

HASLETT COMMUNITY CHURCH

SAFE CHURCH
CHILD PROTECTION
POLICIES AND PROCEDURES
MANUAL

Approved by Haslett Community Church Council
September 4, 2007

TABLE OF CONTENTS

INTRODUCTION	Page 3
SECTION I- DEFINITIONS	Page 4
SECTION II-PROTECTIVE PROCEDURES	Page 5
SECTION III-VOLUNTEER AND STAFF SCREENING AND TRAINING	Page 8
SECTION IV-RESPONSE TO SUSPECTED ABUSE OR NEGLECT	Page 10
SECTION V-ADOPTION AND EFFECTIVE DATE	Page 13
SECTION VI-POLICY AND PROCEDURE CHANGES	Page 13

APPENDICES

Appendix 1: Communication Release/Parental Permission Form	Page 14
Appendix 2: Parental Medical Authorization Form	Page 15
Appendix 3: Off-Site Event Permission Slip	Page 16
Appendix 4: Off-Site Event Record	Page 17
Appendix 5: Statement of Safe Driving Requirements	Page 18
Appendix 6: Application for Staff Work with Children/Youth & Staff Applicant Screening Form	Page 19
Appendix 7: Record of Staff Applicant Reference Check	Page 21
Appendix 8: Staff Application Summary	Page 22
Appendix 9: Record of Annual Review of Safe Church Child Protection Policies and Procedures	Page 23
Appendix 10: Safe Church Manual Incident Report	Page 24
Appendix 11: Emergency Volunteer Verification Form	Page 25

ATTACHMENTS

Attachment 1: Parent/Guardian Responsibilities	Page 26
--	---------

HASLETT COMMUNITY CHURCH CHILD PROTECTION POLICIES AND PROCEDURES

INTRODUCTION

Christ has charged us to “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Matthew 19:14). Jesus’ instruction to us is two-fold: that we let the children come to Him and that we not hinder them.

At Haslett Community Church, we seek to fulfill the first part of this commission by offering Christian instruction and/or care through the following programs. Policies apply to all events of these programs.

1. Church School
2. Confirmation
3. Music and Choir
4. Vacation Bible School
5. Youth Groups
6. Nursery

For the second part of Jesus’ charge to us that we not “hinder the children” from coming to Him, we implement the following policies and procedures regarding the children placed in our care so that they may find a safe haven at Haslett Community Church. It is our goal to provide an environment that is free from any physical, psychological, or sexual abuse or neglect.

It is also our responsibility to protect our volunteers and staff from being suspected or falsely accused of wrongful behavior toward a child. Therefore we have adopted the following guidelines and policies that define the parameters of safe care and interaction with children.

SECTION I DEFINITIONS

A. Child Abuse (as defined in Michigan Public Act 238 of 1975, commonly called “The Child Protection Law”)- Harm or threatened harm to a child’s health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment. Categories of such abuse might include, but are not limited to:

1. Physical Injuries
 - a. Bruises
 - b. Scrapes or scratches on the skin
 - c. Laceration or cuts
 - d. Burns or scalds
 - e. Fractures
 - f. Head and brain injuries
 - g. Internal injuries
2. Sexual Abuse
 - a. Sexual contact or penetration
 - b. Verbal or physical conduct of a sexual nature
 - c. Written comments of a sexual nature
3. Emotional Abuse- (behavior which leads to psychological harm)
 - a. Excessive yelling
 - b. Ridicule
 - c. Excessive teasing
 - d. Intimidation
 - e. Isolation and neglect

B. Child Neglect- Harm to child’s health or welfare which occurs through negligent treatment or lack of intervention. In the Church setting, such neglect might involve, but not be limited to:

1. Failure to provide proper supervision.
2. Serving foods, or exposing child to elements to which he/she is allergic where such allergy has been made known.
3. Failure to protect child from harassment from other children and/or adults.

