



Policies & Procedures

Dear Kidtropolis Leaders or parents,

Most people make a decision to trust Christ as their Savior by the time they start their teenage years. Moral foundations are usually set by the time a person reaches the age of nine and spiritual beliefs are formed by the age of thirteen. This only allows a short window of opportunity to reach elementary-age children and to introduce them to know about God. The big problem that church's have is they only get about forty hours each year to impact these children. In Matthew 19:14, Jesus tells the Disciples stop blocking the little children, let them come to me. That is why their time at church is so important in the development of their faith. Children's ministry at Woodland Community Church uses this brief time to take the faith and pass it down to the next generation in an effective, fun, and creative way.

At Kidtropolis we teach the children three main points that come out of the teaching of God's Word in Luke 2:52, "and Jesus grew in wisdom and stature, and in favor with God and men." The first point is: I need to make the wise choice. Everyday each child is faced with tough decisions, we want them to evaluate each decision and think what would Jesus do.

The second point is: I can trust God no matter what. We can trust God because he created us and he is always with us in every situation. The third point is: I should treat others the way I want to be treated. Since we want to be like Jesus, the children need to ask themselves do my actions show others about Jesus. Because of these three points, the mission we have in Kidtropolis is to pass down the spiritual values and beliefs to the next generation, Psalm 78:4, "We will not hide them from their children; we will tell the next generation the praiseworthy deed of the Lord, his power, and the wonders he has done." We do this through our Children's Church, Awanas, Summer Camps, Special Kids Events, and many other types of ministries in Kidtropolis.

You are an important citizen in our city because you help us use the time we have wisely in order to achieve the three goals! On the following pages you will find the Kidtropolis's Policies and Procedures.

Please read through these policies and procedures. If you have any questions after reading the material please contact the Childrens Ministry Director.

Remember, together we make Kidtropolis a fun and safe place where children can learn about God!

In Christ's Love,

Kidtropolis Values

Mission Statement

We will work as the body of Christ to instill faith in the next generation, thus ensuring their ability to skillfully pass down the spiritual values and beliefs to the following generation in our absence.

Fun

We want children to have fun! Our hope is to see children have such a good time they will be begging their parents to come back next time. We have video games, jumpers, crazy games, creative teaching, and so much more all in effort to be relevant to the children of today. This is why we believe in creating a fun environment that will help children accomplish the three goals of faith.

Faith

We structure our ministries around what's important in life and that is faith. Everything on this earth is temporary or does not last, but faith is the one thing that does last, it's eternal. We determine that the best model to follow in growing a child's faith is through Jesus Christ. In Luke 2:52 we see that Jesus grew in wisdom, stature, and in favor with God and man. Our three goals come from this verse and is what will grow a child's life. A faith centered life is the end result and by doing so the children will be able to pass down the spiritual values and beliefs to the next generation.

Kidtropolis Spaces

Kidtropolis follows the County School Board in placing children in the proper space, which is typically by grade level (can also do it by age). Below is a list of the ministries Kidtropolis has and the grade level or age that can participate as well as the time.

- KFC: Children's church during each weekend service = K-5th grade (5 to 11 years old)
 - Small groups during KFC divided by grade
- Awana's: Discipleship program during the school year on Wednesday Nights 6:45 to 8:00 = K-5th grade (5 to 11 years old)
 - Subdivided groups
 - Sparks = k-2nd
 - T and T = 3rd -5th
- C.I.A.: Discipleship and missions program during the school year on Wednesday Nights 6:45 to 8:00 = K-5th grade (5 to 11 years old)
- Other Kidtropolis Ministries: Special Kids Events, OASIS Center = varies by grade

Areas of Service in Kidtropolis:

