

# BayMarin Community Church Children's Ministry Info Packet

*"Let us run with perseverance the race that is set before us, looking unto Jesus, the author and finisher of our faith." Hebrews 12:1-2*

## Tinker Tots - Infant to Pre-K

*Apprentices - PreK, TK*

## **Makers Matter** K-5th grades

"The BayMarin Children's ministry exists to proclaim the love of Jesus to kids as we make, serve, and grow."

# A LETTER FROM THE DIRECTOR

Hello Children's Ministry Parents and Volunteers!

Thank you so much for choosing to spend your time, gifts, and talents investing in and volunteering with BayMarin Children's Ministry! This packet is meant to be your guide to the policies and procedures that we have put in place to keep you and all of our kids safe whenever at BayMarin Community Church.

BayMarin Children's Ministry exists to proclaim the love of Jesus to kids as they grow, serve, and go. We hope that in the time kids spend at BayMarin each week they will have tons of fun, make friends, and most importantly, understand how the Gospel applies to their daily lives.

Volunteers are entrusted to teach the children of BayMarin about The Lord. We ask that volunteers commit themselves to the responsibility of building a strong, spiritual foundation first in their own hearts and then in the hearts of the children.

Please take the time to read this packet so that you can have a handle on our policies and procedures. It is a pleasure and a deep honor to serve alongside you. Thank you so much for serving with all of us, to see kids come to know Jesus as we GROW, SERVE, and GO!

Grace, Peace, Truth and Love,

Brian Kaplan  
Children's Ministry Director



*"We will tell the next generation the praiseworthy deeds of the LORD, his power, and the wonders he has done. So the next generation would know them, even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but keep his commands." Psalm 78:4, 6-7*

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# MISSION ~ VISION ~ VALUES

Each child is a gift from God.

Children are treasured at BayMarin Community Church

## MISSION

- \* To teach children the love of Christ and the joy of his forgiveness and salvation
- \* To meet children at their level of development
- \* To help children learn truth, know God, and love Him forever
- \* To encourage their growth within the body of Believers

## VISION

- \* That children will walk with God all their days and have a personal relationship with Jesus Christ, filled with the Holy Spirit
- \* That children will learn the major themes of the Bible and how those themes can connect with their own personal journey through life
- \* That children will be able to share the love of Christ with others

## VALUES

- \* We value equipping children with Biblical truths in a fun and creative way
- \* We value the giftedness and the hearts of those who are committed to serve our children
- \* We value a safe place for all of our children: spiritually, emotionally, physically and intellectually
- \* We value our leadership and desire for children to know and learn from them
- \* We value the relationships our children have with each other, with their families, with each other's families, and with the church family as a whole

During his youth years, Jesus grew in wisdom and stature, and in favor with God and men.  
Luke 2:52

# General Classroom Policies and Procedures

## **Registration Procedure**

Any child who has attended the BayMarin Children's Ministry since January 2015 has a registration form and waiver on file. It is each parent's responsibility to update the director with changes in contact info and insurance.

Any newcomer must fill out a registration form and sign a waiver before attending our children's program. Please be sure the forms are filled out completely or fill out the form for the visitor very neatly. This information is not shared outside of the children's ministry (unless there's an emergency of course) but the director may use the contact information for follow-up.

Newcomers will receive name tags with their names handwritten on them.

## **Check-In Procedure**

When a child comes to the half door to check in, they grab their own name tag off the wall while their guardian receives a numbered wristband. If the child's name tag is missing, a written sticker name tag will be issued at the half door. The check-in volunteer writes the number from the wristband on the attendance log next to that child's name. The child is admitted into the classroom. It is helpful for traffic flow and cuts down on confusion or (silly) escaping kids if adults who are not volunteering during a given morning stay on the hallway side of the half door. Please be sure children enter the room after they are checked in and that they do not leave for any reason without their guardian. \*Please Note\* it is the really cute kids with innocent looking smiles who will see if they can get out as if it's a game. Don't be fooled!\*

If the guardian checks in more than one child, he/she only receives one number and one wristband and the same wristband number is written on the attendance log for each child. There are three possible check-in stations: Little Lambs, The Jamba Room, and Road Trip. A parent needs only one wristband to check in at multiple rooms. The guardian shows the check-in volunteer the wristband given them at a different check-in point and that number is used. The guardian gives back the wristband at whichever door they check out last.