C. Paid Staff- A worker at Haslett Community Church who receives salary, wages, or stipend for work performed.

D. Unpaid Staff- A worker at Haslett Community Church who declines to receive salary, wages, or stipend that has been offered for work performed.

E. Volunteer- Any person who performs work for the Church without receiving an offer of salary, wages, or stipend for work performed.

F. Certified Volunteer- A volunteer who has gone through the screening process defined in section III of this policy.

G. Worker- Generically refers to any staff member (paid or unpaid) or volunteer (whether certified or not).

H. Adult- A person who is 18 years of age or older.

I. Child or Children-any person under the age of 18.

J. Youth- any child who is in 6th grade or above.

K. Buddy System-Two children of same gender accompanying one another.

SECTION II PROTECTIVE PROCEDURES

A. Overall Supervision- All children's and youth ministry events will be staffed by at least two adults, at least one of whom will be a staff member or a certified volunteer.

B. Room Supervision

1. Each classroom in use will be staffed by two volunteers. One of these volunteers will be a certified volunteer. The exceptions are:
 - a. Rooms that are subdivided into sections easily visible may be staffed with one certified volunteer.
 - b. Rooms with open doors or unobstructed windows in the door may be staffed with one certified volunteer.
2. For their own protection, family members may not serve at the same time as the only volunteers in the same classroom. The exceptions are:
 - a. Rooms that are subdivided into sections easily visible may be staffed by family members.
 - b. Rooms with open doors or unobstructed windows in the door may be staffed by family members.
3. The staff member(s) and/or certified volunteer(s) in charge of an event should let other workers, if any, know where he/she can be found in the building.

C. Proper Display of Affection- The Christian community is a community full of comfort and affection. Nevertheless, no one should be made to feel uncomfortable in situations where physical contact may be involved.

1. Hugs- Discretion is needed in giving full contact or body-to-body hugs. Workers must never require or aggressively initiate them. They must not be initiated in any way with any child who seems at all reluctant or uncomfortable with them.
2. Lap-sitting
 - a. Appropriate sitting on laps may occur with children age five and younger.
 - b. Lap sitting with school-age or older children and youth should be discouraged.
3. Casual Touch- gentle contact may be on children's heads, shoulders, arms and hands.

C. Bathroom Policy

1. On church premises
 - a. Preschool children or older children who need help will be assisted by a volunteer. The exterior door to the bathroom must remain propped open if two volunteers are not available.
 - b. Children from Kindergarten through 3rd grade will use the buddy system.
2. Off-site (i.e., camp or field trip)
 - a. All children under the age of 12 will use the buddy system and be supervised by a volunteer.
 - b. Children over the age of 12 years will use the buddy system.

D. Discipline

1. Workers should understand the developmental level of children under their supervision, have reasonable expectations about attention span, activity, and comprehension levels, and set the rules accordingly.
2. Positive reinforcement for good behavior is encouraged.
 - a. Verbal praise
 - b. Stickers, treats, etc.
 - c. Special privileges
3. If a child misbehaves, he/she should be warned first, then separated (within the classroom and in visual range of the teacher) from the other children.
4. If it becomes necessary to remove the child temporarily from the classroom (e.g., to sit in the hall) the worker will notify the staff member(s) and/or certified volunteer(s) in charge of the event.
5. If a child repeatedly misbehaves the teacher will consult the staff member(s) and/or certified volunteer(s) in charge of the event and the parents for appropriate discipline measures.