The area of service will vary from different opportunities and services times

Opportunities	Description	Service Time
KFC Host/ess	Interact with the kids and Director during large group time. Role is based on comedy, excitement, and seriousness. Will work with the Director in the beginning and end of large group time. Will conduct review questions during Wrap Up time and lead Wrap Up time. Need to be in contact with the Children's minister director during the week to see what will be doing for KFC services.	Saturday @ 5:00 p.m. Sunday @ 9:00 a.m. or 10:45 a.m.
KFC Worship Leader	Lead kids in worship during any of the KFC 's on the weekend. This would include instructing kids on the songs, singing with them, and doing the motions. Also have the responsibility of handing out KFC Bucks. Does not need to play an instrument or know music. All we do is DVDs.	Saturday @ 5:00 p.m. Sunday @ 9:00 a.m. or 10:45 a.m.
KFC Small Group Leader	Lead kids in a small group setting. Teach a group of 15 kids for 15 minutes based off of the curriculum we use. Little preparation ahead of time.	Saturday @ 5:00 p.m. Sunday @ 9:00 a.m. or 10:45 a.m.
Registration Team	Help check in kids before a kidtropolis ministry event. Answer parents questions if asked. Introduce new families to the director or leaders.	Saturday @ 5:00 p.m. Sunday @ 9:00 a.m. or 10:45 a.m. Wednesday Nights @ 6:30 Special kids events
Security Team	Sit with the kids or interact with the kids during events. Get kids to be quiet and focus when time is needed.	Saturday @ 5:00 p.m. Sunday @ 9:00 a.m. or 10:45 a.m. Wednesday Nights @ 6:30

	Discipline the kids if needed. Check out the kids for each service time.	Special kids events
Activity Time Assistant	Assist the activity time coordinator with snack, discipline (if needed), and interacting with the kids.	Saturday @ 6:15 p.m. Sunday @ 10:45 a.m.
Awana Leader/Helper	Assist the commander in variety of levels. Can help with handbook time, game time, counsel time, secretary duties, or be a kid patroller.	Wednesday Nights @ 6:30
C.I.A. Leader/Helper	Assist the coordinator with bible study, discipline, going on mission trips, singing, or anything the coordinator asks.	Wednesday Nights @ 6:30
Kid Patrol at Events	Assist the director in any special kid's events that take place in kidtropolis. Willing to give up an hour or two to help. During events will be asked to do certain tasks that need to be done. You will be guaranteed either food or a great time if you help out. Must give phone number to director so you can be called if needed.	Special kids events

Volunteer Qualifications

- 1) A love for the Lord and his Children.
- 2) Member of WCC for three months.
- 3) Read over the Policies and Procedures.
- 4) Complete volunteer application and interview process.
- 5) Complete Training if necessary.

Volunteer Commitment Levels

- Volunteer for one of the service times every six months.
- Volunteer for one of the services times every other week.
- Volunteer for one of the services times every week.

Volunteer Responsibilities

- Show the Love of Christ to all of the children around you.
- Report to all service times at least 30 minutes prior to the start time.
- Be accountable! If you are unable to serve as scheduled, please call or e-mail the director as soon as possible.

Student Volunteers

Middle school and high school students may volunteer in Kidtropolis under the supervision of staff or adult volunteers.

*Students in the 6th grade and higher **can only** volunteer in grades Kindergarten through First Grade.*

Students in 9th grade or higher can volunteer for any of the grade levels (K-5th).

Student volunteers must be in 6th grade and at least 12 years or older to volunteer in Kidtropolis. All students must fill out the same volunteer application, which must be signed by a parent or guardian. In addition to the procedures set forth in this document, student volunteers must adhere to the following guidelines:

1. Check in with the Director, or Lead Teacher, and/or other Adult Volunteer at least 20 minutes before a service time begins.
2. Follow the direction of the Director, Lead Teacher, and/or other Adult Volunteers at all time.
3. Must not pick up or carry and rough play is not allowed with the children unless instructed to do so by the Director.
4. You must stay in the place or role the Director, Lead Teacher, and/or other Adult Volunteer placed you in until the service is over and most of the children have been checked out.
5. Must let the Director, or Lead Teacher, and/or other Adult Volunteers know that you are leaving before you leave.
6. No electronic or handheld games or devices are allowed to be in use while you are serving in Kidtropolis.
7. Please remember that you are older than these children and a role model for them, so act accordingly.

