

Survival Guide



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Our Vision

At Ino Baptist Church every child is **SPECIAL!** God's word tells us that each of us were created for a special purpose.

Our vision is that every child will come to know Jesus Christ as their personal Savior.

Our mission is to lay a strong spiritual foundation for faith in Christ and Christian growth.

At Ino we take every child's spiritual development seriously! The children's department is not just a "baby sitting service". During every activity children hear about Jesus and His love for them.

All classes and activities are presented in "kid-friendly" terms so that the children will learn and have FUN while doing it.

Every child is a gift from God, and every team member of Ino's Children's Department considers it a special privilege to take care of such a special gift.

Welcome to the most exciting Department at Ino...

The Children's Department

I am so thrilled that God has called you to serve here at Ino Baptist Church in our Children's Department. Whether you are teaching older children or babies, your dedication and commitment is very important. As you may already know, statistics show that most adults make a decision to follow Christ before the age of 12. This alone shows us what an awesome responsibility we have to teach children the Word of God.

In this booklet you will find information related to procedures for the classroom, parent information, teacher covenant and evaluation, and some helpful resources in the appendix.

I am asking that you take a moment and read through the information. On the last page is a confirmation page that I need for you to sign and return to me. It simply states that you have read, understand, and will abide by the information.

I also need for you to complete the Teacher Covenant, Truths We Hold Dear and My Personal Testimony. You can return all the signed documents to me at the church office. If you have any questions or need further clarification, please give me a call so we can discuss them.

I am excited about the growth and future of our Children's Department and I look forward to working with each of you. I am here to serve you in any way that I can, so please feel free to call me anytime with any suggestions, concerns or if you just need an ear and someone to listen.

Love,

Yana Wyatt
Children's Ministry Director

Teachers & Volunteers

Background investigations are required for anyone working with children below the age of 18. Once a background investigation has been completed and cleared, the teacher/chaperone/volunteer will be given their name badge.

No volunteer is allowed in a classroom without their name badge. If you loose your name badge please go to the Educational Office in the Family Life Center for a replacement.

No volunteers under the age of 16 are allowed in the classroom. Volunteers between the ages of 16 – 18 will be supervised by an adult volunteer or teacher.

If you are going to be absent you must notify your substitute or another volunteer on the approved volunteer list and the Children's Director. If you are unable to reach someone then contact the church office.

You must be in your classroom at least 20 minutes before class begins. This time should be used to ready your classroom for the day's activities and to greet and welcome students as they arrive for class.

Two teachers should be in a classroom at all times. If you must leave your classroom have the hall monitor step into your class until you return.

You should meet each student at the door and introduce yourself to the child and their parents/guardians. If the child is new to your class have another child "buddy-up" with the new child so they do not feel alone and isolated.

Parents/guardians are not allowed in the classroom. They should drop their child off at the door.

Early arrival activities should be set-up to keep children busy while they wait on class to begin.

Class should always start on time.

Every child should have an information card completed and they will be kept on file in your classroom. The information cards will be given to the pre-school parents when they check-in their child. For elementary age children the child or parent/guardian will need to fill out the card when the child arrives at class. It will be the teacher's responsibility to ensure they have a completed card on every child in their classroom.

All nursery and pre-school children will be checked in. The nursery will check the babies in when they arrive at the nursery. Pre-school children will be checked in at the pre-school information table between classrooms #103 & #104.

At check-in the children will be given a number and the parent/guardian will be given a corresponding number. The child will only be released to the parent/guardian when they bring back their number. **No one under the age of 18 can pick-up a child, even if they have the number, unless they are the parent/guardian.**

All children below 1st grade must be picked up by a parent or guardian. 1st graders and above may be dismissed, with the parent's/guardian's approval, to the sanctuary.

Never leave a child unattended while they are waiting on their parent or guardian.

Teachers, parents or children are not allowed to bring food into the classroom unless approved by the Children's Director. This applies to all age groups except the nursery.

All snacks will be provided by the church. Food allergy notices should be placed on the wall or door outside the classroom when serving snacks. These notices are in your Sunday school curriculum. If you need a special snack for your class, please make the children's director aware, and they will have the snack available for you.

For children with nursery items, all items – car seats, diaper bags, bottles, cups, pacifiers, diapers, and other items in the diaper bag - need to be clearly labeled with the child's name and parent's/guardian's name.

