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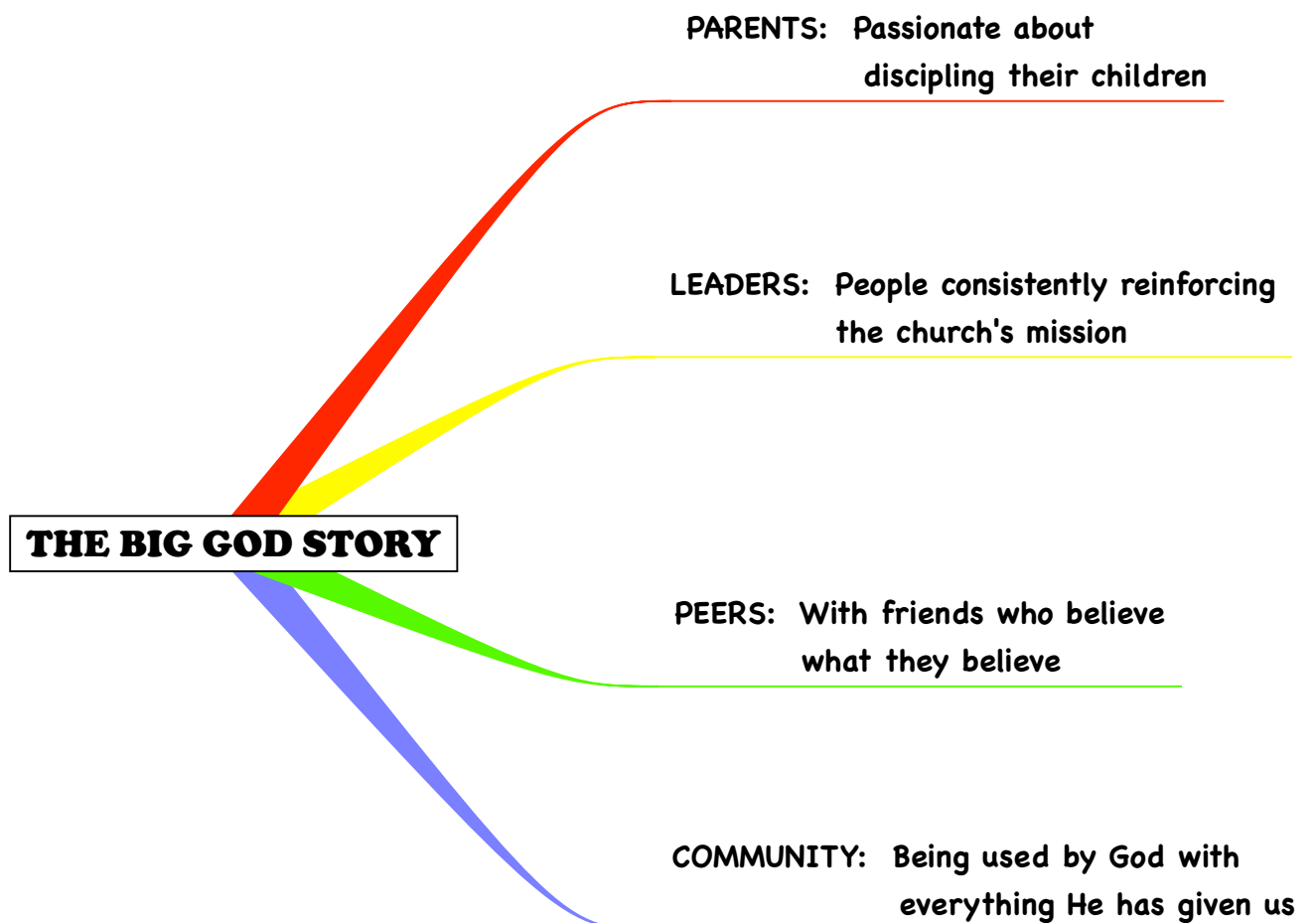
**TreeHouse** is a place for children...infants through 5th graders... to learn to think, love and live like Jesus. As a volunteer in His children's ministry, you model Christ's love through your commitment to serve. Thank you and may He abundantly bless you for your service.



# OUR CHURCH MISSION

Learn to think, love and live like Jesus and to reproduce that in the lives of others.

