

Fort Des Moines Open Bible Kid's Ministries Policy Manual

Recruit * Train * Deploy

Our Structure (revised 3/2018)

Our structure is based on the philosophy one person cannot and should not do it all. While there is a Kid's Ministry Leader, the burden of running the entire ministry does not rest solely on his/her shoulders. Partnering with our kid's leader are two leaders overseeing each of our three sections—Nursery, Preschool, and K-5. These section leaders will deal with the day to day operations involving their ministry areas. This includes staffing,

scheduling, and overseeing their teachers/volunteers. The kid's leader will mentor, oversee and staff his/her section leaders, and oversee the implementation of all special events throughout the year. The kid's leader will not be an option to fill in for an absent volunteer. The Kid's Ministry Team will consist of the kid's leader and the section leaders.

What is a volunteer at Fort Des Moines Open Bible?

Christians who are in places of responsibility within the church are required to be godly examples in faith, speech, and conduct in every aspect of their lives. Teaching our kids should not be a duty—it's really a calling and a privilege. Our service to our kids should come out of pure desire to please and honor our Heavenly Father. He is who we are truly serving every time we hold a baby close, get on the floor to play with our toddlers, color with our preschoolers, or pray the sinner's prayer with an elementary student. You are so much more than "just a volunteer". You are really God's instrument, and your value to the Kingdom is immeasurable. It will be important for all of our volunteers to have a positive attitude, a teachable spirit, be reliable, and serve with excellence!

Guidelines for Every Volunteer (Adult and L.I.T-Leaders in Training)

- Be in agreement with the Articles of Faith of Open Bible Churches (see attached).
- Attend Fort Des Moines Open Bible Church for a period of at least three months in order to assist the teacher and six months to teach.
Exception: If someone would like to volunteer, but does not attend the Fort, he/she must be a faithful attendee of another church. The Pastor of that church will need to approve, confirm this is the case, and be able to recommend him/her for service. He/she will then need to complete the same process as everyone else.
- Complete the Kid's Ministry Volunteer Application.
- Pass a background check. (This does not apply to minors).
- Be approved by the Kid's Ministry Team.
- Watch our child abuse prevention video and undergo all appropriate training.
- Be able to make a minimum six-month commitment.
- Faithful attendance to regular church services will be the expectation. **This is to ensure you are receiving the appropriate nourishment to your own spiritual health. If a pattern of inconsistency develops, it will be addressed the kid's leader.
- Be willing to work one fifth Sunday per year.
- Be supportive of the leadership of Fort Des Moines Open Bible.
- When resigning your position please give 30 days' notice and plan to volunteer your post the following month.
- Have a thorough understanding of the policies of Fort Kid's Ministries. These include all policies and procedures within the Fort Kid's Policy Manual, our Transportation Policy (attached), as well as our Safety & Security Plan (attached). It's very important everyone follow the procedures that have been put into place.

Volunteer Expectations/Responsibilities

****Only those who have gone through the application process and have been cleared to work by those in leadership will be allowed to work with our children and/or be present in our classrooms. **If parents/guardians would like to observe, they must first seek permission from the kid's leader. No one will serve more than two Sundays in any given month.**

Prior to the 15th of each month, you may alert your kid's leader if you know you are going to be gone on a particular Sunday the following month; however, once the schedule has been submitted, changes will not be made to the schedule. At that point, it will be your responsibility to find a replacement, if you know you are going to be absent. This could be as simple as switching times with someone already on the schedule. You will also need to alert your leaders to this change.

If you call at the last minute to cancel, but have not found a replacement, or simply do not show up for your assigned time without any notice, you will be rescheduled to serve the week of the person who filled in for you or during another week, as the leaders deem necessary. If you are unable to serve during your newly scheduled time, you will need to find a replacement and alert your leaders within 48 hours.

All teachers/volunteers will be asked to sign in at the check-in area in the sanctuary each week they serve. If your leaders notice a pattern of being late, it will be addressed. Remember: You will need to be at your assigned area 15 minutes prior to class starting. Kid's Church teachers will need to be at the check-in station by 9:40 am.

Curriculum should be picked up in advance. It really is a disservice to the kids to show up to teach without having reviewed your lesson beforehand. It will be the responsibility of the teacher to prepare for his/her own lesson. You will need to gather the materials necessary to make your lesson great. These can be found either in your classroom, the resource room, or main office. (If you feel you need something for your lesson the church does not already have, feel free to contact your leader to see if that is something he/she could purchase or find for you).