Certain circumstances arise when an elementary child checks him/herself in without a guardian. No wristband or number is assigned. A checkmark is placed on the attendance roster where a number would otherwise go. This child is required to be checked back out by a legal guardian and not to leave by him/

herself. If the checkout volunteer does not know the guardian, he/she shall consult the director for that child's clearance.

### **What if a Guardian Misplaces a Child-Check Wristband?**

Guardians who lose their Check In wristband must provide photo ID to match the name on the attendance roster or child's registration form. Children are not permitted to leave without proper clearance even if they are calling out "Mommy!" or "Daddy!" or any other family name. An X is placed on the registration form in the checkout box once proper identification is provided.

### **Name Tags**

It is important that all children wear a name tag during program times. While we are a small church and mostly know each other, little kiddos change quickly. It is beneficial for volunteers who cannot serve on a regular basis and for new volunteers. It is also helpful for new children so they can learn names- as well as feel comfortable wearing a name tag so the rest of us can get to know him/her. If a child's permanent name tag is misplaced s/he is to wear a sticker and notify the director so a permanent tag can be made.

### **Classroom Roster**

Children check in at the half door. In case of an emergency, the roster should be with the teacher so we may have an accurate count of children in each classroom. For Elementary children, count heads before and after large group. The roster contains names and phone numbers and is only to be used in case of an urgency or emergency.

### **What if a Guardian wants to stay in the room with their child?**

Guardians are welcome to stay in the room to help their child adjust and feel comfortable. Please ask them to wear a Guardian/Guest tag. (Please get them back before the guardian leaves.) No adults are to be guests in the classrooms without a background check unless s/he is a direct guardian of a child and stays with that child during the program time.

### **Background Check**

Every children's ministry volunteer is required to have a background check. The volunteer must fill out a background check form, available from the director or office administrator. You will be notified of your background report. This process costs about \$20 and is paid for by the children's ministry. If a situation arises where a volunteer is needed and does not have a background check, the director may make an exception for temporary duty and that volunteer must stay with an experienced and registered teacher.

### **Children's Ministry Assistant**

Members of BayMarin's youth group may request permission to serve as a Children's Ministry Assistant. Please see the director to plug in!

### **General Volunteer Expectations**

- Arrive 15 minutes early. Pray for children before they arrive. Greet children and guardians as they come.
- Enjoy the children and the opportunity to minister to them.
- Be knowledgeable of and adhere to the policies and procedures.
- Do not bring drinks without lids or food to class.
- Personal belongings should be kept out of reach of children. Please see the director for details on where to place personal belongings.
- Please keep cell phones on vibrate and refrain from use unless it is part of the curriculum or an emergency.
- Volunteers will refrain from engaging in any conduct, activity (including the posting of questionable or inappropriate messages or material via internet social media), or associations that may reflect negatively or bring discredit upon themselves, their position as a volunteer, and/or BayMarin.
- Pray for all the children and their families regularly.
- Stay to put items/toys away and clean up after the children leave.
- Sanitize eating and changing surfaces as well as any toys that children put in their mouths.

### **Three's Company Rule**

Volunteers are not to be alone in a room with one child. Policy is at least one teacher and one helper (shepherd) per room. Two children with an adult is okay (for instance, if a teacher leaves a room to go get something and wants to take a child helper, s/he shall take two). If in one room and the class breaks up into two smaller groups, no extra volunteers are required.

### **Allergy Policy**

- \* NO PEANUTS, products containing peanuts, or products processed on equipment that also processes peanuts are allowed in the children's wing of the building.
- \* Please be observant of each child's tag for any allergy notes.

### **Illness Policy**

- \* Parents are asked not to bring their child to class if they exhibit signs of illness. These symptoms include fever, unexplained rash, open sores, diarrhea,

runny or matted eyes, unusual listlessness, colored discharge from nose or eyes, severe cough or lice. Child should be free of a fever and vomiting for 24 hours before coming to the children's program.

- \* As a classroom volunteer, if you suspect a child is not well, contact a staff member or elder to discuss the child's health. The parent will be called or retrieved to the classroom and asked to remove the child for the health of the volunteers and other children.

