

Reformation Lutheran Church Safety Policy for Children and Youth

**Christian Education Ministry
Reformation Lutheran Church
102 West Rose Tree Road
Media, PA 19063**

08/2016

c.1 Library (Ref 268.8 Ref)
c.2 Pastor Wayne
c.3 Pastor Alina
c.4 Church Office

c.5 Chair/Christian Ed
c.6 Chair/Youth Ministry
c.7 Room 123
c.8 Room 140

c.9 Room 141
c.10 Room 142
c.11 Community Rm.
c.12 ROCK Room
c.13 Nursery

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Safety for Children and Youth

Jesus said, “Let the children come unto me...”

It is with this same welcoming spirit that Reformation values its ministry to children and youth and endeavors to be a vital link within the larger network of family, school, and community support for our children.

We recognize that within our society there are those who can become risks to our children, and, conversely, because of the sensitivity of our society to child abuse issues, adults can be unjustly accused of compromised or abusive behavior. In order to make every effort to protect our children and provide a safe environment at Reformation and to protect our faithful, conscientious staff members and volunteers, we have developed “**Guidelines and Procedures.**”

While no guidelines or procedures can guarantee the safety and well-being of every child, they are designed to maximize the safety and security of those involved in our ministry. They reflect our high regard for our children, the kind of love, concern and care that Jesus exhibited, and a desire to do everything possible to make our facility safe and to make those who work with children sensitive to their protection.

We will strive to ensure that capable, responsible, ethical leaders minister to our children. These policies are intended to establish clear standards of oversight and care to all children and youth who attend our church programs. Through such intentional efforts, we hope that parents and youth will be able to see Jesus’ words lived out in the ministry of our congregation.

In order that all students and staff have positive experiences, the following are

**Reformation Lutheran Church's
Behavior Expectations**

**Follow the Golden Rule
Treat Others the Way You Want to Be Treated**

- We will encourage students to respect one another. We will strive to provide a safe, loving, caring environment and help youngsters to develop the social skills that are essential for positive learning experiences.
- If a student exhibits unacceptable behavior, one of the adults will talk with the student, stating what is inappropriate and redirect her/him. After several attempts at redirecting and the student does not change the behavior, that student will have a “time out” period based on the age of the student; one minute per age of youngster. Parent(s) will be informed of this action.
- Communication is essential. Parent(s) and Adult Instructors need to decide what is best for the student and the class.
- All words and actions will be positive, constructive, encouraging and non-threatening.
- We are all on the same team and desire all students to benefit from the programs we offer that teach of God's loving care.

Adopted by the Christian Education Ministry, 09/12/2012

Guidelines and Procedures for Volunteers and Staff

Working with Children and Youth in Classes, Meetings, Events, and/or Activities

Volunteers

All adult volunteers working with children and youth (anyone under the age of 18) at or with Reformation Lutheran Church must be a member or associate member of the congregation and must be at least 18 years old or older.

No volunteer will be considered for any position involving contact with minors until she/he has been involved with Reformation for a minimum of six months unless otherwise specifically approved by the leadership.

Background Checks

All volunteers and staff members working with youth will be required to have background checks completed and kept on file at Reformation Lutheran Church. The following reports are required of all staff and volunteers working with youth:

- Criminal History from the Pennsylvania State Police
- Child Abuse History Clearance from the Department of Human Services

All staff members, as well as volunteers who have not been legal residents of Pennsylvania for at least the past ten consecutive years, are also required to have an FBI Clearance.

Individuals who have completed these checks with another employer or organization (such as a school or scouting) may provide certified documentation of these reports to Reformation. These checks are free for volunteers. Volunteers need to complete these checks and return them to the church office prior to serving. (**Appendix 1**)

Reformation will cover the costs of all background checks. All documentation related to completed background checks will remain confidential and under lock in the Reformation church office. The law requires that all background checks, or documentation of checks, must be done every three years.

What constitutes a disqualifying offense will be determined by a pastor together with the chair of the Christian Education Ministry and/or the Youth Ministry on a case-by-case basis in light of all the surrounding circumstances.