Always follow the two-deep rule and never be alone with a child. (This will be explained more fully in the Child Abuse Prevention Video Training).

Never leave children unattended, even if an LIT is present.

When leaving the classroom/nursery, make sure the room is put back to its original state—straighten chairs, put away toys, turn off lights, etc.

Be faithful to attend the meetings/training sessions provided by the kid's ministry leadership.

It is important to understand your leaders are your first point of contact. Please alert him/her to any concerns or questions you may have.

If any teacher/volunteer misses three times within a six-month period, without finding a replacement, he/she will be asked to step down.

Leaders-In-Training (L.I.T.'s) Expectations/Responsibilities

****Leaders-In-Training are students grade 6-12.**

**** Grades 6-8 are able to work with nursery and preschoolers only.**

****Grades 9-12 may work with all ages.**

Guidelines for all LIT's:

- Must be recommended by those in church leadership.

- No cell phone use.
- Students, grades 6-8, must sit while holding babies under one year of age.
- No unwholesome or inappropriate talk.
- Faithful attendance to regular church services will be the expectation. ****This is to ensure you are receiving the appropriate nourishment to your own spiritual health. If a pattern of inconsistency develops, it will be addressed by your kid's leader.**
- Assist the adult leaders in whatever duties necessary. Be hands-on with the children. Help with set-up and clean-up of the room.

Sick Child Policy

****Children with the following symptoms should not be left in the nursery, preschool or K-5 classroom:**

- Running nose or color.
- Diarrhea. Parents should let teacher know if the child is on any medications that can cause diarrhea.
- Fever of 100 degrees or higher within the last 24 hours.
- Infectious red or draining eyes (exception--tear duct obstruction).
- Head lice (child needs to be treated twice and free from both lice and nits before returning).
- Chicken pox (all chicken pox should be scabbed over before the child is allowed to return to class).

****Should you notice a child in your area with a symptom from the list above, notify your leaders who will then alert the parent to come and get his/her child.**

Bathroom Guidelines

- All preschoolers will go through the nursery one at a time to use the bathroom in the infant area. The only exception to this is if the entire class takes a bathroom break together using the hallway bathroom. Please make sure when children are using the bathroom the door is propped open a bit.
- Toddlers will use the restroom in the infant area of the nursery. Leaders should make sure the door is propped open with the adult standing outside the bathroom.
- In the K-5 area, one adult should stand in the doorway of the classroom and send students one at a time to the restroom—making sure to stay in the doorway until the last student has returned. The exception to this rule would be if the entire class takes a restroom break together.

Responsibilities of a Nursery Volunteer

(For ages 6 weeks to 3 years)

We want our volunteers to know how important it is to introduce the love of Jesus at an early age, along with providing parents the confidence their children are in good hands. We have the following ministry opportunities in this section:

- Lead Teacher
- Assistant Teacher
- L.I.T. (Grades 6-12)

*For the nursery area, a minimum of one adult and one LIT may be present, so long as the top half of the door between the nursery and preschool is left open. *If the top half of the door is closed, there must be a minimum of two adults or one adult and two LIT's present. Just a reminder, LIT's should never be left alone with a child in the nursery.

General Duties Specific to the Nursery

- Check-In: Greet parent(s) and children at the door. Make sure each child is wearing a label. This means they have been properly checked in. (See Electronic Check-In/Out Process).
- Check-Out: Check the guardian label to make sure it has a stamp on it. This means the child has been properly checked out. (See Electronic Check-In/Out Process).
- Label bags and cups.
- Collect your materials and prepare to teach your lesson in advance.
- Teach lesson.
- Provide a snack.
- Provide a minimum of one diaper change and as needed for each child.
- Never take a child out of the nursery area alone. Going outside to play must be done as a group with all leaders present.
- When going outside, alert the security team and bring your radio with you.
- Leave the room in the condition you found it. Straighten chairs and organize/return supplies used.
- Sanitize toys that were used that morning with sanitary wipes or spray, and clean room after children have left.
- Take the trash out to the dumpster. This will help alleviate any odors in the room.