If a child has a fever, diarrhea or vomiting they will not be allowed in the classroom. If a child gets sick while in class then the parent/guardian should be notified and the child picked-up.

Latex gloves should be used by all volunteers when cleaning up after a sick child, or tending to an injury. First aid kits are located in every classroom. (Please ensure these kits are out of the reach of the children but quickly accessible to the teacher/volunteer)

No medications should be given by the teacher or volunteer. If a child needs medication then the parent/guardian should administer it. If a child has an inhaler they can use it if necessary. (The teacher should be notified by the parent if they have an inhaler)

When a parent/guardian needs to be notified because of a sickness, injury, discipline, or behavior issue, then the teacher should go to the Educational Office and use the hand-held radio to contact a monitor.

If the parent/guardian is in a class then the monitor will get the parent/guardian from their class. If the parent/guardian is in the worship service then the monitor will notify the sound-booth and they will post the child's number, they were given at check-in, on the black box on the wall in the main sanctuary. If the parent/guardian has not arrived by 15 minutes, then use a radio to contact the monitor and have the monitor get the parent/guardian.

The radios should not be taken into the classroom. They should be left in the Educational Office.

If a child gets hurt while in your class then an incident report should be filled out. Incident reports are in the classroom. The incident report should be reviewed with the parent/guardian when the child is picked-up. The teacher and the parent/guardian should sign the report after it has been reviewed. A copy of the report should be given to the Children's Director on the same day as the incident.

All classrooms are cleaned and sanitized after each service. A disinfectant will be used to wipe down tables, chairs and toys. Bleach solution should be used on the changing pads after each time the pad is used. You should wash your hands with sanitizing hand soap after each time you wipe a nose or change a diaper, etc.

Do not allow older children (4 yr. olds and above) to sit on your lap. Encourage them to sit beside you. The following are appropriate touches: handshakes, high-fives and brief hugs.

Behavior issues will be handled in a Christ-like manner with love. Teachers and volunteers should use praise and/or a reward system to honor good behavior. A time-out chair may be used if a child continues to misbehave. If this doesn't work then the parent/guardian should be notified and asked to sit in the class with the child. A teacher or volunteer should never spank a child!

Additional tips on behavior and discipline are in the appendix.

Each classroom has posted the procedures and an evacuation route in case of an emergency related to the weather, fire, etc. Monitors or the staff will notify you when it is safe to return to your classroom.

As a teacher or volunteer, especially of older children, you may have the joyous occasion of leading a child to Christ. When this occurs you should take the decision very seriously. As soon as the parent/guardian picks up the child you need to encourage the child to tell their parent/guardian about their decision. The Bible tells us that the angels rejoice when someone comes to know Jesus, and we should too. You should be very excited for the child. In addition, please inform the Children's Director of any decisions.

Parent/Guardian Information

All children below kindergarten must be checked in for Sunday school. They will also need to be checked in for Children's Church unless they were checked in for Sunday school. The check-in table is located between the preschool classrooms #103 & 104. All children will be given a number and the parent/guardian will be given the corresponding number. The child will only be released to an adult with the number of the child. **No one under the age of 18 can pick up a child unless they are the parent/guardian.**

An information card will be completed for every child. The cards will be kept on file in the classroom.

Parents/guardians will not be allowed in the classroom. The parent/guardian should wait at the door and let the teacher get the child, or let the child walk in the classroom themselves. Teacher's can usually calm a child if the parent/guardian is not at the door.

All children below 1st grade must be picked up by a parent or guardian. 1st graders and above may be dismissed to the sanctuary with the parent's/guardian's approval.

All Sunday school teachers and volunteers should be in their class at least 15 minutes before class starts.

All classes should have at least 2 teachers in them at all times.

No one under the age of 16 can volunteer in the children's department. 16 – 18 year olds will be supervised by an adult volunteer or teacher. Only approved volunteers are allowed to teach or chaperone children.

Criminal and sexual background investigations are completed on every person who works with any child under the age of 18. After the teacher/volunteer/chaperone has cleared the background investigation they will be given their name badge.

All teachers and volunteers should wear name badges and introduce themselves to the parents/guardians and the children. If a worker (anyone over the age of 16) in the classroom is not wearing their name badge, please report it to another volunteer with a name badge immediately.

