



# **Toronto Jaffray Chinese Alliance Church**

## **Plan to Protect**

**Protection Procedure and Policy for Children Age 12 and under**

## **Preface**

The Church has been given the Great Commission by Jesus Christ to make disciples of all nations, baptize them in the name of the Father, Son, and Holy Spirit, and teach them to obey all of Christ's commandments (Matthew 28:18-20). This commission includes children. To accomplish this important part of the Great Commission, Jaffray has established various children ministries such as Infant and Toddler services, Preschool and Kindergarten classes, Sunday School, worship (Promiseland), and children's day camp (Trail Mix).

Volunteers and pastors are the vital link between the children and these ministries. They serve as leaders, helpers, teachers, counsellors, shepherds, greeters, and pastors to the children. It is the church's spiritual and moral responsibility, however, to make sure that those who come into contact with the children are not at risk to harm them in any way. Jaffray's "Plan to Protect" is established to ensure the church does due diligence in protecting the children participating in these ministries.

This document is adopted from the third edition of "Plan to Protect" produced by the National Church Education Ministries of the Christian and Missionary Alliance in Canada through Winning Kids Inc. (2007). A debt of gratitude is owed to the writers: Carol Wiebe, Melodie Bissell, and Jane Cates.

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## Document Definitions

### **Church**

The congregation of Toronto Jaffray Chinese Alliance Church.

### **Church Leadership**

Referring to the Church Board of Elders, deacons, ministers and pastoral staff.

### **Designated Screening Personnel**

The individual or individuals designated and trained to screen prospective ministry personnel. Tasks include processing applications, reference checks, conducting face-to-face interviews and maintaining ministry personnel files.

### **Due Diligence**

The compliance and documentation required to demonstrate that church leadership have reasonably done everything in their power to prevent abuse from occurring.

### **Ministry Lead**

Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to program or ministries for children or youth. The term includes volunteers and all full-time, short-term or contract staff members receiving stipend or salary.

### **Ministry Personnel**

An Individual who have successfully completed the recruitment and screening procedures of Plan to Protect and is now deemed to be a person who can be put in a position of trust with children and youth. Ministry personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a stipend/salary.

### **Ministry Personnel File**

A file kept on each prospective ministry personnel which includes the ministry application form, record of police records check, record of reference checks, spiritual gift evaluation (if available), past areas of service and record of the interview by the ministry lead.

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### **Occasional Observer**

Individuals who visit and observe a ministry program on rare occasions. The term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom.

### **Plan to Protect Team**

A group of people responsible for coordinating, screening and placing of approved ministry personnel into ministries of the church. In any given local church, this committee may be named differently and may assume additional responsibilities.

### **Position of Trust**

The role wherein parents/guardians have entrusted their children or youth to your care.

### **Prospective Ministry Personnel**

Students or adults associated with the church congregation wither by membership or regular attendance as an adherent, and awaiting approval by the Plan to Protect team or church leadership for service.

## **1. PROTECT THROUGH QUALIFICATION AND TRAINING**

### **1.1 Recruitment and Screening Process**

- 1.1.1** Children Ministry Leaders/Co-coordinators has been appointed to oversee the recruitment and screening process
- 1.1.2** Ministry personnel being recruited are clearly stated for them in the commitment forms that they are required to sign before serving.
- 1.1.3** Pastoral Staff and/or ministry elder responsible will be notified of prospective ministry personnel that are being recruited for approval ahead of time.
- 1.1.4** Records of all ministry personnel are kept on file permanently, which includes commitment forms, screening process and recruitment information.

### **1.2 Qualifications for Ministry**

- 1.2.1** A minimum six-month waiting period prior to serving is required for individuals wanting to work in children ministry. All prospective ministry personnel will have regularly attended the church for the previous six months.
- 1.2.2** Ministry personnel serving in children's ministry are members or adherents in good standing who support the doctrines, direction and by-laws or constitution of the church.
- 1.2.3** Individuals that have been accused, or convicted, or are under the suspicion of crimes against children, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children participate.
- 1.2.4** Ministry personnel must also fulfill all requirements stated in their commitment form of the department they are applying to.

### **1.3 Ministry Application Form**

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**1.3.1** Commitment forms are to be signed by ministry personnel. Commitment forms also include signing of acknowledgement to the church's protection procedure and policy for children 12 and under.

**1.3.2** Application package is to be filled out by prospective ministry personnel (see [APPENDIX 1 - MINISTRY PERSONNEL APPLICATION Package](#)).

**1.3.3** Photo of ministry personnel is taken to make staff ID card.

**1.3.4** All forms will be filed permanently after being completed.

### **1.4** Reference Checks

**1.4.1** Reference checks will be done by co-ordinators when it is felt necessary to do so.

**1.4.2** Reference checks will be done according to the names listed by candidate in their application forms.

**1.4.3** Reference check forms will be filed after being completed. (see [APPENDIX 1 MINISTRY PERSONNEL APPLICATION Package](#))

### **1.5** Interviews

**1.5.1** Children Ministry Leaders/Co-ordinators will conduct an interview with prospective ministry personnel when it is felt necessary to do so.