Discipline Policy/Upset Children Policy

- There may be times you need to contact your leaders during the service. Please contact them by texting their cell phone. If you cannot reach your section leaders, text the Kid's Ministry Leader. Should our teachers feel uncomfortable at any time with a situation that may arise in the classroom, please use your radio to alert the dispatcher and our PST will provide assistance.
- If a child is distressed for more than 15 minutes, contact your leader who will alert the parent to come and get the child.
- Intentional violence is never acceptable and is immediate grounds for removal. Contact your leader to handle the situation. Violence includes: hitting, biting, kicking, punching, etc.
- Offer 1-2 verbal warnings for inappropriate behavior and try to redirect.
- If the behavior continues and the child is one year of age or older, put the child in a time out—one minute per age.
- If the child, of any age, continues with the disruptive behavior, contact your leader to resolve the situation.

Responsibilities of a Preschool Volunteer

(For ages 3 years-5 years)

**Child must be potty-trained to be in the preschool class.

We want our volunteers to know how important it is to introduce the love of Jesus at an early age, along with providing parents the confidence their children are in good hands. We have the following ministry opportunities in this section:

- Lead Teacher
- Assistant Teacher
- L.I.T. (Grades 6-12)

For the preschool area, a minimum of one adult and one LIT may be present, so long as the top half of the door between the nursery and preschool is left open. *If the top half of the door is closed, there must be a minimum of two adults or one adult and two LIT's present. Just a reminder, LIT's should never be left alone with a child in the classroom.

General Duties Specific to Preschool

- Check-In: Greet parent(s) and children at the door. Make sure each child is wearing a label. This means they have been properly checked in. (See Electronic Check-In/Out Process).
- Check-Out: Check the label to make sure it has a stamp on it. This means the child has been properly checked out. (See Electronic Check-In/Out Process).
- Collect your materials and prepare to teach your lesson in advance.
- Teach lesson and do craft.
- Never take a child out of the preschool area alone. Going outside to play or using the hallway restroom must be done as a group with all leaders present.
- When going outside, alert the security team and bring your radio with you.
- Use the nursery restroom, having the children use the door connecting the nursery and preschool area.
- Leave the room in the condition you found it. Straighten chairs and organize/return supplies used.

Discipline Policy/Upset Children Policy

- There may be times you need to contact your section leaders during the service. Please contact them by texting their cell phone. If you cannot reach your section leaders, text the Kid's Ministry Leader. Should our teachers feel uncomfortable at any time with a situation that may arise in the classroom, please use your radio to alert the dispatcher and our PST will provide assistance.
- If a child is distressed for more than 15 minutes contact your section leader who will alert the parent to come and get the child.
- Intentional violence is never acceptable and is immediate grounds for removal. Contact your section leader to handle the situation. Violence includes: hitting, biting, kicking, punching, etc.
- Offer 1-2 verbal warnings for inappropriate behavior.
- If the behavior continues, put the child in a time out—one minute per age.
- Once the child has been in time out twice, contact your section leader who then will determine if the child should be removed from the classroom.

Responsibilities of a K-5 Volunteer

(Grades K-5)

We believe in raising a generation of children who will stand up for Christ. We want our children to live a life pleasing to the Lord, believing they can have a huge impact on the kingdom of God at an early age. We have the following ministry opportunities in this section:

- Lead Teacher
- Assistant Teacher
- L.I.T. (Must be in at least the 9th grade)

We have a two-deep adult policy or one adult and two LIT's (grades 9-12) for every class upstairs. **If splitting into two classes for a period, the door to both rooms must remain open, and there must be one adult in each classroom.

General Duties Specific to Kid's Church

- Check-In: Be at the check-in station in the sanctuary by 9:40 am to assist with check-in. When you take your class upstairs, check to make sure that each child has a label. This means that the child has been properly checked in. (See Electronic Check-In/Out Process).
- Check-Out: Check the label to make sure it has a stamp on it. This means the child has been properly checked out. (See Electronic Check-In/Out Process).
- When going outside, alert the security team and bring your radio with you.

- Collect your materials and prepare to teach your lesson in advance.
- Teach lesson and or/assist with the lesson.
- If there is something you need the church does not have, alert your section leader by Thursday so he/he can assist you in getting the item(s).
- Leave the room in the condition you found it. Straighten chairs and organize/return supplies used.