### **Toy and Electronics Policy**

- \* We ask that children do not bring toys from home into the BayMarin classrooms. These items frequently get lost, broken and are difficult to share with other children. If a child brings a toy from home, please ask the guardian to keep the toy with them. If necessary, please put the item at the check-in stand inside the half door.
- \* Please do not allow kids to use cell phones, iPods, or other electronic devices during class time.
- \* Volunteers are not to take photos or videos of the children that they are caring for at BayMarin during program time. Certain exceptions apply if asked to do so for internal purposes (closed email newsletter or internal slideshow, etc.).
- \* Please keep devices out of sight while you are serving so guardians and children do not perceive that you are distracted when caring for their children.

### **Appropriate Conduct and Discipline Policy**

Hebrews 12:7-11 tells us that discipline, though sometimes painful, produces a harvest of righteousness and peace for those trained by it. It also tells us discipline should be born out of love and not be intended solely as punishment or behavioral control. It should be a growth mechanism through which we receive necessary correction, guidance, training and molding of character.

Our environment is such that discipline issues are rare, but it is good to know the rules and point children back to them when necessary.

### **Classroom Rules**

1. Follow the teacher's instructions
2. Listen
3. Be kind
4. Be safe
5. Keep your hands and feet to yourself
6. Have fun!

### **Preventative Actions**

1. Create a loving, caring atmosphere

2. Establish and communicate realistic expectations
3. Focus on positive actions
4. Be fair and consistent

### **Corrective Actions**

1. Handle situations individually as much as possible.
2. Remind the child of the rules
3. Explain why the behavior is unacceptable
4. Redirect the child to something positive
5. Explain the consequences of unacceptable behavior and describe the correct way to behave.
6. If a child repeats the action, guide him/her to a quiet place separate from the other children for a short, but designated period of time.
7. After a third time, the child will be escorted out for parental notification.

**No volunteer is to use physical discipline, even upon one's own child.**

### **Aggressive Behavior or Injury**

1. Biting, hitting, pushing, scratching, or pulling are considered aggressive behaviors and will be addressed promptly.
2. If a child displays any of these behaviors, he or she will be removed from the class and the parents will be notified.

When a child has bitten or injured another child please follow this procedure:

- \* Immediately separate that child from the situation and from all other children.
- \* Talk gently but firmly, and help the child behave in a safe and kind way by staying close and directing behavior.
- \* Assess the needs of both children.
- \* Inform a BayMarin staff member or elder.
- \* Text or retrieve a guardian on behalf of each child.
- \* Wash area with soap and water; try to keep child from touching area
- \* When guardians arrive, explain what happened and inform the guardians of the child who was bitten that the area was washed and offer any other first aid for the guardian to apply him/herself.
- \* Answer any questions or concerns calmly and remind the guardians that seek full forgiveness and reconciliation between children.

### **~ REMEMBER ~**

- \* Do not raise your voice or touch a child as a means of discipline
- \* Discipline must be carried out in a kind and respectful manner
- \* Physical contact with a child is minimal and only in the presence of other adults
- \* Appropriate touching should be limited to handshakes, high fives, brief side hugs or a brief touch on the shoulder.

- \* At the preschool level and older - NO SITTING ON LAPS. If a parent is volunteering in the classroom with their own child, h/she may have their own child on their lap only.
- \* Sit with children to interact with them. Being on their eye level helps gain and maintain their attention.
- \* Remain in the classroom
- \* Enjoy being with the kids! Remember that this is not babysitting, but investing in and ministering to children and guiding them closer to the Lord

*Train up children in the way they should go, and when they are old, they will not depart from it.  
Proverbs 22:6*

### **Diapering and Bottle Feeding**

- \* Only women teachers/volunteers/staff members are permitted to change diapers.
- \* Volunteers must wear disposable gloves while changing diapers and must wear new gloves with each change. Volunteers must disinfect the changing area after each diaper. Volunteers must disinfect their hands and the child's hands after changing each diaper.
- \* All diapers should be checked and changed before pick-up unless a parent has noted that they be notified to change their own child's diaper.
- \* Volunteers are to pay close attention to any child on the changing table. The changing area should be prepared in advance (diapers, wipes, supplies). Individuals changing diapers should never look away, walk away from the table or bend down while a child is on the table.
- \* Volunteers are happy to administer a prepared bottle at the request of a guardian. Please bring bottles pre-mixed and warmed, as volunteers are not permitted to mix or heat bottles.