8. Although you may serve with your friends, please understand that you are not volunteering in order to socialize and this is not a hang out.
9. The Director, or Lead Teacher, and/or other Adult Volunteers have the authority to tell you to leave the space if you are not following the guidelines.

Volunteer Screening Procedures

All Kidtropolis volunteers will have a background check performed on them if they serve every single week with children. All Kidtropolis volunteers who are alone with children will need to have fingerprints and a background check done. The decision for screening a volunteer is at the discretion of the Director.

Student Volunteers do not need to have a background check performed. Only when they turn 18 will they need one.

Lanyards

All volunteers in Kidtropolis, other than the children attending Kidtropolis, need to have on a lanyard. Kidtropolis lanyards are issued to all Kidtropolis volunteers from Volunteer Central. If someone is discovered in a Kidtropolis area without a nametag or lanyard, he or she will be escorted to the Kidtropolis Check-In Area to get the proper nametag on or lanyard and then escorted back to the area they came from.

Parents and guests who are not regular volunteers, but would like to visit or stay with their child must check in and receive a GUEST nametag or possess the other half of their child's nametag.

Substitutes and Sickness

If you are unable to work on your scheduled day, you are responsible for finding a replacement or switch with someone and to let the Director or Lead Teacher know that a change has been made. If you are unable to find a replacement, then call or e-mail the Director or Lead Teacher. If you become sick within 24 hours of your day to serve and are unable to find a replacement, please notify the Director or Lead Teacher as soon as possible who will make necessary arrangements.

Child Registration and Check-In

When arriving for a Kidtropolis ministry event all children must be checked in. No one is allowed to enter the space unless they have a proper Nametag on. When checking in a child they will use our electronic check in system or a sticker with a unique number and asked to write their name on it. Our registration team will assist in any way necessary. Once the child is checked in, then two name tags will be printed. One of the name tags is for the child while the other one is for the parent, guardian, or whoever will be picking up the child. Here are some guidelines to follow for check in:

1. Parents should be reminded to take their child to the restroom before checking them in. We will take their child to the restroom, but it's easier to do this in advance.
2. Guests fill out a registration card and receive a sticker with a unique number and asked to write their name on it. The child receives the other half of that sticker.

People working at the registration table will be available to walk first time guests to the appropriate spaces and introduce them to one of the leaders.

3. Regular attendees (those that have previously filled out the registration card) do not need to fill out the card again. They can use the electronic check in stations. After registration, parents can walk their child to the right space. The security team is at the entrance to the space to make sure they have a proper nametag on. Only two parents are allowed into the space with their child, unless otherwise noted.

Checking Out Children

1. Upon check out only two parents are allowed to enter the room.
2. Children are **NOT** to be released to anyone other than the adult with the correct security tag. Siblings are **NOT** allowed to pick up their younger brothers and sisters, even if they have the nametag.
3. The security team is there to make sure that only parents with stickers walk through the doors to pick up a child.
4. Parents need to enter the space, find their child, pick them up, and proceed to the security team by the door.
5. On the way out, the security team will verify that the number or name matches with the child's nametag.

If a parent has lost their nametag, please find the Director, Lead Teacher, and/or other Adult Volunteer before letting the child go and the parent must fill out a lost nametag form.

Room/Space Openings

All areas must be ready to begin receiving children 30 minutes prior to service times. It is essential that all leaders must be ready to greet their children as they begin to arrive. Rooms/space cannot and will not be opened until necessary volunteers are in place.