If a child is injured in a classroom the incident should be reported to the parent/guardian and the church office. An incident report will be completed and signed by the teacher and the parent/guardian.

First Aid kits are in all the classrooms and should be kept away from children but at easy access to the teacher.

No medications should be brought into the classroom. Children's workers are not authorized to give any medications. If a child needs medicine the parent/guardian must administer it. If your child has an inhaler please notify the teacher.

For health reasons and out of respect to other families, children with obvious illness should not be dropped off in the classroom. This includes severe coughing, fever, or diarrhea. If a child gets sick while in class the parent/guardian will be notified and asked to pick up the child.

Food allergy notices will be posted when serving snacks in the classroom. No food should be brought into the classroom by children or parent/guardian unless approved by the Children's Director. All snacks will be provided by the church. This applies to all age groups except the nursery.

If a teacher needs to contact a child's parent/guardian during the service, the number given to the child during check-in will be posted on the black box located on the wall behind the organ in the main sanctuary. If the parent/guardian hasn't responded by 15 minutes, then the teacher should use the hand held radio in the Educational office to contact a monitor. The monitor will then go get the parent/guardian.

If a parent/guardian needs to be contacted during the Sunday School/Discipleship Training hour, then the teacher will contact a monitor and have them get the parent/guardian from their classroom.

Each classroom has posted the procedures and an evacuation route in case of an emergency related to the weather, fire, etc.

All children should be escorted to the restroom. The adult should wait on the child outside the restroom door.

For children with nursery items, all items – car seats, diaper bags, bottles, cups, pacifiers, diapers, and other items in the diaper bag - need to be clearly labeled with the child's name and parent's/guardian's name.

All classrooms are cleaned and sanitized after each service. A disinfectant will be used to wipe down tables, chairs and toys. Bleach solution is used on the changing pads after each time the pad is used. Sanitizing hand gel is used after each time you wipe a nose or change a diaper, etc.

All teachers use praise or reward systems to encourage good behavior. If discipline becomes a problem then the child may be asked to sit in "time-out". Teachers should never spank a child! If a child's behavior doesn't improve then the parent/guardian maybe asked to sit in class with the child.

Teachers Covenant

Read carefully the following covenant. Check the appropriate line for each statement. Please sign and date at the bottom if you wish to join yourself to a group of leaders committed to ministry.

	Yes	No
1. I have a personal relationship with God through Jesus Christ.	_____	_____
2. I feel called of God to serve Him through teaching.	_____	_____
3. I will strive to follow the leadership of the Holy Spirit.	_____	_____
4. I will * actively participate in training and growing opportunities.	_____	_____
5. I will * actively participate in reaching the lost and unchurched persons.	_____	_____
6. I will *actively participate in Teacher Meetings.	_____	_____
7. I will do all I can to make class time a positive, uplifting experience.	_____	_____
8. I will be faithful in tithing (giving 10 percent of my gross earnings).	_____	_____
9. I will completely refrain from the use of alcoholic beverages.	_____	_____
10. I will attend Sunday morning and evening worship services and Wednesday evening activities unless providentially hindered.	_____	_____
11. I will be supportive of the Pastor and staff.	_____	_____
12. I have read and agree with the church's small group Philosophy and will lead my class according to it.	_____	_____

Before my Lord Jesus Christ, I commit myself to serve Him and His church by faithfully ministering through the educational department of Ino Baptist Church, Kinston, Alabama.

Sign/Date

* "actively participate" means you will be involved unless providentially hindered.

Truths We Hold Dear

“ Not many of you should presume to be teachers, my brother, because you know that we who teach will be judged more strictly”
(James 3:1, NIV).

Name _____

Position _____

It is our desire to have those presenting the Word of God to be in agreement with the church’s position on our essential beliefs. The following represents those beliefs. Please circle the number that best represents your conviction for each doctrinal statement.

- | | | |
|-----------------------|--------------------|-----------------------|
| 1. – Strongly Agree | 2. –Mostly Agree | 3. –Somewhat Agree |
| 4. –Somewhat Disagree | 5.-Mostly Disagree | 6. –Strongly Disagree |

1. **About God:** God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and Holy Spirit. These three are co-equal and are one God.

