

# *City Kids Homeschool Co-op Volunteer Application*

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

Name: \_\_\_\_\_

What area do you desire to serve in CKHC? K-1st \_\_\_\_\_ 2nd-3rd \_\_\_\_\_ 4-6th \_\_\_\_\_

What day(s) would you prefer? \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ (print clearly please!)

How long have you attended SACC? \_\_\_\_\_

What other churches have you attended in the last 5 years? \_\_\_\_\_

\_\_\_\_\_

Why do you want to serve in CKHC? \_\_\_\_\_

\_\_\_\_\_

What other experience have you had working with children? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tell about your own spiritual journey (when you accepted Christ, spiritual practices, ups, downs):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other experience that would help you in this ministry: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am willing to submit an online background check \_\_\_\_\_

Sign & Date

Office Use Only: (Availability)


# City Kids Homeschool Co-op

## *Volunteer Policies and Procedures*

*"We will tell the next generation the praiseworthy deeds of the Lord, His power and the wonders He has done...Then they would put their trust in God and would not forget His deeds but would keep His commands." Psalm 78:3-5*

### **MINISTRY FOCUS**

The goal of CKHC is to provide a safe environment where children can complete their online schoolwork under the supervision of an Education Facilitator and Volunteer Aid. We will endeavor to make our classes a fun place that children enjoy and look forward to coming back to. The overall emphasis is on providing an atmosphere where children are loved, enabled, encouraged, and assisted in developing a growing personal relationship with Jesus.

### **VOLUNTEER DUTIES**

Volunteers to the Classroom Facilitators serve as Classroom Aids: helping with classroom management, tutoring children, and providing a nurturing learning environment (in order to best serve our children we request you not volunteer in your own child's classroom).

### **SAFETY POLICIES**

- ◆ **All children must be checked in and out by a parent or attending guardian.** There are no exceptions to this rule. If someone attempts to pick up a child that did not bring them in, send them to Dyan Vorster. There have been custodial issues with some of our children in the past and you never know what the situation might be in each family. We must treat every family the same in this respect. **NEVER** send a child out alone to look for their family.
- ◆ **It is EVERYONE's responsibility to monitor the doors to be sure the children remain in the room with their group, safely in our care.**
- ◆ **First Aid supplies are available in each classroom.**
- ◆ **PLEASE Use the incident/accident forms to document any accident, injury, fight, discipline, or abuse that has occurred in your class** (Make two copies – give one to the parent, and one to the SACC office).

### **DISCIPLINE GUIDELINES**

We want to create an atmosphere that fosters positive learning and interaction as well as building healthy friendships.

- ◆ **Note:** Do not *ever* strike, grab, or restrain a child in any way that would bring about physical pain to the child. These children are not ours and we don't always know their entire background. We need to make this a positive experience for every child and treat each child with gentleness and respect.

The following are the progressive steps we should take in our attempt to encourage a struggling child to participate in a positive manner.

- Step 1**      **State expectation:** Explain the expectation of behavior, and any safety precautions if the behavior is unsafe (ex. Running: *“Walking only in City Kids please...There are smaller children who could be hurt.”*)
- Step 2**      **Redirect:** Often children can be distracted from the unacceptable behavior and redirected toward a more positive outlet.
- Step 3**      **Warning:** Verbally explain the unacceptable behavior in a loving tone, yet clearly and firmly.
- Step 4**      **Restate expectation:** Explain (privately) that he/she will need to act acceptably or sit alone for a time.... Follow through if the behavior continues!
- Step 5**      **Staff Intervention:** Text Dyan Vorster (805) 450-3403 for help. We are here to support you in this matter. Dyan will remove the child from the class for a “time out” .
- Step 6**      **Parent Conference:** If the behavior is extreme, and others are seriously affected, the parents will need to be informed after class. Use this as an opportunity to work with the parent to find a positive solution.
- Step 7**      **Parent in Class:** If the problem continues the parent will be invited to attend class with their child until the problem is resolved.

## **PRACTICAL MEASURES AGAINST CHILD ABUSE**

Being aware that no church is immune to events of abuse happening to them, some practical steps are taken to reduce the risk of abuse in our church.

### 1) **Screening Form**

Our Child Protection Policy requires that every adult who works with children or youth must submit an application form and clear a background check 7 days before school starts.

**2) Two-person Rule**

No volunteer may be alone with children. There must be two or more volunteers with children at all times, especially when the group is out of sight from others.

**3) Window View or Open Door**

Classroom doors should have a window view or remain open.

**4) Bathroom Use**

When a child needs to use the bathroom, an adult volunteer may take the child to the bathroom but should not enter with the child unless necessary. If it is necessary, be sure to leave the door open and ask another volunteer to assist you.

**5) Covid-19 Regulations**

Due to Covid-19 regulations physical contact should be avoided and a mask worn at all times when indoors. Sanitize your hands after every interaction with a child.

**6) Medical Issues and Emergencies**

Please note if there are any children in your class with allergies or other medical conditions. No one is authorized to give medications of any kind to a child—not even an aspirin. If there is an immediate medical emergency that is life-threatening (e.g. allergic reaction or severe injury), **call 911 immediately**. If the situation is not an emergency but you need medical assistance, notify Dyan Vorster at 805-450-3403. If a parent asks you to give a medication to a child during the morning, explain that you are not allowed to do so without approval from a supervisor. Most medications should be taken before or after class and be administered by parents.

**7) Other Emergencies**

Every room has an evacuation route posted and an Emergency Response Procedures Manual. Please familiarize yourself with these documents. Be certain of the number and names of children in your class each day. In the unlikely event of other emergencies, such as fire, stay calm. Be certain you have each child from your classroom accounted for and lead them to a safe place as laid out in the manual.

**7) Report Suspicious Behavior or Activity**

Be alert to ensure safety and security for the children at all times. It is the policy of S outh Albany Community Church to fully comply with all state of Oregon and federal laws regarding reporting child abuse (See ORS 419B.005 et.seq). If you see some questionable behavior or activity that could be a threat to the safety and security of a child, please report your observations to Dyan Vorster (805-450-3403) immediately.

## **CONCLUSION**

City Kids Homeschool Co-op intends to provide the highest caliber care and training possible. By following the above guidelines, it is our prayer and intention to empower the volunteers to be all God wants them to be and to be used in the best manner possible to bring glory to His kingdom.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_