Security

In order to keep Kidtropolis a safe and secure space for parents and children, the following security measures are constantly in effect:

1. Volunteers at the doors of each space will match the name or number on the sticker of the child to that of the parent's. This happens every time a parent enters or exits the space with a child.
2. Only volunteers with the appropriate identification, parents with the appropriate documentation, or staff with staff name badges are allowed to enter the space.
3. No adult is allowed to work in a space without a completed application and/or background check.
4. Guests in Kidtropolis must check in at the Check In Station and receive a guest nametag which must be displayed at all times.
5. Every space will have two adults present at all times. No adult is to ever be alone with a child unless the Director has given approval.
6. In the event that a parent loses the nametag, that parent will have to fill out a lost nametag form to pick up their child.

Parents in the Space

A parent may choose to stay with his or her child during the service times to observe the space or comfort the child.

Parents are always welcome to visit, but they must follow the above security guidelines. They must be checked in as a visitor and receive a guest nametag or possess the other half of their child's nametag. Since they do not have an application on file, they are not allowed to be alone with, lead children in activities or small groups or care for any other child except their own.

Late Pick-Up

If a child remains in Kidtropolis after all of the other children have been picked up, the "Two Adult Rule" must be maintained, and you need to contact the Director or Lead Teacher. This is for the benefit of the child, the adults and the church.

Children Staying Two Hours

If a Child is staying two hours during the weekend service times, they will need to be checked in to Activity Time. Activity Time is for children whose parents either attend on-campus Life Groups (Sat. Night or Sunday morning), or in ministry (who worship one hour then serve the other hour on campus). During Activity Time the children will go to the activity room after Children's Church (Room 120 or the ROC), where a qualified leader and helper will supervise a fun and creative Bible lesson, kid's recreation, and fellowship time. The kid's Activity Time is 6:15pm Saturday and 10:45am Sunday. No child can attend Children's Church twice on the weekend unless the Director or Lead Teach gives approval.

Emergency Procedures

All volunteer are responsible to be familiar with and know the emergency procedures.

Emergency Codes:

Code Red: Lock down procedures are in effect. Bring children inside the space and lock the windows or doors if capable. If the space cannot be locked down proceed safely to a safe zone in which this can happen. Do not unlock doors until the all clear is given. No one is allowed to leave the space for any reason.

Code White: Very Serious weather/tornado procedure is in effect.

Code Blue: Certified CPR personnel are needed to respond immediately to the designated space.

Code Yellow: Alert for more information will follow. Keep your eyes and ears open.

In the event of an emergency if the building needs to be evacuated, the Director or Lead Teacher will serve as the point person. If the Director or Lead Teacher is not in the room, another adult will provide leadership. The Director or Lead Teacher will get the children in a single file line with the Adult Volunteers placed within the line and a head count will be done. The teacher will follow the exit signs and exit at the closest door of the space to the outside or in a safe zone. Upon exiting the building, teachers should do another head count

to make sure that all children have been accounted for. Under no circumstances will a parent or guardian be allowed to check out their child until the emergency is over.

Missing Child Emergency Plan

1. If a Volunteer suspects that a child is missing, the Volunteer must immediately contact the Director or Lead Teacher.
2. The Director or Lead Teacher is to immediately check if the child has been checked out by the security team.
4. If the Director or Lead Teacher do not find that the child has been check out, then an all call "Code Child Find" will be done.
5. When the code "Child Find" is announced all available extra volunteers must report to the check in station where they will be assigned to monitor an exit or search parts of the building.
6. If the child is not located in 10 minutes the parents will be informed.
7. If the child is not located in 15 minutes the Director or Lead Teacher will call 911 Emergency Services.

General Wellness Guidelines

To ensure the health of children and volunteers, we ask that sick children do not attend Kidtropolis. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

1. Fever (over 100.4 degrees).
2. Vomiting or diarrhea within the last 24 hours.
1. Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough.
2. Common cold, including colored runny nose.
3. Sore throat.
4. Croup.
5. Any unexplained rash.
6. Any skin infection – boils, ringworm or impetigo.
7. Untreated pink eye or other eye infection.
8. Any communicable disease.
9. Lice, including the presence of eggs or nits.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back or coming to Kidtropolis.