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2. **About the Father:** He is all powerful, all knowing, all loving, and all wise. He reigns with providential care over the universe and the flow of human history goes according to His purposes and plan.

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3. **About Jesus:** Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

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4. **About the Holy Spirit:** He is the third person of the Trinity. He guides men into all truth; exalts Christ; convicts of sin, righteousness, and judgment; cultivates Christian character; comforts believers; bestows spiritual gifts by which believers serve God; and seals the believers unto the day of final redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.

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5. **About Scriptures:** The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

1 2 3 4 5 6

6. **About Human Beings:** People are made in the image of God and are the supreme object of God's creations. All of us are marred by an attitude of disobedience toward God called sin. Sin separates people from God and causes many problems in life.

1 2 3 4 5 6

7. **About Salvation:** Salvation is God's free gift to us, but we must accept it. We can never make up for our sins by self-improvement or good works. Only by trusting Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his life faith.

1 2 3 4 5 6

8. **About Eternal Security:** Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

1 2 3 4 5 6

9. **About Eternity:** People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separate from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

1 2 3 4 5 6

10. **About Baptism by Immersion:** We believe that scriptural baptism must be: (1) by being completely immersed under the water and (2) after salvation. Jesus was immersed, and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer's faith in the death, burial, and resurrection of Jesus; (2) the believer's death to sin and resurrection to walk anew in Christ; and (3) the Christian's belief that he will die, be buried, and that Jesus will resurrect him from the dead.

1 2 3 4 5 6

11. **About the Lord's Supper:** The Lord's Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.

1 2 3 4 5 6

12. **About Tithing:** We believe in giving the tithe – ten percent of our gross income (not net income)-as the biblical standard of giving. The tithe is to be given as an undesignated offering to the “storehouse” ministry of a local church. According to the Scriptures, we are to give cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

1 2 3 4 5 6

13. **About Evangelism:** It is the duty of every born-again follower of Jesus Christ and of every church to endeavor to make disciples of all men everywhere. It is the command of Christ for everywhere. It is the command of Christ for every believer to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

1 2 3 4 5 6

14. **About the Church-**A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by their common faith and fellowship with Jesus. A local church is to observe the two ordinances: (1) baptism and (2) the Lord's Supper. The church should exercise their God-given gifts and extend the gospel to the ends of the earth. The Church is an autonomous body serving under the Lordship of Christ. All members are equally responsible as they serve with the scriptural officers of the church, the pastors and deacons.

1 2 3 4 5 6

15. **About Christian Unity:** To live in harmony with other believers is clearly the teaching of the New Testament. It is the responsibility of each believer to endeavor to live in fellowship with each member of the congregation. It is further the responsibility of each member to bring all gossiping and backbiting to an end.

1 2 3 4 5 6

My Personal Testimony

Please use the following questions as a guide to share your testimony with me. Please use the back of the page, or attach another paper to this one if you need more space.

Name _____ Date _____

Date of Salvation _____ Date of Baptism _____

Were you baptized after you were saved? _____ Yes _____ No

Were you baptized by immersion? _____ Yes _____ No

1. What my life was like before I received Christ.
2. How I knew I needed Christ.
3. What took place when I received Christ.
4. How my life has been different since Jesus saved me.

Annual Sunday School Teacher Evaluation

Please answer the following questions honestly. Then set up an appointment with your age-division leader to discuss these issues. The purpose of this evaluation is to draw us closer together as co-laborers in purpose and in a heart.

Name _____

Position _____

Date _____

1. What is the purpose of your class?
2. What would you like to see happen in you class? By what date?
3. What is your greatest passion for ministry?
4. If you could do anything with your class this year, what would it be?
5. How are your class and personnel structured around the three tasks of the Educational Department?
 - Reaching People
 - Teaching People
 - Ministering to People
6. How can we help you become a better teacher?
7. How can we help you become a better leader?
8. How can we help you become a better discipler?
9. How can we help you become a better soul-winner?
10. How can we help your class reproduce itself and start new classes?
11. How can we make the ongoing teachers Meetings more effective in helping/ equipping you?
12. What topics would you like to see addressed at the Teachers Meetings?

