

# PARKSIDE CHURCH

Children's Ministry

*Security Policies*

nursery



kids  
of the  
kingdom

FAITHFUL FRIENDS



JOHN 14:6

**G.E.O. kidz**  
Growth Encouragement Outreach  
*Finding your way in Christ*

Music  
ministry

Vacation Bible  
School

*faithful friends, jr.*

***Our desire is to see unbelieving children  
become committed followers of Jesus Christ.***

Parkside Church 7100 Pettibone Road Chagrin Falls, OH 44023 440/543-1212

**THANK YOU** for your commitment to serve in Children's Ministry. Children's Ministry is a vital part of Parkside Church, but we could not do it without you. As stated in our purpose statement, we desire children to come to know Christ personally at young ages and to grow into fully committed followers. Our prayer is that you will be blessed as you serve in Children's Ministries and will grow along with the children as a committed follower of Jesus Christ.

In an effort to make every area of Children's Ministries safe and welcoming, we have several procedures that we ask all workers to follow:

- Parkside Church enforces a two-adult rule. This rule states that two adults must be present during any activity that includes children. An adult is never to be alone with a child unless parental permission is obtained, and that should be a rare exception to the rule.
- Restroom policy: In rooms where the restroom is attached (first floor preschool rooms), workers should wait outside the door while a child uses the restroom. If a child needs assistance, the door should remain opened. In the case of younger children needing an escort to the restroom, one adult may escort children, but the adult should remain outside in the main hallway and not enter the restroom.
- All nursery children (birth-24 mos.) are to be signed in by a parent or guardian. Older siblings are not permitted to sign in nursery children. Preschool children (2-Kindergarten) and elementary children in grades 1 & 2 are to be signed in by a parent or authorized teenage sibling (13 years+). This is to prevent our younger elementary children from roaming the building without supervision. When a sibling is authorized to pick up a child from a room, a written record of this authorization should be kept in the classroom.
- Two matching (numbered) security tags are issued for each nursery/preschool child. One is pinned to the back of the child and the other is given to the parent. In order for the child to be released, the matching security tag must be returned. **No child will be released without the correct security tag**, regardless of the familiarity of the parent to the worker. This policy is for the protection of all parties involved.
- If the security tag has been lost, a pastor or elder must come to the classroom to authorize release of the child. There will be no exceptions to this rule.
- Elementary children, grades 3-5, are able to come and go on their own, but every opportunity to greet and get to know parents should be taken. Again, our desire is to know our families so our children are always safe.
- Children who attend Kids of the Kingdom (ages 3-3<sup>rd</sup> grade) on Sunday evenings are signed in by a parent or authorized teenage sibling. All security tag policies as mentioned above should be followed for the safe release of Kids of the Kingdom children.
- Under no circumstances should a worker discipline a child by physically striking or touching in an inappropriate manner. Touching a child as required for hygienic care, as in changing a diaper, is permitted as necessary.
- Adult workers should immediately report any behaviors that seem inappropriate or abusive to the Counseling Pastor. A copy of Parkside Church's Abuse Prevention Policy is available from the church office upon request.
- **Emergency Notification:** To notify police, ambulance or fire in case of an emergency, dial **9-9-1-1** from any classroom phone. If 911 is called, please have another worker utilize a different building phone to dial x4129 to notify the nursery that emergency personnel have been called. Nursery will notify ushers who will meet emergency personnel to direct them to your room.
- **Fire Evacuation Procedures:** Please familiarize yourself with the evacuation route(s) for your classroom and the designated meeting place in the parking lot. Always know the nearest TWO exits from your classroom. In the event of a fire alarm, please immediately evacuate from your classroom, taking the sign-in/attendance roster with you so that all children are accounted for at all times.
- **Building Lockdown Procedures:** Notification will take place through the intercom system on classroom phones. Workers should **immediately** lock the classroom door and move children away from doors, windows, and interior hallway walls. If possible, block the classroom door with tables, chairs, etc. to prevent entry. If the intercom notification indicated the location of the intruder as a section of the building far-distanced from your classroom, evacuation from the building is a viable option. Take the classroom sign-in sheet with you and evacuate to designated parking lot pole or to first responder staging area. If you know your room is safely locked down, stay there until notified to evacuate, either through the intercom system or by direct contact with a first responder.
- Additional security guidelines and classroom management procedures may be found in two other resources, *Staff Handbook: Guidelines for Workers* and *Nursery Ministry: Guidelines for Parents and Workers*.