**1.5.2** Prospective ministry personnel are recruited on an invitation basis by pastoral staff or ministry leadership.

**1.5.3** All interviews will be recorded on form. (see [Appendix 2 - Ministry personnel interview form](#))

**1.5.4** Forms will be filed permanently once completed.

### **1.6** Criminal Reference Checks

**1.6.1** Police Reference Check's (PRC) are to be done before an individual is permitted to work with children.

**1.6.2** PRC's are done through the company *BackCheck* (See [Appendix 1: MINISTRY PERSONNEL APPLICATION PACKAGE](#))

**1.6.3** PRC's will be renewed every 3 years.

**1.6.4** All records are filed and locked up for confidential reasons.

## **1.7** Ministry Training

**1.7.1** Plan to Protect Training courses are mandatory and are offered annually and whenever a group of new ministry personnel is recruited. Whoever misses the training can train online but preferably to take the course in class.

**1.7.2** Child Protection, classroom discipline, behaviour management and abuse procedure are given to each ministry personnel to acknowledge and sign as part of the application package.

**1.7.3** Extra training courses are available for all ministry personnel through out the year.

## **2. PROTECT THROUGH MONITORING**

Safety and security are primary concerns for the children and families who attend our churches. At the same time, we are also concerned for the adults and teens that volunteer to minister to children. We need to work towards providing a safe environment for effective ministry to children. In light of this goal, we have developed these procedures for the protection of our children and our volunteers.

### **2.1** Supervision of Ministry Personnel

An important step in providing a safe and secure ministry environment is the supervision of ministry personnel. This can be done by checking through classroom windows to ensure that things are going well, planned formal and informal visits to the classrooms and by simply making rounds. Supervision provides you as a leader with opportunities to give direction, assist those who may be struggling or frustrated, as well as reinforcing and encouraging positive classroom management.

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**2.1.1** Children Ministry Leaders/Co-ordinators will ensure teachers arrive to their classrooms and ratios are correct on a weekly basis. (For ratios see 2.3.4)

**2.1.2** Children Ministry Leaders/Co-ordinators will visit classes and join class teaching time at least once per term.

**2.1.3** Greeter / coordinator is responsible for making rounds around the halls to provide help to ministry personnel in classrooms when needed and ensuring classrooms are managed positively.

**2.1.4** Observations of ministry personnel are done every three months to provide an opportunity for the co-ordinator to provide feedback to ministry personnel on behaviour management and teaching techniques. Also provides a chance for ministry personnel to ask for help and guidance in their classroom setting.

### **2.2** Plan to Protect Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year to ensure training, the updating of files and the physical environment are compliant with policy.

**2.2.1** Policies are updated as gaps are discovered or certain strategies are not working.

**2.2.2** Prospective ministry personnel are trained at the beginning of each ministry year and existing ministry personnel are re-educated annually. Training will be provided separately for adult volunteers and youth volunteers. (refer to 1.7.1)

**2.2.3** A walk through of the facilities and inspections of classrooms, windows, toys and equipments are done every 3 months to ensure safety and security.

**2.2.4** Filing system along with forms and applications are updated annually.

**2.2.5** All files are stored and kept in a locked area permanently.

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**2.2.6** All abuse reports, accident reports are stored and locked permanently.

### **2.3** Classroom Staffing and Supervision Guidelines

God's word directs us to conduct ourselves in a godly manner being an example of obedience, respect and honesty to those who are in our care. Our desire is to provide a safe, loving classroom where the child feels comfortable and learning can take place.

**2.3.1** Two Leaders - A minimum of two leaders will be present in any room with children except in the event of an emergency. Windows should not be obstructing the view of anyone wanting to see inside. An alternative to the two adult guideline is the open door policy.

**2.3.2** Open Doors - When it is necessary that only one adult leader be in the room with children (e.g. leader leaves room to take children to the washroom), it is recommended the door of that room should remain open.

**2.3.3** Family Protection - In the event that immediate family members want to minister together in the same classroom, the presence of one other volunteer who is not related to the family is required.

**2.3.4** Teacher/Student Ratios - Adequate staffing is necessary to provide effective care and teaching. The recommended ratios are:

**2.3.4.1** One leader for every 3 infants (birth – 12 months).

**2.3.4.2** One leader for every 4 toddlers or preschoolers.

**2.3.4.3** One leader for every 7 – 10 elementary-age children.

**2.3.5** Age Expectation - The use of adult volunteers over the age of 18 is preferred. However, volunteers between the ages of 12 and 18 are also accepted. If an adult is not part of the ministry team, at least two teenage volunteers must work together. The open door policy will be in effect.

### **2.4** Child Security

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Every local church, regardless of its size, should understand the need to maintain child security. When parents/guardians bring their children to our classrooms, we are responsible for their safety and security until they are once more in the care of the parent. Children should attend the class designed for their age, grade or developmental level.

**2.4.1** **Volunteer Identification & Registration** All volunteers working with children should wear a photo ID nametag or approved clothing which identifies them to parents/guardians and newcomers.

**2.4.2** **Registration of Children** The names and addresses of parents/guardians and children will be carefully maintained and kept in a central file. Special needs and allergies of the child should also be identified. Updates on these files are to be done on a continuum basis.

