



growing & sharing together

SHERWOOD OAKS CHRISTIAN CHURCH

2016 Policy Manual

Background Checks

To protect our children, staff, and volunteers, we run the following background checks on our volunteers:

- Indiana Court Record Search
- National Sex Offender Search
- National Background Check through Sterling

Wellness Policy

Kids need to stay with parent or guardian if they exhibit any of the following symptoms:

- FEVER-any temperature above 100F or severe subnormal temperature
- COLD-a runny nose with colored discharge is the most common sign.
- COUGH-any cough with mucus secretion (a wet or wheezy cough) can spread bacterial or viral infection on the droplets.
- RASH OR SKIN IRRITATION: poison oak, impetigo, ring worm, cold sores, head lice, and communicable diseases (measles, chicken pox, mumps, etc.) often have rashes or itching as symptoms.
- DIARRHEA-loose, very watery, or mucus filled stools
- VOMITING
- PINK EYE-any unusual irritation of the eye or mucus membranes

Peanut Policy

Sherwood Kids! does not provide any snacks that contain peanuts or peanut byproducts.

Potty Training Policy

In order to better minister to and care for the children, we ask that parents please send their children in pull-ups if they are potty training but are not yet potty-trained.* We will still assist parents in the potty training process by taking their children to the bathroom when they need to go.

As everyone knows, accidents do happen. However, our goal is to provide the best possible care for children, which includes maintaining a clean and sanitary room.

***POTTY TRAINED VS. POTTY TRAINING**

- We describe a child as potty trained if the parent can drop off the child with no special instructions about taking the child to the bathroom. The potty trained child will tell a worker if they need to go.

- If a child needs to be asked whether they need to go to the restroom or if the parent tells you to take the child at certain times or time intervals, the child is potty training.

Severe Weather

When there is a TORNADO WARNING, volunteers will do the following:

1. Do a head count before and after moving the kids to a safe place.
2. Take cover in the lowest level of the building, in interior hallways and rooms without windows (e.g., Prek/K large-group room, hallway between volunteer lounge and Prek/K large-group room, Prek/K small-group rooms, 2s blue room, and the hallway, bathrooms and kitchenette by the gym)
3. Instruct the children to cover their heads and necks with their arms.
4. Do not use elevators or go outside for any reason.
5. Do not allow parents to take their children. Instead, tell them that they can stay with their child's group while they go to a safe place.
6. Resume normal activities only when a staff member says that the threat has passed.

Building Evacuation

In the event of a building evacuation, volunteers will do the following:

1. Do a head count and get your attendance sheet.
2. Leave the building through the nearest exit.
3. Move the kids away from the building.
4. Do not allow parents to take their children. Tell them that they can stay with their child's group until the whole group is in a safe place. Then, if a parent would like to check out a child, use the attendance sheet to indicate that the child has been checked out.

Restroom Policy

In Sherwood Kids! we ask that our volunteers never enter the bathroom alone with a child. This procedure protects the volunteers and the children they serve.

Volunteers encourage independence as much as possible. They are always to escort children to the restroom, standing outside the door and leaving the door open until the child is finished. However, if a child needs further assistance with toileting, the volunteers are asked to page the parent.

Discipline Policy

1. Positive Alternatives:

While this tool is appropriate for kids of all ages, it is particularly useful for younger ones. It allows the leader to guide the child's behavior while giving the child some independence.

The following are some examples:

- “You're not allowed to run, but you may do the craft or build with blocks.”
- “You may choose to sit quietly with the group or in the corner by yourself.”

2. Positive Conclusion:

This tool is appropriate for school-age kids and some preschoolers. It is composed of five simple steps—three questions and two statements. The goal is to use moments of discipline to positively affect the child's behavior, the child's heart, and leader's relationship with the child. Here's how it works:

Mr. Joe tells Sally to stop running, and Sally acknowledges his instruction. However, two minutes later, he sees Sally running again.

Mr. Joe says, “Sally, **you need to take a break**. Let me know when you're ready to talk.”
(Use ‘take a break’ instead of ‘time out’ and let the child determine the length of the break.)

Sally approaches Mr. Joe after she takes a break and says, “I'm ready.”

Mr. Joe asks the first question, “**What did you do wrong?**”
(This question allows the child to take responsibility for his or her actions.)

Sally answers, “I ran.”

Mr. Joe asks the second question, “**Why was that wrong?**”
(This question addresses the heart/values you want to cultivate in the child.)

Sally hesitates, “Because I disobeyed you.”

Mr. Joe asks the third question, “**What are you going to do differently next time?**”
(This question produces a positive discussion between the child and the leader.)

Sally decides, “I will walk and not run.”

Finally, Mr. Joe says, “**Go ahead and try again!**”
(This statement allows you to communicate that you believe the child can do it.)

3. Other Discipline Options:

- Logical Consequences
- Withholding Privileges

Security-Tag Policy

Parents should put name tags on children and sign them in before leaving them in a room. New families should visit the Sherwood Kids! Welcome Center (inside door 15) to get security tags. If the computer system is malfunctioning, then volunteers will fill out name tags as kids arrive to their rooms.

During check-out, children are only allowed to leave with the person who dropped them off or a person who has a security tag with a number that matches the number on the child's name tag. If the person does not meet either criterion, the small group leader will notify the area manager or a staff member.

The Never-ers

- Volunteers NEVER EVER swing, toss, throw, hit, shake, flip, tickle, wrestle with, etc. children.
- Volunteers NEVER EVER leave children unattended.
- Volunteers NEVER EVER are alone with children or be behind closed doors with children. (A volunteer is not alone if (1) there is another volunteer—student leader or adult—in the room or (2) there is an area manager overseeing the rooms.)