

## POLICY & PROCEDURE BINGO CARD

Children are checked in and out to parents using our security system. They are never released to unauthorized persons or allowed to leave alone.	Preteens are required to submit signed permission forms one week prior to any off-campus activity.	Our teachers and volunteers make a personal connection with kids' parents by taking time to talk with them.	All volunteers are screened, reference-checked, and background-checked before they are allowed contact with children.	Staff are required to attend a minimum of four training events per quarter.
Our teachers and children are trained to welcome guests.	The church's protection policy for children is clearly stated.	One of our key goals is for children to learn practical application of biblical Scripture.	Information about the children's ministry is clearly posted and readily available to parents.	Nursery toys are disinfected weekly and recall information is monitored weekly.
Two unrelated, screened adults are required to be present during any church activity for children.	All staff and volunteers are certified in child and infant CPR.	Parent contact information is collected prior to child's check-in.	Our ministry's mission is to help families and children have a growing relationship with Jesus by providing a child- and family-friendly ministry.	Potential volunteers must have attended regularly for the past six months before they'll be considered for any positions.
Teachers are adequately prepared in advance for each lesson.	Information about policies and procedures can be found in the volunteer handbook.	Volunteers and staff are required to attend at least one full worship service per week.	Allergies, health concerns, and special needs are noted in child contact file and with teachers and volunteers.	Volunteers who know they'll miss a class or event are required to find a volunteer replacement from our substitute pool at least one week in advance.
Staff members are expected to resolve conflicts by first addressing the person with whom the conflict exists, then by going to a supervisor.	Parents are informed of their child's activities and upcoming events via communication from teachers.	Staff members are given quarterly evaluations to get their input on how to improve our ministry.	Children's workers routinely check bathrooms, closets, and empty classrooms as part of our child protection policy.	Information about snacks for each class session is clearly posted.