**2.4.3** **Receiving and Releasing of Children**

**2.4.3.1** **Preschool (Children under the age of 6)**

**2.4.3.1.1** An attendance sheet is provided for all preschool programs. A photo card of the child is given to parents/guardians and used to pick child up from classrooms.

**2.4.3.1.2** Children should never be dropped off in a classroom without a teacher present. If only one teacher is present, the door must be left open.

**2.4.3.1.3** Preschool children should only be released into the care of the child's parent or designate.

**2.4.3.1.4** Parents/guardians should not be allowed to enter the nursery or classroom when picking up their child unless requested to do so. This enables the ministry personnel to maintain order and provide a better level of security.

**2.4.3.2** **Elementary (Children age 6 to 12)**

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**2.4.3.2.1** Attendance for all classes are taken when children arrives.

**2.4.3.2.2** For younger elementary grades (6 – 8 years old) and for newcomers, the children must stay in the classroom until the parent or designate comes to pick them up.

**2.4.3.2.3** As the older elementary children (age 9-12) are dismissed, volunteers should ask on an informal basis whether the child knows where to find his or her parent. If the child seems uncertain, be sure to keep them in the classroom.

### **2.4.4** Lockdown procedures

In the event of an intruder or an unwelcome guest that poses an eminent threat to the safety and security of the children the lockdown procedure will be initiated (see [Appendix 9: LOCKDOWN PROCEDURE](#))

**2.4.4.1** The lockdown procedure will be evaluated annually.

**2.4.4.2** It is recommended that lockdown drills will be held once a term.

**2.4.4.3** All ministry personnel will be informed and trained for this procedure.

### **2.5** Washroom Guidelines

#### **2.5.1** Nursery (Children that require Diaper Changing)

**2.5.1.1** Diaper changing area is located where at least one other volunteer can view the changing procedure.

**2.5.1.2** Adult volunteers will be assigned to change diapers.

**2.5.1.3** A diaper changing procedure will be developed that utilizes universal precautions concerning blood-borne pathogens. The procedure will be posted by the changing area. (see [Appendix 3: DIAPER CHANGING PROCEDURES; HAND WASHING HINTS](#))

**2.5.2** **Preschool (under the age of 6)**

**2.5.2.1** Parents/guardians should take their children to the washroom prior to each class or service.

**2.5.2.2** Two adults will be escorting a group of children to the washroom. Greeters can also provide assistance.

**2.5.2.3** If just one child must go to the washroom, the adult volunteer should escort the child to the washroom and prop the outside door open. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if he or she is taking longer than seems necessary.

**2.5.2.4** Never be alone with a child in an unsupervised washroom and never go into the cubicle with a child and shut the door.

**2.5.2.5** If preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist under the following guidelines:

**2.5.2.5.1.1** A second adult will be within visual contact.

**2.5.2.5.1.2** The outside washroom door must be propped open and the adult must stand in the open cubicle doorway.

**2.5.2.5.1.3** We suggest that only women assist both girls and boys in the washrooms. For the protection of our male volunteers from false accusations, it would be wise for men to avoid assisting boys or girls of any age in the washrooms.

**2.5.3** **Elementary (age 6 – under 12)**

**2.5.3.1** A child should not be sent to the washroom alone, but will be accompanied by an adult volunteer.

**2.5.3.2** The adult volunteer should escort the child to the washroom and prop the door open to make sure that everything is in order. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if he or she is taking longer than seems necessary.

**2.5.3.3** Never be alone with a child in an unsupervised washroom and never go into the cubicle with a child and shut the door.

## **2.6** Architectural Precautions

When the church plans to build or renovate, the following suggestions in mind as they deal with children's classrooms.

### **2.6.1** Windows and Doors

**2.6.1.1** Door windows and interior windows allow for easy viewing by parents/guardians and supervisors. Sight lines through these windows should remain unobstructed at all times.

**2.6.1.2** Dutch doors are preferred in rooms for babies and toddlers. Use of these doors can facilitate the open-door policy without compromising the safety of the children.

### **2.6.2** Washrooms

**2.6.2.1** Washroom facilities in preschool rooms remove the need for children to leave the classroom.

**2.6.2.2** Windows on preschool washroom doors enable helpers to assist the child while in view of other adults.

**2.6.2.3** Child-sized toilets make it possible for children to use the washroom with little assistance.

### **2.6.3** Nursery Facilities

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- 2.6.3.1** Nursery change tables will be in full view.
- 2.6.3.2** Nursery doors will be secured from the inside to prevent anyone from entering unnoticed.
- 2.6.3.3** Nursery sleeping rooms should have a window in the door and a radio transmitter into the adjoining room.
- 2.6.3.4** All electrical outlets will be covered with outlet plug covers.

### **2.7** Health and Safety Guidelines

**2.7.1** Sick Children – A child, who is ill, could expose other children and workers to illness, should not be received into the nursery or classroom. Some signs of illness include unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and throat. Any child with a known communicable disease should not be received into the nursery or a classroom.