Mandated Reporting

All volunteers and staff members working with youth are now considered to be mandated reporters by the state of Pennsylvania.

All volunteers will be provided with further information regarding how to recognize abuse, how to make a report, and how to receive additional training and education on the subject. Volunteers will be asked to

sign a receipt to verify that they have received this information. These documents will be kept in confidential files along with completed background checks. (**Appendix 2**)

Staff members will also receive this information and will complete an additional required online course. Documentation of completed course work by staff members or volunteers that choose to complete the course will also be kept on file. (**Appendix 3**)

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The volunteer will immediately make a report to ChildLine in accordance with Pennsylvania State Law. (Reports to ChildLine can be made by phone, 1-800-932-0313, or online, www.compass.state.pa.us/cwis/)
2. The reporter will follow up with a pastor of Reformation following the report.
3. The leadership of the congregation (pastors, staff, and council) will take appropriate follow up actions including dealing with the insurance company, the media, and seeking legal counsel for the congregation. All other representatives of the church should refrain from additional action regarding these matters.
4. A pastoral visit will be arranged for those who desire it.
5. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Additional information regarding recognizing child abuse is also included in **Appendix 4 and 5** of this policy.

Adult Coverage

Two adult volunteers will be with children and youth at all times, and children and youth are never left unattended. An activity may be cancelled if the number of leaders is insufficient. Children should be accompanied to the bathroom, and always in a group.

Adult Behavior Expectations

All staff and volunteers provide will an environment that is safe for all participants. No weapons, firearms, laser pointers, fireworks, or objects that could harm others are permitted at classes, meetings and events sponsored by the church. Drugs, alcohol, and tobacco are prohibited at all children and youth classes, events and meetings. Special exceptions for tobacco use may be made for adults on break from an activity.

Classroom Security

Classroom doors will be locked from the outside and will remain closed during class time. With advance notice, parents may observe classroom activity. Parents, guardians or others with consent to drop off or pick up a child from a program must follow the check-in and check-out procedure with the teacher or leader of the program.

First Aid

At the start of an event, all staff persons and volunteers who are first aid certified should be identified. An up-to-date first aid kit will be available. For minor injuries, first aid will be provided and the parent/guardian informed. For injuries requiring medical treatment beyond simple first aid, the parent/guardian and the immediate supervisor will be summoned. If warranted, an ambulance will be called.

Discipline

Inappropriate conduct (such as bullying) by a child, children, and/or youths will be addressed, and the parent/guardian may be notified. Physical discipline is never an option, and harassment or threats will not be tolerated. Volunteers should consult with the leader of the activity if assistance is needed with disciplinary issues.

Volunteer Training

Volunteer and staff training will be provided to all individuals working within programs of the Christian Education and Youth Ministries at Reformation. This includes volunteers and staff working with Sunday School, Vacation Bible School, Youth trips or overnights.

Training includes, but is not limited to, distribution of policies, procedures and forms.

Registration

All registration forms for Sunday School, Vacation Bible School, and special Youth Events will include:

- Medical information (such as allergies) that is important for teachers and leaders to know.
- Permission to enable activity leaders to seek medical treatment in the case of an emergency.
- An image release to allow photos to be posted on the bulletin board, the web, newsletter and/or newspaper documenting church events.
- Names of those who have permission to pick up the child.
- A document entitled, “Behavior Expectations” (page 4) will be given to parents/guardians when they register their child(ren). A signature will be required indicating that they have read and understand the expectations.

Registration examples can be found in **Appendix 7**.

Trips and Overnights

The registration materials and processes for each trip will be handled in consultation with the Chairs of the Youth and/or Christian Education ministry teams. All provisions for child and youth safety for on-site activities will apply to any off-site, overnight event. This includes expectations of adult coverage for youth and youth and adult behavior expectations. A ratio of one adult to 7 youths is recommended. This ratio applies for each gender, due to separation of genders for sleeping arrangements.