In the event of a contagious disease (lice, chicken pox, etc.) parents will be notified immediately.

Medication

Kidtropolis staff and volunteers WILL NOT administer any medication. In a situation where a child has a potentially life-threatening condition and medication may need to be given the Director or Lead Teach will call 911 and notify the parents.

Food Allergies

If a child has food allergies the parents need to fill out an orange sticker with information about the allergies. The sticker needs to be placed on the child in plain sight for the volunteers to read. The parents must inform the Director, Lead Teacher, or an Adult Volunteer of the allergies. Once a child with a food allergy is present in the space no food shall be given out or allowed to be brought in the space.

Accidents/Health Conditions

If you encounter a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing, broken bones, or medication needed), immediately call 911 from a cell phone or the phone in the lobby, giving them the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.

Notify the Director or Lead Teacher that 911 have been called and the Director or Lead Teacher will notify the parents.

Minor accidents (bumps, bites, bruises, scrapes, etc.) can be handled in the space. Band-aids are kept in the resource room; ice can be found in the kitchen. Always contact the parent in these situations to make them aware of the minor accident.

The person who witnessed the accident needs to fill out an Incident Report before leaving for the day. Record the situation and details to the best of your recollection. Be honest with the parents about the situation that occurred; reassure them of our desire to provide the best care possible. Recognize that parents may be upset but do not let that deter you from being honest with them. Do not offer medical advice to parents. Simply offer your apology or concern. Make sure they sign the form before they leave that day and give the form to the Director or Lead Teacher.

Disabled Children

Special needs children are to be a part of the whole, not separated from the group. The child is to be included in all activities offered unless noted by Director or parents.

Any child, who needs assistance in being able to fully participate within Kidtropolis or for the protection of them or others, needs someone to oversee their care. The child will be matched with a volunteer to work one-on-one within Kidtropolis to give them the best experience possible for learning about God's love or the parent will be asked to stay until a suitable volunteer is found.

The hope is for all children to actively participate in Kidtropolis. Every child of God has the right and ability to learn about Him.

Teachers' Children

We do allow you to teach in your child's room if they understand that you have a commitment to the other children in the room. If you do not want to be in your child's room, please communicate that to a coordinator or the Director. If you are unable to do your job in your child's room due to distraction or lack of attention for other children, you will be replaced with another worker or assigned another duty.

If a teacher cannot discipline your child by using "time out" or is having difficulty getting your child to cooperate you will be asked to come down and talk to them. You must take the child out of the room and into another setting. Children see you as a teacher and they will not understand measures you may take with your own children. Please discipline your child in privacy for this reason.

Your child will follow all the rules of the other children in Kidtropolis. Explain all the rules to the child so they are aware of all expectations.

Positive Interactions with Children

We believe that a positive and encouraging space is the best way to ensure great behavior. However, when there are issues with a child's behavior the following steps below outline a process to help all volunteers maintain positive interactions with children and discipline during Kidtropolis. If a child cannot be kept safe due to not following directions or is threatening the safety of others in the room, a child will be removed from the space or the parents will be asked to pick up their child. There must always be two adults present when supervising one or more children.

Ways to Avoid Problem Behaviors

1. Come prepared by praying and reading through the material beforehand.
2. Be sensitive to the moods of the children in the group.
3. Provide enough space for each child.
4. Set clear and age appropriate expectations with the children.
5. Arrive early or on time and ask your questions if needed.

