

# Rogers First Children's Ministries Handbook



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**ROGERS FIRST CHURCH OF THE NAZARENE**  
4911 West Pleasant Grove Road, Rogers, Arkansas 72758

ROGERS FIRST  
**Children's Ministries Handbook**  
**CONTENTS**

<b>Topic</b>	<b>Page</b>
1. Welcome to Rogers First	3
2. Children's Ministry Days and Times	3
3. Children's Ministry Special Events	3
4. Children's Ministry Curriculum	4
5. Checking Children In and Out	4
6. Children's Staff and Volunteer Policies	6
7. Discipline Policy	8
8. Sexual Conduct	10
9. Health and Wellness Policies	11
10. Safety Policies	12
11. Children's Ministry Forms	15

# 1. WELCOME TO ROGERS FIRST CHILDREN'S MINISTRIES

Thank you for choosing Rogers First for your child. We realize that you have entrusted us with your most valuable treasure. Our entire staff is committed to promoting your child's physical, intellectual, emotional, social and spiritual development in a Christ-centered environment where each child is guided in growth through appropriate activities.

This Handbook was written with you in mind. Please read it and become familiar with all of the sections. If you have any questions, please feel free to call our Pastors or Ministry Staff at 479-636-1050 or email us at churchoffice@rogersfirst.com.

## 2. CHILDREN'S MINISTRY DAYS AND TIMES

- **Children's Church** - 9:30-11:00 am on Sundays for K-5th graders
- **EPIC Preteen Church** - 10:30-10:55 am on Sundays in the Youth Room (E5) for 4<sup>th</sup>-5<sup>th</sup> graders
- **Children's Sunday School** - 11:00 am -12:00 pm on Sundays for K-5th graders
- **CARAVAN** - 6:30-7:30 pm on Wednesdays during the school year for K-5th graders
- **Summer Splash** - 6:30-7:30 pm on Wednesdays during the summer months for K-5<sup>th</sup> graders
- **Children's Worship Team** – 6:00-7:00 pm on the first Sunday of each month in room D11 is rehearsal for 3<sup>rd</sup> – 5<sup>th</sup> graders
- **Faithgirlz** – 6:00-7:00 pm on select Sundays for 4<sup>th</sup>-5<sup>th</sup> grade girls; room D9

## 3. CHILDREN'S MINISTRY SPECIAL EVENTS

These are the core events for our children's ministry. Dates are subject to change year to year.

- **Birthday Celebrations** - First Sunday of each month. If your child will be celebrating a birthday, we encourage you to bring cupcakes, cookies, etc for the Celebration. Offered for K-5th grade.
- **Back to School Blessing Sunday** – Sunday before school begins in August; children and their families worship together. During the service, children and parents come forward to the prayer altars for a time of blessing and prayer.
- **CARAVAN Kickoff** - On the last Wednesday of August for K-5th grade. This event kicks off our Caravan Christian Scouting program for the school year.
- **Bible Walk & Fall Festival** – Held on Halloween night or weekend, this community family event takes participants on a tour through the stories of the Bible and ends up at a family festival. Designed especially for children and their families.
- **Children's Christmas Program** - On the second Sunday in December, our children perform in the Sanctuary during our morning service.
- **Family Worship Sunday** – On designated Sundays, children K - 5<sup>th</sup> grade worship together in the sanctuary with their families.
- **Community Easter Egg Hunt** - On the Saturday before Palm Sunday or Easter for children up to 12 years old.
- **FROGGS / CARAVAN Awards Service** – On the 4<sup>th</sup> Sunday night in May we recognize the achievements of all of our FROGGS and Caravan kids.
- **Sunday School Promotion Sunday** - The first Sunday in June we promote all children into their new Sunday School classes. The celebration takes place during the Worship Service.
- **FX (Family Xperience)** – Designed to connect all ages to a vibrant life in Christ with activities, messages and speakers to engage the entire family.

- o **Summer Camp** – Several days of Christ-centered camp in Mena, AR for children who have completed kindergarten through fifth grade.