All other responsibilities and requirements of adult chaperons for these trips will be addressed in the Youth Event Chaperone Covenant. A copy of the Youth Event Chaperone Covenant will be given to all chaperones of off-site trips to be signed and kept on record. (**Appendix 6**)

Intruders/Lockdown procedure

If there is a hostile intruder or other reason for a lockdown the following procedure should be followed:

- Shelter in the room or classroom you are in, lock doors to prohibit entrance to the room, turn off the lights and move away from any doors or windows. Try to remain as quiet as possible and check attendance.
 - Note: Sunday School classrooms remain locked and closed when classes are in session.
 - Flashlights and lanterns can be used in the lower level classrooms to guide children to the corner.
- Call 911 immediately.
- Use the emergency contact system to notify all involved.
 - The telephones on the walls in the lower level classrooms will be the method of communication. All staff and volunteers should be familiar with the instructions posted by each phone.
 - Note: Most cell phones do not work between classrooms.
 - Walkie-talkies should be used to notify the upstairs classrooms and offices.
 - The code to alert others to enact a lockdown is “**#99 Lockdown.**”
 - Note: Do not pull a fire alarm. This would make occupants try to evacuate.
- Remain in place and await further instruction from designated staff or police.

Fires and Other Emergencies: See “Reformation Lutheran Church Emergency Instructions” (**Appendix 8**)

Maps Lower and Upper Levels with emergency equipment labeled (**Appendix 9**)

Sources

National Penn Insurance

800 Route 113, Souderton, PA 18964

Account Manager: Lynne Whitham, 215-703-4319, lynne.whitham@nationalpenn.com

SEPA Synod Office

7241 Germantown Ave, Philadelphia PA 19119

Youth Ministry Specialist:

Advisor to the Bishop for Fitness for Ministry: The Rev. Dr. Dolores E. Littleton, LMFT

Stay and Play

Reformation Lutheran Church

Director: Diane Bullen

U.S. Department of Health and Human Services

Administration for Children and Families

Child Welfare Information Gateway (www.childwelfare.gov/pubs/factsheets/signs.cfm)

Background Check and Mandated Reporting Policies For Volunteers and Staff Working with Youth

In 2014, Pennsylvania legislators created new laws to address issues of child abuse. This effects how institutions, such as congregations, are required to complete background checks of all individuals who work with children or youth. These laws also broaden the definition of who is legally required to report suspected abuse. In compliance with Pennsylvania law, Reformation will now be following these procedures for all staff and volunteers working with children and youth at or through the programs of Reformation Lutheran Church.

Background Checks:

All volunteers and staff members working with youth will be required to have background checks completed and kept on file at Reformation Lutheran Church. The following reports are required of all staff and volunteers working with youth. Volunteers must complete checks and return them to Pastor Alina prior to serving. These checks are free for volunteers and can be completed by accessing the links below:

- Criminal History from the Pennsylvania State Police
 - epatch.state.pa.us/Home.jsp
- Child Abuse History Clearance from the Department of Human Services
 - compass.state.pa.us/cwis/public/home

All staff members, as well as volunteers who have not been legal residents of Pennsylvania for at least the past ten consecutive years, are also required to have an FBI Clearance.

Individuals who have completed these checks with another employer or organization (such as a school or scouting) may provide certified documentation of these reports to Reformation.

Reformation will cover the costs of all background checks. All documentation related to completed background checks will remain confidential and under lock in the Reformation church office. The law requires that all background checks, or documentation of checks, must be done every three years.

Mandated Reporting:

All volunteers and staff members working with youth are now considered to be mandated reporters by the state of Pennsylvania.

All volunteers will be provided with further information regarding how to recognize abuse, how to make a report, and how to receive additional training and education on the subject. Volunteers will be asked to sign a receipt to verify that they have received this information. These documents will be kept in confidential files along with completed background checks.

Staff members will also receive this information and will complete an additional required online course. Documentation of completed course work by staff members or volunteers that choose to complete the course will also be kept on file.