Parkside Church is committed to the safety and security of children. In an effort to provide the safest possible environment for the children in our care, to reduce the risk of sexual abuse of children, to protect those who serve in Children's Ministries from false allegations of sexual abuse of children, and for liability coverage for insurance purposes, all workers 18+ years of age must complete an online background check and "Church Testimony" form in order to be considered for service in Children's Ministries at Parkside Church. Persons who are known to have committed criminal acts or acts of sexual misconduct are prohibited from serving with children. *Please note that the purpose of this policy and screening application is to protect both the children and the workers in the ministries at Parkside Church. All information obtained in this application will be held in strict confidence.*

We are partnering with the National Center for Safety Initiatives, through which we will engage in a comprehensive online Background Screening program for our staff and volunteers. This online procedure will ensure that no personal information is stored on paper at Parkside, and in fact, because the system is all computerized, no human eye actually sees any personal information.

**In order to serve in our children's ministry, we ask that you complete this online background screening process as soon as possible.** Simply go to <http://www.ncsisafe.com> and click on "Start Background Check Screening Now" at bottom of the webpage. Complete three easy steps:

- Step 1: Enter Parkside Church's Registration Number: **11930265**
- Step 2: Enter your information as requested
- Step 3: Provide Legal Authorization and Certification

If you do not have access to a computer, please contact Renee Pecek at 440.708.2113 and she will set-up a time for you to come into the church office and complete the screening process on one of our computers.

It is important when entering your name that you use your **full legal name as written on your birth certificate or driver's license**. Please also verify your social security number was typed correctly. Using nicknames or failing to type a correct SS# may delay or invalidate your background check.

Once you have submitted your information you will receive a confirmation page. The background check generally takes 10 business days to complete, and you may check your status on our website under the "Applicant Login to Check Your Status" link at [www.ncsisafe.com](http://www.ncsisafe.com). National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. An email address is required when completing the background check as our contact with you will largely be electronic. Please be sure to add [ncsisafe.com](http://ncsisafe.com) to your list of acceptable domains in your email program to receive necessary notifications. If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833-7100. The "Red Light/Green Light" results (the only information we receive) will be sent directly to Parkside Church.

Your cooperation in completing this background check process is vital, and we thank you in advance for completing this as soon as possible. If you have received this letter in error (i.e., you already completed the check or are no longer serving) or if you have any questions, please contact Kelly at 440.708.2112 or [kcoy@parksidechurch.com](mailto:kcoy@parksidechurch.com). Thank you for being a part of children's ministry at Parkside Church!

In Christ,

Kelly Coy  
Coordinator of Children's Ministry



## Church Background & Testimony

### PERSONAL CONTACT INFORMATION:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Parkside Church Member:  Yes  No *If no, how long have you been attending?* \_\_\_\_\_

### PERSONAL REFERENCES (preferably 2 Parkside Pastors/Elders, former ministry leaders or friends who know you well):

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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(please use reverse side if needed)

1. Please explain how and when you became a Christian.

2. Please describe your current walk with Christ.

3. Please list by name and location any churches other than Parkside Church that you have attended regularly during the past five years.

4. Please list and describe previous church ministry involvement or other work/experience that involved babies and/or children.

5. Are you currently involved with any other ministries at Parkside Church? If so, please list.

6. I have read the Parkside Church doctrinal statement and agree with it. † Yes † No  
(view at <http://www.parksidechurch.com/about/what-we-believe/>)

7. Have you ever been charged/convicted of a crime (misdemeanor and/or felony)? † Yes † No If yes, briefly describe (please include date of incident):

**Children's/Youth Work Verification and Release**

I recognize that Parkside Church is relying on the accuracy of the information I provide on the Church Background and Testimony form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize Parkside Church to contact any person or entity listed on this form, and I further authorize any such person or entity to provide Parkside Church with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release Parkside Church and any such person or entity listed on the Church Background and Testimony form from liability involving the communication of information relating to my background or qualifications. I further authorize Parkside Church to conduct a background check.

I have carefully read the policies and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(use this space below if needed to complete questions from reverse side)

# KIDS QUEST 2014-15

Sunday School Orientation

WHAT'S IN A NAME?



