



# Commitment Community Church

HizKidz PARENTS/GUARDIANS Policies and Guidelines  
For Children from 0 through 11Yrs





# Commitment Community Church

## HizKidz Ministry

### Meet Our Team Leaders

We want you to feel comfortable with the care your children are receiving while you are enjoying today's service.



**Marisol Aponte**



**Deirdre Woodard**



**Holly Colbert**

Feel free to speak to us if you have any questions or concerns. We can be easily identified by our **Burgundy Vest**. Thanks for allowing us to help you "make our *Kidz* into *Hiz* Disciples". And if you're here for the first time please enjoy your visit!

Making our *kiz* into *Hiz* Disciples!  
**"HizKidz" Staff**

### Welcome, please take a moment to review the below "**QuickCare**":

- ☺ All Nurseries are open when Church begins. You may use these rooms at any time.
- ☺ Follow the directions in this notice or ask one of our Greeters or **HizKidz Team Leader in the Burgundy Vest** to direct you to our upstairs Toddlers' Room and/or Noah's Preschool-Nursery.
- ☺ A parent or guardian must check-in each child at one of our "**check-in stations**" located in the **church foyer** or **on the 2<sup>nd</sup> floor children's area** which is located outside the Toddlers' Room or Noah's Preschool-Nursery. PLEASE remember that the same person must sign-out each child.
- ☺ We recommend that you check-in your child for Conquerors and The Promised Land prior to entering the sanctuary for services. This will aid in a quick dismissal and avoid delaying or cutting into precious class time.
- ☺ PLEASE be advised that the Promised Land meets in the Fire Hall next door to us. If it puts you at ease, feel free to help escort your child there on his/her first day. And also remember that the same person must sign-out each child from the Fire Hall.
- ☺ We know that fellowship is important but we do ask that you PLEASE sign your child out promptly after the end of Worship Service.
- ☺ For the safety of HizKidz, we ask that no older children be allowed to play in the nurseries unattended.

- ☺ Please complete a registration card. The purpose of this card is so that the teacher may have this information on hand to ensure we have all necessary medical information on each of your children.
- ☺ For the health and safety of all of the children, any child who has had any of the following within the preceding 24 hours should **NOT** be brought into the classes: **cough, cold, fever or diarrhea. This is to protect the health of all our children.**
- ☺ The Infant and Toddlers' rooms are equipped with audio and video feed of the service (see the building diagram in the church foyer or ask one of our Greeters or **HizKidz Team Leader in the Burgundy Vest** for the locations).

### **INFANTS' NURSERY: birth to 11 mos.**

We have found that many parents are uncomfortable leaving their infant with anyone else while they attend the services. We have created a room especially for you so you may feed, sooth, change diapers, or otherwise occupy them while you watch and listen to the service.

**LOCATION:** Directly behind the sanctuary. Exit the sanctuary, first door on right.

### **TODDLERS' ROOM: 12 to 23 mos.**

At this active age your children may need a little more space, so we have created a room just for them. In the Toddler Room you may stay and play with your child or leave them in the care of one of our experienced staff.

**LOCATION:** Second Floor. Exit the sanctuary toward the red doors with crosses; make a quick left and head up the stairs. Toddler Room is located to your left.



### **NOAH'S ARK: 2 to 3 years**

This preschool class instructs your young child by offering a great Bible story, crafts, songs, a snack, and lots of fun. This is for children who have not yet begun kindergarten, but are at least 2 years old. At this age you may leave your child with one of our caring staff while you enjoy the service uninterrupted. Please remember to pick up your child at the beginning of our closing song.

**LOCATION:** Second Floor. Exit the sanctuary toward the red doors with crosses; make a quick left and head up the stairs. Noah's Nursery is located on your right at the top of the steps.