Questions regarding either of these policies and procedures, or any accompanying documentation for Child Safety at Reformation should be directed to Pastor Alina Gayeuski.

Mandated Reporting

In accordance with Pennsylvania state law, all individuals acting as an integral part of a program, activity or service and accepting responsibility for a child are considered to be mandated reporters. Mandated reporters are obligated, by law, to make reports of suspected child abuse immediately following suspicion of an incident.

Mandated reporters only need a reasonable cause to suspect abuse to make a report. Reasonable cause is an evaluation made based on the reporter's knowledge of the circumstances, the reporter's observation of the situation, the reporter's familiarity with the individuals involved and the reporters feelings about the incident.

At Reformation this includes, but is not limited to, all volunteers within the Youth and Christian Education Ministries of the congregation.

Making a Report of Child Abuse

All reports should be made immediately to ChildLine. Reports can be made by phone (1-800-932-0313) or online (www.compass.state.pa.us/cwis/)

If possible, use the online, electronic reporting. You will need to register as a user. Technical issues or questions regarding the electronic reporting should be referred to the Support Center (1-877-343-0494). If calling is the only option and you cannot get through to ChildLine, document your attempts to reach ChildLine and then make the report to the local children and youth agency.

Reporters are guaranteed complete anonymity and confidentiality for all reports made. Reporters should follow up with a pastor of Reformation following any report made.

I have read this document, understand my role as a mandated reporter for suspected child abuse, and have been provided with resources for identifying child abuse and information for obtaining additional training for mandated reporters by the leadership of Reformation Lutheran Church. I understand that failure to report suspected abuse can result in legal action taken against me.

Have you ever been accused of, participated in, or been convicted of sexual misconduct? _____

Have you been a legal resident of Pennsylvania continuously since 2006 or before? _____

Name – Printed

Signature

Date

One copy will be retained for your record and the other will be kept on file at Reformation.

Additional Training for Mandated Reporters

According to the Pennsylvania law regarding mandated reporters, all employees who have direct contact with children are **required to receive additional training** on recognizing and reporting child abuse. All volunteers who also work directly with children are strongly encouraged to complete this additional training as well.

A free, online course, conducted by the University of Pittsburgh is available as a way to complete this training. The course is available at www.ReportAbusePa.Pitt.edu.

Persons will be able to stop the training at various intervals and complete it at their convenience. The course takes approximately three hours to complete.

At the completion of this online training the participant will be able to print out a Certificate of Completion. This certificate will be kept confidentially and filed along with other background clearance documentation in the church.

I have completed additional training as a mandated reporter and have attached a copy of my certificate of completion to this document. I understand that it will be kept on file at Reformation.

Name – Printed

Signature

Date

Recognizing Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
- **Other types of abuse** can include Sexual Harassment, Sexual Exploitation, Economic Exploitation.

The following signs may signal the presence of child abuse or neglect.

The Child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home

The Parent:

- Shows little concern for the child
- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of emotional needs

The Parent and Child:

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

Types of Abuse

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note, however, that these types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

Signs of Physical Abuse - Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the parent or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

Signs of Neglect - Consider the possibility of neglect when the child:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the parent or other adult caregiver:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

Signs of Sexual Abuse - Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away

- Reports sexual abuse by a parent or another adult caregiver

Consider the possibility of sexual abuse when the parent or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

Signs of Emotional Maltreatment - Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the parent or other adult caregiver:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

Boundary Training for Adult Volunteers and Staff

All volunteers and staff working with children and youth should be aware of unacceptable and acceptable behavior when interacting with children and youth. Examples are provided below.

- Unacceptable behavior for dealing with children and youth:
 - Any form of sexual contact or contact perceived as stimulating.
 - Intimate kissing.
 - Private massages.
 - Lying down or sleeping beside child or youth.
 - Tickling or wrestling.
 - Hugging from behind.
 - Showing affection in isolated areas such as closets or private rooms.
 - Comments of a sexual nature that relate to physique or body development.
 - Patting on the thigh, knee, or leg.
 - Inappropriate or lengthy embraces.
- Acceptable forms of affection:
 - Holding hands during prayers or when a person is upset.
 - Side hugs.
 - Holding hands while walking small children.
 - Handshakes.