E. Safety and Security Procedures

1. Nursery
 - a. The parent(s) or an adult designated by the parent(s) must “sign in” their child and leave written instructions regarding any special needs.
 - 1) Children will only be released to the person who signed the child in or to someone designated in writing by that person.
 - 2) Universal Precautions will be used by all nursery workers
 - gloves must be worn when changing a child’s diaper
 - changing table surface must be cleaned with disinfectant after each use.
2. Church School, Vacation Bible School, Music and Choir

Children (through first grade) must be dropped off and picked up from the classroom or area of activity by the parents or person designated by the parents.
3. Anyone under 18 is not allowed in the Haslett Community Church building without an adult also being present and aware of the child’s presence.
4. Further description of parents’ responsibilities regarding their children when their children are at the church or are participating in church-sponsored activities is provided in Attachment 1 of this manual.
5. Student photos or written work will be published on Haslett Community Church website or included in church correspondence only with parental consent. (See Appendix 1) Students in photos will not be identified by name.
6. Underage drivers (under 18 years) are not permitted to transport other children or youth to, from or during a church sponsored off-site event without written permission from the driver’s parent(s)/guardian(s) and from the parents/guardian(s) of the rider.

G. Off-Site Events

1. All off-site events must be approved by the appropriate Church Committee or Ministry Team.
2. Adult/child ratio for off-site activities will be no less than one adult to eight children.
 - a. No matter how many children/youth are involved, there will be a minimum of at least two adults serving as chaperones.
 - b. For any overnight event, including overnights at the Church, any combination of two (preferably not of the same family) staff member(s) and/or certified volunteers of the same gender as the children they're supervising will supervise each gender group or room.
 - c. At events where youth (6th grade and older) are at times permitted to participate at a distance independent of chaperones, the youth must be in groups of a size designated as appropriate by the Youth Ministry Team.
3. A written medical authorization from the parent or guardian will be required for each child participating in any off-site activity. (See Appendix 2)
4. For all off-site events, an off-site event permission form must be completed. (See Appendix # 3)
5. After all off-site events, an off-site event record form will be completed by one of the staff member(s) and/or certified volunteer(s) in charge of the event and will be turned in to and kept on file by the Pastor or another person designated by the Pastor. (See Appendix 4)
6. Bathroom Policy
 - a. All children under the age of 12 will use the buddy system and be supervised by a volunteer.
 - b. Children over the age of 12 will use the buddy system.
7. Transportation

All drivers must sign a "Statement of Safe Driving Requirements" before being allowed to transport children or youth. The form must be renewed each year. (See Appendix # 5)
8. The possession or consumption of alcohol or illegal drugs, the possession of weapons, and the use of tobacco products is prohibited at all HCC events, both on-site and off-site.

SECTION III VOLUNTEER AND STAFF SCREENING AND TRAINING

Screening of Volunteers

1. Any volunteer who will work with children and/or youth must be verified by the appropriate staff member to have been regularly attending Haslett Community Church for at least six months prior to the beginning of their volunteer service.

2. All such volunteers must read this Safe Church manual and sign a statement indicating that he/she has read and understands its contents, is committed to following its policies and procedures, has never been convicted of child abuse or neglect, and has never had such a conviction expunged. The form will also verify the volunteer's commitment to report any occasion on which he/she has not followed one or more of the policies or procedures of this manual, along with the reason(s) why.

3. A volunteer will not be allowed to work with children and/or youth until this manual has been read and the form signed. Anyone who has been convicted of child abuse or neglect or has had such a conviction expunged will not be allowed to work with children and/or youth. They may volunteer in other areas besides children's ministry or youth ministry. The church reserves the right to access the National Sex Offender Registry as deemed appropriate.

Emergency Volunteers

A volunteer who is recruited to serve on an emergency, isolated basis will not be required to have read the manual and signed the form in advance of their emergency service. Such a volunteer, however, must sign in advance a form verifying that he/she has never had a child abuse or neglect conviction, nor has ever had such a conviction expunged. (See Appendix 10)

Volunteer Training

All volunteers will be required to attend a training session in which the policies and procedures of this manual will be reviewed during the course of their first year of work with children and/or youth. This session will be offered by the church at whatever intervals the Church Council deems necessary and will be led by the Pastor and/or by members of the Safe Church Committee.