13. What other thoughts would you like to share with me that this evaluation has not addressed?

14. How would you rate yourself in the following areas: (1 is low, 5 is high)

- A) Actively participating in evangelistic efforts.
 1 2 3 4 5
- B) Actively participating in Leadership Meetings.
 1 2 3 4 5
- C) Making class time a positive, uplifting experience.
 1 2 3 4 5
- D) Actively participating in training and growth opportunities.
 1 2 3 4 5
- E) Developing new leaders from your class
 1 2 3 4 5
- F) Organizing your class for effective ministry.
 1 2 3 4 5
- G) Providing excellence in the learning/teaching process of the Bible.
 1 2 3 4 5
- H) Giving of the tithe (ten percent of gross income).
 1 2 3 4 5

15. What can you do to improve in each of these areas?

- A) _____
- B) _____
- C) _____
- D) _____
- E) _____
- F) _____
- G) _____
- H) _____

Event Planning

There may be an occasion where you would like to plan an event/activity for your class or group and I encourage you to do so. Activities outside the classroom setting help to create a bond between you and your students.

If you would like to plan an event/activity, simply fill out the Event Planning Form located in the Appendix. I need this form turned into the Children's Department office a minimum of at least 4 weeks in advance of the event/activity.

If you are going to go off the church campus, you will need to have permission slips filled out by the parents for every child that will be attending. This is a safety precaution in case something should happen while a child is in your care.

A copy of the permission slip is located in the Appendix.

After the event/activity is completed, please send me a brief evaluation of the event/activity.

If you would like some suggestions on events or activities, please feel free to give me a call and I'll be happy to give you a few ideas.

APPENDIX

- † **New Teacher Tips**
- † **Characteristics of Preschoolers**
- † **Characteristics of Elementary Children**
- † **Discipline Procedures**
- † **Bible Development Skills for Children**
- † **Guidelines for Leading a Child to Christ**
- † **Incident Report**
- † **Event Planning Form**
- † **Activities/Medical Release**

Characteristics of Preschoolers

1. Characteristics of Babies

Physically – use many complex reflexes, begin to reach toward objects, hold up their heads, sit without support, roll over, crawl, look for dropped toys.

Mentally – use senses to learn, cry to signal pain or distress, recognize principle care-givers, use vocal and non-vocal communication, react differently to familiar and unfamiliar, know and respond to name.

Socially & Emotionally – show alertness when talked to, smile broadly at others, begin to initiate social interchange, become quiet in unfamiliar settings, make eye contact, are interested in other children.

Spiritually – develop a sense of trust as needs are met consistently, sense attitudes and expressions of love, learn to associate God's name with love and trust, sense importance associated with Jesus and the Bible, may point to the Bible and pictures of Jesus.

2. Characteristics of Ones (1 year olds)

Physically – sit well in chairs, climb, love to explore, use markers on paper, carry objects from place to place, move constantly.

Mentally – remember simple events, begin to group familiar objects, use trial and error in learning, can label body parts, understand and use words for items, try to make self understood.

Socially & Emotionally – experience stranger anxiety, play simple games, can practice “taking turns”, like to exert control, recognize other's emotions, imitate household actions.

Spiritually – begin to make simple choices, continue to grow in trust of adults, begin to distinguish between acceptable and unacceptable behavior, begin to recognize simple pictures of Jesus.

3. **Characteristics of Twos (2 year olds)**

Physically – develop preference for right or left hand, stand on one foot and balance, jump on tiptoes, walk between parallel lines, have better gross motor coordination, have difficulty relaxing, help undress self.

Mentally – use 5 to 300 words, begin using sentences, identify self by gender, follow simple directions, match, compare, group, sort items, enjoy repetition, begin using numbers, repeat songs, know colors.

Socially & Emotionally – take interest in family, try to help, initiate play with peers, can be loving and affectionate, are responsive to others' moods, use imagination, strongly assert independence.

Spiritually – can sing simple songs about God and Jesus, can say thank you to God, can listen to Bible stories.

4. **Characteristics of Threes (3 year olds)**

Physically – use large muscles, dress self fairly easily, display some fine motor skills, notice the differences in boys and girls, dislike nap time and cannot sleep during this time.

Mentally – use 300- 1000 words, learn short songs, display creativity and imagination, experience fears and bad dreams, begin speaking in complete sentences, do one thing at a time, want to know what things are and how they work.