- High fives and fist bumping.
- Verbal praise.
- Arms around shoulders.
- Gentle pats on the back or shoulder.

Safety Education: Children have the right to protect themselves.

- To distinguish between “good touching” and “bad touching.”
- To say “no” to adults in certain situations.
- To remove themselves from uncomfortable predicaments.
- To report incidents they encounter.

Resources for Recognizing Potential Indicators of Child Abuse

- Identification of Child Abuse & Neglect (U.S. Dept. of Health & Human Services)
<https://www.childwelfare.gov/can/identifying/>
- Recognizing Child Abuse or Neglect (U.S. Dept. of Health & Human Services)
<https://www.childwelfare.gov/pubs/usermanuals/childcare/chaptertwo.cfm>
- Warning Signs of Abuse and Neglect (Childhelp Speak Up Be Safe)
<http://www.speakupbesafe.org/parents/warning-signs-of-abuse-and-neglect-for-parents.pdf>
- Warning Signs of child abuse and neglect (HelpGuide.org)
http://www.helpguide.org/mental/child_abuse_physical_emotional_sexual_neglect.htm
- Indicators for Child Maltreatment (Quality Improvement Center on Early Childhood (QIC-EC))
<http://www.qic-ec.org/documents/research-and-findings/research-commissioned-papers/Indicators-for-Child-Maltreatment-Prevention-Programs.pdf>
- Indicators of Abuse (Pennsylvania Family Support Alliance) https://www.pafsa.org/mandated_reporters/child_abuse_information/indicators_of_child_abuse_0.aspx
- Signs of Child Abuse (Joyful Heart Foundation) <http://www.joyfulheartfoundation.org/learn/child-abuse-neglect/about-issue/know-signs>
- Abuse and Neglect Resources (Kids Matter, Inc.) – Click on types of child abuse for indicator list
<http://www.kidsmatterinc.org/for-families/abuse-and-neglect-resources/?gclid=CKfOheOa68ACFUVo7Aodl1sAYw>
- Child Physical Abuse (American Humane Association) <http://www.americanhumane.org/children/stop-child-abuse/fact-sheets/child-physical-abuse.html>
- Child Sexual Abuse (American Humane Association) <http://www.americanhumane.org/children/stop-child-abuse/fact-sheets/child-sexual-abuse.html>
- Child Neglect (American Humane Association) <http://www.americanhumane.org/children/stop-child-abuse/fact-sheets/child-neglect.html>
- Emotional Abuse (American Humane Association) <http://www.americanhumane.org/children/stop-child-abuse/fact-sheets/emotional-abuse.html>

Source: The Pennsylvania Child Welfare Resource Center

Youth Event Chaperone Covenant

Reformation Lutheran Church believes that youth events and trips provide valuable opportunities for education, fellowship, service and worship. Without the leadership and mentorship of adult chaperones these opportunities would not be possible.

In order to ensure that church activities for our youth are safe and meaningful experiences for all who participate, we ask that all chaperones read and agree to follow these guidelines prior to providing leadership for these events. In doing so, all chaperones are covenanting to live in a way that supports, encourages, protects and serves our youth. Through their participation, Reformation's chaperones reflect God's love for all people and welcome children as Christ himself welcomed them.

Child Safety

All youth event/trip chaperones must be adult members or associate members of Reformation Lutheran Church, Media, PA. Throughout the trip or event, all chaperones should follow the leadership of all trip or event leaders and/or members of Reformation's staff. The primary leader from Reformation will make all final decisions and coordinate the group's participation.

All youth and adults are expected to follow the safety procedures and policies set forth by Reformation's Child Safety Policy. All adult chaperones must complete either safety training or the safety policy self-study. Documentation of completion must be on file at Reformation prior to the beginning of a trip or event.