#### **2.7.2** Medications

- 2.7.2.1** Generally, volunteers are not to give or apply any medication. If a child needs medication, the parent/guardian should administer it.
- 2.7.2.2** Medication should not be left in the classroom. If medication is brought with the child, it will be left with the greeter/coordinator.
- 2.7.2.3** In extreme cases where Epi-pens and puffers are needed for allergies or asthma, arrangements will be made with an adult volunteer along with written instructions from the parent/guardian.
- 2.7.2.4** Medication also includes the application of baby powder and ointments during diaper changing. These topical medications will be used only when instructed to do so by the parents/guardian.

**2.7.3** Incident Reports. An incident report will be filled out and given to the ministry leader in charge should any incident involving

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injury, accident, medical emergency, or unusual events occur (see [Appendix 4: INCIDENT REPORT](#)).

### **2.8** Emergencies

**2.8.1** Fire emergency procedures will be reviewed semi-annually. These procedures are posted in a visible place in each classroom along with a map of the planned route of escape to the nearest exit. It is recommended that a fire drill will be held at least once a term. (see [Appendix 5: FIRE INSTRUCTIONS FOR CHILDREN MINISTRY STAFF](#))

**2.8.2** A small first aid kit will be kept in each classroom for handling cuts, bleeding noses, vomiting, etc. All volunteers will be trained in the proper use of the kit's contents.

**2.8.3** In addition to the small first aid kits, a larger first-aid kit will be available in the church kitchen and the office kitchen.

**2.8.4** A parent / guardian will be contacted when an injury, accident or medical emergency occurs.

**2.8.5** An incident report will be filled out and given to the ministry leader in charge should any incident involving injury, accident, medical emergency, or unusual events occur (see [Appendix 4: INCIDENT REPORT](#)).

### **2.9** Procedures for Dealing with Cuts or Injuries Involving Blood

**2.9.1** A compilation of guidelines on dealing with blood borne pathogens and infectious diseases is found in [Appendix 6: BLOOD-BORNE PATHOGENS AND INFECTIOUS DISEASES](#).

**2.9.2** Separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc.

**2.9.3** Check to ensure that no other children had contact with any of the blood from the cut or injury.

**2.9.4** Put on the latex gloves available in the first aid kit and bandage the injury, avoiding contact with mouth, ears and eyes.

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**2.9.5** Carefully wipe up all blood and bloody bandages and remove to a secure waste removal receptacle.

**2.9.6** Remove and properly dispose latex gloves. Wash hands carefully with sterilizing soap available in first aid kit.

**2.9.7** Parents/guardians will be contacted at this time.

**2.9.8** An incident report will be filled out and given to the ministry leader in charge should any incident involving injury, accident, medical emergency, or unusual events occur (see [Appendix 4: INCIDENT REPORT](#)).

### **2.10** Special Events and Overnight Policies

#### **2.10.1** Field Trips and Special Events

**2.10.1.1** Offsite activities will be pre-approved by the church leadership.

**2.10.1.2** Parents/guardians will be notified at least two week prior to the outing.

**2.10.1.3** Proper written consent and medical release forms are required for each child participating in field trips and special events. Forms must be kept in the leader's possession during trips and events. (see [APPENDIX 10: AUTHORIZATION AND MEDICAL CONSENT FORM](#) and [APPENDIX 11. SAMPLE FIELD TRIP FORM](#)).

**2.10.1.4** All trips and outings will be supervised by a minimum of two approved, unrelated adult leaders, preferably male and female.

**2.10.1.5** All drivers transporting children during an activity must have a valid driver's license and current automobile insurance. The number of occupants in the vehicle should not exceed the number of seat belts. Seat belts must be worn. Car seats/booster seat must be used according to local traffic law.

**2.10.1.6** When planning local special events, it is preferred that parents/guardians drop off and pick up their children at

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the event location. For out of town events, a commercial carrier or coach will be used.

**2.10.1.7** Any one-on-one appointments with children will be conducted in a public place with parents/guardians dropping the children off and picking them up.

### **2.10.2** Overnight Events

**2.10.2.1** All overnight activities must be pre-approved by the church leadership.

**2.10.2.2** Proper written consent and medical release forms are required for each child participating in overnight events. Forms must be kept in the leader's possession during trips and events (see [APPENDIX 10: AUTHORIZATION AND MEDICAL CONSENT FORM](#) and [APPENDIX 11. SAMPLE FIELD TRIP FORM](#)).

**2.10.2.3** All overnight activities should have a minimum ratio of two leaders for every ten children. Leaders should have an assigned group of children for whom they will be responsible during the overnight event.

**2.10.2.4** All trips and outings will be supervised by a minimum of two approved, unrelated adult leaders, preferably male and female.

### **2.11** Proper Display of Affection

**2.11.1.1** Appropriate Touch – Physical touch is an important element in the communication of love and care. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities and special needs. Physical contact with children will be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love.

**2.11.1.2** Speak to the child at eye level and listen with your eyes as well as your ears.

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**2.11.1.3** Hold the child's hand when speaking, listening or walking him or her to an activity.

**2.11.1.4** Put your arm around the shoulder of a child when comforting or quieting is needed.

**2.11.1.5** Pat a child on the head, hand, shoulder or back to affirm him or her.

**2.11.1.6** Gently hold the child's shoulder, hand or chin to keep his or her attention while you redirect the child's behavior.