**Q**uality time studying God's Word

**U**nderstanding biblical principles for living

**E**ncouraging biblical worship

**S**trengthening Christian relationships

**T**elling others the Good News



## **TWO-ADULT RULE**

Two adults **MUST** be present during any children's ministry activity.

## **RESTROOM POLICY**

In preschool rooms with attached restrooms, workers should wait outside. Assist if needed with door open. Hallway restroom escorts should be provided; adult remains in hallway. Before children enter, check to be sure no other adults are in restroom.

# SIGN-IN/OUT PROCEDURES

Same procedures as last year for  
September; computerized check-in  
beginning in October

Classroom rosters: parents must check  
info to be sure children are  
registered

Children not on roster **MUST** be  
registered by 9/28 (card sample, next page)

# CLASSROOM ROSTERS & REGISTRATIONS



Parents, please complete this card so that we have accurate information about your child. Return to any children's ministry class.

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_\_

Check all ministries in which your child may participate:

Nursery  Sunday School  KoK  Choir  GEO Kidz  Parents' Night Out  VBS

Parent Name(s) \_\_\_\_\_

Parent Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Main Cell Phone (\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_) \_\_\_\_\_

Do you text? \_\_\_\_ Medical Info/Allergies (use reverse side if needed) \_\_\_\_\_

*Medical & Media Release: I grant the staff of Parkside Church permission to seek medical treatment for my child in case of an emergency when I cannot be reached. I agree to allow Parkside Church to use my child's digital image (without name) in their public media, including the website.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## WHO CAN PICK UP PRESCHOOL KIDS?

ONLY a person with a **security tag** that matches number pinned to the child.

An older sibling who is at least 13 years old may pick up a preschool child as long as a “Sibling Authorization Form form has been filled out by the parent and sibling has tag.

**What do you do when parent tag is lost?  
An elder or pastor must be brought to room to release the child.**

# PAGING PARENTS

Dial **4129** which reaches the nursery.;  
ask to page #\_\_\_; when parent arrives,  
call nursery back to remove number OR  
send a helper to LIFE group classroom.

# CLASSROOM MANAGEMENT

Establish classroom rules up front.

Be consistent. Help kids follow the rules!

Be fair! Always apply rules to everyone, not just children who tend to misbehave.

Verbal approach: teacher reminder to group;  
verbal warning to individual

One to one warning to individual (by helper)  
that removal from group will be next  
step

Remove child from group (rule of thumb:  
one minute for every year; i.e., 3-year-old  
would sit for 3 minutes)

Parent discussion at pickup (if behavior  
continues for 2-3 weeks or on day child is  
removed from group)

Parent page if situation escalates

# SECURITY INFORMATION

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# SECURITY INFORMATION

**Fire Evacuation Procedures:** Please familiarize yourself with the evacuation route(s) for your classroom and the designated meeting place in the parking lot. Always know the nearest **TWO** exits from your classroom. In the event of a fire alarm, please immediately evacuate from your classroom, taking the **roster/attendance sheet** with you so that all children are accounted for at all times.

# SECURITY INFORMATION

**Building Lockdown Procedures: See Security Policies, p. 2 (bottom).**

# TEAM RESOURCES

- Kids QUEST Team Prayer, 9:00 am, Rm TBA:  
1<sup>st</sup> Sunday of every month, October-May  
Email reminder will be sent out week prior  
\*exception: January 11<sup>th</sup>\*
- Teacher Resources: crafts & game books,  
coloring page books in supply closet next  
to Room 109 or Teacher Resource room in  
Children's Wing (first floor, Rm 141)

# FINAL NOTES

Kindergarten-Grade 5 curriculum in all classrooms;  
Two to five-year-old teacher materials in 212A with  
lead teacher's name on stack

9:45 hour: Grade 4 combined in LL30; Grade 5  
combined in LL31 (for September)

Elementary rooms have been cleaned & packed; you  
will have basic supplies for September in drawers

**WALL COVERING REMINDER:** Please do not use tacks,  
staples, glue, scotch tape, masking tape on walls.  
Sticky tack OK or blue painter's tape for short-term  
use. If needed, request poster slider rails.

**THANK YOU  
FOR SERVING &  
SEE YOU ON  
SEPTEMBER 7!**