## **4. CHILDREN’S MINISTRY CURRICULUM**

### **A. Children’s Church**

Children’s Church is a worship, Bible discovery and activity time. The Bible discovery time focuses on applying the truths and principles of Bible stories to everyday life and faith. The curriculum used is based on the “Digging Deeper into the Word” lessons and the Kidz Passport to Missions from Nazarene Publishing House. Children are led in worship by the student worship team.

### **B. Sunday School**

Nazarene Publishing House’s “Digging Deeper Into the Word” (with Quizzing option) curriculum is used September - March. Wesleyan Publishing House Curriculum is used April - August. Both support and teach the chronology of the Bible and Biblical truths behind the stories. Sunday School focuses on connecting the teaching of God’s Word and importance of God’s plan for every person.

### **C. Bible Quizzing**

Children's Bible Quizzing is a Bible study for children ages 6 through 12. It helps children know what the Bible says so they can demonstrate biblical teachings in real life situations. There are six books in the Children’s Bible Quizzing study series that have been specifically chosen for children to gain an overarching understanding of the chronology and meaning of the Bible. Quizzing materials are from Nazarene Publishing House and alternate annually between different books of the Holy Bible. See [gokidsquiz.com](http://gokidsquiz.com).

### **D. Caravan**

Caravan uses curriculum from Nazarene Publishing House. Caravan is a kid’s Christian scouting club where children earn badges through physical, mental, spiritual, and social activities while relating these activities to Biblical principles.

## **5. CHECKING CHILDREN IN AND OUT**

To help ensure an organized, safe, and secure environment we use KidCheck systems to help us check in our regular attending families and visitors. This helps to have an accurate accounting for children, families, and visitors as well as proper information for teachers and directors to care for their children while in our care. Each child must be checked in to this system and have an account created for them. Please use the step-by-step instructions to create an account.

### **A. Check-In and Check-Out**

#### **CREATING A KIDCHECK ACCOUNT**

Signing up for a KidCheck is easy and free for parents. Once you've created your KidCheck account (with login and password), you can enter your children's information, add any pertinent medical/allergy alerts, and designate authorized and unauthorized guardians. You can also upload photos of yourself, your children and your guardians to make identification easy for your childcare provider.

1. **Sign-up**

- a. Go to the website [go.kidcheck.com](http://go.kidcheck.com) (leave off the "www")
- b. Select "I am a parent and want to create a free account"
- c. Select the "I have never checked in with KidCheck" link
- d. Fill in the requested fields and create your password
- e. Agree to the license agreement

2. **My Account Page**

- a. Click on "My Kids". This is where you will input your child's information and upload photos. Use the "Add a New Child" button to add children to your account.
  - b. Click on "My Guardians". This is where you will input additional guardians and upload photos. Use the "Add a New Guardian" button to add children to your account.
3. Your account is now complete. When you go to check in for the first time, use your 10-digit home or cell phone number associated with your account to check in your children. Only the facilities that you check into will be able to see your information.
4. Remember to keep your information up-to-date! You can easily make changes to your account anytime by selecting the "login" link at [www.kidcheck.com](http://www.kidcheck.com)
5. Please pick up your child within five minutes of the service ending.
6. Check out for kids K-5<sup>th</sup> grade: kids will remain in their classrooms until an authorized caregiver arrives to pick them up.
7. Because your child's safety is of the utmost importance to us, only adults listed on your child's authorized pick up list may pick up your child, unless we receive verbal or written notice from the parent. All authorized individuals should be prepared to show picture ID or their guardian receipt given to them at the time of check-in.
8. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the early childhood coordinator, a pastor, or a member of the safety team before releasing the child.

## **B. Check-In and Check-Out Times**

- **Sunday Morning Check-In:** Check-In begins at 9:20 am. No children will be accepted into classrooms until 9:20 am.
- **Sunday Morning Check-Out:** Check-Out begins at 12:00 pm. If your child is in the classroom at 12:10 pm, you will be notified to come and pick up your child or your child will be moved to a group waiting site.
- **Sunday Night Check-In:** Children will begin in the Sanctuary for family style worship unless in a ministry team.

