



Volunteer Handbook

Policies & Procedures





Dear GraceKids Team Member,

Welcome! We are thrilled you have decided to become a part of our children's ministry team. Our success each Sunday depends on the energy and dedication of incredible teachers and helpers, just like yourself. As a team, we aim to provide a safe, welcoming, and nurturing environment for all. Our mission is to share life together as we learn how to become more like Jesus.

Your reflection of God's light will make a lasting impression on the next generation of Jesus' followers. "For the Lord is good and his love endures forever; his faithfulness continues through all generations." (Psalm 100:5).

Thank you in advance for your time and commitment to serving with us! Please read through the Policies & Procedures included in this handbook. If you have any questions or concerns do not hesitate to reach out to me.

In Christ's Love,

Amy Breza
Children's Ministry Director

family
life together
becoming more like Jesus

GraceKids Values

Safety

We are committed to providing a safe environment at GraceKids for our children to grow and thrive. We have been given the stewardship, by parents and by God, of the most vulnerable and valuable asset in God's kingdom. We are committed to doing everything possible to ensure GraceKids is a safe place for children. For this reason, we obtain applications and background checks on every volunteer, provide volunteer training, and maintain a safe and secure facility.

Truth

We believe children need a scriptural foundation so when the Holy Spirit begins to move in their hearts, they will be prepared to make a decision to surrender their lives and follow Jesus. The message of Jesus Christ is presented to children in relevant, age-specific ways. We are dedicated to showing children how the principles of God's word can be applied to their daily lives and involving them in God's Kingdom work from an early age.

Fun

Learning about Jesus is fun! God created children with creative imaginations, a variety of learning styles, and a desire to have fun. We want to present the truth of God's Word through methods which are consistent with how children are created to think and learn.

Discipleship

We believe there is no greater calling than to love and shepherd the next generation of Jesus followers. Our volunteers are here to create an environment where children will be accepted and loved as they ask questions and grow in their relationship with Jesus Christ.

GraceKids Environments

Children are separated into age appropriate classrooms using the following guidelines:

- **Nursery:** Newborns (6-weeks-old) through crawling
- **Toddlers:** Children who are walking but under the age of 2 years
- **Preschool:** Children who are 2 through 5-years-old but not yet in Kindergarten
- **Lower Elementary:** Children who are in Kindergarten – 3rd Grade
 - The Elementary classroom features a large group Bible story and worship time followed by small groups where children are further divided by grade for application activities and discipleship.
- **Upper Elementary:** Children who are in 4th & 5th Grades
- In the event a child is home schooled, we will place them according to the grade they would be in if they were enrolled in public school.

GraceKids Definitions

- **Child:** ages newborn – 11 years
- **Youth:** ages 12 – 17 years
- **Teen Helper:** ages 12 – 17 years
 - Completed a Teen Helper Application
 - Has received training from another Teacher or Adult volunteer
- **Adult:** 18 years or older AND has finished high school
- **Adult Volunteer:**
 - Completed a volunteer application
 - Background check completed
 - Attended volunteer training
 - Regular attendee at Grace Ann Arbor, may or may not be a church member
- **Teacher:**
 - Completed a volunteer application
 - Background check completed
 - Attended volunteer training
 - Has received additional classroom training from staff or teacher
 - Regular attendee at Grace Ann Arbor, may or may not be a church member