TreeHouse purposes to live out the church mission knowing each child needs:



# COMMUNITY GROUP PHILOSOPHY

“Be shepherds of God’s flock that is under your care . . .  
being examples to the flock.” 1 Peter 5:2

The philosophy behind TreeHouse is for our leaders to be a godly influence in the lives of a small group of children. Our goal is to come alongside families in building a spiritual foundation that leads their children to think, love and live like Jesus. The large group draws children into the lesson and to God. The small group keeps children connected to God and their friends in the small group.

Our desire is for each leader to have a small group of children to truly care for. As leaders get to know each child, they will discover how to pray for them and their families, provide spiritual input, and have fun with them. The caring relationship built with the children in the class/group shows them that they matter to God.

Training up our children in godly ways is an awesome responsibility for any parent. Children need godly input from people, other than their parents, to help keep them on the right path. The following passage from Ecclesiastes 4 tells us that the more a child is influenced by what God desires and requires, the harder that strand will be to break.

“It’s better to have a partner than go it alone.  
Share the work, share the wealth.  
And if one falls down, the other helps,  
But if there’s no one to help, tough!  
Two in a bed warm each other.  
Alone, you shiver all night.  
By yourself you’re unprotected.  
With a friend you can face the worst.  
Can you round up a third?  
A three-stranded rope isn’t easily snapped”