**2.11.1.7** Hold a preschool child who is crying.

**2.11.1.8** All touch will be done in view of others.

**2.11.2** Inappropriate Touch The following types of touch much be avoided:

**2.11.2.1** Kissing or coaxing a child to kiss you.

**2.11.2.2** Extended hugging and tickling.

**2.11.2.3** Touching a child in any area that would be covered by a bathing suit except when assisting a child with toileting as outlined previously.

**2.11.2.4** Carrying older children or having them sit on your lap.

**2.11.2.5** Being alone with a child.

**2.11.2.6** Avoid prolonged physical contact.

**2.11.3** Discipline and Classroom Management

God's definition of discipline is outlined in Hebrews 12:7-11. "Discipline is not something you do to a child, it is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that moulds character, behaviour and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behaviour will

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be to shape their character in such a way that they will become disciples.”

### **2.11.4 Preventative Discipline**

- 2.11.4.1** Create a loving, caring atmosphere.
- 2.11.4.2** Arrange your environment for children and for learning.
- 2.11.4.3** To gain respect you must grant respect.
- 2.11.4.4** Establish and communicate realistic expectations for the children.
- 2.11.4.5** Be sure the activities that you provide are meaningful and age-appropriate.
- 2.11.4.6** Be fair and consistent with all children.
- 2.11.4.7** Be sure your focus is on positive actions.
- 2.11.4.8** Be aware of children with special needs.

### **2.11.5 Remedial Discipline**

- 2.11.5.1** Try to deal with the problems individually.
- 2.11.5.2** Explain to the child why the behaviour is unacceptable.
- 2.11.5.3** Redirect the child to positive action.
- 2.11.5.4** Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour.
- 2.11.5.5** Offer choices that are acceptable to both you and the child.

### **2.11.6 Classroom Rule Suggestions:**

- 2.11.6.1** One voice talking at a time.
- 2.11.6.2** Quiet hands get answered.

- 2.11.6.3** Use inside voices.
- 2.11.6.4** Obey directions the first time.
- 2.11.6.5** Use good manners.
- 2.11.6.6** Keep your hands and feet to yourself.
- 2.11.6.7** Respect each other.
- 2.11.6.8** Be friendly.
- 2.11.6.9** Visit the washroom before class begins.

### **3. PROTECT THROUGH DUE DILIGENCE RESPONSES & REPORTING**

#### **3.1 Reporting Procedures**

It is important to be prepared mentally to receive an allegation. Do not express disbelief or respond in any way that minimizes the complaint or places blame upon the complainant.

#### **3.1.1 Hearing of an Allegation or Suspicion of Abuse**

- 3.1.1.1** For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
- 3.1.1.2** Upon hearing of potential abuse or allegations of abuse to a child or youth, the ministry personnel should complete a Suspected Abuse Report Form documenting pertinent information (see [Appendix 7 SUSPECTED ABUSE REPORT FORM](#)). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form. All forms must be kept permanently unless otherwise directed by legal counsel.
- 3.1.1.3** Any allegations of abuse to a child or youth must be reported to the proper authorities. The reporting will be

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done in conjunction with the lead/senior pastor, and/or lead elder.

### **3.1.2** Reporting an Allegation or Suspicion of Abuse

**3.1.2.1** Any person including, but not limited to, ministry personnel, who has reasonable grounds to believe that a child is in need of protection, is legally required to immediately report the matter to the Department of Social Services or to the police. Reporting must be done orally by telephone or in person.

**3.1.2.2** A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the church.

**3.1.2.3** The senior pastor or his designate must notify the church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.

**3.1.2.4** The church will notify and work in conjunction with denominational leadership in any and all allegations or suspicions of abuse that may have happened in the context of church ministry.

**3.1.2.5** If the suspected abuse happened in the context of church ministries or was committed by a church member or attendee, the parents/guardians of the victim must be notified by the senior pastor or by church leadership.

### **3.1.3** Assessing and Investigating an Allegation or Suspicion of Abuse

**3.1.3.1** No persons, including church leadership, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.

**3.1.3.2** The church and its individuals must avoid any undue interference when a report of child abuse has been filed with the Department of Social Services or the police. The church should maintain frequent communication

and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

**3.1.4 Protecting Confidentiality and Dignity of the Victim and the Accused.**

**3.1.4.1** During the process of reporting and response, all ministry personnel will be committed to prayer and strive to remain calm and hopeful.

**3.1.4.2** Discretion must be observed and details of the suspected abuse must be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the suspected victim and the accused must be protected.

**3.2 Response to Allegations**

**3.2.1 Spiritual Response and Counsel for the Victim**

**3.2.1.1** For the protection of our children and youth, all allegation and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.

**3.2.1.2** During the process of reporting and response, all ministry personnel will be committed to prayer and strive to remain calm and hopeful.

**3.2.1.3** Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community.

**3.2.1.4** Church leadership will seek opportunity to provide individual care and counsel both for the abuse victim

and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.

