

WESTSIDE CHURCH



VOLUNTEER POLICIES & PROCEDURES PRE-SCHOOL & ELEMENTARY

Our mission is to provide the children coming into our classrooms a safe, loving and nurturing environment. We will teach them at their appropriate age level about Jesus and the truths found in the Word of God. It is our desire that each and every child come to know Jesus as their personal Savior at an early age and that they grow in their understanding of Him. It is our desire that our children will have a strong, unshakable foundation that will withstand the tests and trials of life and that they will never, ever, ever walk away from God. We will encourage the children to memorize Bible verses, pray for situations that concern them, pray for each other and to learn even as children, how to live for God. We will teach the children to love God. We will teach them to love each other and to care for each other and to be kind to one another. We will provide activities to compliment the lesson that will appropriately enhance their developmental skills. We the teachers will come to the classroom prepared in our minds to teach the lesson, but more importantly prepared in our hearts to minister God's love to the children who attend that day.

- Please check the schedule and if you are unable to serve during your designated time, try to switch places with someone else on the schedule. Do not ask anyone who is not on the schedule to work without checking with Lindy Allen. If you are unable to cover your shift, please let Lindy Allen know as soon as you know so they can get a replacement.
- There must always be at least two people serving in each classroom together. One person must be an adult (18 years of age or older). Both need to have been approved through the screening process.
- Prepare your lesson prior to arriving. Spend time studying your lesson and "know" it so you can communicate it with "life" and enthusiasm. Spend time praying for the children prior to the service and ask God to fill you with His Holy Spirit and cause you to show His love to these children.
- Arrive 15 minutes prior to class.
- Snacks, napkins, cups and a water cooler or water pitcher are in the classroom. If you want to bring something special for the children to eat, please let Lindy Allen know. Never bring anything with peanuts because of allergies.
- Attend the beginning part of the church service until the welcome and prayer time when the children are released and walk them to their classrooms.
- Parents will register children at the Welcome Center. Each child must have a label on their clothing with a number matching the number on the parent's or parent's pre-authorized representative's label. Verify the child has a label and check for any special instructions shown on the label when the children come to class.
- If the need arises for a child's parent or parent's pre-authorized representative to attend to their child, call one of the Campus Monitors and supply them with the child's label number.

- For activities during warm weather, teachers may take Elementary aged children to the fenced playground at the front of our property for outside games and activities. Our new playground near building B can be used for preschoolers. Always provide watchful and careful supervision. Don't allow climbing on trees, fences or any dangerous activities. Bring your walkie-talkies outside with you and notify the Campus Monitors that you have left your classroom and where you and the children are.
- After class greet parent or parent's pre-authorized representative at the door. Match the parent's label with the child's label prior to releasing them, verifying the child is going with the authorized adult. Give parents a report on their child, i.e., what they learned, how they responded, anything significant that took place that they should know about. Remember, we want to be a blessing to the parents. Never convey that the children are a "pain" or a "chore." Any behavior problems should be communicated to the parent in a loving manner outside the hearing of others. If there are ongoing problems, report this to that week's ADMIN as soon as it becomes an issue.
- There are first aid kits in every classroom. Be aware of the location of the kit so you are able to quickly find it if needed. Do not give any medication, aspirin, etc. See our separate page on Medical Procedures.
- Westside Church has a zero tolerance policy toward abuse in any form. See our separate Abuse Prevention Policy.
- All teachers should attend one of the other services the week they volunteer. It is very important to gather as a church as well as serving.
- Keep the children safe. If there are any potentially hazardous situations, take necessary measures to keep children out of danger. Report any dangerous situations to Lindy Allen or that week's ADMIN so that repairs can be made.
- We require all volunteers to attend the semi-annual Westside Kids training times. Watch for notices on these meetings held in the Spring and Fall and plan to attend.
- Westside Kids needs many, many workers. We understand there are seasons in our lives and the need for a break now and then. You are not "stuck for life!" If you need a break, please inform Lindy Allen.

If you have any questions on these policies, please discuss them with Joseph Moore.