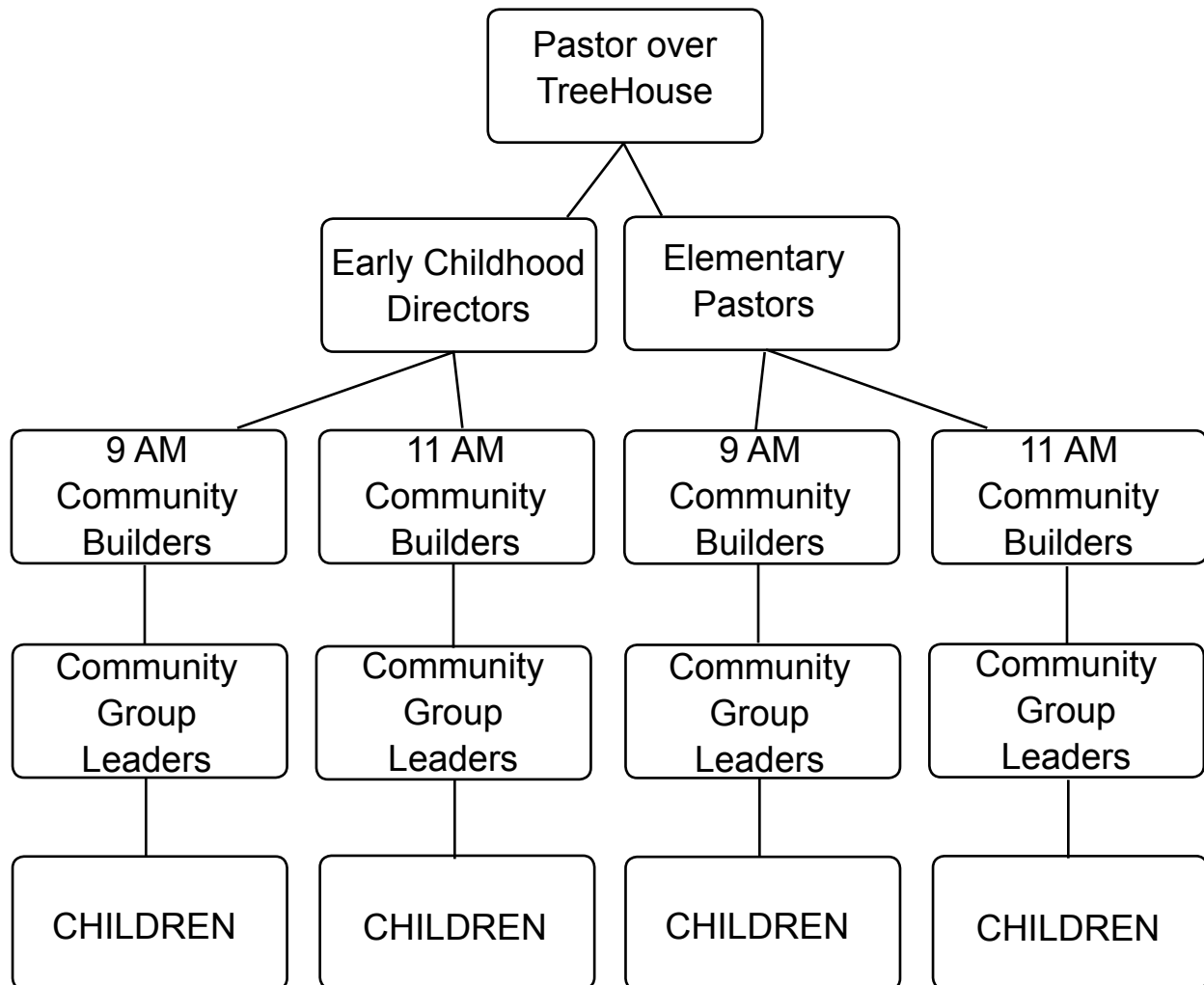
Ecclesiastes 4:9-12 The Message

# TREEHOUSE STRUCTURE

The TreeHouse Ministry is based on small community groups, much the same as in the student and adult ministries. It is in the small community group context that people (regardless of size!) learn and are cared for best.

All children, infants through 5th graders, are placed in small groups or classes according to a balanced ratio of adults to children. Nursery groups are based on development while preschool and elementary groups are based on age and grade.

The Community Group Leaders are shepherded by Community Builders who in turn are shepherded by the Pastor/Director. The chart below illustrates this.



# WHAT YOU CAN EXPECT FROM YOUR COMMUNITY BUILDER

Community Builders create a small group atmosphere. Small groups are the best place for people to feel welcome, needed and connected. It is also the best place to pray and show care for one another. Your Community Builder is a link between you and TreeHouse staff to provide the volunteer team at your service with support and encouragement.

The following are some things you can expect from your Community Builder or “CB.”

- Serve as liaison between you and the TreeHouse staff
- Seek the Lord through His Word and prayer
- Be a prayer partner for you and the team for ministry and personal requests
- Encourage you to seek the Lord and celebrate what God is doing
- Answer questions pertaining to your role and responsibilities in the TreeHouse
- Assist with training materials to equip you in your role
- Ensure you have all classroom materials needed
- Build community with fellow team members where ministry and personal needs can be made known and people are cared for

# SAFETY/SECURITY POLICY

Should you suspect that one of your students is being neglected or physically or sexually abused, it is important for you to contact the pastor or director over your ministry age group at the earliest opportune time. A TreeHouse Pastor or Director will do any necessary follow-up and take necessary actions. As a volunteer, you should not conduct an “interview” with the child or make contact with the parents. This is the responsibility of the Pastor or Director. Any information told to you or observed by you should be kept confidential.

Your service in the TreeHouse requires that you agree with the following guidelines, the goal of which is to prevent child abuse and prevent false accusations. In addition to protecting the children and our volunteers, the church is protected against liability and the reputation of Christ is upheld.

## RESTROOMS/DIAPERING:

- Volunteers may never be alone with a child in the restroom or diapering areas. They must be accompanied by other children or adults.
- Elementary children may enter the restroom without the supervision of an adult, but an adult must escort them to the restroom door and wait for them.
- To maintain privacy, a bathroom stall should only be entered when absolutely necessary to assist the child. The stall door and exterior door to the hallway must remain open and another adult needs to be present.
- Diapers are to be changed in designated areas only and in the presence of other volunteers.

## CLASSROOMS:

- Physical contact is permissible but should be minimal and in the presence of other adults and children. Appropriate touching includes: handshakes, “high fives,” brief hugs or brief touch on the shoulder.
- A child should not be alone with an adult. Classroom doors should be propped open when children are arriving, especially when only one student has arrived.
- Window blinds should remain open unless the room needs to be darkened for a movie.