Socially & Emotionally – try to please adults; conform more often, can show self-control, but resort to temper tantrums when angry, take turns more readily, like to hear own voice, respond to verbal guidance and enjoy encouragement, play with others, have imaginary friends.

Spiritually – can identify some Bible characters and stories, enjoy singing songs, understand that God, Jesus, the Bible and church are special, try to please adults, begin to understand consequences of behavior; may feel embarrassed.

5. Characteristic of Fours (4 year olds)

Physically – show good large muscle coordination, develop a longer, leaner body, develop fine motor control for cutting with scissors, painting, and drawing, walk backwards, need a high level of physical activity.

Mentally – remember name and address, have increased attention span, can do two things at once, are imaginative, cannot separate fact and fantasy, show a curiosity about life cycle, understand time concepts better, use 500 to 2000 words.

Socially & Emotionally – have total confidence in own abilities, are bossy, show great independence, tattletale frequently, focus on cooperative play and take turns, like to be helpers if they initiate the idea, respond to reason, humor and firmness.

Spiritually – like to retell Bible stories, enjoy Bible verse games, recognize that God and Jesus love people and help people in special ways, accept responsibility for helping people, begin to develop conscience.

6. Characteristics of Pre-Ks (5 year olds)

Physically – show good eye-hand coordination, dress themselves, exhibit right and left handedness, control their large muscles, enjoy building materials and parts to assemble, are learning to print and copy words.

Mentally – are challenged by new tasks, seek explanations concerning why and how, begin to recognize basic reading words, enjoy classification, sequencing, and sorting, use many words without knowing their meanings, use a vocabulary of 2000 plus words.

Socially & Emotionally – play cooperatively with other children, enjoy imitating adults, begin to distinguish truth from untruths, enjoy competition, are learning to share and take turns, can accept responsibility.

Spiritually – ask questions about God, express love for God and Jesus, can recall Bible stories, can make life application of Bible verses, show concern for others, can sing songs about Jesus, they continue to develop a conscience.

Discipline Procedures

Proverbs 1:8 clearly states that discipline is the responsibility of the parents. *“Listen, my son to your father’s instruction and do not forsake your mother’s teaching.”* As teachers, we must maintain order in our classroom but we are not here to parent the children in our class. We are here to show them the love of Jesus and teach God’s Word, helping them to embrace “wisdom.”

In Timothy 4:2, we are instructed to *“preach the Word, be prepared in season and out of season; correct, rebuke and encourage with **great patience and careful instruction.**”* Listed below are some tips on how to accomplish this task.

- Use **DO** instead of **DON’T**. Make very few rules but be very consistent with those rules. Make them clear, understandable and positive. Children need to know why some behavior is inappropriate. Discuss rules often with the whole class.
- Use words and tones that reassure. Don’t raise your voice, use sarcasm or ridicule. At times, eye contact without words is enough. Be as respectful and courteous as you expect the children to be to you.
- Give choices rather than ultimatums. Redirection often can control a situation. Plan a variety of different activities that capture varying interests and abilities.
- Be prepared! Prepare your heart in prayer. Prepare your lesson and activities before class. Prepare your classroom and be ready to greet each child, unstressed and with a smile.
- Recognize and praise good behavior. Reinforcing positive behavior is essential in directing a child’s behavior.
- Get to know the child and their family. Greet each child by name. Understanding the child’s feelings, learning styles and home environment will help in guiding behavior.
- Our classrooms should provide a safe environment where children feel free to learn and investigate. Give them freedom to explore.
- Remember the “one-minute per one-year of age” rule. Children need to change activities frequently. Sitting still is hard for this age.

- Placing children during group time according to needs can help bring out their best behavior. Follow these guidelines:
 - Keep active children near you.
 - Put quiet children across the circle from you. They will receive more eye contact and non-verbal permission to talk.
 - Place talkative children out to the side, at the three o'clock and nine o'clock positions in the circle. They will receive fewer non-verbal cues and be less likely to dominate the conversation.
 - Remind "chatty" friends that sitting together is a privilege. Make it clear that one reminder to stop talking will mean that they'll need to sit apart.

Dr. James Dobson gives six keys to shaping a child's will.

