



Dear parents of the children and youth of GNC,

I hope that God our Father has filled your heart with joy and has granted you much wisdom in your endeavors to nurture your children in the Lord, training them up in the way they should live while they are young.

I thank you for entrusting your children to the Elders, the volunteer teachers, and to me. We hold as a privilege and honor the responsibility to stand with you in training up our children in the way they should go so that even when they are older they will not depart from it (Proverbs 22:6). You expect us to teach your children God's Word and help train them to live for and love Jesus Christ. You expect us to care for them and to keep them safe while under our watch.

We want to honor your expectation of us. The Security Committee is hard at work to compose an overarching policy and procedural handbook that will serve to better protect the children and the leaders/volunteers of GNC. Once the Security Committee completes the handbook and the Session approves the it, the handbook will be made available to you. However, the staff and the Session decided not to wait until the handbook is completed before putting into practice some of the approved policies.

As such, beginning in February, we will be putting into practice some new security procedures and policies. First, we will be requesting that a Child Data Sheet (CDS) be completed for each child. The CDS will be kept on file in the church office for use in case of emergency. Second, we will be implementing new check-in/out procedures (CIOP) to better assure the safety of your children during Sunday School and Friday Night Lights. Please, fill out the enclosed/attached CDS and submit it to Carol Youngdale or John O. We also ask that you take time to familiarize yourself with the enclosed/attached CIOP.

If you have any questions, concerns or suggestions about the CDS or the CIOP, please, do not hesitate to reach out to me.

Again, I thank you for entrusting the Elders, the volunteer teachers and me with the blessing of serving you and your children at GNC.

God bless you with his grace, wisdom and peace as your seek to serve Christ in your family.

Your brother and servant in Christ,

Pastor John O
Youth & Family & Worship Director
Jeremiah 29:11

"11 For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope."

GNC Check-in/out Procedures (CIOP)

The check-in procedure for Children Ministries (Nursery - 5th grade) will be as follows:

1. The parent/drop-off-person (DOP) has to come into the church/classroom to check-in their child(ren) and may not just drop them off at the door.
2. The parent/DOP should fill out the Check-in Log and provide the following information:
 - a. Phone number to call in case of an emergency
 - b. Name(s) of the person(s) who will most likely pick up the child after the activity.
 - For members/regular attenders of GNC (please, disregard for visitors) : We ask that you only include people who are listed as approved pick-up people on the Child Data Sheet. *Parents/guardians should update the list of approved and prohibited pick-up people as needed on the Child Data Sheet which is stored in the church office.*
 - c. Any allergies and/or special instructions.
3. The parent/DOP will receive a bracelet and the bracelet number will be recorded on the Log.
 - a. If necessary, an additional bracelet may be requested for another pick-up person.
 - b. All bracelet numbers should be recorded in the Log.
4. The child will receive a bracelet with their name written on it and the bracelet number will be recorded on the Log.

The check-out procedure for Children Ministries (Nursery - 5th grade) will be as follows:

1. The parent/pick-up person (PUP) has to come into the church/classroom to check-out their child(ren). We cannot send the child out.
 - a. The parent/PUP has to be a person who's name has been recorded in the Log during check-in and needs to show the bracelet and/or a photo ID.
 - b. If a person who has not been recorded in the Log at time of drop-off has to pick up the child(ren), the parent/DOP has to either call, text or email Pastor JR, John O or the teacher/leader of the class to provide the name of the other person who will be picking up the child.
 - c. The child(ren) will only be released to persons recorded on the Log by the parent/DOP during check-in or amended to the Log by Pastor JR/John O or the teacher/leader.
2. The parent/PUP needs to indicate the time of Check-out and provide a signature on the Log.
3. The bracelet on the child will be removed once he/she is checked-out.

The check-in procedure for visiting youth at Youth Ministries (6 - 12th grade) will be as follows: [except Sunday mornings]

The visiting youth has to sign-in and provide the following information.

1. Name
2. Name & Phone number of whom to call in case of an emergency
3. Name of person with whom the visitor has come (if applicable)
4. Any allergies and/or special instructions



CHILD DATA SHEET

FOR GOOD NEWS CHURCH (GNC)

FOR OFFICIAL USE ONLY

Date Received: _____

Signature of GNC Staff: _____



Name:					Age:	
Address:					Birthdate:	
City		State:		Zip:		
Emer. Contact 1:				Phone #:		
Emer. Contact 2:				Phone #:		
Parent Email:						

MEDICAL HISTORY

Doctor:				Doctor Phone:	
Allergic to:	___ Insect Stings	___ Medications	___ Other: _____		
Other Conditions:	___ Heart Condition	___ Frequent Headaches	___ Chronic Asthma	___ Diabetes	
	___ Hay Fever	___ Frequent Stomachaches	___ Epilepsy		
	___ Other: _____				

If you checked any of the above, please, provide details (please, include any normal treatment of allergic reactions, medications & dosage):

Date of last tetanus shot: _____

Name & dosage of any medications that must be taken regularly:

Do you have medical insurance? YES NO

If YES, what is the name of the insurance provider? : _____

What is the Policy #: _____

NOTE: GNC staff will NOT administer OTC medication to any minor. Only in the case of an emergency, will a GNC Staff member administer necessary, prescribed medication as directed by a child's physician (i.e. Benadryl and/or Epipen for allergic reactions). Please, provide a doctor's prescription and directions for all necessary emergency medication which will be kept on file with this form. Also, clearly label all emergency medications, put them into a clear ziplock bag, provide the medications to a GNC staff member when you drop off your child and retrieve the medications from a GNC Staff member when you pickup your child. We CANNOT hold onto or store emergency medication at the church.

"By signing below, I certify that 1) I understand AND accept the NOTE above, 2) I have provided correct and accurate information above, 3) in the event that I CANNOT be reached in an EMERGENCY during a church event, I grant permission to the GNC Staff to secure treatment for my child from a physician/dentist who may hospitalize, secure proper treatment, and/or injection, anesthesia, or surgery for my son/daughter as deemed necessary and 4) I understand the information provided and permission granted will be valid from September 1, 2018 - August 31, 2019 unless otherwise changed or revoked in writing."

Parent/Guardians signature: _____ Date: _____