Discipline Policy—Three Strike System

- There may be times you need to contact your leaders during the service. Please contact them by texting their cell phone. If you cannot reach your leaders, text the Kid's Ministry Leader. Should our teachers feel uncomfortable at any time with a situation that may arise in the classroom, please use your radio to alert the dispatcher and our PST will provide assistance.
- To quiet the class or get the student's attention: Count to five in a strong voice being careful not to yell. **The class should be quiet by the time you get to 5.
- If a child is making poor choices tell him or her they are on a 1. This is his/her warning. Poor choices include: blurting, shouting, being off-task, out of seat, talking back, talking, being disrespectful, etc.
- If the behavior continues, he or she is put on a 2 and has to sit in a chair in the back of the room for several minutes.
- If the child still continues the disruptive behavior, he or she is put on a 3 and the leader is to be contacted. The leader will then handle the situation by alerting the parent to come and get his/her child.
- Intentional violence is an immediate Strike 3 and the student will be immediately removed from the classroom. Contact the leader to resolve the situation by having the parent come and get the child.

Additional Policies and Procedures

Electronic Check-In/Out Process

Parents/guardians will go to the Check-In area located in the Sanctuary to sign their kids in. When the child is checked in electronically, two labels will print, one for the child and one for the guardian. The label for the child should go on the front of the child's shirt. (Nursery OK to put on the back). Guardians will keep their label to present at check out. All kids must have a label prior to entering the classroom. If guardians have not signed their kids in electronically, kindly ask them to go to the Sanctuary to check-in.

Prior to pick up, guardians will go to the Check-Out area and get their label stamped. This means they have been verified and approved to pick up the child. When the guardian comes to the classroom to pick up the child, an adult volunteer will look at the guardian's label and make sure that it has been stamped. If the label is not stamped, kindly ask the guardian to go to the Sanctuary so the label can be verified. **Even if you know the person picking up the child, it is very important the label stamped. We must verify every guardian for every child.**

Incident Reports

If a child engages in physical contact that would leave a mark (i.e. hitting, biting, and scratching, etc.) on you or on another child, or is injured while participating in an activity, an incident report needs to be filled out for each person involved. The teacher will then go over the report with the parent/guardians. The incident report must be signed by the parent/guardian and the teacher. Please alert your section leaders to the situation and provide a copy of the report to them. Incident reports are located in each classroom.

Extra-Service Events Policy

In the event childcare is needed within our building for an extra-service activity not affiliated with our Kid's Ministry program, where the parents of those in childcare are within the building, adult supervision would not necessarily be required so long as there were a minimum of two LIT's present, at least one LIT of high school age, and the door to the hallway were to remain open. *Preferably, the students would be given a radio as well, in order to communicate with an adult leader on the premises.

Photo/Video Posting Policy

It is the policy of Fort Des Moines Open Bible pictures or videos of minors not be posted on promotional materials, websites, or on social media (i.e. Facebook, Instagram, Twitter, etc.) by the leader or volunteers without prior written consent from the minor's parent or legal guardian. Authorization should be kept on file.

*Names of those pictured should never be used.

Parental Permission Slip Policy

Any child attending an extra-curricular event must have a permission slip signed by his or her parent or legal guardian in order to attend. Exceptions will not be made. Verbal permission is not acceptable.

Classroom Lockdown Policy

Should an emergency event occur which threatens the immediate safety of our church body, the Protective Security Team will call for a lockdown of our children's classrooms. Until the "all clear" has been given by the appropriate authorities, classroom doors will remain locked, and no one will exit or enter. While we hope we would never have to employ a lockdown, should one be put in place it will be important for everyone to follow the established procedures.

Student Contact Policy

All Kid's Ministries leaders and volunteers should refrain from having outside contact with any child through the 5th grade via social media, texting, email, and phone calls. All communication must go through the child's parent or guardian.

Wednesday Kid's Program

Our Wednesday Kid's Program will follow all of the policies and procedures contained within our Fort Kid's Policy Manual.

Safety and Security Training for Teachers, Greeters, and Leaders

Fort Des Moines Open Bible

(2018)

Overview:

- We recognize we will live in a very different world than we did even 20 years ago.
- Church shootings have been on the rise in recent years, with the shooting in Sutherland Springs, Texas being especially devastating.
- Security at the Fort will now be a ministry.
- A Protective Security Team (PST) has been established. Our PST consists of individuals who have been trained by a local law enforcement official who has extensive experience in security best practices.