Staff Screening and Training

Anyone to whom the church is seriously considering offering salary, wages, or stipend for work performed in the areas of children's and/or youth ministry will be screened and, if selected for staff work, trained according to the stipulations of the Staff Applicant Screening Form. (See Appendix 6)

Retraining of Volunteers and Staff

Retraining of staff and volunteers in the policies and procedures of this manual will be required and offered as often as the Church Council deems necessary.

Records of Required Form, Training, and Retraining Completion

These will be maintained by the Safe Church Committee and appropriate staff. More specifically, maintenance of the forms in Appendices 1-5, 9, and 11 will be the primary responsibility of the Children's Program Director for children through grade 5, of the Middle School Youth Program Director(s) for grades 6-8, and of the High School Youth Program Director for grades 9-12. For the forms in Appendices 6-8, the primary responsibility for maintenance will be the Pastor's. Responsibility for the form in Appendix 10 will belong to any children's or youth program worker to whom it applies.

SECTION IV RESPONSE TO SUSPECTED ABUSE OR NEGLECT

In our response to any case of suspected child abuse or neglect the Haslett Community Church will strive to provide the utmost in genuine compassion, respect, and care for all parties involved.

A. Attention to Signs of Possible Abuse or Neglect

Workers in our children's and youth programs need to be aware of the common signs of possible child abuse or neglect. Those that might come more readily to attention within the setting of our church include but are not limited to:

1. Specific allegations of abuse or neglect
2. Lacerations or bruises
3. Discomfort while sitting
4. Difficulty with urination
5. Sexual self-consciousness or "acting out"
6. Anxiety around or hostility towards particular adults or adults generally
7. Overly compliant behavior
8. Withdrawal

B. Procedures for Reporting Suspected Abuse or Neglect

1. Any worker who begins to suspect abuse or neglect because of the presence of such a sign or signs must report that suspicion immediately and only to the Pastor.
2. Any worker who hears a child make a specific allegation of abuse or neglect has the responsibility to assure the child that the allegation will be taken very seriously. If circumstances allow, the worker will immediately have the child meet with the Pastor. If circumstances make that impossible, the worker will gather as much of the following information as possible from the child at the time the allegation is first made:
 - a. The name, age, gender, and address of the child.
 - b. The name age, gender, and address of the alleged perpetrator.
 - c. The nature of the abuse or neglect alleged to have occurred.
 - d. The number of times the alleged misconduct occurred.
 - e. The date(s) and location(s) of the alleged incident(s).
 - f. The relationship between the child and the alleged perpetrator.
 - g. Other evidence that supports the allegation (eyewitnesses, medical exams, confessions, etc.)

That information will then be reported as soon as possible and only to the Pastor.

3. The Pastor will have the responsibility for determining whether the report of a specific allegation of abuse or neglect or of the suspicion of abuse or neglect that's based on other grounds will need to be made to appropriate state, congregational, denominational, legal, or insurance entities. At the Pastor's discretion, he or she may consult with the Children's and/or Youth Program Director(s), members of the Safe Church Committee, the church Moderator, and/or the church attorney in the process of making that determination. Michigan law requires the Pastor to be a

“mandatory reporter” to the state’s Family Independence Agency of all reasonable suspicions of child abuse or neglect and such suspicions must be reported by phone immediately and in writing within 72 hours.

C. If a Report of Suspected Abuse or Neglect is Made to the State

1. If it’s determined that a report of suspected child abuse or neglect needs to be made to the state, the Pastor will inform the parent(s) or guardian(s) of the child that the report will be made. If one of the parents or guardians is the suspected or alleged perpetrator, only the other parent or guardian will be informed.
2. Once the Pastor makes the report to the state, it means that the Pastor and the church are turning the case over to the state authorities for their independent investigation. The alleged perpetrator will not be contacted by the Pastor about the allegation unless, until, and in the manner deemed appropriate by the state authorities.
3. Once authorization has been given by the state to contact the alleged perpetrator, the Pastor can at his or her discretion consult with the Children’s and/or Youth Program Director, the Safe Church Committee, the Moderator, and/or the church attorney to determine what restrictions, if any, should be placed on the accused person’s activity within the life of the church. The Pastor and the Safe Church Committee will have the final responsibility for determining if and which restrictions will be made and the Pastor will communicate any restrictions to the person. Before contacting the person, the Pastor will also inform the Church Council of the identity of the person and of the restriction that’s been decided.