### **3.2.2 Biblical Response and Discipline for the Accused or Convicted**

**3.2.2.1** The accused is to be treated with dignity and respect. If the accused is a paid ministry personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

**3.2.2.2** It is the responsibility and right of church leadership to exercise and practice church discipline and as outlined in Matthew 18 and as stipulated in denominational guidelines.

**3.2.2.3** Church leadership will seek opportunity to provide individual care and counsel both for the accused and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.

**3.2.2.4** Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church that are they are not permitted to use.

**3.2.2.5** Anyone convicted of child abuse will be prohibited from having access to children or youth. Church leadership may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

### **3.2.3 Media Relations**

## Toronto Jaffray Chinese Alliance Church

**3.2.3.1** It is the responsibility of the church leadership and senior pastor to designate a spokesperson to speak on behalf of the church media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.

**3.2.3.2** Public statements must be well prepared and presented under the guidance of legal counsel.

### **3.2.4** Ongoing Investigation

**3.2.4.1** Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.

**3.2.4.2** At no time should church leadership or its individuals either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the church.

**3.2.4.3** A confidential follow-up report with conclusions and action taken must be documented by the pastor following a report of abuse. This report will be placed in a confidential ministry personnel file and kept permanently. (see [Appendix 8: SUSPECTED ABUSE FOLLOW-UP REPORT FORM](#))

**3.2.4.4** Children and youth ministry departments will inform others of any ongoing investigation strictly on a need-to-know basis.

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## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church CHILDREN & YOUTH MINISTRY APPLICATION FORM

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, our youth and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

#### A. Personal Information

Male    Female

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

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

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (dd/mm/yr)

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### B. Spiritual History

How long have you attended Jaffray Church? \_\_\_\_\_

Do you regularly attend (2 or more services a month)?    Yes    No

Are you a member    Yes    No

When did you accept Christ as your Savior? \_\_\_\_\_

Have you been baptized?    Yes    No

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE

In a brief paragraph, please outline your spiritual journey.

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List any gifts, training, education or other qualifications that have prepared you to minister with children or youth.

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My present and previous ministry experience is as follows:

1. Name of Church/Organization: \_\_\_\_\_

Dates and Description of Ministry: \_\_\_\_\_

Pastor or Ministry Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Name of Church/Organization: \_\_\_\_\_

Dates and Description of Ministry: \_\_\_\_\_

Pastor or Ministry Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE

### C. References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Nature of Relationship: \_\_\_\_\_

2. Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Nature of Relationship: \_\_\_\_\_

3. Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Nature of Relationship: \_\_\_\_\_

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church RELEASE OF INFORMATION AND DECLARATION OF INTENT

I hereby give Toronto Jaffray Chinese Alliance Church permission to contact persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Toronto Jaffray Chinese Alliance Church consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the church caused by the reference's response.

I also grant my permission for Toronto Jaffray Chinese Alliance Church to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this church.

I understand that if my character or morals are deemed by church leadership to be inappropriate and/or criminal at any time during my volunteer service, Toronto Jaffray Chinese Alliance Church will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by Toronto Jaffray Chinese Alliance Church prior to, at, or following the date of volunteer service.

I understand that Toronto Jaffray Chinese Alliance Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the ministry personnel in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Toronto Jaffray Chinese Alliance Church, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Information received is confidential and is being gathered for the purposes of screening ministry personnel and placing them into ministry with children or youth. The information gathered here will be used for the purposes of supporting the ministries at Toronto Jaffray Chinese Alliance Church.

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church INSTRUCTIONS FOR POLICE REFERENCE CHECKS

Jaffray employs BackCheck, a company that specializes in performing background checks for companies and non-profit organizations. It is a fast and accurate way for our church to do a criminal reference check for anyone who wishes to participate in children or youth ministries.

The Steps are very simple:

1. Fill out the *Police Clearance Consent* and *Position of Trust Consent* forms in the BackCheck Package. It can be downloaded at [http://www.tjcac.org/english/children/cm\\_documents/](http://www.tjcac.org/english/children/cm_documents/).
2. Provide a photocopy of ONE current government-issued photo identification (e.g. passport or driver's license).
3. If you do not have a government-issued photo identification, you may provide photocopies of ONE non-government-issued photo identification (e.g. student card with a picture) AND ONE government-issued identification (e.g. old but current health cards or SIN cards).
4. The forms and ID photocopies will be faxed to Backcheck. The results will be emailed to the Board-authorized Jaffray contacts within 48 hours.

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church CHILDREN SUNDAY SCHOOL TEACHERS COMMITMENT FORM

Last Updated: March 2007

#### **Criteria for Service**

- ☺ Preferred for those who have accepted Jesus Christ as Lord and Savior for 4 years or more
- ☺ A baptized member Christian and member of Jaffray Alliance Church
- ☺ Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- ☺ While serving, you are strongly encouraged to attend Chinese worship or English Sunday school.
- ☺ Completed Police reference check
- ☺ Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### **Responsibilities of Service**

- ☺ Prepare the material
- ☺ Arrive at the classroom 15 minutes before 9:00 am to prepare yourself
- ☺ Pray for your children individually by name. Bring to the Lord any issues that your children are facing (e.g. family problems, bullying, not yet accepted Christ into his/her life, etc.)
- ☺ Establish relationship with the kids.
- ☺ JK / SK teacher - after the class, please bring the kids to their 10:30 am classroom and stay with them until the next class teacher comes who should be arriving at 10:15 am.