Overall Awareness is Key:

- While we do have a security team in place on both Sundays and Wednesdays, it will be very important for our greeters, leaders, and teachers to be on the alert to anything that may seem unusual or out of place.
- Our door greeters can be especially helpful in observing unusual behavior as they are often the first point of contact to those entering our building.
- For the most part, your guard will not be up with people you are familiar with; however, it will be important to pay special attention to those you do not recognize. Is there anything in their hands? Is there something about their behavior that seems to be off or unusual? Do they seem to be carrying a weapon? If so, please alert one of our PST members immediately and allow him/her to access the situation.
- Body language, facial expressions, and someone's demeanor can often be good indicators of someone intent on causing harm. Someone who is looking to cause harm will likely look determined or angry. He/she may also seem restless, nervous, or fidgety.
- Trust your instincts. If something seems off, don't immediately dismiss it. Awareness is key! The security team is here to handle anything that seems out of the ordinary.

Sunday & Wednesday Security:

- There will be three PST members on the schedule each Sunday.
- Cameras placed in several strategic locations both inside and outside of the building will also be very helpful in our overall church security.
- The PST member monitoring our cameras and will be the point of contact between our teachers and armed PST members. This individual will be our dispatcher. The dispatcher will have two separate radios, each operating on different channels. One radio will be for communicating with our teachers and the other for communicating with our security team.
- Teachers: You will find a radio in your classroom. Please turn it on and ensure it is set to channel 8. As long as you are in the classroom, it can remain on the charger. Otherwise, please take it with you if you go outside. The dispatcher will perform a sound check to ensure your radio is working.

- Teachers: Make sure you know how to use your radio.
- Teachers will communicate directly with the dispatcher.
- There will be two PST members present on Wednesdays (during the school year).
- Should our teachers feel uncomfortable at any time with a situation arising in the classroom, please use your radio to alert the dispatcher and our PST will provide assistance.

Classroom Lockdown Policy

- Should an emergency event occur which threatens the immediate safety of our church body, the Protective Security Team will call for a lockdown of our children's classrooms. Teachers will be told over their radios a lockdown is in place.
- Lock all doors and windows.
- Instruct children to stay low and away from the doors and windows.
- Turn off all lights, and close the blinds.
- Instruct children to remain as quiet as possible and silence all cell phones.
- On Wednesdays, our nursery and upstairs classroom will follow the same protocol as on a Sunday; however, our ministry located in the sanctuary will go to the nearest lockdown area they can safely reach.
- Teachers will be notified either by radio, in person by a PST member, or by local law enforcement once the lockdown has ended. However, until the "all clear" has been given, classroom doors will remain locked and no one will exit or enter.*Parents will be notified of our lockdown policy.
- While we hope we would never have to employ a lockdown, should one be put in place it will be important for everyone to follow the established procedure.

Fire Safety:

- During a fire or carbon monoxide event the building will be immediately evacuated and 911 will be called.
- Upon hearing the fire alarm, teachers should begin to evacuate immediately. If the fire alarm does not sound, they will be told over their radios to evacuate.
- Everyone evacuating the building will gather at the grassy field on the east side of the building.
- Teachers will ensure all children are accounted for prior to exiting the building and again once outside.
- Church leadership/staff/PST members should be ready to assist with building evacuation. Those in the nursery, the elderly, and those with special needs may need special attention.
- Those on the ground level will exit via the nearest exit which they can safely reach, unless there is visible smoke or fire blocking that exit.
- Those on the second level have two stairways to get to the main floor and exit the building. It is helpful that both stairways end very close to an outside exit. Either stairway may be used, unless there is visible smoke or fire blocking the stairway.
- Sunday and Wednesday teachers/leaders on both levels should check the hallway bathrooms to ensure no one is inside before exiting.
- The fire department will need to give the "all clear" before anyone can return to the building.

Weather Safety:

- In the event the weather is or has the potential to be severe, a PST member will monitor any issued watches or warnings.
- Should a tornado warning be issued for our area, everyone in the building will take shelter in the Fort Café until the warning has expired or the all-clear is given. Utilize the back hallway on the main floor for overflow. Everyone should crouch low with their heads down, protecting the back of the head with their arms.

Medical Emergencies:

- A medical event can occur anywhere in our building or church property. This could be anything from a minor cut to a serious medical emergency.