Define the boundaries before they are enforced.
 When defiantly challenged, respond with confident decisiveness.
Distinguish between willful defiance and childish irresponsibility.
Reassure and teach after the confrontation is over.
Avoid impossible demands
 Let **Love** be your guide!

When everything you have tried doesn't seem to be working:

- ❖ Inform the Children's Director or Administrator of the discipline issue.
- ❖ Remove the child from the classroom for the Children's Director or Administrator to discuss their behavior with them.
- ❖ Speak to the parents (Discuss the proper way to do this).
- ❖ Visit in the home
- ❖ When all else has failed, the parent will be required to attend Sunday school with their child.

Ideas for Incentives

- ‡ Individual ticket awards – each child receives two tickets upon arrival. If a child has to be corrected, they must turn over a ticket. Reward for the number of tickets they have as they leave the classroom.
- ‡ Marble jar – set up a marble jar to "catch" the students being good. Every time the students are "caught" staying on task, cooperating, being respectful or demonstrating any positive behavior, take a handful of marbles and place them into the jar. Have a special celebration or reward when the jar is full. You determine the frequency of the reward by the size of the jar and the handfuls.
- ‡ Tic-Tac-Toe – Use tic-tac-toe with middle to upper Elementary students when working to encourage a specific behavior such as raising hand or cleanup quickly. Prepare board with grid. Organize teams. When

catching a student following a rule without being told, the team can add “X” or “O”.

Attention Getters

- ! Lights – flashing the lights off and on is a silent but very effective way of grabbing the kid’s attention and letting them know that the noise level is getting too loud.
- ! Balloon Pop – blow up several balloons and keep out of student’s reach. When someone misbehaves, pop a balloon. The loud pop gains the attention needed to review the rules. (Use for older children this may scare smaller children)
- ! Beanbag toss – toss a beanbag to a child obeying rules. This is especially effective when reviewing lessons or memory verses.
- ! Bell – ring a bell gently once. Teach students to give a “freeze tag” response.

The above ideas and suggestions were compiled from several sources representing several years of experience. Remember each child is unique and each classroom has its own personality. What works in your classroom to encourage positive behavior this year might not work the next year. Be creative. As you get to know your students, you can better determine what ideas and suggestions work. Be patient but be diligent. The results could last an eternity.

No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11 NIV

Ino Baptist Church
Children's Department
6157 Highway 134
Kinston, AL 36453
334-565-3970

INCIDENT REPORT

INJURED CHILD'S NAME: _____ DATE OF BIRTH: _____

PARENTS' NAME: _____

ADDRESS: _____ HOME PHONE: _____

DATE OF ACCIDENT: _____ TIME: _____ PLACE: _____

DESCRIPTION OF INCIDENT:

A. HOW WAS CHILD INJURED (WHAT WAS CHILD DOING WHEN INJURED)?

B. GIVE DETAILS OF INJURY (LOCATION AND NATURE OF INJURY):

C. WERE OTHER CHILDREN OR ADULTS INVOLVED? (IF SO, HOW?)

D. TREATMENT ADMINISTERED BY STAFF:

E. WERE THE CHILD'S PARENTS OR GUARDIAN CALLED? (GIVE DETAILS)

F. DID THE INJURY REQUIRE THE ATTENTION OF A DOCTOR? _____

G. WAS AN AMBULANCE CALLED? _____ IF SO, GIVE NAME OF SERVICE _____

TEACHER OR PERSON IN CHARGE

DATE

PARENT OR GUARDIAN

DATE



**Ino Baptist Church
Event Planning Form
Children's Department**

Department/Classroom: _____

Planned Event: _____

Date of Event: _____

Time of Event: **From** _____ **Until** _____

Location of Event: _____

Purpose of Event: _____

Leaders/Chaperones: _____

Evaluation: _____

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Activities/Medical Release Form

Child's Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Medications or Allergies: _____

Contact in Case of Emergency: _____

Phone: _____ Cell Phone: _____

Activities Release

I give permission for my child to participate in approved activities of Ino Baptist Church _____ and I give my permission to transport my child during these activities.

Medical Release

In the event of a medical emergency, I hereby grant permission for proper medical attention to be given to my child of whom I am legal guardian. I also agree to assume the responsibilities for any reasonable and necessary charges due to medical attention.

If you have insurance, please attach a copy of insurance card and information to this form.

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____