### **Bathroom Procedures**

*We ask that all parents/guardians try to take their child to the bathroom beforehand*

Our facility is set up with a bathroom in every classroom except the kitchen and art studio. Children do not need to be accompanied to the restroom unless they are leaving the kitchen or art studio. If a child needs to use the bathroom from the kitchen or art studio they shall leave with an adult and another child and go to the main entrance bathroom and all three shall come back together. Do not go into the bathroom with the child.

- \* If a younger child needs help in the classroom restroom, **the female volunteer only** is allowed to help, and the door is to remain open. Guys, this isn't intended to be offensive, so consider it your free pass out of bathroom duty. Volunteers are to wash hands.

\* Volunteers should make sure a child has washed hands after using the restroom. Volunteers shall wash their own hands after using the restroom.

### **Medications**

\* Please note: We are unable to administer medications. If your child requires medication, please make arrangements to personally administer what is required before check-in.

\* Children with allergies requiring the potential use of an EpiPen must supply their own.

\* BayMarin may only supply band-aids and ice packs. Each room is supplied with a first aid kit. Ice packs are located in the freezer in the kitchen - Room 5.

### **Injuries**

If there is a spill of body fluid (due to cuts, nosebleeds, vomit, etc.), latex gloves must be worn (available in Little Lamb's bathroom-Room 1). In case of a serious emergency, please call 911. Send someone immediately to notify the children's director and/or staff or elder members in attendance.

First aid kits can be found at the following locations:

- Room 1 - Little Lambs- in the closet
- Room 2 - Central Station- at the check-in station
- Room 3 - The Jamba Room- on the tallest bookshelf
- Room 5 - Kitchen - in the cabinet labeled First Aid

We are not authorized to administer any medications. In the event a child needs more attention than we can provide, the parent will be notified.

Serious injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

• Remain calm and keep the children and the injured person as calm as possible. Speak calmly to the child.

• Do not move or leave the injured child alone.

• Send a fellow volunteer to find a coordinator, staff member or elder for assistance.

• The coordinator, staff member or elder will call 911 if necessary.

• The coordinator, staff member or elder will contact the parents.

• Fill out an accident/injury report as soon as possible after the incident is handled.

### **Curriculum**

In Birth through Pre-K, we use Hands On Bible Curriculum, which involves a story, song time, free-play, a craft, project or activity, and a snack. Each theme is carried out for a month, with a short, meaningful Bible point, such as "God Watches Over Us."

In K-5th grades, we use a program called Road Trip Through the Bible. Road Trip is a six year program that teaches 50 Bible lessons. It was created by Dee Cobia, our former Children's Ministry Director. It was developed based on the theory of multiple intelligences, teaching kids spiritually, visually, kinesthetically, interpersonally, scientifically, artistically, and creatively. Each month we concentrate on different layers of one Bible story. We sing songs, learn Bible verses, have a large group discussion, take prayer requests and pray together before being dismissed into small group centers, including games, art, cooking, science and/or technology. We find this is a superior program to lay a Biblical foundation for our youth.

### **Graduation Sunday**

We strive to celebrate members of our community collectively as they reach significant milestones in life. Generally, we promote or "graduate" children together on a Sunday in June, around the time schools dismiss for the summer. Our programs are designed with the same calendar flow, age, and grade levels as the majority of the local public schools. We understand that promotions happen at different schools at different levels. BayMarin's promotions align with our own programs. While we recognize individual maturity and intellect, we do not do early promotions.

### **Mandatory Reporting**

Many people do not know that childcare workers and clergy are mandated reporters of child abuse and neglect. Clergy are mandated by federal law to report any suspicious child abuse to law enforcement or family services.

### **Video Camera Surveillance**

The video cameras serve as a layer of protection for both children, volunteers, and the facility. If you require assistance in regards to surveillance footage, please contact a staff member.

### **Animals**

No pets or animals of any kind are permitted in the Student Center. Please be mindful that animals inadvertently pose potential health and safety hazards to others and are also difficult to clean up after. We recognize that many pets are part of people's family, but they must remain outside. If your pet is outside, please be attentive to clean up after it as always.

### **Drug-Free Policy**

Our church requires staff members and volunteers to abstain from the use or possession of tobacco and other drug products in church facilities, while in the presence of children or their parents, or during any activities or programs. Our facility is a drug-free zone.