# HEALTH CARE POLICY

- Disposable gloves
  - For your protection, disposable gloves must always be worn during the care of a child that involves each diaper change, toileting, contact with blood or nasal secretions of a child or oneself.
  - Disposable gloves must be worn for the distribution of any food.
- Strict handwashing is of utmost importance in preventing the spread of infection.
  - Hand washing is required after each diaper change, toileting, contact with blood or nasal secretions of a child or oneself, or before any food prep.
  - Each room is equipped with either wall mount or bottled hand sanitizer.
- Bodily Fluid Kits are in each classroom. Place a disposable diaper over any bodily fluid on the floor and contact your Community Builder or Division Leader who in turn will contact the Facility Management staff.
- Children with any of the following symptoms are not to be admitted to a classroom:
  - Running a fever or has had one in the last 24 hours
  - Unusual rash, uncovered sores, crusted, red or discharging eyes
  - Diarrhea or vomiting
  - Sneezing, coughing and/or runny nose (except allergy related)
  - Scabies or head lice
  - Any condition that is contagious

# WHAT ABOUT...

## **LANYARDS:**

- DO NOT TAKE IT HOME WITH YOU. Return your lanyard at the end of service to the same secure spot you got it from at the start of service. DO NOT TAKE IT HOME WITH YOU.
- You are required to wear your TreeHouse lanyard with your name tag during service because this identifies you as a volunteer authorized to be with children.
- Red lanyards identify members of paid staff and Community Builders.
- Volunteers that complete the application process and are trained wear GREEN lanyards.
- Incomplete applications and/or training may require a volunteer to wear a YELLOW lanyard temporarily.
- Approved visitors are issued WHITE lanyards.
- Volunteers with YELLOW or WHITE lanyards may NOT be alone with a child in the room or escort a child to the restroom.
- If someone comes to your classroom and says they are a parent or are from another church and “just want to look around,” please direct them to the TreeHouse staff wearing a RED lanyard. NO LANYARD = NO ADMITTANCE.

## **CHILDREN’S NAMETAGS:**

All TreeHouse families check in their children, infants-5th graders, at a kiosk. With one stop, the entire family can check in. Parents will receive a family security number which they will show [but will not be required to turn in] at each area they stop to pick up a child following service.

## **IF YOU NEED TO BE ABSENT:**

First, please try to find a substitute. Your best bet is trading with the volunteer on the opposite month/week for your group/class. Do let your Community Builder or Director/Pastor know who your sub will be.

If you have a sudden emergency and cannot fulfill your service commitment, call the church at 503-638-5900 to leave a message for your Director/Pastor. If it is after business hours, enter extension 340, our “emergency” voicemail box, as soon as the recorded message comes on.

# WHAT ABOUT...

## **DISCIPLINE:**

Occasionally a child does not respond to the positive things you try to do for them, such as praise, loving kindness, treating them with respect and covering them with your prayers. When a child continually disrupts the group, the following actions need to be taken:

1. Reminder of appropriate behavior
2. Time-out
3. Conference with Children's Director/Pastor who will call parents
4. Have parents help in class

Under no circumstances should physical discipline be used! If you are having a difficult time with a child and the child needs to be removed from the room, have your Pastor/Director or Community Builder take the child while you remain with your class.

## **ROOM MAINTENANCE:**

It is imperative that each leader clean up all supplies, teaching materials, toys or snacks before leaving the class. Please return leftover curriculum items to your huddle room.

Our rooms are multi-use, meaning they are used by other groups and ministries continuously throughout the week. We want to extend the courtesy of a clean and orderly room to each group when they arrive. This requires every ministry to do their part in this cycle so that every room's supplies, toys and equipment are properly maintained.

Your Community Builder or Pastor/Director may have more specific information regarding Health, Safety and Room Maintenance for the age group and room you are using.

## **SOS:**

When "SOS" is indicated on the digital reader boards throughout the building, it is an invitation to trained TreeHouse volunteers to leave service to come to the "rescue" in a classroom needing additional help.

# EMERGENCY PROCEDURES

## MEDICAL

Typically an injury can be treated with a little loving attention and a band-aid. Small first aid kits are in the Upper Room, Brick Room, HUB, and Laundry Area. Larger, more complete kit is available outside the Resource Room and Back Room as well as in the Kitchen.

- Please treat the child, complete an “**ouch report**” to give to parents [be sure to talk with the parent when they pick up their child, letting them know what happened and how the injury was treated].
- Also fill out the **injury report** to keep on file in the TreeHouse office.
- We are not authorized to dispense any over-the-counter or prescription medications.
- In the event a child needs more attention than we can provide, the parent will be notified. Should the child require medical attention, immediately contact your Community Builder or Pastor/Director. Do not move the child.