- **Sunday Night Check-Out:** Check-Out begins at the end of Service. If your child is in the classroom 10 minutes after Service has ended, you will be notified to come and pick up your child or your child will be moved to a group waiting site.
- **Wednesday Night Check-In:** Check-In begins at 6:20 pm. No children will be accepted into classrooms until 6:20 pm
- **Wednesday Night Check-Out:** Check-Out begins at 7:30 pm. If your child is in the classroom at 7:40 pm, you will be notified to come and pick up your child or your child will be moved to a group waiting site.

## 6. TEACHER AND VOLUNTEER POLICIES

It is the purpose and intent of this document to establish uniform policies and procedures for volunteer guidelines within all departments / programs (children, teens, and adults) at Rogers First Church of the Nazarene.

As the body of Christ and the local family of believers operating under the auspices of the First Church of the Nazarene it is our desire and intent that everyone regardless of age, sex, color, or circumstances be included as part of the family. It is a matter of fact that some, at every age level, have greater talents and abilities than others in that same category. However, in the ongoing work of the church it is imperative that we incorporate and use the abilities of everyone.

It is not the desire of the Church, nor of those working in the Church, that the feelings of anyone be hurt in the establishment of the varied programs and procedures. As workers together we must take special precaution for those that may be extra sensitive and see that every person is made to feel wanted and needed and find a place of spiritual growth and development as well as a way in which to use their talents in the Kingdom of God. Meanwhile, the safety of your child is of the utmost importance. For this reason, Rogers First maintains several policies which are used in volunteer selection, approval, and service.

### A. Volunteerism Statement:

Rogers First Church of the Nazarene seeks to minister the love and grace of Jesus Christ to everyone, regardless of age, sex, race, or circumstances; to include them as part of the church family; to help them experience spiritual growth, development and find a place of ministry where their talents can be utilized to advance the Kingdom of God.

### B. Standards of Service

1. Each volunteer holding a leadership position, or working with children or teens, will willingly submit to a criminal background check (CBC). No one will be permitted to work with children or teens without previously having the CBC completed.
2. Should a volunteer's CBC return with obvious areas of concern (i.e., violent crimes, sexual assault or misconduct convictions, registered sex offender), the person will not be permitted to volunteer with our children or teens (i.e., attend, sit in or assist in classes with children or teens), nor will they be permitted to work alone with minors, nor be permitted to be in areas of the building set aside as youth or children's areas (i.e., Pre-school wing, Children's wing, Youth Wing) without supervision.

## **C. Inclusiveness**

1. It is the desire of the church when a program is held, whether it be an individual Sunday School class or church sponsored program, everyone appropriate to the activity be invited and encouraged to participate.
2. There cannot be an expression of favoritism given to one child or teen, or family over another as all are an equal part of the Kingdom of God.

## **D. Core principles of all Children's Ministries of RFCN:**

- Every child is a gift of God
- Teachers / leaders have the responsibility for the guidance, care and safety of every child in their class
- Every child can ask questions and enjoy learning in the class
- One child will not be allowed to keep others from learning
- Every child will be respected and treated fairly
- Teachers / leaders will not intentionally embarrass a child
- Teachers / leaders will not physically lay a hand on a child that could be construed as discipline
- Teachers / leaders will abide by the volunteer guidelines of the church
- Teachers / leaders will not excessively raise their voices in their class

## **E. Teacher Requirements**

1. To be eligible to serve as a teacher at RFCN, a person must attend Rogers First Church of the Nazarene for six (6) months consecutively, attend and complete First Class, become a member of RFCN, meet with the Children's Ministry Leader, complete a Criminal Background Check and receive approval from the Sunday School and Disciple Ministries Board and our Lead Pastor.
2. All teachers and age group ministry leaders are to read and be familiar with the policies, procedures, and guidelines in this Ministry Handbook and complete all required forms.

## **F. Teacher and Volunteer Guidelines**

1. When only one adult is present with a student, the door must remain open for clear site into the room. Windows in classroom doors are to be left uncovered as well. Two approved adults must be outdoors with children at all times. If two adults are not available, children must stay indoors.
2. Teachers and Volunteers shall not be under the influence of alcohol or drugs while at Church, traveling, or working with children. All Teachers and Volunteers must abstain from the use or possession of tobacco products, and/or alcohol.