Areas of Service in GraceKids

Opportunity	Description
Nursery/ Toddler Helper	<ul style="list-style-type: none"> • Greets children & parents as they arrive in the classroom • Controls the flow of check-in and check-out in the nursery • Assists in diapering or pages parents to diaper their child • Maintains the room • Volunteers on a regular basis and may train other nursery helpers
Teacher	<ul style="list-style-type: none"> • Prepares for and presents the lesson in a creative, engaging, and energetic way • Greets children & parents as they arrive in the classroom • Controls the flow of check-in and check-out in their classroom • Controls the flow of activities (music, drama, video, teaching) during the group time
Preschool Helper	<ul style="list-style-type: none"> • Interacts with the children and assists during story time, craft, snack, and other activities • Can assist children who are in need of more one-on-one attention • Takes children to the restroom as needed • Is responsible to the Teacher and Children’s Director
K – 5th Grade Helper	<ul style="list-style-type: none"> • Greets children as they arrive in the classroom and involves them in games or activities • Leads small groups • Can assist children who are in need of more one-on-one attention • Takes children to the restroom as needed • Is responsible to the Teacher and Children’s Director
Registration Desk Attendant	<ul style="list-style-type: none"> • Ensures that all children are properly signed in at the Registration Desk • Registers visitors and new families, providing them with a Children’s Ministry brochure and a copy of the GraceKids Handbook • Takes the child’s identification number to the sound booth if a parent needs to be paged in the sanctuary
Teen Helper	<ul style="list-style-type: none"> • Assists the teacher • Volunteers with children in Grades 5 and lower
Mid-Week Resource Team	<ul style="list-style-type: none"> • Sanitizes the classroom and refills snack supplies • Helps prep lesson materials and puts them in the appropriate classrooms • Helps with seasonal decorations, event preparation, and monthly bulletin board or environment displays
Children Ministry Support Team	<ul style="list-style-type: none"> • Supports the Children’s Ministry Staff • Helps with special events • Meets quarterly with Children’s Ministry Staff

Volunteer Requirements

- 1. Read the Volunteer Guidelines and Procedures, especially the sections that pertain to your area of service.**
- 2. Fill out a volunteer application and background check authorization.**

All adults involved in the children's ministry must complete an application, with references. All applicants will give permission for a background check. In addition, a background check must be completed for pastoral staff and other employees. The Children's Ministry Staff will screen the application, including references and background checks. The application form will be held as confidential and will be stored in a locked file. Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person will result in the immediate removal of the individual candidate from consideration for a ministry or volunteer position. Public databases will be utilized to screen for a history of abuse and suspected abuse.

- 3. Complete any necessary training**

All Children's Ministry Staff and Volunteers at Grace Ann Arbor will receive appropriate orientation and training for their role (including the recognition, prevention and reporting of suspected child abuse). Annually all volunteers and employees should review the Policies & Procedures Handbook and sign their intent to comply (See Application).

Substitutes and Sickness

If you need to cancel the week of a requested date of service, then you are responsible for finding your own substitute. You may use the "People" search function on Planning Center to look up other volunteers' contact information, and you should then notify the Children's Ministry Staff as soon as you have found a replacement. If you become ill within 24 hours of your day to serve, please call or text the Children's Ministry Staff **as soon as possible** so we can make necessary arrangements.

Last Minute Help Needed

Should last minute help be needed in a GraceKids classroom, we will put a special code up on the screens in the auditorium. The room where help is needed and the code "000" will be displayed and we ask any available volunteers to come to the Registration Table to offer assistance. (Example: Nursery 000)

Cellphones in the Classroom

Cellphones are permitted in the classroom but they should be put on silent and not taken out while children are in the room. Cellphones are only allowed to be used in the case of an emergency.

Social Media Policy

Grace Ann Arbor and GraceKids may occasionally post pictures of children or youth in our classrooms or at church events to social media. If a parent/guardian does not want pictures taken of their child(ren) they should fill out and return to Children's Ministry Staff a "Media Opt-Out Form" (see page 27), which will be kept on file in the church office. Furthermore, our volunteers are not permitted to "friend" or contact children or youth on any social media site.

Parking

We ask all Grace Ann Arbor staff and volunteers to park in the lots across the street from the church or at the south side of the building (by PKSA Karate) for Sunday services. We have a limited amount of parking next to the building, and doing so will allow more room for first time visitors. However, we understand this may not be possible for those volunteers with small children.

