

ABUSE PREVENTION FOR LITTLE LAMBS

VOLUNTEERS

1. All volunteers must complete an application before serving in Little Lambs.
2. No volunteer will be allowed to take a child to another part of the building including the restroom without notifying the Director, Assistant Director, or another staff member.
3. Volunteers who are in Bible and Creative Learning, where there is only one teacher in the classroom, need to be individuals of integrity within ECRC or within our community. Their placement in these positions will depend upon the recommendation of the Director and the Assistant Director.
4. All staff participants will be informed of our policies and procedures at the Annual Staff Orientation Meeting.
5. When substitute teachers are participating, the classroom teacher will inform the Director or Assistant Director when and for what class the substitute will be teaching.

CHILDREN REGISTRATION

1. All parents need to complete the registration form and the Health and Emergency Form.
2. If the parent is not attending an adult ministry or will not be at home, the parent must sign a form at the registration table informing the staff where and at what phone number the parent can be located in the event of an emergency.

ARRIVAL AND DISMISSAL

1. Parents will receive an identification card when they drop off their child(ren).
2. In the event that a parent is late, the classroom teacher will remain in the classroom until all of the children are dismissed, or contact the Director or Assistant Director.
3. The classroom teacher will dismiss the child only if the parent presents the child's identification card. In the event that the parent may have lost or forgotten the ID card, the child will not be dismissed without the permission of the Director or Assistant Director.

Parents will remain outside the classroom door at all times. The classroom teacher will bring the child to the parent after viewing the identification card.

RESTROOM ASSISTANCE

1. No child will be allowed to use the restroom without supervision. A staff teacher must accompany the child or be watchful outside their classroom door.
2. The entrance doors of the restroom on the second level by the kitchen must remain partially open.
3. Free play and music classes will use the restrooms at the north end of the building.
4. Bible teachers, craft and creative learning classes will use the restroom by the nursery.
5. Parents are requested to encourage the child to use the restroom before classes begin.
6. A teacher from crafts is designated to remain at the restroom near the nursery to assist the children who come from Creative Learning, Crafts, and Bible. In order to prevent too many children using the restroom at one time, the Bible and Creative Learning classes are encouraged to use the restroom in a systematic order before the craft classes.
7. Children are encouraged to take care of their personal needs to the best of their ability.
8. If a child should have an accident, an attempt will be made to seek the parent in Coffee Break or MOPS. If the parent is not in the building, the Director, Assistant Director or Session Coordinator will assist the child with as little hands on contact as possible. Dry and clean clothes are provided for the child in the closet across from the kitchen.

AFFECTION

1. It is understood that working with small children requires some bodily contact. Gentle, casual touching on the children's head, arms and hands will be permitted.
2. Kissing is inappropriate.
3. Lap sitting is inappropriate for children over the age of six. Rather, encourage children to sit next to you: however if a child is crying uncontrollably and you are in sight of other adults who are aware of where you are, you may hold a child in your lap until the crying stops.

4. Avoid body-to-body hugs. One arm hugs, side hugs or hand to arm hugs are permissible.
5. Avoid giving or receiving back rubs.

DISCIPLINE

1. State what your expectations are relating to the children's behavior.
 - Children are expected to be obedient and follow the teacher's classroom instructions.
 - Children are expected not to shout and to take turns talking.
 - Children are to refrain from hitting, kicking, or injuring anyone in the classroom.
2. When speaking to the children concerning a discipline issue, it is important to maintain eye contact with them.
3. For extra supervision, rearrange the child's location in the room so that he/she is closer to the teacher, or give the child a job or activity in the classroom.
4. Use positive reinforcement to encourage good behavior of a child who may have a behavioral problem.
5. Try to find out why the child is upset. (e.g. " Can you tell me why you are sad or why you don't feel like listening today?")
6. Teachers are encouraged at our staff meetings to talk about a child who is distressed or disruptive so that we can share experiences and get advice from each other.
7. The 1-2-3 Time Out method is permissible. When using this method, the teacher tells the child that she will give him/her two counts, which serve as a warning before the child is removed from the group setting. On the count of three, the child will be asked to sit in a particular location away from the other children. The Director or Assistant Director needs to be informed of the situation. When the child is picked up at the end of the session, the Home Room teacher needs to tell the parent that we used the Time Out method and why it was used. A disruptive activity in one class needs to be conveyed to the other teachers so that the Home Room Teacher gets the message.
8. If a child continues to be disruptive, it is important to notify the director of the program.
9. Upon mutual agreement between the teacher and the director, the parents will be notified of their child's disruptive behavior.
10. Teachers should ask the parents how they handle similar situations at home. Ask them if they have any advice and invite them to attend the class.

11. If the situation does not improve, the Director or Assistant Director will suggest to the parent that it might be appropriate to enroll the child at a later date.