D. Communication with the Congregation

1. Given the extremely difficult and sensitive nature of any suspected and/or alleged child abuse or neglect case, the Pastor and any other church workers, leaders, or members who become aware of and/or involved in addressing such an incident within the life of the church must make maintaining confidentiality about it a top priority. All measures of confidentiality that are required by law will be honored. Information about the incident and any results of investigation into and decision about it will only be shared with wider segments of the congregation or the congregation as a whole on a “need to know” basis and only with those who are actually members of the church.
2. Usually, the only time that wider segments of the congregation or the church as a whole might “need to know” information about an incident is if a suspicion or allegation has been substantiated to the point where a restriction has been placed upon a person’s participation in the life of the church.

E. Communication with the Public At Large

If an incident of suspected, alleged, or actual child abuse or neglect at our church attracts public attention or generates media coverage, the Pastor or another person designated by the Church Council will serve as the spokesperson for the congregation to the media and to the public at large. All requests for information or comment about the incident must be referred to that spokesperson.

F. If the Pastor Is the Suspected or Alleged Perpetrator

If the Pastor is the suspected or alleged perpetrator, the church Moderator will take over all the responsibilities that this section otherwise assigns to the Pastor. The Moderator will also call upon the Michigan Conference of the United Church of Christ to assist in addressing the situation.

**SECTION V
ADOPTION AND EFFECTIVE DATE**

- A. Adoption of this Manual will be by vote of the Haslett Community Church Council.
- B. The policies and procedures in this manual shall become effective on September 16th, 2007.

**SECTION VI
POLICY AND PROCEDURE CHANGES**

- A. Any church member, committee, or ministry team can make recommendations for changes in the Manual to the Safe Church Committee.
- B. All changes must be approved by the Church Council.
- C. Notice of any substantive changes will be sent by special letter to all staff, children and youth ministry volunteers, and to all households which have children and/or youth registered in HCC's children's or youth ministry programs. Such changes will also be reported in the next church newsletter.

(APPENDIX 1)

HASLETT COMMUNITY CHURCH
COMMUNICATION RELEASE/PARENTAL PERMISSION FORM

During your child's time at Haslett Community Church, he/she may be photographed, create drawings and write letters. With your consent below these photos and works may be used in the following ways:

1. Classroom or church displays
2. Slide show or other visual presentation to the congregation or other church groups
3. Newspaper or newsletter spots
4. Church website
5. Church brochure and other promotional material
6. Mission or service project publicity or promotion.

Student pictures or works used in publicity or promotion will not include the child's name or any other identifiable information.

I give permission for _____ to have his/her picture and/or student work used by Haslett Community Church for publicity, promotion or correspondence.

Parent/Guardian Signature _____

Date _____

(APPENDIX 2)

HASLETT COMMUNITY CHURCH
PARENTAL MEDICAL AUTHORIZATION FORM

I give permission to any adult in charge of any Haslett Community Church event at which my child is present to secure emergency medical/surgical treatment and provide non-surgical medical care for my child as he or she deems necessary. Furthermore, I release Haslett Community Church from any liabilities concerning my child's participation in any church-sponsored events.

