

OMC: FAMILY CHAPEL

PARENT HANDBOOK

CHILDCARE MINISTRY



TAKE A PEEK!

- I. VISION
- II. CHILDCARE
MINISTRY OVERVIEW
- III. GENERAL POLICIES
AND PROCEDURES
- IV. VOLUNTEERS
- V. CONTACT INFO

THANK YOU PARENTS!

WE ARE SO THANKFUL THAT YOU WOULD ENTRUST YOUR CHILDREN TO OUR CARE. WE HOPE THAT THIS HANDBOOK WILL PROVIDE HELPFUL INFORMATION FOR WHAT TO EXPECT WITH OMC: FAMILY CHAPEL'S CHILDCARE MINISTRY. WE'RE EXCITED TO ENTER INTO THIS PARTNERSHIP WITH YOU AS WE SEEK TO DISCIPLE THE NEXT GENERATION TOWARDS JESUS!

- CHILDCARE MINISTRY

I. VISION

CHILDCARE MINISTRY'S GOALS:

- TO INSTRUCT/TEACH YOUNG CHILDREN THAT THEY ARE LOVED BY THE LORD AND TO LOVE THE LORD
- TO RE-LEARN A CHILDLIKE SPIRIT FOR OURSELVES TOWARDS GOD
- TO HELP EASE THE BURDEN OF PARENTS AT FAMILY CHAPEL DURING SERVICE/BABYSITTING TIME
- TO SERVE PARENTS BY PROVIDING THE SPACE AND TIME NEEDED TO CONTINUE LEARNING GOD'S INSTRUCTIONS

"Train up a child in the way he should grow; even when he is old he will not depart from it."

PROVERBS 22:6

II. MINISTRY OVERVIEW

RECOMMENDED AGE RANGE:

- **NURSERY:** 0-18 MONTHS
- **SUNDAY PROGRAM:** 19-48 MONTHS
- PARENTS HAVE FLEXIBILITY IN SENDING THEIR KIDS TO WHICHEVER SETTING THEY THINK IS MOST APPROPRIATE FOR THEIR KIDS

SUNDAY PROGRAM OVERVIEW:

- CHECK-IN
- WELCOME
- PRAISE
- BIBLE LESSON
- CRAFT & ACTIVITY
- SNACK TIME
- CHECK-OUT



III. GENERAL POLICIES & PROCEDURES

GENERAL SAFETY & SANITATION

IT IS OUR COMMITMENT TO MAINTAIN THE SAFEST, CLEANEST ENVIRONMENT POSSIBLE TO ENSURE THE HEALTH AND WELFARE OF ALL CHILDREN.

CHECK-IN/OUT POLICY

- ALL CHILDREN MUST GO THROUGH THE CHECK-IN POLICY AND BASIC INFORMATION WILL BE RECORDED (NAME, AGE, EMERGENCY CONTACT, ALLERGIES/DIETARY RESTRICTIONS, PARENTAL CONSENT, ETC.)
- ALL CHILDREN MUST GO THROUGH THE CHECK-OUT POLICY.
- PARENTS ARE ENCOURAGED TO TAKE THEIR CHILDREN TO THE RESTROOM BEFORE CHECKING THEM IN. PARENTS MUST REMAIN ON THE CHURCH CAMPUS WHILE THEIR CHILDREN ARE CHECKED-IN.

SICKNESS/MEDICATION POLICY

- IF YOUR CHILD SHOWS SIGNS OF SICKNESS PLEASE REFRAIN FROM DROPPING THEM OFF WITH CHILDCARE MINISTRY.
- NO MEDICATION WILL BE PROVIDED APART FROM A BANDAGE AND OINTMENT FOR MINOR SCRATCHES. ANY INSTANCES REQUIRING FURTHER MEDICAL ATTENTION, PARENTS WILL BE IMMEDIATELY NOTIFIED.

SNACK POLICY

- 0-18 MONTHS: NO SNACKS
- 1.5-4 YEARS OLD: ALLERGEN FREE CEREAL/CRACKER AND WATER
- PARENTS WILL BE ASKED TO PROVIDE ANY KNOWN ALLERGIES

“Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven.”

