providing as much privacy as possible.

If your assistance is required, ask another volunteer to stand at the door and watch you as you assist the child. Never be alone with a child in the bathroom with the door closed. Note: Volunteers should encourage parents to take their child to the bathroom just prior to leaving them in the classroom. If this is done consistently, it will significantly help with the amount of bathroom trips during the busy 1st hour time frame. If a child poops in their diaper, volunteers should text a parent advising the parent to come and change the child’s diaper.

For 4-Years-Old & Up

Before allowing kids into the bathroom, check to make sure there are not adults or teenagers in the room. While kids are using the bathroom do not allow adults or teenagers to enter.

Line kids up along the wall outside the bathroom allowing them to take turns as needed (depending on the total number of kids).

If a child needs assistance, only enter the bathroom with another adult in the doorway watching you.

For Grades 1-3, kids should utilize the small bathroom nearest the kitchen. A volunteer can observe from a distance (just outside the classroom door) to ensure the child goes in and comes back out of the bathroom safely.

For Grades 4-5, kids can use the bathrooms freely. However, it is preferable a volunteer escort the student to and from the bathroom.

Snack Policy

TSF Kids ministry provides a variety of snack foods for Walking Toddlers through 4th & 5th Grade. Due to the relatively common nature and severity of nut allergies, **snacks purchased and provided by the church are not to include peanuts or tree nuts as a listed ingredient.** If a snack product is removed from its original container when stored in a classroom, staff will ensure the item is properly marked and the food allergy information label for that container is photocopied and clearly posted in the room/snack area.

Classroom volunteers should always be aware of any food allergies of children attending. **If there is any doubt about whether a snack is safe to administer to a child, the volunteer should discuss with a parent before proceeding.** Parents of a child with food allergies are encouraged to review the available snacks upon dropping off their child. The following procedure must be followed regarding allergies:

1. As children arrive, be sure to determine any food allergies (TSF should have allergy information for children already showing on the class roster; **parents of new/visiting children will need to be asked.** Even if it is not the first time a family is at TSF, if the roster does not indicate allergy information, the parent should be asked.
2. Check the child roster and determine any food allergies of children present on that day. If any food allergies exist, see Steps 3-5.
3. For any food allergies present, check the inventory of snacks to determine if the available options are suitable for any existing food allergies. Note: if a snack product is removed from its original container, volunteers should find the storage container properly marked and the food allergy information for that container clearly posted in the room/snack area. If this requirement is not met, volunteers should contact a TSF staff member before proceeding.
4. Scan the labels to look for Allergen Information. According to food labeling regulations, common food allergy ingredients will be listed in all caps and bold. Ex: **CONTAINS WHEAT, MILK, SOY AND EGG INGREDIENTS.** Labels may also include a statement like this: **“Processed on equipment that also processes peanuts.”** Or, **“Processed in a facility that processes tree nuts.”**

5. Volunteers should ask a parent about these labels if an allergy is reported. Can the child with a tree nut allergy have a product that states it is “processed in a facility that processes tree nuts.” The answer lies in the severity of the child’s allergy. If there is any level of doubt about whether a snack is safe to administer to a child, the volunteer should discuss with the parent before proceeding.
6. Parents of a child with food allergies are encouraged to bring a snack from home to ensure the child’s safety or to proactively work with classroom volunteers on this issue. Parents are encouraged to review the available snacks upon dropping off their child.
7. If classroom volunteers (or a parent of a child in the class) brings in a snack for a special occasion, the volunteer should discuss with any parents of a child with food allergies to determine whether this snack can be consumed by the child.
8. TSF staff will utilize the following guide as an additional resource:
<https://snacksafely.com/safe-snack-guide/>

Kids’ Desk (Lobby) Procedures

Refer to the job description “Lobby Desk Attendant” in the appendix to this handbook. (Appendix #3)

Child Drop-off, Pick-up, Etc.

Drop-off

All volunteers serving in any class should be available to receive children as they come into the room. Volunteers should be attentive to parents, to ensure both parent and child are made to feel welcome and comfortable with the drop-off. For smaller children, it is helpful to get down to their level as you greet them face-to-face.