3. Teachers and Volunteers are to attend all Training Sessions and Teacher Meetings at Rogers First Church of the Nazarene.

## **G. Facility Stewardship**

1. Rogers First is a multi-use facility housing not only the church ministries but His House Preschool, Providence Classical Christian Academy and multiple ministry and community events. When using rooms that these ministries use on a regular basis, please be courteous of curriculum and teaching materials.
2. After each use, floors, counters, tables, chairs, etc. are to be clean and in good order and returned to their ORIGINAL POSITION prior to leaving the facility.
3. We ask that all staff and church members adopt the principle: Never walk by anything wrong. If it is dirty, clean it. If it is broken, fix it. If something needs repair or assistance, report it. This includes equipment and supplies.
4. Discard outdated materials and supplies.
5. ALWAYS REMEMBER – these facilities are dedicated to be used to honor and glorify God. Please be respectful and reverent!

## **7. DISCIPLINE POLICY**

### **A. General Discipline Guidelines**

1. Discipline is an important part of education, and community. However, due to the liability restraints that are placed upon every organization, including the church, the discipline policies of our Children's and Youth ministries must be clearly defined. There are many things we will and will not do.
2. Those things that we must instill are important in the spiritual, physical, social, and mental development of children and teens so that they may become incorporated not only into the work of the church, but into the society of which they are a part. Some of those things that we must instill include:
  - Recognition that they are part of a greater community
  - Reverence and respect for Church property
  - Respect for the things that belong to other people
  - An ability to treat others as we desire to be treated
3. The boundaries of discipline within our ministries are as follows:
  - We will not seek to publicly ridicule an individual or group
  - Physical contact is reserved for appropriate restraint in situations that could bring harm to an individual or those nearby
  - Normal tones of voice will be used with individuals. Yelling is unacceptable
  - Each person is to be treated with respect
  - Consequences must maintain a child's dignity



4. Our basis for discipline is based on Matthew 18:15-17: *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”*
5. The Manual of the Church of the Nazarene states *“The object of church discipline is not the punishment of offenders, but vindication of the truth, purification of the church, warning of the careless, and reformation and salvation of the guilty.”* (Part IV: Judicial Administration; Section I. Church Discipline)

## B. Means of Discipline

What follows are considered appropriate means of discipline that may be administered by teachers and Church Staff within the realm of children’s ministry:

- **1<sup>st</sup> Offense:** Verbal Warning. The Teacher / leader will verbally tell the child the actions that are not acceptable. The teacher / leader should get down on the child’s level and look them in the eye while explaining what actions are unacceptable and the consequences should the actions continue.
- **2<sup>nd</sup> Offense:** The Teacher / Leader will move the student, put the student in time out or take an item away (toy, electronics, etc). The length of the time out is dependent upon and will be commensurate with the age of the child: Two minutes for a two (2) year old; Four minutes for a four (4) year old, etc
- **3<sup>rd</sup> Offense:** If a child repeatedly proves unable to obey the rules, they will be removed from the class or activity. The Children’s Ministry Director and the parent will be notified. An Incident Report Form will be filed with the Lead Pastor. The Teacher / Leader will escort the child to the Children’s Ministry Director who will then notify the parent. If the Children’s Ministry Director is not available, the Children’s Church Director, Caravan Director, or Quizzing Director will notify the parent. The child will not return to the children’s class, activity or event that session. A parent conference may be requested by the Teacher / Leader.
- If the original misconduct involves physical abuse by the child, or is deemed by the Teacher / Leader to be of severe enough nature, step #3 will be taken immediately.

## C. Church and Children’s Ministries Rules

1. Electronics and toys are not to be used or played with during class time unless the teacher gives permission. *Rogers First is not responsible for lost or broken toys or electronics.*
2. Children must ask permission to leave the classroom.
3. No rollers skates, inline skates, roller blades or Heelys are allowed to be used inside the Church buildings.
4. No games that pose a choking risk are allowed (i.e. Chubby Bunny, Hot Dog Eating Contest)
5. No guns are allowed inside the Church. This includes both real and toy guns.