Sunday Expectations

Sunday Worship Services

<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Volunteer Service Rundown</u>
9:10AM	10:40AM	4:40PM	Volunteers arrive
9:30AM	11:00AM	5:00PM	Worship service begins
10:30AM	12:00PM	6:00PM	Service ends and checkout begins
10:45AM	12:15PM	6:15PM	Volunteers are dismissed once all children have been picked up

Service Expectations:

- Review the lesson plan at home prior to Sunday morning.
- Arrive 20 minutes before scheduled service time.
- Clean and straighten the room after the children leave (see page 10).
- Report any concerns or ideas for improvement to the Children's Director.

Volunteer Nametags

All individuals in GraceKids should wear a nametag at all times. Nametags are issued to all volunteers and can be found near the volunteer check-in station. These should be put on as soon as you arrive. **If a parent/guardian or sibling wants to stay in the classroom with their child/sibling, they need to wear a visitor nametag.** Visitor tags are kept in each classroom and there are extras at the Registration Desk.

Room Openings

Volunteers must meet 20 minutes before services start for our "VIP" time (Volunteers in Prayer). For the morning services, we meet in the Youth Room/Family Lounge. In the evening, we meet in the GraceKids lobby. All areas must be ready to begin receiving children **15 minutes prior to the service.** It is essential that all leaders must be ready to greet their children as they begin to arrive. Rooms cannot and will not be opened until necessary volunteers are in place.

Child Registration and Check-In

Our goal is to safely and quickly check in each child in a friendly manner. This is often the most stressful part of a parent's morning at Grace Ann Arbor and it's an important moment to make a positive impression. All regular attendees and first time guests will check in at the Registration Desk.

1. First time guests fill out a registration card and receive a guest tag with a unique ID number. The child receives an identical copy of that tag. The Registration Desk Attendant will be available to walk first time guests to the appropriate classroom and introduce them to one of the teachers. First time guests are also given a copy of the Grace Kids Policies & Procedures Handbook and asked if they have any questions.
2. Regular attendees (those that have previously filled out the registration card) do not need to fill out the card again. They can simply print out their security stickers at a check in station and proceed to the classroom door. A Helper or Teacher is at the entrance to greet the child and walk with them into the class.
3. Parents should be reminded to take their child to the restroom before checking them in. We will take their child to the restroom if necessary, but it's easier to do this in advance.

Parents in the Room

One of our primary values of GraceKids is to provide a safe environment for children each week. A parent may choose to stay with his or her child during the service to observe the environment or comfort the child. Parents are always welcome to visit, but they must follow the GraceKids guidelines. They must also wear a visitor name tag. Since they do not have an application on file, they are not allowed to be alone with any child except their own, lead children in activities or small groups, or care for any other child except their own. Guests of a GraceKids volunteer are not allowed in any classroom.

At The Classroom

1. Greet and introduce yourself to each child, make them feel welcome.
2. If a diaper and/or diaper bag is left with the child, make sure that the diaper bag has a name tag on it. All bottles, pacifiers, diapers, or cups that are left with the child should also be labeled with their name.
3. If snack is served in the classroom, ask the parent if the child has any allergies.
4. We ask that every adult and child remove their shoes in the Nursery and Toddler Room.

Interacting with Parents upon Dismissal

1. Always smile and thank the parent for bringing the child. It is our privilege to serve them.
2. If possible, mention something their child did in class that day, who they played with, what they did well, what they learned, etc.
3. Always tell the parents about any diaper, feeding, bathroom, or injury-related events (see injury notification report information, page 24).
4. Always follow the check-out plan (see below).

Checking Out Children

1. Children are NOT to be released to anyone other than the adult with the correct security sticker. Siblings are NOT allowed to pick up their younger brothers and sisters, even if they have the security sticker.
2. The volunteer verifies that the number of the parent's security sticker and the child's security sticker match.
3. Then the child may be released to the parent.

Clean Up Procedures

1. Make sure toys and all supplies are returned to appropriate containers.
2. Throw away any trash left in the room.
3. Wipe down tables and hard surface toys with disinfecting spray.