Adult chaperones are never to be in a situation where they are alone with any one youth under the age of 18. If a youth participant needs to be taken somewhere, another youth or adult must accompany the chaperone and the youth. Any trips with youth off-site of the event must be confirmed with the primary leader(s) of the trip and/or event.

Security Clearances and Mandated Reporting

Chaperones must have all security clearances as stated in Reformation's Child Safety Policy which are in accordance with state law. All documentation of these clearances will be kept confidential and secure at Reformation for a period of no more than three years.

All individuals working with youth are required by law to report any suspected abuse. Information on the process of reporting is distributed separately to everyone working with children and youth at or with Reformation.

Supervision

All chaperones are expected to provide supervision for the youth participants. Chaperones must be available to the youth participants and not become distracted by other activities. Care and safety of the youth is the primary responsibility of the chaperones. Being present and attentive to the youth is essential.

Chaperones must be knowledgeable about behavior expectations and willing to take appropriate steps to ensure the safety and security of all participants. If youth participants act in a way that is potentially harmful, the chaperone should take appropriate steps to correct the behavior and should notify the trip or event leader(s) of the situation and discuss any needed follow-up action.

Chaperones need to be able to assess possible safety issues and manage alternative actions in order to properly address these situations. This includes being aware of procedure and care for any emergent situations, including knowledge of the location of first aid kits, AEDs, and emergency personnel. Chaperones who are first-aid trained should make the leadership team aware.

Transportation

All drivers must possess a valid driver's license and possess insurance for any personal vehicles used for transporting youth participants. All drivers transporting youth under the age of 18 must be at least 25 years of age. All passengers must be in a seat and using a seat belt. All traffic and state laws must be followed by all drivers.

When traveling with multiple vehicles in a caravan style, all drivers should try to ensure that the group continues to travel together.

Reformation will obtain and maintain on file a copy of all drivers' licenses for each trip. Copies will be destroyed upon the trip's completion.

When rental vehicles are used for an event/trip, all drivers must go to the rental agency in person and be added as registered drivers for the vehicles.

Lodging

All participants must sleep in assigned sleeping areas. Chaperones should never share a bed with a youth participant. When possible, a chaperone should take any semi-private sleeping area. If hotel rooms are being used for lodging and a room is only occupied by youth, a chaperone will be designated to check-in with the youth that are being roomed separately.

When common shower rooms are being used, times should be designated for individuals under 18 years of age and separate times for individuals above 18 years of age to shower.

Model Behavior

Chaperones must model appropriate behavior at all times. They should strive to exhibit enthusiastic participation in all parts of the event or trip. They should encourage youth participation and empower the youth to engage fully during the event. They should act in ways that reflects their understanding of Christian living and relationships based on God's love for all.

The consumption of alcohol will not be allowed during the course of a youth event. Smoking must take place in designated areas and away from the group. Use of any substance by an underage participant is strictly prohibited.

All chaperones must follow all rules and regulations set forth by the area in which the event is being held and abide by all state and federal laws. Any illegal behavior will result in prosecution.

Name and Date(s) of event/trip:

I have read and agree to comply with the above guidelines as an adult chaperone for youth events sponsored by Reformation Lutheran Church, Media, PA.

Name (printed)

Signature

Date

Reformation Lutheran Church
102 West Rose Tree Road
Media, PA 19063
610-891-0600

SUNDAY SCHOOL REGISTRATION – 2015-2016

PLEASE PRINT. COMPLETE ONE FORM FOR EACH CHILD.

Name of Student: _____

Birth date: _____ Age: _____ Grade (current): _____

Allergies, known medical conditions, and/or special needs: _____

Mother's Name: _____ Father's Name: _____

Guardian's Name (if other than parents): _____

Address: _____
street city zip code

Phone #'s: (H) _____ (W) _____ (C) _____

Email: _____

Emergency contact person and phone in case parents can't be reached:

- I give my permission to put my child's name and picture on the church bulletin board, in the newspaper or on the Church's website. ____ Yes ____ No _____(please initial)
- I understand that for the safety and security of the students, the parents/guardians will be asked to SIGN IN AND SIGN OUT their children with the classroom teacher. _____(please initial)
- Names of individuals (other than those named above) who have my permission to pick up my child.
(Please list names on reverse)
- I have received, read, and agree with the "Behavior Covenant" for students. _____(please initial)
- A copy of "Safety for Children and Youth at Reformation Lutheran Church" is available upon request.

