

Tapestry Kids' Ministry

Policies and Procedures

Updated March 2022

About Tapestry

Tapestry Oakland Vision

We are a people of many cultures woven together into the fabric of Oakland to display the beauty of God's Story

Tapestry Oakland Values

Celebrate Beauty

God's first word on this world was not a word of condemnation. God's first word was, "It is very good!" (Genesis 1:31) At the beginning of time, God celebrated the beauty of the world he created. As people made in his image and following his lead, our first word about every person, every neighborhood, and every culture should be "It is very good!" We believe that we are called to notice, recognize, verbalize, and party around the beauty we see in all people and all creation.

Create Peace

Biblical peace is not passive acceptance. It's an act of creation. Peace in God's economy is shalom, wholeness and flourishing for all beings and every relationship (Isaiah 9:7). As Dr. King said, true peace is not the absence of conflict but the presence of justice.

We believe that God has made peace with us through the cross of Jesus, establishing peace through justice. Our peace with God gives us the power and motivation to create peace for people, between people, and between people and creation.

Overthrow Fear

Fear is the enemy of peace. Where fear exists, hatred, turmoil, and judgment reign both in our inner lives and in our communities. That's why we are committed to overthrowing the reign of fear that is dividing our world and holding us all back from being everything God created us to be. 1 John 4:18 tells us that, "There is no fear in love, but perfect love drives out fear."

God has shown his perfect love to us by sending his own Son as one of us, by dying for us, and by raising from the dead so that even death, that most fearsome enemy, would not hold strike fear in us anymore. And if we don't have to be afraid of death, we don't have to be afraid of anything. And we believe that a fearless community can change the world.

Tapestry Kids' (TK) Ministry

Tapestry Kids was created to provide a safe, welcoming environment for children to learn about Jesus and His love for them via culturally competent and age appropriate materials.

TK aims to serve children 0+ years old in three groups:

1. TK Nursery - infants and toddlers (2mos-2yo)
2. TK Kids - Pre-K - elementary (3-10yo)
3. TK Youth - middle and up (10yo+)

TK Goals

- We learn...
 - God loves us
 - We look to the Bible for help
 - We talk with God by praying
- We love...
 - We build community
 - We worship God together
 - We are imperfect people who reflect God's love for each other
- We do...
 - We follow God in all parts of our lives
 - We connect with God throughout the week in prayer and Bible reading

Nursery Staff and TK Teachers (Volunteers)

- All TK staff and volunteers must be 18 years or older and complete a background check which will be provided by Tapestry Church
 - Any offenses related to intentional acts of violence, harassment, or harm to children will preclude eligibility to work with Tapestry Kids.
 - NOTE: This policy is focused on the wellbeing of our kids, and does not preclude individuals from participating in the life of the church or serving in other ways. We believe that God's redeeming work includes all people.
 - Results of the background check will be visible only to the Tapestry Kids co-directors and pastors, and will be kept confidential.
- Nursery Staff
 - Arrive by 10am to set up check-in area and classrooms
 - Assist with check-in, check-out, and cleaning classrooms and toys after children are released back to their parents
 - Nursery Staff should be CPR certified

- TK Teachers
 - Everyone who meets the requirements listed above is eligible to serve as a volunteer for the position of TK Classroom Helper or TK Nursery Helper.
 - In addition to the safety requirements outlined above, TK Teachers also need to demonstrate Christian maturity and faith suitable for a teaching role.
 - Teachers are asked to fill out a form here: <https://forms.gle/iCMj8NKKpDp46LYA>
 - One of the Tapestry Co-Directors will have a conversation with each teacher about their responses to this survey.
 - TK Teachers are asked to sign up in six month increments in which it is expected that they will co-lead a TK service at least once each month.
 - Be aware, check for specific needs (i.e. allergies)
 - Communicate positively and effectively with parents and TK co-directors
 - Attend to children at all times when they are on duty
 - Adhere to safety and cleaning protocols
 - Be physically capable to care for children (bend, lift, etc.)
- Note: Tapestry Kids Co-Directors Meredith Triplet and Vanetta Thomas are mandated reporters, and must alert authorities if they believe a child is at risk of being harmed.

Scheduling

- Volunteers and Staff should use the Planning Center Services app to indicate their availability/preferred schedule.
- TK Co-directors will create schedule based on staff and volunteer availability and disseminate the schedule.
- Volunteers and Staff are expected to proactively let TK Co-directors know of any changes to their availability in which the TK co-directors will then disseminate any changes to the schedule with those who may be impacted.
- Nursery Staff and TK Teachers will receive a reminder of their shift 1 week in advance
- If you are ill or in the event of an emergency, please notify the TK co-directors as early as possible. If it is less than 36 hours before you are scheduled to serve please call either co-director.

Open Room Policy

- Classrooms should open at least 15 minutes before service starts, but will be kept closed until we are adequately staffed with at least 2 volunteers.
- There must be **at least 2 volunteers per classroom at ALL times**. If only one person is here, we'll keep the doors shut and the lights off, signifying to parents that we are not quite ready to take kids in.

Registration and Check-in

- All children should be checked in using the TK tablet
 - Please note that the check-in app can also allow TK volunteers to input any allergies, special instructions provided by the parent as well send any emergency messages to the parent during service if needed.
 - In the future, we will also be printing names via the check-in app.
 - Check-in can also print additional labels as needed for diaper bags etc.
 - At initial registration, parent/guardian should complete a registration form for their child(ren) and Wellness policy
- Make sure to scan for any special needs that the parent/guardian may have indicated and inform staff/volunteers on duty that day
- If a family is new or visiting for the first time, make sure to introduce yourself, welcome them to Tapestry, and offer to answer any questions they may have
- Check the child for any signs of illness. If the child appears ill, remind the parent of the wellness policy.

Check-out

- TK teachers will walk children back to service area for communion and final praise and worship
- Parents of infants will check out their children at the end of service. Nursery staff is only to release children to adults approved by the parent/guardian.

Communication

Notifications During Service

- Parents will be contacted in the case of disruptive, dangerous behavior; or if their child is crying inconsolably.
- Parents will be contacted via the Check-Ins app, using the information provided at registration.

Concerns, Grievances and Questions

- All concerns or questions regarding TK should be directed to Pastors Benard and Kyle or TK co-directors: Meredith Triplet and Vanetta Thomas
- If there are questions regarding policies and procedures relating to TK, first direct them to the TK co-directors and second to the Pastors Kyle and Benard.
- In the event that a complaint is made, TK co-directors will initiate communications with the Pastors regarding any corrective actions that need to be made.

Respect and Confidentiality

- Personal information regarding families, children, parents and workers will be kept in confidence.
- Personal information regarding workers (i.e. application and background checks) will be kept at the church office in a secure location.
- All workers involved in childcare will demonstrate respect and kindness at all times.

Set-up

- Arrive to the classroom a half hour before service to organize materials and set up room.
- All materials are to be found in the TK bins, stored and brought to the classroom door by the Sunday set-up team
- Use ziploc bags to have separate sets of arts and crafts materials ready/prepacked for each student
 - Bags should be labeled and the same set of materials used for each child
- Nursery: have a bin/area for each child's belongings, with a label printed from the check-ins app
- Have everything ready and accessible to receive children.

Clean-up

- Wipe down all surfaces and toys with disinfectant
- All garbage should be put in trash bin
- All materials taken out of bins should be put back in appropriate place.
- Any toys which have been chewed on or put in mouths should be sanitized using Clorox wipes or vinegar/water solution.
 - Make a note for the TK Co-Directors of any supplies or sanitizing items that need to be replaced.

Security / Safety

- Only TK staff/volunteers and Pastors will be allowed in the classrooms unless special permission is given.
- Two teachers will be present at all times in all classroom settings.
- The registration and release of children will be strictly adhered to.
- Any form of illegal indiscretion will be reported to the local authority.

Lap Policy

- For the comfort of all, it is best not to have children over the age of 2 sitting in your lap. While good for all volunteers, this is especially important for males.

- If a child initiates sitting in your lap, grab the child's waist with both hands and move them off-center to be seated on your knee.
- If the child is willing, you can always move them to be seated or standing next to you rather than your lap.

Restroom Guidelines

- Ask parent/guardian if they have any specific instructions around restroom assistance from teachers.
 - Parents can be notified of restroom assistance needs, or a teacher can assist.
 - If a teacher assists, Tapestry recommends the following guidelines:
 - If a young child needs help in the stall, a female volunteer should assist while another volunteer is within eyesight.
 - Men are never allowed to assist a child in the restroom.
 - At no time should a teacher touch a child's skin where they are normally covered. (There should be toilet paper, a wet-wipe, or clothing between the adult's hand and the child's skin.)
- No child regardless of age will be allowed to go outside the classroom alone. Even older students should be escorted to the bathroom, and the accompanying adult should wait outside for them.
 - Given that classrooms are relatively small - our recommendation is to take all children to the restroom at once to ensure 2 adults are present at all times.
 - As a practical matter to minimize disruption, teachers will initiate a bathroom break at the time of dismissal when moving to the classroom.
- Ensure that child washes their hands before returning to the classroom. Assist the child in washing their hands after use in the restroom if needed.
- Please make sure that EVERY baby is dry when they are picked up! Only women may change diapers. Please use the diaper changing station located in the room. This way, there will always be another volunteer present.
- There may be special circumstances where a parent will not want their child changed, so make note on the check-in sheet if the parent does not want the child's diaper changed.

Please adhere to the following procedures when changing diapers:

- Use diapers from the child's diaper bag. If no diaper bag was left, there are infant diapers available in the Nursery bin.
- Never, ever leave a child on the changing table unattended, even for a second!
- Have a toy ready for the child to hold.
- Ask for help if the child is too active for one person to safely change the diaper.
- Have someone distract the child while you change them. Pray while you change.

Illness

- No child will be allowed in class if they are ill. If it is questionable, err on the side of caution and have the child stay with the parent.
- IF there is an issue, please refer to the TK co-Directors.
- A sick child is defined with one or more of the following (based on DuPage County Board of Health): Fever, a persistent cough, diarrhea, vomiting, redness of the eyes, rash on the face, trunk or limbs, a communicable disease (such as hepatitis A, TB, etc.).
- Child must be symptom free for 24 hours before participating in the TK program. If you notice a child exhibiting one of the aforementioned symptoms, notify the parent immediately to pick the child up from CM. Keep the child from the other children as much as possible until the parent arrives.

Emergency Procedure

- No medications will be given at any time.
- If an emergency occurs, immediately get help. Have someone notify the TK co-Directors
- Call 9-1-1 prior to starting CPR.
- Notify the parents immediately after initiating 9-1-1.
- If a non-life-threatening event occurs, notify the TK co-Directors and the parent.

Discipline

- Teachers promise to encourage positive discipline in their classrooms which shall include the following:
 - Communicate to children using positive statements.
 - Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
 - Communicate with children using the tips for effective communication outlined below.
- The classroom expectations for Tapestry Sunday School are as follows:
 - Treat others the ways you would like to be treated
 - If someone else is talking, do not interrupt.
 - Use manners – Please, Thank you, You're welcome
 - Raise your hand if you have something to say
 - If you get hurt, tell a teacher
 - Worry about yourself only
- Discipline policy for all Tapestry teachers to follow in the matters of discipline in the classroom
 - Teacher gives a warning regarding the disruptive behaviors. The following behaviors are grounds to remove the child from the classroom and report to their parents:

- Any behavior that intentionally leads to the injury of another child or adult
 - Any derogatory verbal or physical behavior
- If the disruptive behavior persists, the teacher will text the parent/guardian to coordinate the child's return to his/her parents/guardians in worship.
- Teachers will inform Tapestry Kids co-directors each time a child is returned to worship.
- If the disruptive behavior persists, a family meeting may be called by the co-directors and pastors, at which time the best action or resolution will be determined.
- Inappropriate Discipline: Any person, while on church premises, should not:
 - Inflict corporal punishment in any way
 - Use any intimidating threats in any way
 - Use public or private humiliation
 - Use food or rest for rewards or disciplinary action
- Additionally, teachers should not:
 - Use time out for any child less than three (3) years of age.
 - Physically restrain children except:
 - when it is necessary to ensure their own safety or that of others
 - only for as long as it is necessary for control of the situation.

Tips for Effective communication with Children

- Bend/squat so that you are at their eye level when speaking to them
- Use a firm but gentle voice when addressing child regarding their behavior
- Don't use sarcasm, yell, demean or shame child
- Appropriate affirmations include: high five, pat on shoulder, positive reinforcement etc.
- Provide clear instructions and encouraging words
- If a child is upset, take them aside and allow them space to say what is wrong. Repeat what you heard and allow them time to confirm and/or correct you. Acknowledge how they are feeling and include them in coming to consensus on resolving the issue.

Volunteer/Staff Training

- All volunteers will attend a Tapestry Kids Ministry Team training to review TK policies and procedures as well as to orient them to the Planning Services app (and/or any additional software/materials that will be used to facilitate TK Ministry).
- TK ministry training will be conducted twice annually. Ad hoc training may occur as needed.

TK Schedule Template

Below is a general outline of the TK program. Note: the curriculum and schedule can be accessed via the planning center services app and any paper materials will be printed and placed in the bins prior to service.

Nursery care

- Infants and toddlers stay in their room for the duration of the service
- OPTIONAL: 2 songs + story time

Toddler and elementary

- Kids stay in service until announcements/prayer
- 5min: Welcome and songs
 - Pass out percussion instruments
 - Share a show-and-tell item about yourself with the class
- 2min: Bible story from one of the provided, age-appropriate books
- 5min: Lesson and snack; ask the kids questions such as (depending on the age):
 - 1. Who were the characters? What happened?
 - 2. What stands out to you in the story? What's your favorite part?
 - 3. Where was God in the story? What can we learn about God?
 - 4. What can we learn about ourselves? How does God want us to live? What does God want us to know?
 - *Always emphasize that God loves us, and God is good.*
- 1min: Pray together - Options:
 - 1. Popcorn prayer (When someone is done praying, they name the next person to pray).
 - 2. Share prayer requests and assign kids to pray for each other's requests.
 - 3. Ask the kids what they'd like to ask God for, or thank God for; and the teacher prays.
 - 4. Pray briefly about the story message.
- 10-20min: Snack / Free play / worksheets
- Dismissed to join communion

Contact Information

Meredith Triplet, TK Co-Director

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Vanetta M. Thomas, TK Co-Director

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Pastor Benard Emerson, Lead Pastor

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Pastor Kyle Brooks, Executive Pastor

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Tapestry Kids Wellness Policy

To ensure the health of the other children and TK volunteers, we ask that sick children and volunteers do not attend TK service. It is recommended that you do not attend church if any of the following symptoms are present:

- Positive Covid-19 diagnosis or contact with an individual who tested positive within the preceding 14 days
- A fever of 100 degrees or higher
- Diarrhea or vomiting—no matter what the cause (i.e. medication, teething, etc.)
- Common cold (from onset through one week)
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear; in the eyes)
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice—including the presence of eggs or nits

Parents, If you or your child has any of these symptoms, please stay at home and attend church virtually through the Tapestry livestream.

If any TK team members suspect your child has any of these symptoms they will not be admitted to TK service that day.

Volunteers/Staff - If you have any of these symptoms, please notify the TK co-directors and stay home from your scheduled time to serve. All TK volunteers/staff must be symptom-free for a complete 48-hour period before returning to service.

MEDICATION

Staff or TLC Kids Team Members WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room to give it.

I have read the Tapestry Kids Wellness Policy and will adhere to its guidelines.

Sign and Print Name

Date

Tapestry Kids Registration Form

Child's First name

Last Name

age

Parent/Guardian First Name

Last Name

Phone number

Email

Please list any allergies your child has that we should be aware of

Are there any special instructions in the event that your child has an allergic reaction to something?

Please let us know if your child has any special needs that we should be aware of?

I would like myself or other parent/guardian to be contacted to provide restroom assistance

Yes

No

Tapestry teachers may provide restroom assistance for my child

Yes

No

Please list the names and contact information of any additional individuals who are allowed to check your child in/out of Tapestry Kids

1. _____
Parent/Guardian First Name Last Name Phone Number

2. _____
Parent/Guardian First Name Last Name Phone Number