Teachers should be aware of any children with allergies or other special situations (the form Parent Questionnaire/Special Needs should be filled out). Also, see the “Snack Policy” shown above.

Never let unauthorized adults in the room. Exception: In the pre-school area (up through 3-years-old) a parent can stay with their child to help them acclimate to the setting. The goal should be to move past the need for the parent to stay with the child.

If you suspect a child is in the wrong age group, or you are concerned with the number of children in your class (kids to volunteer ratio), please text or call the Family Ministries Pastor to address.

Pick-up

Greet parents at the door to maintain control over the release process. Children should be released to a parent or other approved guardian after verifying their identity. For families that are known to you, no ID is required. For visitors or a family unknown to you, please release as follows:

Up through Kindergarten – the parent/guardian/approved family member must present the matching name tag.

Elementary Classes – the parent/guardian/approved family member must come to the doorway and request their child. A volunteer should be posted at the doorway with a class roster. The volunteer will ask each parent for their child’s name and will then call for the child to come to the exit for release. The goal here is an orderly release of children that prohibits parents/adults from entering the class at will and taking a child.

Lost Name Tags

If a parent has lost his/her tag, please attempt to resolve by texting the parent number provided to verify they have a device with that number and then asking for a photo id matching the name provided on the roster sheet.

Contacting Parents

Parent/guardian cell phone numbers are available in the classroom for all preschool children on the class roster. All new visitors should provide a cell number when checking into the class. If you should need to contact a parent at any time during the service/class, you should text the number provided on the roster sheet. If for some reason a parent has not responded within a reasonable amount of time, contact the Family Ministries Pastor to assist in resolving the situation.

TSF Kids

Child Protection Policy

To protect all children from abuse and our volunteers from false accusations, the following policies exist.

1. Volunteers and paid staff must complete the following prior to serving:
 - a. TSF Application for Children/Student Workers, including signature (Appendix #4).
 - b. Criminal Background Check – upon application, the TSF staff requests a criminal background check from our chosen vendor. An applicant with a criminal record is not necessarily disqualified from service. Additional weight will be put on references and personal interview (c. and d. below)
 - c. Personal Interview in person or via phone with a TSF staff member
 - d. Check of personal references provided on the application
 - e. View the following video presentation (from Child Evangelism Fellowship). This video is produced specifically for CEF volunteers and when watching it will be obvious some of the details do not apply. But, this is included in the handbook to give us sound principles to avoid the appearance, accusation, or actual occurrence of any child abuse in the

context of **TSF-Kids** ministry. The video is located online at:

<http://www.cefonline.com/childprotection/>

- f. All workers (volunteer and paid staff) must read, understand, and sign the **TSF-Kids** Volunteer Handbook (this document) signature page.
2. Children must not be left unsupervised while in our care.
3. A minimum of two adult workers must be present at all times during **TSF-Kids** programs. Exceptions: One adult may lead/supervise 4th & 5th graders (up to 20 kids) in a classroom with an open or visible-through-glass door, or if there are security cameras. One adult may serve in a classroom with one or multiple minors helping, with prior and specific approval of TSF staff.
4. All classrooms must be accessible in one or more of the following ways: an open door or open visibility to the room via an unobstructed window in the door.
5. TSF staff will make regular visits to all classrooms to observe adult interaction with children.
6. All suspicious or inappropriate behavior between a TSF staff or volunteer and a minor must be reported to supervisory staff and investigated immediately.
7. Rescreening Requirements –
 - a. Minors must be rescreened when they reach their 18th birthday.
 - b. A criminal background check must be rerun for any workers who have not been active for 2+ years.
 - c. Every 7 years a background check must be rerun.
 - d. The Protecting Today's Child video presentation should be viewed annually by each volunteer and staff member working with children.
8. The TSF Board of Elders will annually ensure the Family Ministries Pastor and the **TSF Kids** volunteer team is, in fact, complying with the policies listed in this statement and in the TSF Kids Volunteer Handbook.