6. No bullying will be allowed.
7. No possession or use of alcohol, drugs or tobacco
8. No fighting, weapons, fireworks, lighters or explosives
9. No offensive or immodest clothing
10. Appropriate language shall be used at all times.
11. Children must raise their hand and wait to be called on.
12. When someone is speaking, children must listen.
13. Children must keep their hands and feet to themselves.
14. Climbing on the gym bleachers when they are rolled away is not allowed.
15. No running is permitted inside the Church building (with the exception of the gym).
16. Students must respect one another, ministry staff, adult leaders and the church facilities.
17. Students must respect and comply with event schedules

## **8. SEXUAL CONDUCT**

### **A. General**

1. For children, especially of the opposite sex, adults must be careful not to place themselves in any questionable positions or circumstances that could be interpreted either by the child or someone else as sexual misconduct. NEVER touch a child in an inappropriate place or in an inappropriate way. Adults are to be above reproach in conversations and conduct with the opposite sex, and also those of the same sex. We must always be cognizant that legally and morally we are under scrutiny with everything that we do. We must be careful to defend against sexual misconduct as well as sexual harassment.
2. For our safety and integrity, each Children's Ministry Staff and Volunteer must abide by the following:
  - Be careful not to be in any questionable position or circumstance that could be interpreted either by the child or someone else as sexual misconduct.
  - Do not ever take a child or group of children to the restroom alone.
  - Never touch a child in an inappropriate place or in an inappropriate way.
  - Be extremely careful in conversations and conduct.
  - Always be cognizant that legally we are under scrutiny with everything we do.
  - Guard yourselves from even the appearance of sexual misconduct or harassment.

*These procedures have been established to protect children, workers, and the Church.*

## **B. Child Protection / Abuse**

Rogers First is a mandated reporter of suspected child abuse and/or neglect. Our teachers and staff will report anything we may suspect as being abuse under the child abuse laws. The teachers and staff will consult the Lead Pastor and the Lead Pastor will contact the proper authorities. Arkansas law allows a DHS representative to interview a child without obtaining parental consent. If you have any questions or concerns about this, please ask the Lead Pastor for more information. The child Abuse Hotline number is 1-800-482-5964.

## **C. Leaders and Students**

Teachers, Ministry Leaders, Volunteers, and Interns may have no romantic and/or physical relationship of any kind with the students. Such action is grounds for immediate dismissal from a ministry position, and may be subject to legal action when appropriate.

## **D. Dress Code**

Appropriate dress plays a part in maintaining an appropriate understanding and respect for oneself, others, and sexuality in general. As such, adults and students will engage in modest dress at all church activities. Rogers First will maintain Rogers Public School Dress Code as an appropriate measure. When swimsuits are involved, they should either be one piece, or a t-shirt (Not White) should be worn over. All dress code issues are subject to the discretion of Rogers Children's Ministries Staff and Church Staff.

# **9. HEALTH AND WELLNESS POLICIES**

## **A. Wellness Policy**

1. Your child may not attend group activities or class if he or she has:
  - An elevated temperature of more than 100 degrees or has had a fever, diarrhea or vomited in the last 24 hours
  - Unexplained rashes or welts
  - Red or discharging eyes or ears (e.g., matter in the eyes, green or yellow discharge from the nose, etc.)
  - Repeated and severe coughing
  - Our measures of comfort cannot help them after considerable effort
2. If a child at Rogers First is found to have head lice, the parent will be required to remove the child immediately. When the infected child is found to be nit free, he/she may be allowed back into the classroom and group activities.
3. Parents will be notified if a communicable disease is developing in the Church. If your child develops a communicable illness or infestation, (such as chicken pox, conjunctivitis, pin worms, fifth's disease, mites or head lice), notify the Rogers First Church Office as soon as possible.

## **B. Allergies and Medical Conditions**

1. All parents are required to fill out a Medical Form for each of their children. Please include all allergies and medical conditions.
2. Teachers and Ministry Leaders are not allowed to administer medication while on site. Only parents and approved caregivers may administer medication. Off site, a written note must be given to the approved Ministry Leader. This note must include the correct dosage, time, and instructions. You must also provide a way to be contacted for any questions the volunteer may have.

### **C. Food/Snacks**

There will be times when meals and snacks are provided for your child. All allergies must be listed on your child's medical form. Please discuss any food allergies and/or dietary restrictions with the Children's Ministry Director, Ministry Leaders, and your child's teacher.