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

- 1 - Remain calm. Speak calmly to reassure the child.
- 2 - Do not move the injured child and do not leave them.
- 3 - Send an adult to find a TreeHouse staff member.
- 4 - If needed, the staff member will contact 911 or seek medical personnel in the building by entering 911 on the digital reader boards..
- 5 - TreeHouse staff will contact the parents to advise them of the child’s situation.
- 6 - If the child is to be transported to a hospital and the parents cannot be located in time, a TreeHouse staff member will accompany the child to the hospital.
- 7 - TreeHouse staff will follow up with the parents as needed.
- 8 - All volunteers and staff members involved in the emergency should fill out an injury report immediately following the emergency.

# EMERGENCY PROCEDURES

## **FIRE AND EARTHQUAKE CLASSROOM EVACUATIONS**

- 1 - Acquaint yourself with the primary and alternate evacuation routes for your classroom. Evacuation procedures and map are in each classroom near the door. The procedure instructions will vary slightly depending on your age group and location, so be sure to read carefully.
  
- 2 - During an earthquake, direct older children to “drop and cover” (climb under tables, etc.) until the earthquake stops. For babies, crawlers and toddlers:
  - Babies/Crawlers - at the first sign of an earthquake quickly cover the babies/crawlers with either rockers flipped upside down or your body, ensuring that the children have room to breathe but are protected from any falling debris. If there is little or no damage to your room, please remain in the room until you receive instruction from a staff member. If instructed to evacuate, place the children in cribs or baby evacuation apron [holds 4 babies and is located on shelf behind regular aprons] and leave quickly, following the evacuation route located near your primary exit door.
  - Toddlers - follow the same directions as described above for babies/crawlers. If instructed to evacuate, take four toddlers per teacher and follow the evacuation route as posted near your primary door.
  
- 3 - Do not evacuate unless given instruction to do so by a member of the TreeHouse staff.
  
- 4 - Before evacuating, count the number of children in your class. If you have an attendance sheet with names, take it with you. TreeHouse Central runs evacuation reports at :20 and those volunteers will grab the reports as they exit the building.
  
- 5 - Once outside the building, take a head count to ensure all your children are with you.

# EMERGENCY PROCEDURES

- 6 - Proceed to the outdoor safety zone indicated on your evacuation map.
- 7 - Await further instruction from a member of the TreeHouse staff.
- 8 - First aid will be brought to you as needed. Do not leave your group to obtain first aid.
- 9 - Remain calm which will help keep the children calm.
- 10 - Release children only to their parents and only after you have been given the okay to dismiss by a member of the TreeHouse staff.
  - Parents MUST present their claim check for all children.
  - DO NOT DISMISS ANY CHILDREN [EVEN OLDER ELEMENTARY] TO GO ON THEIR OWN.

# TREEHOUSE PROTOCOL: MISSING CHILD DURING SERVICES

**Let's be proactive to keep all children safe and accounted for. Toward that end, anytime a group moves from one room to another:**

- Take head count prior to leaving first room
- Take head count upon arrival at new location
- Take head count prior to leaving second room
- Take head count when back at original location

**If you become aware a child is missing, immediately take the following actions:**

- ROOM LEADER: Do a recount of the children in the room.
- ROOM LEADER: Immediately notify Community Builder and Staff.
- COMMUNITY BUILDER [CB] or STAFF: Check surrounding rooms, including bathrooms and closets. Have leaders in other rooms check nametags to insure that each child with them is in the correct location.
- CB or STAFF: Radio other staff of the situation. In the preschool, press the AAA buzzer.
- CB or STAFF: Stop traffic flow through hallways until it is positively determined that the child is not on the floor.
- CB or STAFF: Designate 2 persons to look outside the building.
- CB or STAFF: Radio TreeHouse Central to place AAA on reader board to notify other RHCC staff that a child is missing.
- Other STAFF, along with their CBs, should post themselves at exit doors.
- CB or STAFF: Radio TreeHouse Central to have security number posted for parent to be made aware of the situation and to assist.
- CB or STAFF: Communicate resolution via 2-way radios.