### **Encouragement to Parents/Guardians**

Follow up with what your child(ren) learned during children's ministry during the week. Talk and pray around the same topics. Memorize the month's scripture together as a family. BayMarin's children's ministry is passionately pursuing the vision and direction of our church, helping kids become unified in community, grow in faith, and learn how to share the gospel with others. BayMarin partners with families to help parents find success in their efforts as spiritual leaders. The Children's Ministry Team prays that God will use this ministry to train and equip children and families to draw closer to the Lord every step of their journey.

*The end of all things is near. Therefore be clear minded and self-controlled so that you may pray. Above all, love one another deeply, for love covers a multitude of sins. Offer hospitality to one another without grumbling. Each of you should use whatever gifts you have received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power for ever and ever. Amen! I Peter 4:7-11*



# Child Registration Form

Welcome to BayMarin Community Church! Please register each child.

Child #1 Name \_\_\_\_\_ Birthday \_\_\_\_\_

School and Grade: \_\_\_\_\_

Child #2 Name \_\_\_\_\_ Birthday \_\_\_\_\_

School and Grade: \_\_\_\_\_

Child # 3 Name \_\_\_\_\_ Birthday \_\_\_\_\_

School and Grade: \_\_\_\_\_

Please list additional children on back

Parent/Guardian 1: Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_

Parent/Guardian 2: Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_

Person/s authorized to pick up your child/ren: \_\_\_\_\_

**EMERGENCY MEDICAL**

Child's Physician Name and Phone Number

\_\_\_\_\_

Child's Medical Record Number

\_\_\_\_\_

Child's Dentist and Phone Number:

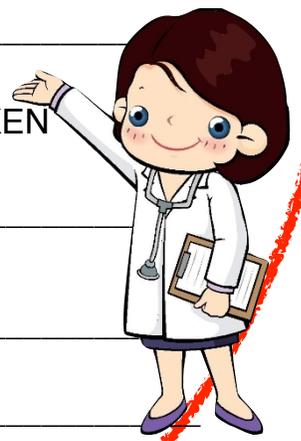
\_\_\_\_\_

ALLERGIES, INTOLERANCES and ACTIONS TO BE TAKEN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**BAYMARIN COMMUNITY CHURCH CONSENT, RELEASE OF LIABILITY, AND WAIVER AGREEMENT**

Parent(s)/Guardian(s): I/We the undersigned Parent(s)/Guardian(s) (hereafter "I"), hereby authorize and consent to my child's participation and involvement in the activities of the children's ministry of BayMarin Community Church, San Rafael, CA (hereafter "the Church") which shall include but not be limited to: participation in all on and off site events sponsored or organized by or through the Church such as: indoor and outdoor lessons, work, acts of service or goodwill, games, swimming, and sporting activities of any kind (hereafter "Activities").

**I understand that illness and injuries sometimes occur** during or through the participation in Activities. In the event of an emergency or if any medical treatment is necessary, I consent to and authorize the transportation of my child to the NEAREST SUITABLE MEDICAL HOSPITAL FACILITY. I hereby consent to and authorize emergency or other medical/health/dental treatment of my child as may be deemed advisable in the event of accident, injury, or illness during the Activities of the Church.

**I understand that I am solely responsible to select and purchase adequate medical/health/dental insurance.** Furthermore, I understand that neither the Church nor the Children's Ministry will provide medical/health/dental insurance. I consent to and authorize that if illness or injury necessitates the expenditure of money for medical attention, special travel arrangements, or any other reason deemed necessary by the person in charge of the Activities, that I will be responsible for all costs, including but not limited to any and all examinations, diagnoses, treatments, anesthesia, and surgical treatment of any kind.

**I understand that my child must obey the rules,** established by the Church, and follow the directions and instructions of the person/people in charge of the Activities. I consent to and understand that the person or agents in charge of the Activities have the right to dismiss my child who is in their opinion a hazard to the safety and well-being of him/herself and/or others, or who appears to have rejected the reasonable guidelines of the Activity. I understand that if my child is sent home under such circumstances, I will be responsible for all associated costs incurred, including the cost of special travel arrangements.

**ASSUMPTION OF RISKS-** In consideration of the Church allowing me or my child to participate in events, Activities, or travel with the Church and all related activities associated with the Church, including participation in the Children's Ministry, I acknowledge that I am aware of the possible risks, hazards and dangers associated with participation in the Activities including the possible risk of severe or fatal injury to my child and to others. These risks include but are not limited to the following:

- § Risks associated with traveling to and from Activities by means of private and/or public transportation;
- § Risks associated with failing to follow the instructions or directions of the person/people in charge of the Activities;
- § Risks associated with the participation in the Activities;
- § Risks associated with medical problems arising before, during and following participation in Activities; and
- § Other not mentioned probable and unforeseen risks and/or acts of God.