MATTHEW 18:3



III. GENERAL POLICIES & PROCEDURES (CONT'D)

BATHROOM & DIAPER CHANGING POLICY

- IN GENERAL, IF A CHILD NEEDS TO HAVE THEIR DIAPER CHANGED OR NEEDS ASSISTANCE USING THE RESTROOM, PARENTS WILL BE CONTACTED. IT IS PREFERABLE IF PARENTS ARE ABLE TO CHANGE THE DIAPER AND/OR HELP THEIR CHILD USE THE RESTROOM.
- IF PARENTS GIVE CONSENT, DESIGNATED CHILDCARE VOLUNTEERS WILL BE ALLOWED TO CHANGE DIAPERS AND/OR ASSIST CHILDREN WITH USING THE RESTROOM.

CRYING POLICY

IF A CHILD IS CRYING AND HAS NOT SETTLED DOWN WITHIN 5 MINUTES, PARENTS ARE TO BE NOTIFIED VIA TEXT. PARENTS WILL BE NOTIFIED EVERY 5 MINUTES IF THEIR CHILD IS CONTINUING TO CRY.

PHONE & MEDIA POLICY

VOLUNTEERS ARE NOT TO TAKE PICTURES OF THE CHILDREN AND/OR POST ANY PICTURES OF THE CHILDREN ON ANY PERSONAL SOCIAL MEDIA SITES.

BOO BOO REPORT

IN CASE OF ANY ACCIDENTS (SMALL OR BIG), A BOO BOO REPORT WILL BE FILLED OUT. A COPY WILL BE PROVIDED TO THE RESPECTIVE PARENT(S).

“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.”

PHILIPPIANS 2:3-4



III. GENERAL POLICIES & PROCEDURES (CONT'D)

DISCIPLINE PROCEDURES

- ALL CHILDREN'S MINISTRY VOLUNTEERS ARE RESPONSIBLE FOR PROVIDING A LOVING, RESPECTFUL, AND ORDERLY ATMOSPHERE IN WHICH CHILDREN CAN LEARN, PLAY, AND INTERACT WITH OTHERS.
- CHILDCARE MINISTRY VOLUNTEERS AND STAFF MEMBERS ARE STRICTLY PROHIBITED FROM USING ANY FORM OF CORPORAL PUNISHMENT
- IF A CHILD ASSAULTS, HARASSES OR BULLIES OTHER CHILDREN, MISBEHAVES BEYOND MINOR CORRECTION, OR HAS A PATTERN OF MISBEHAVIOR, THE RESPECTIVE PARENT(S) WILL BE IMMEDIATELY CALLED SO THE CHILD CAN BE REMOVED.

"Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men."

PHILIPPIANS 2:5-6

EMERGENCY SITUATIONS

- IN EMERGENCY SITUATIONS, IF APPROPRIATE, 911 WILL BE CALLED TO SECURE HELP.
 - PARENTS WILL BE NOTIFIED IMMEDIATELY OF THE SITUATION.
 - APPROPRIATE STAFF AND VOLUNTEERS MAY ALSO BE SUMMONED TO ASSIST WITH THE EMERGENCY.
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IV. VOLUNTEERS

ALL OF OUR AMAZING
VOLUNTEERS WHO SERVE IN
CHILDCARE MINISTRY:

- LOVE JESUS AND LOVE CHILDREN
- HAVE ATTENDED OMC: FAMILY CHAPEL FOR AT LEAST 6 CONSECUTIVE MONTHS
- ARE OFFICIAL CHURCH MEMBERS OR ARE OPEN TO PURSUING MEMBERSHIP
- HAVE UNDERGONE A BASIC BACKGROUND CHECK
- HAVE RECEIVED TRAINING WHICH COVERS GENERAL SAFETY PROCEDURES AND POLICIES AS WELL AS BABY BASICS TRAINING

V. CONTACT INFO

CHILDCARE MINISTRY LEADER:
CHILDCARE@OMCFAMILYCHAPEL.COM

PASTOR JOSHUA LIM:
JOSHUA@OMCFAMILYCHAPEL.COM

"To build a thriving family of God that makes Him known and shares His joy with all peoples through worship, evangelism, and discipleship."

OMC: FAMILY CHAPEL
VISION STATEMENT