Child's Name _____ Date of Birth _____
Home Address _____
City _____ Zip code _____ Phone # _____

Mother's Name _____
Address _____
City _____ Zip Code _____ Phone # _____
Work Phone _____ Cell Phone _____

Father's Name _____
Address _____
City _____ Zip Code _____ Phone # _____
Work Phone _____ Cell Phone _____

Person to contact if parent(s) not available.
Name _____ Relationship _____
Address _____
City _____ Zip Code _____ Phone# _____

Name of Health Insurance Provider _____
Policy # _____ Group # _____

List any allergies or health problems _____

List any prescription drugs your child is taking. (include dose and frequency) _____

List over the counter medications your child may take. (i.e., Tylenol for a headache) _____

Hospital preference for non life-threatening situations:

Parent's Signature _____ Date _____

(APPENDIX 3)

HASLETT COMMUNITYCHURCH
OFF-SITE EVENT PERMISSION SLIP

I hereby grant permission for my child_____

To: a. Walk to _____

b. Go by car to_____

on (date)_____ at (time)_____

I can be reached at: Home Phone # _____

Work or Cell Phone # _____

Signature_____ Date _____

(APPENDIX 5)
HASLETT COMMUNITY CHURCH
STATEMENT OF SAFE DRIVING REQUIREMENTS
(TO BE RENEWED ANNUALLY)

I hereby confirm that I currently have all of the following:

1. Valid driver's license _____
2. Vehicle insurance as required by law _____
Please provide name of vehicle insurance carrier and policy number on lines below
Carrier _____ Policy # _____
3. Vehicle in safe operating condition _____

I hereby certify that whenever I transport children or youth as part of an HCC event:

1. All vehicle occupants will wear seatbelts.
2. Car seats will be used as required by law.

Please Print Name _____

Signature _____

Date _____

(APPENDIX 6)

HASLETT COMMUNITY CHURCH
APPLICATION FOR STAFF WORK WITH CHILDREN/YOUTH

This application is to be completed by all applicants for any staff position (paid or unpaid) involving the supervision or custody of minors. It is designed to help the Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

PERSONAL

Date: _____ Date of Birth: _____ Sex: M ___ F ___

Name: _____
Last First Middle (maiden or any other names used in the past)

Present address: _____
Number Street City State Zip

How long have you lived at this address? _____ Home Phone: _____

Social Security # _____ Driver's License # _____

CHURCH ACTIVITY

Name of church of which you are currently a member: _____

List(name and address) other churches you have attended the past 5years _____

List all previous church work involving children and youth. (Identify church and type of work): _____

List all previous non-church work involving children and youth _____

List any gifts, callings, training, education or other factors that have prepared you for children/youth work: _____

STAFF APPLICANT SCREENING FORM

Applicant’s Statement

I voluntarily authorize Haslett Community Church to make a thorough investigation of my past employment and/or volunteer record, driving record, criminal history, including specifically any information regarding my character and fitness for children/youth work. I agree to cooperate in such investigation and I release from all liability or responsibility all persons, organizations, companies, or corporations supplying such information. I waive any right that I may have to inspect references provided on my behalf.

I voluntarily authorize Haslett Community Church to check my criminal history with the Michigan State Police, or any other federal, state or local law agency which has criminal history records pertaining to me, understanding that there is no invasion of my personal privacy and that such information will be handled in a confidential manner*. I understand that a criminal history background check may be conducted now or at any time during my staff relationship with Haslett Community Church.

I understand and agree to be bound by the Constitution, Bylaws, Safe Church Child Protection Policies and Procedures Manual, and other policies and rules of Haslett Community Church in the performance of my services on behalf of the Church. I further understand that Haslett Community Church reserves the right to change, revise, add or delete policies and rules as it sees fit and that I will be obligated to conform to such amendments.

The information contained in this application is correct to the best of my knowledge. I agree that if selected for staff work, the discovery of any misrepresentation, falsification, misstatement or omission of facts on this application shall justify immediate termination of my staff services.