Security

In order to keep GraceKids a safe and secure environment for parents and children, the following security measures are constantly in effect:

1. Volunteers will match the number on the security sticker of the child to the number on the security sticker of the parents. This happens **every time** a parent enters or exits the classroom with a child
2. Only staff and volunteers with the proper identification and parents with the appropriate documentation are allowed into a classroom. Guests in GraceKids must wear a visitor nametag, which must be displayed at all times.
3. No adult is allowed to work in an environment without a completed application and background check.
4. Every classroom should follow the following rules regarding staffing:
 - Two-adult rule – In a room with children and/or youth present, there must be:
 - One Adult Volunteer present, **door (or top of half-doors) must remain open**
 - One Adult Volunteer AND one Teen Helper present, **door (or top of half-doors) must remain open**
 - Two Adult (non-related) Volunteers present, **door may remain open or closed** (examples: two Adult Volunteers, Adult Volunteer + Teacher, or Teacher + Teacher)
5. In the event that a parent loses their security sticker, they will be required to show identification to the Children's Director and fill out a lost security sticker form (see page 25).

Evacuation of the Building

Should the building need to be evacuated, volunteers will follow the exit signs and lead their class to exit at the closest door. Upon exiting the building, all Children's Ministry staff, volunteers, and children should gather in the fenced in playground by the rear parking lot. Teachers should then do a head count to make sure all children have been accounted for. Parents can come collect their children from the playground following our normal check out procedures (i.e. matching security stickers).

Tornado Warning

In the event of a tornado warning during services, all Children's Ministry staff, volunteers, and children will move into the Lower Elementary room and stay along the designated tornado wall until the warning is lifted. Parents should remain in the sanctuary until the warning is lifted.

General Wellness Guidelines

To ensure the health of children and volunteers, we ask that sick children do not attend GraceKids. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends a child should not leave home when any of the following symptoms were present within the last 24 hours:

1. Fever (over 100.4 degrees) within the last 24 hours
2. Vomiting or diarrhea within the last 24 hours
3. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough
4. Common cold, including **colored** runny nose
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection – boils, ringworm or impetigo
9. Untreated pink eye or other eye infection
10. Any communicable disease
11. Lice, including the presence of eggs or nits

Medication

GraceKids staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and give it.

In a situation where a child has a potentially life-threatening condition and medication may need to be given such as an EpiPen, a Medication Authorization form should be completed and signed by the parent outlining the symptoms present when medication is needed and how it is to be dispensed (see page 26). The form is to be given directly to the Teacher by the parent so the Teacher can read the directions and ask for clarification, if necessary. The signed form is then kept on file in the Children's Ministry Director's office and an allergy alert poster for the child will be posted in the classroom.

Accidents/Health Conditions

If you encounter a life-threatening situation (loss of consciousness, significant blood loss, difficulty breathing), immediately call 911 from a cell phone and give them the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.

Minor accidents (bumps, bites, bruises, scrapes, etc.) can be handled in the room. Band-Aids are kept in each room's first aid kit; ice packs can be found in the kitchen. Always contact the parent in these situations to make them aware of the minor accident.

The person who witnessed the accident needs to fill out an Incident Report before leaving for the day. Be honest with the parents about the situation that occurred; reassure them of our desire to provide the best care possible. Recognize that parents may be upset but do not let that deter you from being honest with them. Do not offer medical advice to parents. Simply offer your apology or concern.

Children with Special Needs

Children with special needs are to be a part of the whole, not separated from the group. The child is to be included in all activities offered.

Any child who needs assistance in being able to fully participate within GraceKids or for the protection of them or others needs someone to oversee their care. The child will be matched with a volunteer to work one-on-one within GraceKids to give them the best experience possible for learning about God's love.

The goal is for all children to actively participate in GraceKids without special assistance. If you see a child in GraceKids that may require assistance, let the Children's Ministry Director know what you have observed. The Director will find the best way for this child to thrive in GraceKids.

Teachers' Children

We do allow you to teach in your child's room if they understand that you have a commitment to the other children in the room. If you do not want to be in your child's room, please communicate that to the Children's Ministry Director. If you are unable to do your job in your child's room due to distraction or lack of attention for other children, you will be replaced with another volunteer.