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church KINDERGARTEN MINISTRY COMMITMENT FORM

Last Updated: February 2006

#### **Criteria for Service**

- Preferred for those who have accepted Jesus Christ as Lord and Savior for more than 1 year
- Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- While serving, you are strongly encouraged to attend worship or Sunday school.
- Completed Police reference check
- Attend training sessions relevant to your ministry field
- Be committed to teach for at least 2 months consecutively

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### **Responsibilities of Service**

##### 1. Pre-teach

- Pick up materials from classroom after service one week prior to teaching
- Prepare the materials in advance
- Spend quiet time praying and reading the Bible passage that you are teaching.
- Pray for your children individually by name

##### 2. Preparations (on Sunday)

- Arrive 15 minutes before 10:30 to have everything prepared.
- Gather materials from the storage, and fellowship hall(if needed)
- Ensure the room is tidy and safe for children to play.

##### 3. When the kindergartens arrive at 10:30am

- Greet the parent and toddler.
- Supervise the child(ren) as they play/interact. Try to engage them in activities available in the room.
- Share and talk with the children to build up the relationship
- Ensure safety and comfort of children.

## **APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE**

- ☺ **Supervise hand washing before snack**
- ☺ **After snack make sure all food remains and cups are thrown out**
- ☺ **Tidy the room and put back all materials before leaving**

### **4. Schedule**

- ☺ **There are 3 months in each semester. First term is Sept, Oct, Nov.)**
- ☺ **Time table will be schedule every semester.**
- ☺ **You will be paired up with another teacher, your responsibility to work out your availability with that teacher**
- ☺ **Please inform the coordinator (Kimberly Pak) in advance if not available so that necessary arrangement can be made.**

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church INFANT AND TODDLER MINISTRY COMMITMENT FORM

Last Updated: March 2006

#### **Criteria for Service**

- ☺ Preferred for those who have accepted Jesus Christ as Lord and Saviour for 2 years or more
- ☺ Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- ☺ While serving, you are strongly encouraged to attend worship or Sunday school.
- ☺ Completed Police reference check
- ☺ Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### **Responsibilities of Service**

##### 1. Preparations (on Sunday)

- ☺ Arrive between 8:45 and 8:50am.
- ☺ Ensure the nursery is tidy. This includes vacuuming the floor (vacuum located in the bathroom), ensuring that items are found in their appropriate places.
- ☺ Turn on the TV/VCR. This can be used to view the service or appropriate video tapes.
- ☺ If necessary, turn on the heater.

##### 2. When the infants/toddlers arrive at 9am

- ☺ Greet the parent and infant/toddler. Ask for any specific instructions from the parent. You should receive a 'diaper bag' with the child's essential needs. It might be helpful to ask them to sit near the aisle/back just in case you need to reach them.
- ☺ Supervise the child(ren) as they play/interact. Try to engage them in activities available in the nursery.

## **APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE**

- ☺ Ensure safety and comfort of children.
- ☺ Feed and/or change diapers as directed/as needed.
- ☺ In the case of a very young infant, the parent may remain in the nursery. Help the parent any way you can.

### **3. The Transition**

- ☺ At around 10:15am, parents may pick up their child, but they most likely will remain in the nursery for the Chinese Service/English Sunday School.
- ☺ Additional children and the 10:30am nursery ministry worker will arrive. You may leave as soon as the children are under supervision.
- ☺ No need to clean up, as the 10:30am workers are responsible for this.

### **4. When the infants/toddlers arrive at 10:30 am**

- ☺ Welcome children as they arrive / Calm down any crying children
- ☺ Play with children, pay attention to whatever each child needs or wants
- ☺ Around 11:45am/when sermon is finished, start tidying up with children, store cushions in cupboard and toys in their appropriate places
- ☺ Wait for parents to pick up each child
- ☺ Turn off TV, VCR, unplug heater in winter, turn off lights
- ☺ Check attendance sheet

### **5. Monthly Duty:**

- a. During the fellowship lunch Sunday, all servers are to assemble in the nursery after lunch to help sanitize the toys (using non-toxic cleaners).

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church PRESCHOOL MINISTRY COMMITMENT FORM

Last Updated: March 2006

#### Criteria for Service

- Preferred for those who have accepted Jesus Christ as Lord and Savior for more than 1 year
- Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- While serving, you are strongly encouraged to attend worship or Sunday school.
- Completed Police reference check
- Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### Responsibilities of Service

##### 1. Pre-teach

- Pick up materials from classroom after service one week prior to teaching
- Prepare the materials in advance
- Spend quiet time praying and reading the Bible passage that you are teaching.
- Pray for your children individually by name

##### 2. Preparations (on Sunday)

- Arrive 15 minutes before 10:30 to have everything prepared.
- Ensure the toddler room is tidy and safe for children to play.
- If necessary, turn on the heater.

##### 3. When the toddlers arrive at 10:30am

- Greet the parent and toddler.
- Supervise the child(ren) as they play/interact. Try to engage them in activities available in the room.
- Ensure safety and comfort of children.
- Help children with washrooms.

