

Kids Adventure Club Worker Policies
Grace Bible Church, Wappingers Falls, NY

- 1) Each Kids Adventure Club worker will be knowledgeable with and follow the GBC *Children's / Youth Worker Policies* and will complete and sign the *Participation Covenant* and be approved by the Kids Adventure Club Director prior to beginning any work with the children. (Those who are not members of GBC must also agree to and sign the Kids Adventure Club Doctrinal Statement on the reverse side of this document).
- 2) Kids Adventure Club workers are to arrive a minimum of ten (10) minutes prior to the starting time in order to make sure that final preparations of both themselves and the room are completed and they are ready to receive and welcome the students.
- 3) Kids Adventure Club workers are to participate in the meetings called for them by their Program Leader or the Kids Adventure Club Director. They are also to attend any training classes as needed or directed by either their Program Leader or the Kids Adventure Club Director in order to improve their abilities in teaching the Kids Adventure Club program. If they cannot attend they are to notify their Program Leader.
- 4) Kids Adventure Club workers are to take an active interest in the lives of their students which will include at minimum regular prayer for each student. Teachers are also to make sure that enrolled students that have missed meetings are contacted. (This can be done by any method effective in communicating to the student such as phone calls, letters or post-cards, mailing the missed lesson, personal visits).
- 5) Kids Adventure Club workers are encouraged to have regular contact with the parents of their students in order to know how they might best assist the parents in teaching their child to know and follow the Lord. This includes non-Christian parents which also aides in bringing the gospel to them.
- 6) Kids Adventure Club teachers are encouraged to make prior arrangements with an approved substitute teachers for planned absences as early as possible. They are to make sure the Kids Adventure Club Director has been notified. If an absence will be due to illness or other emergency their Program Leader or the Kids Adventure Club Director should be notified as soon as possible so that other arrangements can be made.
- 7) Kids Adventure Club Teachers are encouraged to recruit assistants for their classrooms. (This includes teenagers who are approved by the Kids Adventure Club Director). This allows for new teachers to be trained and helps increase the safety of the class room (i.e. prevention of abuse of any child as well as false accusations against any teacher).
- 8) "The Two Worker Policy" - A teacher with only one student but no other worker present will join in with another class until there is an additional worker or student. A single teacher may teach alone if there is more than one student present, however, the Kids Adventure Club Director must be notified and nothing must obstruct the view into the classroom from either the outside windows, the door widow or the video surveillance camera.
- 9) Discipline of Children. A child that disrupts is given three warnings. On the second warning they are to be isolated to a chair separate from the rest of the group for the remainder of the class time. The parent is to be notified after class. On the third warning the child is to sent to the Kids Adventure Club Director and the matter will be discussed with the parent / guardian. A child that reaches the third warning twice within a four week period will be asked to not attend for a period of one month.
- 10) Safety. All activities will be done with the utmost attention given to the safety and welfare of the children.