If a teacher cannot discipline your child by using "time out" or is having difficulty getting your child to cooperate you will be asked to come down and talk to them. You must take the child out of the room and into another setting. Children see you as a teacher and they will not understand measures you may take with your own children. Please discipline your child in privacy for this reason.

Your child will follow all the rules of the other children in GraceKids. Explain all the rules to the child so they are aware of all expectations.

Ways to Avoid Problem Behaviors

1. Come prepared by praying and reading through your lesson beforehand.
2. Be sensitive to the moods of the children in the group.
3. Provide enough space for each child.
4. Set clear and age appropriate expectations with the children.
5. During story time or small group time, seat distracted children closest to you.
6. Arrive early and ask the Children's Ministry Director or other Teachers questions, if needed.

When Kids Require Discipline or Guidance

1. Use a firm but gentle voice to address the behavior.
2. Remove the child from the activity.
3. Focus your remarks on the behavior **you want to see**.
4. Do not use words or a tone of voice that shames or frightens a child.
5. Do not use sarcasm or scream at a child.
6. Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
7. Never use corporal punishment or spanking of any kind.
8. If the child will not listen, then notify the Children's Ministry Director who will page the parents.
9. Use touch in affirming ways
 - Appropriate examples: high fives, pat on the back or shoulders, etc.
 - Inappropriate examples: demanding/expecting hugs, slapping on the buttocks, kissing, etc.

Biting, Hitting, Etc.

Isolate the child by putting them in a crib or in a time out chair. Comfort the one who has been hurt. Notify the Children's Ministry Director immediately and fill out an incident report (see page 24). The Director will discuss the issue with both sets of parents. Do not discuss the situation with anyone else. Do not tell the parent of the child who was bitten which child was the biter, and vice versa. Talk to parents separately.

Reporting Potential Abuse

1. Report your suspicions of child abuse/neglect to the Children's Ministry Director.
2. Report any suspicions that a child or teen reports to you about potential abuse to the staff.
3. Report any inappropriate behavior of a fellow volunteer to the staff.
4. Do not wait or second-guess your observations.

Outdoor Play

Grace Ann Arbor has a fenced outdoor play area behind the church on the far side of the parking lot. In nice weather, classes may decide to meet outside at the discretion of the Teacher and with the permission of the Children's Ministry Staff. Children will be walked outside using a walking rope for the Toddler and Preschool classes. **The "Two-Adult Rule" will be followed at all times.** Classes will return to the building five minutes before the scheduled end of service. If a parent needs to collect their child before the class returns to the building, normal check out procedures must be followed - the parent will check out the child at the Registration Desk and then present their matching security sticker to the Teacher at the play area.

Crying Children

Crying children need care and compassion. When crying is not due to obvious concerns (being hurt or sick), please tend to their immediate needs. Depending on their age, this will vary. Beyond diaper changing, offering a snack or drink, and being picked up, trying to engage a child in an activity often stops him/her from crying. Quiet reading, music or art are often activities that will soothe crying children. Whatever the activity is that soothes the child, it is important the "Two-Adult Rule" is always followed. Reassure children they are in a fun and safe place. And, if asked, reassure them that their parents will come back for them. If appropriate, tell them the schedule so they know what is going to happen next and when their parents will come. Sometimes they need to know what lies ahead.

If after tending to immediate needs and trying to engage in activities the child is still crying, talk to the Children's Ministry Director. **If the child has been crying consistently for 10 minutes, it is time to call his/her parent.** When you and the Children's Ministry Director decide it is time to call a parent from the service, follow the instructions posted in your room.

Then tell the child you have called his/her parent and continue to try to engage him/her in activity. When the parent arrives, explain to the parent his/her child was crying, that you tended to the child's immediate need if there was one, and that you tried to engage the child in activities. Tell the parent that he/she may stay with his/her child and participate in GraceKids. If a parent stays, please get him/her a visitor nametag.

