

Expectations for Children's Workers of Washington Alliance Church

1. Only adults who have completed the application process that includes background checks are permitted to be a children's worker. Youth in grades 7-12 are also eligible for service. Youth who are 18 years old must complete the application process.
2. Consistently enforce the Uptown Behavior Policy.
3. Workers can create more specific, age-appropriate rules for their classroom. It is highly recommended that these rules be posted.
4. The use of corporal punishment is expressly forbidden for all children's workers, *including* parents who serve in a classroom with their own children.
5. Disruptive behavior is to be handled in the classroom, not in isolation with worker and child alone.
6. When it is evident that you have an extreme case, which cannot be handled by classroom workers, contact the Children's Ministry Coordinator (Kim Greenleaf or Dean and Karen Smith during AWANA).
7. It is highly recommended that two or more workers (one worker must be an adult) be present in every room where children are present and in every adult-child encounter.
8. Always have a female volunteer scheduled with a male volunteer in the Infant and Toddler Nurseries.
9. Always maintain self control. If you feel you are losing control, contact your Children's Ministry Coordinator for assistance (Kim Greenleaf or Dean and Karen Smith during AWANA).
10. Never embarrass a child with words or actions.
11. There is to be no "rough-housing" with children.
12. It is our intent to follow state regulations in the reporting of child abuse. Any parental complaints about suspected or alleged mistreatment/abuse of any kind are to be reported to Kim Greenleaf.
13. Any suspected or alleged child abuse by workers can result in temporary or permanent removal from service, pending the outcome of an investigation. This would be to protect both the child and the worker.
14. If you suspect that a child may be suffering from abuse at home or from another caregiver, you must report your concerns immediately to Kim Greenleaf so that the church can evaluate appropriate responses, including reporting such concerns to state and local authorities.

Reminders for Classroom Management

General:

- a. Restate rules to the entire class
- b. Walk in the child's direction, standing near him/her.
- c. Gain eye contact with the child.
- d. Redirect the child's actions.
- e. Change the activity. Perhaps the child is bored.
- f. Move the child to a different seat or location in the room.

Preschool: After the verbal warning-

- a. Move the child to a time-out chair. The chair should be placed where the child can readily observe the rest of the class. This is not a tool of humiliation.
- b. Tell the child how long he will be in the chair and briefly remind him why he is be disciplined.
- c. A good rule of thumb is one minute per year of the child's age.
- d. At the end of the time-out, the worker should approach the child in a spirit of forgiveness and invite him to reenter the classroom activity.

Elementary: After the verbal warning-

- a. The worker will separate the child from the class. The teacher will remind the child of the inappropriate behavior. The child will then be required to sit separate from the rest of the class, but in full view of the worker for a period of time equal to the child's age in minutes. Encourage repentance. As you place the child in a different location in the room, trust that God will help him with self-control.
- b. At the end of the time-out, the worker should approach the child in a spirit of forgiveness and invite him to reenter the classroom activity.

I have read and understand these policies and agree to abide by them at all times as a worker in the Children's Ministry at Washington Alliance Church. I also understand that the Uptown Behavior Policy will be posted in each child's classroom and be available to all parents and workers.

Printed Name: _____

Signature: _____

Date: _____

(Please return this signed form to the Children's Ministry Director – Thanks!)