**DISCLAIMER and RELEASE OF LIABILITY -** I, for myself or my child, voluntarily accept and fully assume such risks, dangers and hazards and the possibility of personal injury, death, partial or permanent disability, dismemberment, property damage or loss resulting from my or my child's participation in the Activities. I do hereby forever release, indemnify and hold harmless the Church, its Elders, directors, corporation members, staff, agents, volunteers, members, representatives, any property or land owner or lease holder from:

- a) any and all loss, personal injury, accident, misfortune or damage to the above named or his/her property, with the understanding that reasonable precautions shall be taken to ensure the health and safety of the above named;
- b) any and all claims, demands, actions and costs for any loss, injury, damage or expense of any kinds (including attorney fees) that might arise out of my or my child's participation in the Activities; and
- c) any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my or my child's participation in the Activities.

**ACKNOWLEDGEMENT** By participating in children's and youth ministry, I release all claims with respect to copyright ownership and publication, including any claim for compensation related to use of image materials. I understand the Church may in-house publish and print, electronic, or video format the likeness or image of me/my child. The Church will not publish images on its website or social media sites without separate permission. I understand that my child may be video taped or photographed by others and acknowledge that the Church is not responsible for social media or other publications of any kind.

I understand that this is a legal agreement that is binding upon myself, my heirs, executors, administrators, successors and assigns. I acknowledge that I have read and understand the terms of this agreement and acknowledge that by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that I or my child may have. This Consent, Authorization and Acknowledgement shall be effective from and including the date signed.

\_\_\_\_\_  
Clearly print parent/guardian first and last name                      Clearly print participant's first and last name

\_\_\_\_\_  
Signature of parent/guardian    Address of participant

Date \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Name \_\_\_\_\_ Policy # \_\_\_\_\_

# Accident/Incident Report

Please fill out one report for each person involved.

Original to BayMarin Staff; Copies to parents

Name and age of child injured/involved: \_\_\_\_\_

Date and time of accident/incident: \_\_\_\_\_

Name of paren(s)/guardian(s) notified: \_\_\_\_\_

Description of accident/incident: (how was child injured? What was s/he doing?)

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Nature/Location of injury (describe fully what area of the body was injured and what First-Aid was administered): \_\_\_\_\_

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Name other child/ren involved: \_\_\_\_\_

How were they involved? \_\_\_\_\_

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How & when a parent/guardian was notified: \_\_\_\_\_

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Was a doctor notified? No \_\_\_\_\_ Yes \_\_\_\_\_

Was the child taken to a hospital/doctor? No \_\_\_\_\_ Yes \_\_\_\_\_

Person(s) present and in charge: \_\_\_\_\_

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## Parent Handbook Acknowledgment

I, the undersigned, acknowledge that I have received a copy of the BayMarin Community Church children's ministry info packet. While I understand that the info packet is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the info packet.

In addition, I understand that the contents of the info packet are subject to change. I acknowledge that the info packet will be revised in accordance with best practices for child care provisions, or at the discretion of the director, staff, or board. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the info packet.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the info packet, which will be posted on the BayMarin website at [www.baymarin.org](http://www.baymarin.org). I understand that I can obtain a hard copy of the updated info packet upon request.

Moreover, I recognize that it is my responsibility to contact the children's ministry director for any questions I might have about the contents of the info packet now and in the future.

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Parent/Guardian Signature

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Parent/Guardian Name - Please print clearly

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Date

**DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve as a volunteer with **BayMarin Community Church** (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

**Acknowledgement and Authorization**

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today’s Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Driver’s License or State ID Number

\_\_\_\_\_  
State Issued

\_\_\_\_\_  
email address

\_\_\_\_\_  
Full Date of Birth

\_\_\_\_\_  
List all other names used

## State Consumer Reporting Requirements – Background Investigation

### **Residents of California and Maine only:**

Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

### **Residents of Massachusetts only:**

Under state law you have a right to receive a copy of your investigative consumer report if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

### **Residents of Minnesota and Oklahoma only:**

Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on the Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

### **Residents of New York only:**

Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect My Ministry directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

I wish to receive a copy of any report on me that is requested.

### **Residents of Washington State only:**

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.