If the parent decides to leave with the child, let the parent and child know how much we enjoyed him/her and we look forward to seeing him/her again next week. Encourage the parent and child to come back. Also, be sensitive to answer any other questions the parent might have.

Parents who leave with children may return to the classroom when the child has stopped crying, but they will need to stay as guests in that classroom for the remainder of the service.

Diapering Policies

To provide the best care for the children, please check the diapers of all infants and toddlers during each service. If a child is attending more than one service, he or she should be checked each time. Teen Helpers are not to change diapers.

When changing diapers, please do the following:

1. Collect all necessary supplies (disposable surgical gloves, clean diapers, plastic bags, diaper wipes, etc.).
2. Disinfect hands and put on gloves.
3. Place the child on a clean, non-porous surface. Never turn away from a child on a changing table, even if the child is strapped onto the table.
4. Remove the wet or soiled diaper. Place in diaper pail.
5. Use a diaper wipe to clean the diaper area, wiping front to back. Place the wipe(s) in the diaper pail.
6. Put a clean diaper on child and remove them from the changing table.
7. Remove gloves and also put in the diaper pail.
8. For cloth diapers: Put soiled diaper in a plastic bag, tie it shut, and place in child's diaper bag. Dispose of wipes and gloves in diaper pail.
9. Spray area thoroughly with disinfecting spray.
10. Disinfect hands.

Toilet-Trained Children Who Have Accidents

When a child who is toilet-trained has an accident, please call parents out of the service so the parent is informed and can assist their child, if necessary. Let parents know we call all parents so they can assist their child and comfort them. If parents appear upset or angry, please help diffuse the situation by reassuring parents that this happens to all children.

Children who have an accident do not need to leave GraceKids; it is up to the parent whether or not they can stay. Obviously, each situation is unique and common sense needs to be used.

Until the child is fully potty trained, parents should send their child in a pull up. A child of any age is never to be punished for accidents.

Feeding

Please follow the parent's instruction in detail when feeding children. In addition, the following procedures should be observed.

1. Bottles and food should be administered by Adult Volunteers, not Teen Helpers.
2. Ensure the bottle or food you are feeding the child is properly labeled.
3. Be sure to check for allergies before beginning.
4. Burp infants after giving them a bottle.

Bathroom Policies

Please follow these procedures while taking children to the bathroom:

1. It is assumed that children in kindergarten and above will not need assistance, unless special physical needs exist.
2. If another adult is using the bathroom, he/she should be asked to leave as soon as possible by the GraceKids volunteer so the child can use the bathroom in private.
3. Once bathroom is clear, the Adult Volunteer should wait outside the bathroom door in the hallway with bathroom door slightly open unless a child needs assistance. In this case, please follow the Two-Adult Rule.
4. If a young child needs to use the restroom, he/she should do so by himself/herself, if possible. If assistance is necessary (for opening the door or for helping with clothing), an Adult Volunteer (not a Teen Helper) may assist. The assistant should stand outside the restroom and prop the door open while the child is in the restroom. If the child requests assistance within the stall, the assistant should keep the door propped open, keep the stall open, and be there no longer than reasonably necessary. Unless such assistance is needed, Children's Ministry Staff and Volunteers must avoid being in the restroom with children and teens. Staying outside the restroom provides the best protection.
5. Always wash your hands (if you assisted the child) and the child's hands with soap and water after the child has used the toilet.
6. If needed, the Registration Desk Attendant may assist children in using the restroom per the above procedures.
7. Children in Kindergarten through third grade must request permission from the Teacher to leave the room and will use the buddy system to use the restroom. Children this age will not be alone in the halls. Children and youth grades four and higher may use the restroom independently after they have asked their teacher for permission.

How to Page a Parent

1. If a child has been crying for more than 10 minutes, is overly disruptive, complains of illness or sickness, then it's time to contact the parent.
2. Go to the Registration Desk Attendant and they will notify the Computer Operator in the sound booth of the adult service, who will place a message on the screen during the service.
3. The parents will come to the Registration Desk and will be escorted to the classroom where the Teacher will explain the situation.