When Kids Require Discipline or Guidance

1. Use a firm but gentle voice to address the behavior.
2. Remove the child from the activity.
3. Focus your remarks on the behavior you want to see.
4. Do not use words or a tone of voice that shames or frightens a child.
5. Do not use sarcasm or scream at a child.
6. Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
7. Never use corporal punishment or spanking of any kind.
8. If the child will not listen, then notify the Director or Lead Teacher who will get the parents.
9. Use touch in affirming ways
 - a. Appropriate examples: high fives, pat on the back or shoulders, etc.
 - b. Inappropriate examples: demanding/expecting hugs, slapping on the buttocks,

- kissing, etc.
- c. If assistance is needed, contact the Director, Lead Teacher, or a Woodland Staff Member.

Biting, Hitting, Etc.

Isolate the child by putting them in a time out place. Comfort the one who has been hurt. Notify the Director or Lead Teacher immediately. The Director or Lead Teacher will discuss the issue with both sets of parents. Do not discuss the situation with anyone else. Do not tell the parent of the child who was hitting or which child was the hitter, and vice versa. Talk to parents separately.

Reporting Potential Abuse

1. Report your suspicions of child abuse/neglect to the Director or Woodland Staff Member.
2. Report any suspicions that a child or teen reports to you about potential abuse.
3. Report any inappropriate behavior of a co-worker to the Director.
4. Do not wait or second-guess your observations.

Food

Enjoy all food and beverages BEFORE entering the space. No child is allowed to bring food or drink in the space unless given special permission. Volunteers can bring in food or candy for the children but please make the Director or Lead Teacher aware beforehand. If a child with a food allergy enters the space all food must then be put away.

Bathroom Policies

Please follow these procedures while taking children to the bathroom:

1. A same gender adult should walk child to the bathroom. The "two adult rule" is applicable if attending to a child who is in the bathroom.
2. If the child needs help, keep the door open and assist him or her, maintaining the "two adult rule."
3. Always wash your hands and ask the child to wash their hands as well.
4. An adult should enter the bathroom to check to see if any adults are already in the bathroom. Ask child to wait outside while checking.
5. If another adult is using the bathroom, he/she should be asked to leave as soon as possible by a volunteer so the child can use the bathroom in private.
6. Once bathroom is clear, the adult volunteer should wait outside the bathroom door in the hallway with bathroom door slightly open unless a child needs assistance. In this case, please follow the two adult rule.
7. If special help is required (young child or medical conditions that require help) another same gender should be a witness.
8. If a child leaves the space for any reason (bathroom, drink, etc...) they must be accompanied by an adult.

Transportation Policies

If transporting children for any reason, each participating child's parent or guardian must fill out a permission/consent form. If a parent does not fill out the form the child cannot be transported. The transportation that will be used must be reserved and on the calendar two weeks before the Kidtropolis event takes place. A proper driver must be used, either an adult 25 years or older or a person who has a CDL. The "two adult rule" must be followed for any transformation. Proper supervision while on the transportation is a must. Below are transportation guidelines to follow:

1. Follow the directions the driver gives out
2. Use only inside voices while on the vehicle
3. Keep arms, legs, and head inside the vehicle at all times
4. No getting up out of the seat or running on the bus
5. Sit facing forward and keep legs out of the aisle
6. You may open the window but the window needs to be put back when the vehicle arrives at the destination.
7. Check with the driver for any other guidelines to follow.

For more detail in volunteering within a service time please read "Road Map for Volunteering."

This application is to be completed by the applicant for any position involving supervision of children. Please fill this out completely and return to Children's Director. You will be contacted for placement. Thanks for choosing to help out with Children!