- The main responsibility in a serious medical event is to call 911. Anyone who witnesses a medical emergency may call 911.
- If you are not sure of the seriousness of the medical event, alert the PST for assistance.
- Please note there is a first-aid kit located in the kitchen.
- The church does have an AED located along the north wall of the sanctuary, and several individuals have been trained to use it. You will find a list of names located next to the AED.
- Those trained in CPR, EMS, or other medical personnel who may be in the building at the time will also be especially helpful.

Transportation Policy

15 Passenger Van

1. All passengers must be in a seat and wearing a seatbelt.
2. The back seat must be removed (per insurance guidelines).
3. No more than 11 passengers may ride in the van.
4. There must be a minimum of two unrelated adults when minors are present on the van.
5. Under no circumstances will a minor be alone with an adult on the van.
6. Adults must be spread out with one adult sitting among the students in a position of deliberate oversight.
7. No standing or switching seats once the van is in motion.
8. Students are to be respectful of Open Bible Leadership in speech, action, and attitude.
9. All trash must be picked up and thrown away after each use.
10. Driver must fill out a volunteer application, pass a background check, be a minimum of 21 years of age, possess a valid driver's license, and provide proof of insurance in order to transport minors. (Copies of both must be on file). Rider must fill out a volunteer application and pass a background check.
11. Under no circumstances should minors be left unattended on the van while the van is running or otherwise.

Bus

1. All passengers must be in a seat. No more than two per seat.
2. There must be a minimum of two unrelated adults when minors are present on the bus.
3. Adults must be spread out with one adult sitting among the students in a position of deliberate oversight.
4. Under no circumstances will a minor be alone with an adult on the bus.
5. No standing or switching seats once the bus is in motion.
6. Students are to be respectful of Open Bible Leadership in speech, action, and attitude.
7. All trash must be picked up and thrown away after each use.
8. Driver must fill out a volunteer application, pass a background check, be a minimum of 25 years of age, possess a valid driver's license along with a Class B CDL with a passenger and air brake endorsement, and provide proof of insurance in order to transport minors. (Copies of these documents must be on file). Rider must fill out a volunteer application and pass a background check.
9. Under no circumstances should minors be left unattended on the bus while the bus is running or otherwise.

Personal Vehicle

1. All passengers must be in a seat and wearing a seatbelt.
2. There must be a minimum of two adults when minors are present in the vehicle.
**The only exception would be if a leader or volunteer is transporting his or her own child and the child's friend(s) to church. In this case, one adult is reasonable so long as the leader or volunteer's own child remains present at all times and the leader is never alone with the minor.
3. Under no circumstances will an adult be alone with a minor in his/her personal vehicle.
4. No standing or switching seats once the vehicle is in motion.
5. Students are to be respectful of Open Bible Leadership in speech, action, and attitude.
6. Driver must fill out a volunteer application, pass a background check, be a minimum of 21 years of age, possess a valid driver's license, and provide proof of insurance in order to transport minors. (Copies of both must be on file). Rider must fill out a volunteer application and pass a background check.
7. Under no circumstances should minors be left unattended in a vehicle while the vehicle is running or otherwise.

Kid's Ministry Volunteer Commitment Form

1. I am able to make a **minimum six-month** commitment.
2. I will be faithful to attend regular church services.
3. I will strive to live a life of **integrity** and grow in my personal relationship with Christ.
4. I will be **supportive of the leadership** of Fort Des Moines Open Bible.
5. I will alert the section leader prior to the **15th of the month** if I am going to be gone the following month or need a different week than I usually work. Once the schedule has been submitted, I will find a replacement. **I will alert my section leader of any changes.**
6. I will give **30 days' notice** when resigning my position and plan to volunteer the following month.
7. I will check-in and be at my assigned area at least **15 minutes prior** to class starting.

8. I will pick up my curriculum **in advance** and be **diligent in preparing the lesson**. I will gather materials needed to teach my lesson.

9. I will always follow the **two-deep rule** and never be alone with a child.

10. I will attend all **volunteer meetings/training sessions**.

11. I will **contact my section leader** with any questions or concerns that I have.

12. I have read and understand all of the policies and expectations set forth in the Kid's Ministry Policy Manual and agree to follow them.

Signature

Date

****Please sign, date, and return to the Kid's Leader.**