End/

Appendix

Item 1 – Incident Form

Item 2 – Special Needs Form

Item 3 – Lobby Desk Attendant – Job Description

Item 4 – Volunteer Application

Item 5 – Signature Page

Tri-State Fellowship
TSF Kids – Incident Documentation Form

Incident #: _____ (to be filled out by TSF staff)

Nature of Incident (Injury/Child Behavior/Other):

Date/Time:

Place:

Summary of Incident:

Witnesses:

Action Taken:

TSF OFFICE

Close Date:

Action/Event Timeline:



Parent Questionnaire/Special Needs

Tri-State Fellowship desires to meet the physical, emotional, and spiritual needs of all families. Therefore, we ask you to complete any applicable sections of this form. If none applies, just enter your child's name and sign at the bottom, stating that you have reviewed the form.

The following questions are asked so that we may most effectively teach and care for your child. Any information shared from this form is considered confidential and is only communicated with teachers and volunteers that work directly with your child.

Child's Name/Birth Date: _____

My child has the following diagnosis, medical condition or learning challenge:

My child has the following allergies and/or food sensitivities:

My child's allergies can be life threatening (circle) Yes/No and require the use of an EpiPen Yes/No

My child is prone to seizures (circle one) Yes/No If yes, tell what prompts the seizure and how we can prevent/respond:

My child currently receives therapies and/or special instruction in (we encourage you to provide this information if you believe it will be helpful or critical to their care at Tri-State Fellowship):

Please provide other details relative to your child's condition or disability. This might include tasks they need assistance with, trigger-points for agitation (or how we can effectively deal with such a situation), communication issues, key routines or physical requirements --- or anything else you think will be helpful during the classroom experience. You are the expert in this subject! Our Family Ministry Associate (David Hadigian) may contact you to discuss:

I have reviewed the above questionnaire and completed any questions that are critical or significantly helpful in providing safe, effective care and instruction to my child. Indicate by signing below:

Parent or Guardian Signature _____

Parent Cell Number _____

Date _____

Job Description: **Kids Info. Desk Attendant (Front Lobby)**

Requirements: This role is designed to direct families and their children to the proper classroom. The Desk Attendant (DA) also checks in elementary kids in the Grades 1-3 and Grades 4-5 classes. An additional role is to answer any questions about **TSF Kids** and to collect family information from visiting families.

- Must arrive by 9:15 AM and be ready to operate the desk. The necessary materials will be stocked on the counter by staff personnel prior to Sunday morning. Typically, the desk can be “closed” at 9:40 unless there are guests/members being served at that time.
- There is an attendance sheet with the roster of the Grades 1-3 and 4-5 class. The DA will welcome these families, mark the child as present for the particular date, and provide the name tag to the child. If the child is new and does not have a printed name tag, there are blank tags supplied. The DA can use these blanks to hand write the child’s name.
- The DA should also ask a parent of the kids in Grades 1-3 and 4-5 if they intend to stay for 2nd Hour. If so, please put two check marks in the attendance box for that child. This will help teachers in those classes to know how many children will be staying for 2nd Hour.
- All other ages are checked-in at the actual classroom. A map is available for visitors that need direction to a particular classroom. In addition, the DA is available to field questions from folks. Questions are often basic in nature. Aside from providing directions, the DA might typically be asked about location of bathrooms, pick-up questions, special needs/allergy issues, etc.

- The “Family Information” sheet should be filled out by visitors so we can collect their contact info, etc, including a cell phone number in the event we need to contact a parent during the time the child is in our care.
- The “Parent Questionnaire/Special Needs” form should also be filled out by visitors. Blank forms will be stocked at the desk for you.

Upon closing the desk, the DA should walk the Grades 1-3 and 4-5 attendance sheets over to the respective classrooms respectively and provide the sheet to one of the adults in that classroom. If there are any visitors filling out a Special Needs form, the DA should make a copy of this in the office and provide it to the teacher/assistant in the appropriate classroom.

Revised: October 2017

Signature Page

TSF-Kids Volunteer Handbook

I have read the *TSF-Kids* Volunteer Handbook and understand the contents, as well as where to access a copy of the document and how changes to the document will be posted.

I am committed to follow the policies and procedures contained in the handbook and to work toward fulfilling the mission, goals and values of *TSF-Kids* Ministry.

Signature: _____

Printed Name: _____

Date: _____