Please Print Clearly

General Information:

Today's Date _____

Name: _____ Age: _____

Address: _____ City/State: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Birthday (no year needed): _____

Personal Information & Experience:

How long have you attended Woodland? _____

Do you consider Woodland your church home? Yes No

Are you a member of our church? Yes No

Do you have any health conditions that might affect your capacity to work with children or your ability to serve on a regular basis? No Yes (Please describe:)

Do you have any previous experience with children? What? _____

Have you had any education or training that has prepared you to work with children? (this is not required....we'd just like to know if you have) If yes, please list below:

Where Would You Like To Serve:

- | | |
|------------------------|-------------------------|
| KFC Host/ess | Activity Time Assistant |
| KFC Worship Leader | Awana's Leader/helper |
| KFC Small Group Leader | C.I.A. Leader |
| KFC Registration Team | Kid Patrol at Events |
| KFC Security Team | |

Services Time (Circle): 5:00(Sat) 9:00(Sun) 10:45(Sun) 6:30(Wed) Events

Brief Interview:

1. Why are you interested in working with our Woodland children? _____

2. Briefly describe when and how you accepted Jesus Christ as your personal Saviour....

3. The following questions are to insure that we have a safe and protected environment for the children who come to our church. Please understand that these questions are asked of every applicant. Some of them are disqualifiers for service, but not all, so please be completely honest with us.

	Yes	No
A. Have you ever been convicted of a sex related crime? If yes, did the crime involve force of minors?	___ ___	___ ___
B. Have you ever been convicted of a crime involving the Welfare, health, safety or victimization of a minor?	___	___
C. Have you ever been arrested for a crime for which there Has not been an acquittal or dismissal?	___	___

References:

Please list three people who know you well (not family members) and would recommend you for ministry with children. Preferably they will have known you for at least three years, can testify to your character, and have seen you with children before.

Previous Church (if any): _____

1. Name _____ Phone _____

Email _____ Relation _____

2. Name _____ Phone _____

Email _____ Relation _____

3. Name _____ Phone _____

Email _____ Relation _____

Reference Waiver & Application Process Agreement:

By my signature I certify that all the information in the application is true to the best of my knowledge and I waive the right to inspect references and the right to hold the church liable for damages that may result from such evaluations. I also understand that I can not serve anywhere in Woodland with kids without a criminal history check.

Signature

Date

Criminal History Authorization:

By my signature below, I hereby request that Woodland do a criminal history check on me which will release any information which pertains to any record of conviction in its files or any criminal file maintained on me whether local, state or national. I hereby release Woodland from any liability resulting from such a disclosure.

I understand that I may obtain a copy of the report and will be given the opportunity to challenge the accuracy and completeness of this report and obtain a prompt determination as to the validity of the challenge before a final decision is made by Woodland.

I further understand that I may not be allowed to serve at Woodland with kids until this background check is completed.

Background check information is for child related incidences only. A negative check (for non child related incidences) does not necessarily eliminate you from working with our children, but will subject you to a review process.

Signature

Date of Birth

Print Full Name

Place of Birth

Maiden Name (if applicable)

Social Security Number

Drivers License Number

Current Address (Street, City, State, Zip)

Previous Address (Street, City, State, Zip)

Please list any other previous addresses on back.

Kidtropolis Incident Report

Date: _____

Child's Name: _____ Child's Age: _____

Person reporting the Incident: _____

Describe Accident or Incident: _____

Explain what happened: _____

Time of occurrence: _____ Place of occurrence: _____

Person supervising when accident occurred: _____

Treatment needed: _____

Treatment administered by: _____

Further treatment or evaluation recommended: Yes No

(Parent Signature)

(WCC Director or Leader)

Lost Name Tag

Child's Full Name _____

Parent's Full Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Drivers License Number _____ State _____

ID Checked by _____

Permission/Consent Form

Name _____ Birth Date _____

School Grade _____ Parent's Name _____

Address _____ City _____ Zip _____

Phone Number _____ Cell Number _____

Emergency Contact Person _____ Number _____

Parent Volunteer

- Yes I would like to Volunteer
 No I would not like to Volunteer

Permission/Consent Form

I am the natural parent or guardian of _____ and I hereby give permission for my child to be transported by Woodland Community Church.

I hereby authorize the staff and or volunteers of Woodland Community Church to give consent for my child in any and all necessary emergencies. This could be medical treatment, first aid, etc... for my child, while said child, is in said custody.

Signature of Parent or Guardian

Date