### **THE PROMISED LAND: 4 to 11 years**

The children will be dismissed for their class before the sermon begins and will be led to the fire hall next door by their teachers or classroom helpers. If it is cold outside, please make sure they have their coats with them when they leave their seats. We welcome first-time visitors to accompany their children to the class. Parents must pick up

**LOCATION:** Exit the building through the red doors with crosses, make a right and follow the sidewalk through the church parking lot, to the rear of the fire hall next door, around the fire hall and into the front doors.

## It's Our Privilege To Support You

The Hiz Kidz staff and volunteers of Commitment Community Church are humbled and honored to be entrusted with the spiritual care and supervision of your children. We are committed to providing "Hiz" children with a spirit-led and safe environment that is exciting and conducive to their spiritual, emotional, and physical well-being. Furthermore, we desire to be a support to the spiritual responsibility of *all* parents/guardians from every race and culture.

## How Can You Support The Hiz Kidz Staff?

- Please PRAY for HizKidz and its Staff of Volunteers.
- Please be patient, considerate, and encouraging towards HizKidz Staff of Volunteers; everyone is serving freely and a little encouraging word goes a long way.
- Pray for excellence–NOT perfection – God deserves the best we can give "HizKidz".
- We would ask that all parents/guardians would assume all responsible for their children up until the time the activities/classes are scheduled to begin and after the activity's scheduled ending time.
- Children may not leave the program early without a parent's/ guardian's permission. **Please Note:** Hiz Kidz staff and volunteers are not responsible for children who do not show up at a ministry activity, even if their parents believe they are at the activity.
- Snacks and Supplies are always needed. We encourage parents/guardians to help our HizKidz Ministry to sustain itself through their generous giving of Snacks and Supplies upon request. Please remember to save your receipts from your gifts. They can be applied towards a "non-cash" donation that is tax-deductible. Contact church office for more info: 856-56608500.





### Screening and Training of HizKidz Staff of Volunteers:

- Screening and Training can be done in any order, but all components are required to become an approved Hiz Kidz Volunteer.
- Attending training “Safeguarding God’s Children for Parents & Congregations” and “Safeguarding God’s Children for Ministries” – **In Development**
- Reviewed and understands CCC’s Safe Church Principals within this document
- Completed an application for “HizKidz”, providing references which will be checked
- Completing fingerprinting and criminal background check
- Ongoing training for teachers, assistants, and MTL’s
- Background check must be renewed every 3 years





## PREPARING FOR "HIZ KIDZ"...

### Parents/Guardians

- PLEASE Spend time praying with your child/children for HizKidz Staff, Teachers, and Assistance by name; if you need help with their names please contact a HizKidz Leader for more information.
- Spend time praying with your child/children for other children from every race and culture; that God would send them and their families to meet Jesus.
- Spend time with your child/children reading the Bible out loud together; if you need help with Bible Readings please contact a HizKidz Leader for more information.
- Spend time "Building Up" HizKidz in the mind of your child/children; speak highly of their Teachers and the ministry even through their/its potential failures.