Signature _____ Date _____

Reformation Lutheran Church
102 West Rose Tree Road
Media, PA 19063
610-891-0600

VACATION BIBLE SCHOOL REGISTRATION – July 19-23, 6:00-8:30 p.m.

PLEASE PRINT. COMPLETE ONE FORM FOR EACH CHILD.

Name of Student: _____

Birth date: _____ Age: _____ Grade (last completed): _____

Allergies, known medical conditions, and/or special needs: _____

Parents' Names: _____

Guardian's Name (if other than parents): _____

Address: _____
street city zip code

Phone #'s: (H) _____ (W) _____ (C) _____

Email: _____

(Please indicate which parents' contact information is listed above.)

Emergency contact person and phone in case parents can't be reached:

- **Eligibility:** Age 3 (No children in diapers, please) through completed Grade 5.
- **Foot wear:** Children should wear comfortable shoes appropriate for athletic activities and dancing. For safety reasons, please no flip-flops or sandals.
- **Church Membership:** _____ Reformation Lutheran Church
_____ Other _____
_____ None at this time

PLEASE SEE SECOND SIDE TO COMPLETE REGISTRATION

- I give my permission to put my child's name and picture on the church bulletin board, in the newspaper or on the Church's website.

____ Yes ____ No _____(please initial)

- I understand that for the safety and security of the students, the parents/guardians will be asked to SIGN IN AND SIGN OUT their children with the classroom teacher.

_____(please initial)

- Names of individuals (other than those named above) who have my permission to pick up my child.

- I give my permission for activity leaders to seek medical treatment in case of emergency.

____ Yes ____ No _____(please initial)

- I have received, read, and agree with the "Behavior Covenant" for students.

_____(please initial)

- A copy of "Safety for Children and Youth at Reformation Lutheran Church" is available upon request.

Signature_____Date_____

**REFORMATION LUTHERAN CHURCH
EMERGENCY INSTRUCTIONS**

Preparing for an emergency exit:

- 1. Check your emergency kit.** Items should include: class roster, whistle, exit rope (for younger classes).
- 2. Carry your cell phone with you.** Always have your cell phone charged and ready when you are in the classroom so that calls can be made to parents in case of an emergency.
- 3. Know the two exits closest to you.** In case of a fire or some other hazard blocking your primary exit, be prepared to take your students to the alternate exit.

When there is a fire or other emergency, you will hear the alarm sound.

Age 3 – Grade 3: Instruct students to grab the rope and line up all students at the door. Count heads. Take roster of students and cell phone with you. Place one adult at the head of the line and one adult at the end of the line. Tell them, “Follow the leader (adult’s name) and walk, don’t run.”

Grades 4 – 12: Instruct students to line up at the door. Count heads. Take roster of students and cell phone with you. Place one adult at the head of the line and one adult at the end of the line. Tell them, “Follow the leader (adult’s name) and walk, don’t run.”

Adults (including parents with babes-in-arms): Instruct adults to exit the building at the closest exit to them, away from the fire or other hazard.

All classes are to meet at a safe distance away from the building in either of the parking lots located on the sides of the Church.

Staff members will check bathrooms and hallways to assure that all people have exited the building safely.

Ages Infant – Grade 12: Call name of each student on your roster.

If student is not accounted for, notify a staff member

Do not go back inside the building!

Once you are safely out, do not go back in.

Stay with your class. Only staff may go back inside the building

Once the “All Clear” has been given by one of the Staff, you may return inside the building. Again, follow the adult leader and walk, don’t run

In the event of an emergency that does not allow re-entry, stay with your class until each student has been picked up their caregiver. Report to the staff once all of your class has been dismissed to the caregivers. Do not leave without reporting to the staff.

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