EMERGENCIES

1. If there is a life threatening issue, call 911 immediately.
2. Treat minor injuries (bumps, bruises, scrapes, etc) in the classroom using the first-aid kit, and fill out an Incident Report.
3. If you need to evacuate the classroom at any time, lead children to the emergency exit.

How are you involved in personal Christian growth?

List any gifts, callings, education or other factors that have prepared you for children or youth work.

Name and address of church of which you are a member:

List (name and location) other churches you have attended regularly during the past five years:

List all previous church work involving youth. List each church's name and address, type of work, and dates. Churches may be contacted as references.

List all previous non-church work involving youth. List each organization's name and address, type of work, dates. Organizations may be contacted as references.

Have you ever been fired from a childcare position? ____ Yes ____ No
(If yes, please explain.) _____

BACKGROUND CHECK INFORMATION

Maiden Name/Aliases Used (if applicable) _____

Please list all the states you have lived in since the age of 18: _____

The following are my responses to questions about my criminal record history (if any) with descriptions to any questions with a **YES** answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations)

YES NO If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?

YES NO If Yes, please explain:

3. Have you ever received probation or community supervision for any federal, state or municipal offense?

YES NO If Yes, please explain:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

YES NO If Yes, please explain:

5. As of this date, do you have any pending criminal charges against you?

YES NO If Yes, please explain:

6. Have you ever served in the US Military? YES NO

7. If you answered YES to the above question, did you receive a DD214?

YES NO If Yes, can you present the document? YES NO

8. If you answered YES to the above question 6, did you receive an honorable discharge?

YES NO If No please explain:

PERSONAL REFERENCES (Non-relatives, employers, supervisors, church workers)

Name _____ Relationship _____

Email Address _____

Phone (_____) _____

Name _____ Relationship _____

Email Address _____

Phone (_____) _____

The information contained in the application is correct to the best of my knowledge. I authorize the listed references to give you any information (including opinions) they have regarding my character and fitness for your work. I waive any right I may have to inspect any information provided about me by any person identified in this application. In consideration of the receipt and evaluation of this application by Grace Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account compliance or any attempts to comply, with this authorization.

I hereby acknowledge that I have received, read, and understand Grace Church Children's Ministry Policies & Procedures Handbook, that I am fully in agreement with it, that I will comply with it, and that I, to the best of my ability and with the Lord's help, will seek to assist the church in its efforts to prevent abuse to the youth involved in its programs.

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** This is a legally binding agreement, which I have read and understand.

Applicant's Signature _____ Date _____

GraceKids Incident Report

Child's Name: _____

All Supervising Adults: _____

Date & Time of Incident: _____ Location: _____

Describe the incident, any witnesses, and extent of injury: _____

Describe first aid and/or treatment given: _____

Who notified parents and when: _____

Signature of Person Completing Report: _____

Signature of Children's Ministry Director: _____



Parent Notification I was hurt today, but now I'm okay.

Where I was: _____

What happened and how I was helped: _____

Lost Security Sticker

Child's Full Name _____

Parent's Full Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Driver's License Number _____ State _____

• ID Checked by _____

Medical Authorization Form

Child's Full Name: _____

Parent's Full Name: _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Child is allergic to: _____

Instructions:

I authorize a GraceKids staff member or adult volunteer to administer medication in case of emergency as described above. I understand that GraceKids staff and volunteers are not medical professionals.

Parents Signature _____ Date _____



GraceKids Media Opt-Out

We at Grace Ann Arbor would like to share photography and/or video recorded at our various ministry activities, events and programs in church-produced materials, including, but not limited to brochures, newsletters and other printed materials, on the church website, and church social media accounts. Accordingly, participation in church activities implies permission for publication of any media recorded, unless a signed "Media Opt-Out Form" is on file with the church office.

I am the parent/legal guardian of (please print the names of all minor children)

_____, and I DO NOT give permission for my child(ren)'s image to be used in any Grace Ann Arbor publication, website, or social media account.

Signature: _____ Date: _____

Printed Name: _____