### **D. Outdoor Activities & Sunscreen**

In order to provide a safe outdoor experience in hot weather conditions, Rogers First recommends parents apply SPF 15+ sunscreen prior to their child's arrival at outdoor events. Children will be encouraged to play in shade areas whenever possible. Children will be reminded to drink plenty of water as they can dehydrate quickly during hot weather. Play during extreme temperatures will be held indoors in our gym.

## **10. SAFETY POLICIES**

### **A. Participation**

1. While church events are in progress, children must be in attendance if they are on campus. Students will not be allowed to roam away from the group.
2. For the safety of your child, we ask that you do not allow them to roam the building. If you must be away from your child and no care is available, your child should stay in the gym or Children's Chapel. If you see a child away from his or her designated area, it is appropriate to politely ask where they are headed and escort them to that destination. If a student is planning to use the restroom, wait outside the door, then escort the child back to the service or class in process.

### **B. Safety and Security Procedures**

1. Rogers First monitors all children to reduce the risk of injury; however, accidents occur. If your child is involved in an accident, immediate attention and appropriate medical and emotional action will be taken to meet your child's needs. Parents will be notified of all injuries. If the injury is moderate to serious, a parent will be notified immediately. An Incident Report Form must be filed with the Lead Pastor.
2. Examples of a notable accident:
  - If a child hits, bites or hurts another child leaving any form of mark or drawing blood.

- A child falls or collides leaving a bump, cut or the show of blood.
- A non-custodial parent or unassigned caregiver attempts to retrieve children without custodial parent's permission.

These should only be considered examples, not limits.

3. Volunteers are expected to exercise careful judgment when considering information that may be helpful for parents/guardians. Our goal is to provide the greatest level of insight regarding a child's experiences; especially information that could affect a child's health, mood or comfort.
4. In case a lock-down of the Church is needed, all classroom doors must remain locked at all times.
5. Safety procedures and guidelines are posted in each church classroom for review and use.

### **C. Emergency Drills**

Rogers First holds fire and tornado drills, per state regulations. It is essential that in the event of an emergency, the age level ministries work together with the ushers/security team to communicate with the parents in other parts of the church. The church usher/security team will be the one to ensure that the parents exit the building in an orderly fashion, directing them to meet at a pre-determined area to pick up their children. The parents will further be instructed by the church ushers/security team, that the children's areas are inaccessible. The ushers/security team will always reassure the parents that the Children's Ministries are familiar with the emergency evacuation procedures. The age-level ministry volunteers and leaders will direct the children and students to their predetermined areas.

### **D. Off Campus Events and Overnight Policy**

1. The church office and Lead Pastor must be made aware of all events. (i.e. Sunday School Class Parties, Preteen Events, Teen Events, Retreats, etc.) One on one time with a minor of the opposite sex is to be avoided. Two approved adults must be present at all times.
2. In "group" sleeping arrangements (i.e. Lock-in, Church sponsored Slumber Party, Camping, Canoe Trips, Mission Trips, etc.) require male and female participants to sleep in separate areas.
3. No visitation between genders is allowed during the stated "lights out" time without consent and accompaniment of an adult sponsor.
4. At least two approved volunteers must be present with two or more children or students during the stated "lights out" time.

### **E. Permission Slips**

All parents must fill out an event / field trip permission slip for each of their minor children for every off-site activity provided for children. If an event / field trip permission slip is not filled out, your child may not attend the event or trip.

## **F. Photos, Videos and Images**

Photographs, videos and images of your child may be used in our brochures, directories, hallways, website, etc. If a parent wishes not to have their child's image used, please speak with our Lead Pastor or Responsible Ministry Staff.

## **G. Inclement Weather Policy**

The church office under the direction of the Lead Pastor will send out an email concerning cancellation of church services or church ministry activities. As a rule, if the Rogers Public Schools are closed all church ministries will be cancelled. Closings may also be listed on local news stations. Special note: Worship services are rarely cancelled.