Applicant’s signature _____ Date _____

Witnessed by _____ Date _____

*All background checks will be performed by the Pastor. The files acquired through these checks will be kept in a locked storage unit. Access to those files will be limited to the Pastor.

PERSONAL REFERENCES

Do not list relatives

Name: _____
Address: _____
Telephone _____

Name: _____
Address: _____
Telephone _____

(APPENDIX 8)

HASLETT COMMUNITY CHURCH
STAFF APPLICATION SUMMARY

Applicant's Name _____

Requirements:

Reviewed by

Application complete	Yes___ No___	_____
References satisfactory	Yes___ No___	_____
Background Checks satisfactory	Yes___ No___	_____

List Background Checks that were completed and record any relevant comments:

Date _____

Summary completed by (signature) _____

(APPENDIX 9)

**HASLETT COMMUNITY CHURCH
RECORD OF REVIEW OF SAFE CHURCH
CHILD PROTECTION POLICIES AND PROCEDURES MANUAL**

I have read, understand, and am committed to following the policies and procedures set forth in Haslett Community Church's Safe Church Child Protection Policies and Procedures Manual. I verify that I have never had a child abuse or neglect conviction, nor have I ever had such a conviction expunged. I am also committed to reporting any occasion on which I did not follow one or more of the policies or procedures of the Manual as well to giving a description of the reason(s) why I did not.

Please Print Name _____

Signature _____

Date _____

(APPENDIX 10)

HASLETT COMMUNITY CHURCH
SAFE CHURCH MANUAL INCIDENT REPORT

List the policy, policies, and/or procedures that were not followed and include the date of the occasion:

Describe the reasons why the policy, policies, and/or procedures were not followed

Please Print Name _____

Signature _____

Date _____

(APPENDIX 11)

**HASLETT COMMUNITY CHURCH
EMERGENCY VOLUNTEER STATEMENT**

I verify that I have never had a child abuse or neglect conviction, nor have I ever had such a conviction expunged.

Please Print Name _____

Signature _____

Date _____

ATTACHMENT 1

HASLETT COMMUNITY CHURCH PARENT/GUARDIAN RESPONSIBILITIES

1. Parent(s)/guardian(s) must inform Haslett Community Church of all food or environmental allergies that their child may have so that exposure to these elements can be prevented.
2. Parent(s)/guardians(s) must inform Haslett Community Church of any medical condition or special needs that their child has that may require special food, medication, equipment or other attention that may be required to maintain child's safety.
3. Medications will not be administered to minors without written parental consent.
4. Parent(s)/guardian(s) will be notified of any behavior problems and will be responsible for working with staff and volunteers to address these issues.
5. When dropping children off for nursery care, parent(s) or adult designated by the parent(s)/guardian(s) must "sign in" their child and leave written instructions regarding any special needs. The child will only be released to the person(s) who "signed in" the child or other person(s) designated in writing by the parent(s)/guardian(s).
6. Children through 1st grade must be dropped off and picked up from the classroom or area of activity by parent(s)/guardian(s) or by person(s) designated in writing by the parent(s)/guardian(s).
7. Parent(s)/guardian(s) are responsible for the supervision of their children while the children are on church premises both before and once they have been released from events or activities that are supervised by church staff and/or volunteers.
8. Parents/guardian(s) who allow their children to be unsupervised on church premises are responsible for their children's safety and actions, and may be held financially responsible for any damages caused by their children's unsupervised activity.
9. Written consent and medical release forms from parent(s)/guardian(s) will be required for each child participating in an off-site activity if Haslett Community Church is responsible for transportation to and/or supervision during the event.
10. All drivers providing transportation for children (other than their own) to and from church-sponsored off-site events will sign a Statement of Safe Driving Requirements.
11. Underage drivers (under 18 years) are not permitted to transport other children or youth to, from or during a Church sponsored off site event without written permission from the driver's parent(s)/guardian(s) and from the parent(s)/guardian(s) of the rider.