# CHECKING IN & CHECKING OUT...

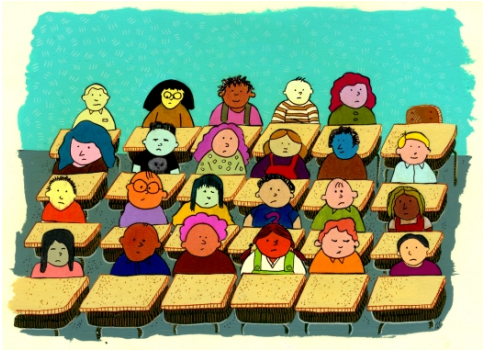
## Check In and Check Out Procedures

- Parents/Guardians are to escort their child to the check in area. To better serve you, we have created a (2) “**Check-in Stations**” which are located in the **Foyer** as you enter the building and on the **2<sup>nd</sup> Floor** directly outside the classrooms. **There will always be a Kidz Team Leader on duty to better serve you; they are easily identified by the BURGUNDY COLORED VESTS.**
- Parents/Guardians are responsible for their child until their child is checked in and once their child is checked out of all Hiz Kidz activities/classes.
- Please follow all check in and out procedures which require the parent/guardian to sign in when they bring the child to the activities/classes and sign out when they pick up their child at the end of the program.
- Children from 0 through 11yrs should not be released from a program or activity without a parent/guardian coming to pick them up and signing them out.
- Children may not leave the program early without a parent’s/guardian’s permission.
- If a child wanders away from the program or leaves the church campus without a parent’s/guardian’s permission, an adult leader should immediately alert the **Hiz Kidz Team Leader on duty** who will contact the parents/guardians.
- **Please Note:** All children who are **new to HizKidz** must be enrolled by their parent/guardian. The parent/guardian must enroll their entire family “electronically” through our “Roll Call” system (The Check-in Station). **We also ask for all parents/guardians to complete a hard-copy “Enrollment Card” which includes vital medical information.**

## Exceptions to the Check In and Check Out Procedures

- If a child is a guest of a Church member they assume the responsibility of parent/guardian





## THE CLASSROOM...

### Team Leader/Teacher/Assistant Identification

- All HizKidz Team Leaders, Teachers, and Assistants should be easily identified by a specific colored vest and name tag. **THEY ARE REQUIRED TO WEAR BOTH FORM OF IDENTIFICATION TO ENSURE THE SAFETY OF "HIZKIDZ"**.
- **Burgundy Vests:** HizKidz Team Leaders who oversee all Volunteers and should be able to direct you and answer any of your questions concerning HizKidz.
- **Blue Vests:** HizKidz Teachers who are overseeing the lesson plans for the classes or activities.
- **Green Vests:** HizKidz Assistants who assist in or out of the classroom

### The Two-Servant Rule

- There must always be two approved volunteers/servants present when supervising one or more children. This rule is designed for the safety of "*Hiz*" children as well as the servants.
- Planning ahead will help avoid the potential of being alone with one or more children. It is the **HizKidz Team Leadership** responsibility to manage their servant scheduling to minimize this occurrence.
- When Two-Servant Rule is breached (this will occur because of circumstance out of our control) the Servant should remain visible at all times.

### Exceptions to the Two-Servant Rule

- Unplanned Situations will happen. They should be the exception not the rule.
- Occasionally, a Servant will find themselves without another Servant present due to unforeseen internal circumstances.
- **HizKidz Team Leader** must always be immediately informed.
- Servant should remain in a visible location; a location that is observable to others with an unobstructed window, open door, etc...

### Youth Serving as Assistants

- We encourage older children to serve as Assistants for children in younger grades.
- They will always serve with someone 18 or older
- A Youth Assistant, can only be someone 14 years old or older, they may count as a Servant under the Two-Servant Rule.



## Bathroom Procedures

- Preschool and Kindergarten children must use the restrooms within or closest to their classrooms.
- Adults must not enter a private restroom with a child.
- If there are no restrooms within the classroom, children must be escorted to the restrooms.
- Children in grades 1-6 must be escorted (it can be with a Youth Assistant) to the restroom.
- The escort should take at least 2 children of the same gender.
- *If the restroom is empty*, the children may go in and the escort must remain outside the restroom and listen for the children in the restroom.
- *If someone is in the restroom*, enter the restroom with the children (if same gender)
- *If the restroom is empty and another person arrives*, go into the restroom and stay there while the children use the facility.
- It is understood that having a Servant taking children to the restroom may leave one Servant alone in the room with multiple children for a short period of time.
- If still in diapers and being potty trained a parent (s) will be paged



## Parent/Guardian Transition

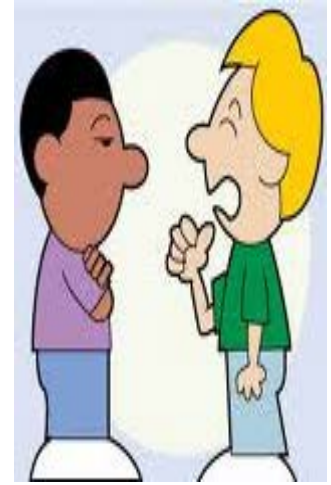
- We clearly understand that each child and parent will need sufficient time to transition their child into HizKidz therefore we would like every parent/guardian to formally understand that they are *not required* to entrust their child into our care. We would only ask that you gage if your child can sit quietly during the presentation of the Word of God (approx 30-45min.) and not become a distraction to *Its* communication (God's Word) and *Its* understanding by God's people. This will always be your choice and we must rely upon your ability to gage your child's needs and the needs of other within the Sanctuary.
- If you as a parent/guardian need to further observe the well-being/transition of your child/children, we welcome you sit in/observe the class for a short period of time and then transition your presence further-and-further away as you notice your child/children becoming better acclimated.
- We have noticed over the years that some children will cry at first due their separation from you and the newness of the environment but over the years we have further noticed that children normally settle-in as the class progresses. So, we encourage you to give it a try and if we recognize that your child's cries escalate we will immediately page/call for you to return and comfort him/her.



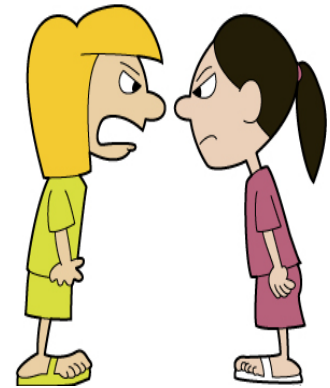
# GROWING PAINS...

## Discipline

The number one rule in ministry with children is that each of us is a Child of God and should be treated with the kind of respect, love, and support that is expected by the commandment in Scripture to love one another. Clear rules and expectations and consistent messages about behavior are the key to effective discipline procedures. Occasionally, children have trouble following the rules or display disruptive behavior. In these cases, the following steps will be taken.



1. The Teacher or Assistant will talk with the child and state clearly what the problem behavior is and what the child should do instead. For a younger child, the leader will attempt to redirect the child to another activity.
2. If the child continues to exhibit problem behavior, the Teacher/Assistant will give a warning to the child and have the program or ministry area leader talk individually to the child.
3. Upon the third warning, the child will be removed from the activity/class and a parent/guardian will be contacted. Unless otherwise discussed with a parent/guardian, the child will be welcomed back at the next Hiz Kidz activity/class.





## Zero Tolerance

There will be zero tolerance for behavior that is deemed out of control by the Teacher or HizKidz Team Leader.

1. Behavior deemed out of control will result in immediate removal of the child from the HizKidz activity/class *and* **personal family contact will be made by the Hiz Kidz Team Leader.**
2. The child may be suspended from Hiz Kidz activities/classes for an amount of time determined by the **Hiz Kidz Team Leaders.**
3. The child and family will be treated with respect and love, and the child will be welcomed back to Hiz Kidz activities/classes after the suspension period provided he/she is ready to respect the rules of the ministry.
4. **Please Note:** If any offense is an illegal activity, the proper Authorities will be contacted.



# NECESSARY CAUTION...

## Physical Contact Guidelines for Children – “APPROPRIATE FORMS”

Respect, safety, and appropriate boundaries are the guiding principles for physical contact between ministry leaders and children. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. The guidelines and examples below are intended to avoid contact that is or may appear threatening or inappropriate.



- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes
- High-fives, hand slapping and fist taps
- Verbal praise
- Touching hands, faces, shoulders and arms of children or youth
- Arm around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during group prayer

## Physical Contact Guidelines for Children – “INAPPROPRIATE FORMS”

- Inappropriate or lengthy embraces
- Kisses
- Holding children over three years old on the lap
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms
- Occupying a bed with a child or youth

## Physical Contact Guidelines for Children “INAPPROPRIATE FORMS” (Continued)

- Touching knees or legs of children or youth
- Wrestling with children or youth
- Tickling children or youth
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing
- Giving gifts or money to individual children or youth
- Private meals with individual children or youth



### Communication Outside of Usual Ministry Functions:

- All communication to preschool and kindergarten children should be through the parents.
- **Hiz Kidz Team Leaders** may call children in their program if the leader first talks to the parent and gets verbal permission.
- **Hiz Kidz Team Leaders** may send notes to children on postcards (not in envelopes). Leaders of children may e-mail children only if the leader also cc's the parent.
- **Hiz Kidz Team Leaders** should **NEVER** contact children through Instant Messaging, social networking sites, text messaging, or other forms of electronic communication except phone and email.





## SAFETY FIRST...

### Team Leader/Teacher/Assistant Identification

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### Field Trips/Driving

- Trips must be pre-approved by the **HizKidz Team Leadership**.
- If children are taken off site, parents must be pre-informed and it can **ONLY** be a pre-approve the trip.
- If the children are transported in vehicles, signed releases and "Consent to Treat" must be obtained and carried on the field trip.
- All children under 12 must be transported in the rear seat(s) and each must have their own seat belt.
- Drivers must be over 21 and have had their driver's licenses for at least 3 years. Vehicles used must be fully insured.



### Emergencies and Injuries

HizKidz Team Leaders and volunteers should be prepared to protect children in the case of emergencies. If calling from a phone, immediately tell operator: **"I have a medical emergency at Commitment Community Church in Lindenwold, NJ or current location.** Volunteers should have the following phone numbers programmed into their cell phones:

- **Emergency: 911**
- **Church Office: 856-566-8500**

## Threats of Violence Against Others or to Harm Self

- **Teachers or Assistants** may receive information that a child or other person has thoughts or desires to harm themselves or others.
- This information should be taken seriously and should be reported immediately to the **HizKidz Team Leaders** or a **Pastor**.
- If the child seems to have the imminent intent to do harm, a **HizKidz Team Leader** or volunteer should stay with the child and call 911

## Criminal or Potentially Dangerous Activity

- A **HizKidz Team Leader** should call 911 or local emergency number immediately in cases of suspected criminal or dangerous activities on the church campus or near HizKidz activities.

## Responding & Reporting

- Teachers, Assistants and volunteers are expected to report any suspicious, careless, or problematic behavior of adults and youth leaders to the **Hiz Kidz Team Leader**.
- **Hiz Kidz Team Leader** should trust their instinct if something doesn't look quite right. If a leader notices any signs that a child may have been abused or neglected, concerns should be reported immediately to the supervisor. It is very important to report any incidents or behavior that could possibly be considered signs of abuse.
- Overreacting is better than under reacting. The **Hiz Kidz Team Leader** will decide how to proceed or will consult with Church Leaders about how to respond.
- Concerns about suspected or actual child abuse or the behaviors of teachers and volunteers should be shared only with the **Hiz Kidz Team Leader** and those directly involved in the reporting process and not with anyone else.



## Medical Conditions

- Parents/Guardians are required to properly inform HizKidz Staff of any medical condition of their child/children
- Parents/Guardians are required to complete a "Enrollment Card" noting any "Special Medical Conditions" so that HizKidz Staff may be better equipped to properly serve their child/children



## Medical Supplies

- Our basic "First Aid Kit" are located in each HizKidz Class Room  
For medical problems that require more serious attention call 911

## "Family Sunday"

- Every 5<sup>th</sup> Sunday HizKidz *will close its doors* to encourage *entire* Family Worship
- Helps develop and deepen family worship at home
- Helps all children adjust to one day remaining in the Sanctuary  
HizKidz Classrooms and Nurseries will remain unlocked so that Parents may utilize when needed to settle a restless child.







Scan with SmartPhone



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