## **H. Standards of Conduct for all Ministry Leaders and Parents**

1. We believe it is vital to your child that close communication exists between our teachers and parents. We will strive to treat each other with respect and courtesy, give encouragement and support, and show each child that he or she is our first priority. Parents will be allowed admittance to Rogers First classrooms at any time and given immediate access to their children. You are invited to ask for a conference any time you feel it is necessary or desirable.
2. The gospel of Mark reminds us that when the children came to Jesus, He paused and took them into His arms. This expression of love and value extended to young worshippers and learners continues to serve as a reminder of the ways in which Christ leads us to respond.
3. Rogers First strives to provide a safe, secure, Christ-centered environment of teaching and nurturing, while partnering with parents in building a spiritual foundation for each child.
4. Every child shall be welcomed with the unconditional love of Jesus Christ and exposed to His Salvation through loving guidance and the teaching of God's Word, with the desire that each child accept Jesus as his or her personal Savior; grow in his or her knowledge of Christ, and establish a lasting relationship with Him.

Rogers First Church of the Nazarene  
**Children's & Youth Ministries**  
**ACCIDENT/INCIDENT WITNESS REPORT**

As a witness to a reported accident or incident, what you heard and witnessed is important. Please state, in your own words, what you saw and heard regarding the incident/accident.

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Are you aware of any others who may have *been* a witness or have information regarding this incident / accident? \_\_\_\_\_ If so, please list their names:

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**Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position held (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rogers First Church of the Nazarene  
Children's & Youth Ministries  
**Medical Information and Release Form**

**Student Information**

Student's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Date Of Last Tetanus Shot: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

In case of emergency call:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Insurance Information**

Allergies, medicines, or medical information that needs to be known about the student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Insured Parent Name: \_\_\_\_\_ Insured Parent Employer: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Insurance Company Phone: \_\_\_\_\_

**Please Attach Copy of Insurance Card**

I understand that in the event of a medical emergency every effort will be made to contact the parent or guardian listed above. However, in the event that the named parent or guardian cannot be reached, I hereby authorize the church minister(s), staff and volunteers, present on such trip, activity or event to select such physicians, nurses, medical authorities, and/or hospitals to administer proper treatment for my child and/or to order and administer to him/her such injection, medication, anesthesia, surgery, hospitalization, or such other medical practices as they deem necessary.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Rogers First Church of the Nazarene Children's & Youth Ministries Consent and Liability Release

I, \_\_\_\_\_, hereby acknowledge that it is my desire (for my child) to participate in church-sponsored activities at *Rogers First Church of the Nazarene* including activities on and/or away from the church premises as well as transportation to and from such activities.

My child is voluntarily participating in these activities, including transportation to and from such activities, with knowledge of dangers involved and hereby agree to accept any and all risks of injury as a result of such participation and transportation.

As lawful consideration for permitting my child to participate in such activities, including the transportation to and from such activities, I hereby release and discharge *Rogers First Church of the Nazarene*, its officers, employees, agents and members of the Church Board from all actions, claims or demands resulting from the negligence or other acts, howsoever caused, by such church, officers, employees, agents and Church Board, before or during my child's participation in such church sponsored activities on and or away from the church premises, including transportation to and from such activities.

## Student Transportation

I, also \_\_\_\_\_, approve of and authorize the transporting of, my child \_\_\_\_\_, to and from church sponsored events in a private vehicle. I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and an assumption of risks, and sign it of my own free will.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## Conduct & Consequences

All students will be expected to be obedient to all Ministry Leaders and Volunteers at all times within reason. Also, students will be expected to adhere to the law at all times. No student will be allowed to put themselves or others in danger at anytime. Offences will have consequences corresponding in severity, and shall be determined by the youth staff on location. No physical discipline will be used unless in effort to restrain physical misconduct. Consequences may include, but are not limited to, verbal reprimand, loss of privileges while on trip, or being sent home. Should a student be sent home it will be at their own expense. Parents, and the student, will be expected to immediately reimburse the church for expense incurred in sending a student home. If a student is sent home, they will not be refunded their fees for an event.

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ understand and accept the above policy of conduct and consequences. By signing I agree that my student will be subject to these policies, and empower the Ministry Staff of Rogers First Church of the Nazarene to act as it is appropriate in regards to my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature