



Children's Ministry
Supervision Policy and Procedures

<i>Program/Activity/Situation</i>	<i>Current Practice</i>	<i>Ideal Practice</i>
Nursery—General Infants—3 year olds	<p>Director oversees paid nursery staff as well as volunteers. Director coordinates the weekly shifts of volunteers and paid staff.</p> <p>Paid nursery coordinator manages paid staff and classroom assignments and monitors classrooms each week.</p>	Recruit a Preschool Director to oversee nursery.
Nursery Sunday, 9-12:30	<p>Nursery coordinators provide weekly oversight of nursery shepherds—volunteers from the church. They also provide snacks for four classrooms and greet and meet visitors.</p> <p>Each classroom has at least one paid worker during Sunday School.</p> <p>Each classroom has at least one paid worker and one volunteer during the worship service.</p>	<p>Have a hall monitor during the worship service to assist with needs of staff.</p> <p>Have two workers in each class during Sunday School.</p> <p>Have the same volunteers rotate through the same class so they can build a relationship with the children and their parents and minister more effectively.</p>
Nursery Wednesday, 6-7:30	<p>Paid staff cares for the infant nursery through 3's.</p> <p>Teacher available for 2's & 3's classroom time—part of the evening.</p>	Hire one more staff member so each room has two paid staff.
Nursery Check-In/Check-Out Procedures	<p>A sign-in sheet is available for each classroom which requests the child's name, parents' names, whether child can have a snack, has allergies or is permitted to go outside for play.</p> <p>Pagers are available for infant and crawler nurseries.</p> <p>The check-out procedure is that the parents come and pick up their child.</p>	<p>Add a space for where the parent will be.</p> <p>Make pagers available for all families with children in a nursery.</p> <p>Have a place for the parent to sign-out their child as they pick them up.</p>
Nursery Restroom Procedures	<p>Paid staff assist the children with diaper changes and restroom needs. The door remains open so the teacher can assist unless the child requests privacy.</p> <p>Volunteer staff are asked not to assist</p>	

	with restroom needs.	
K-4—5th Grade Sunday School 9:15-10:30 a.m.	<p>Director recruits and trains teachers, and manages and monitors Sunday School program for K-4 through 5th grade.</p> <p>Each classroom has 1 adult volunteer as a teacher and one assistant teacher.</p> <p>Volunteers must be at least 18 years old and involved in Highlands for at least 6 months</p>	<p>Recruit at least one additional adult volunteer to be a hall monitor, assist in the restroom breaks and provide crowd control in the hallways.</p> <p>Have each volunteer fill out an application and be screened.</p> <p>Provide CPR training for all volunteers.</p>
K-4 & K-5 Kids Worship Sunday, 10:30-12:30	<p>Director oversees Kids Worship for K-4 & K-5 during the worship service.</p> <p>Volunteer Coordinator recruits 3 other volunteers to lead worship once a month.</p> <p>One paid nursery staff assists the leader in worship and classroom management.</p> <p>One nursery shepherd assists the worship leader.</p>	
K-4—5th Grade Wednesday Night Program 6:15-7:30 p.m.	<p>Director recruits and trains teachers, and manages and monitors Wednesday night program for K-4 through 5th grade.</p> <p>Volunteers must be at least 18 years old and involved in Highlands for at least 6 months.</p>	<p>Recruit a playground monitor for the time between supper and the program.</p> <p>Have each volunteer fill out an application and be screened.</p>
K-4—5th Grade Check-In/Check-Out Procedures	<p>Children in K-4—2nd grade are dropped off and picked up by their parents.</p> <p>3rd—5th graders are allowed to come and go on their own.</p> <p>Teachers take roll each class meeting.</p>	<p>Enforce current procedure. Also, introduce a sign-in/sign-out sheet for each of these classes. Include on this a place to note allergies.</p>
K-4—5th Grade Restroom Procedures	<p>K-4 & K-5 class is escorted to the restroom by their teachers as a class. The teachers remain outside the doors but are available to help if needed.</p> <p>1st—5th graders are allowed to go to the restroom as needed.</p>	<p>A female hall monitor should be available to monitor the restrooms.</p>
Special Events for Children (i.e. VBS and Missions Festival)	<p>Each classroom has at least 1 adult volunteer as a teacher and one assistant teacher.</p> <p>The adult volunteer must be at least 18</p>	

	years old and involved in Highlands for at least 6 months. The assistant teacher may be between the ages of 14 and 18.	
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