## **APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE**

### **4. Helper duties**

- ☺ **Arrive at 10:15am to receive children**
- ☺ **Ensure comfort of children while dealing with separation with parents.**
- ☺ **Take attendance and record it.**
- ☺ **Help watch the children to ensure safety**
- ☺ **Help out the children in art work**
- ☺ **Help with preparing and serving snacks**
- ☺ **Help with children hand washing and washroom**
- ☺ **After snack make sure all remains are thrown out**
- ☺ **All bowls and cups are washed and put back in the box.**
- ☺ **Help to tidy up the toys, books, stationary and clean up table after class**
- ☺ **Stay with the children at all times while the teacher is away for emergency**
- ☺ **Ask for other's help in case of emergency while teacher stays with the children**

### **5. Schedule**

- a. **There are 3 months in each semester. First term is Sept, Oct, Nov.**
- b. **Time table will be schedule every semester.**
- c. **Please inform the coordinator (Kimberly Pak) in advance if not available so that necessary arrangement can be made.**

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church PROMISELAND TEACHER COMMITMENT FORM

Last Updated: October 2008

#### **Criteria for Service**

- ☺ Preferred for those who have accepted Jesus Christ as Lord and Saviour for 2 years or more
- ☺ Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- ☺ **While serving, you are strongly encouraged to attend English Worship.**
- ☺ Completed Police reference check
- ☺ Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### **Responsibilities of Service**

##### On Fridays 7pm

- ☺ Meet with Children's Pastor at the church office to plan and prepare for Sunday's Lesson

##### On Sundays

- ☺ Arrive at Fellowship Hall with your team at 10:20am sharp to setup
- ☺ Prepare lessons
- ☺ Pray with Pastor before children come in around 10:50am
- ☺ Lead worship, announcements, offerings, as assigned by pastor

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church GREETER COMMITMENT FORM

Last Updated: October 2008

#### Criteria for Service

- ☺ Preferred for those who have accepted Jesus Christ as Lord and Savior for 2 years or more
- ☺ Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- ☺ **While serving, you are strongly encouraged to attend worship or Sunday school.**
- ☺ Completed Police reference check
- ☺ Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### Responsibilities for the 9 AM Greeter

1. Arrive at the Greeting Area (west foyer of Fellowship Hall) at 8:45am sharp. Make sure the following is available on the Greeter's Table:
  - i. Name tags / stickers
  - ii. Newcomers' Family Forms
  - iii. Children Ministry Information Box
2. At 9 AM:
  - ☺ Welcome children and their parents as they arrive
  - ☺ Hand out name tags to children
  - ☺ If new families come (even if they're just visiting for a week or two), ask parents to fill out a newcomers' form, escort their children to the appropriate class rooms (make sure the children are handed to the teacher before you leave!)
3. After 9am
  - ☺ At the following times, please patrol the hallways to make sure no children are lost or hiding in the bathrooms:
    - i. 9:30am

## **APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE**

- ii. 9:45am
- iii. 10am
- ☺ It is important that you keep an eye open for strangers that wonder around the basement hallways. If you see any suspicious activities, don't hesitate to report to the police.
- ☺ In case of an emergency, you will be asked to assist shepherds and teachers to maintain order in the classrooms, contact parents upstairs, or call 911.

### **Responsibilities for the 10:30 AM Greeter**

#### **4. Preparations (10:15 AM)**

- ☺ Arrive at the Greeting Area (west foyer of Fellowship Hall)
- ☺ Make sure the following is available on the Greeter's Table
  - i. Name tags / stickers
  - ii. Newcomers' Family Forms
  - iii. Children Ministry Information Box

#### **5. At 10:30am**

- ☺ Welcome children and their parents as they arrive
- ☺ Hand out name tags to children
- ☺ If new families come (even if they're just visiting for a week or two), ask parents to fill out a newcomers' form, escort their children to the appropriate class rooms (make sure the children are handed to the shepherds before you leave!)

#### **6. After 10:30am**

- ☺ At the following times, please patrol the hallways to make sure no children are not lost or hiding in the bathrooms:
  - i. 11:00am (after the children have arrived in the Fellowship Hall)
  - ii. 11:30am (after the children have returned to the classrooms)
  - iii. 11:45am (make sure all classes / groups are doing okay)
- ☺ In case of an emergency, you will be asked to assist shepherds and teachers to maintain order in the classrooms, contact parents upstairs, or call 911.

## APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE



### Toronto Jaffray Chinese Alliance Church PROMISELAND SHEPHERD COMMITMENT FORM

Last Updated: October 2008

#### Criteria for Service

- ☺ Preferred for those who have accepted Jesus Christ as Lord and Savior for 4 years or more
- ☺ A baptized Christian and member of Jaffray Alliance Church
- ☺ Have regularly attended fellowship, worship and Sunday school at Jaffray for 1 year
- ☺ **While serving, you are strongly encouraged to attend worship or Sunday school.**
- ☺ Completed Police reference check
- ☺ Attend training sessions relevant to your ministry field

I, \_\_\_\_\_, acknowledge and commit to adhering to the responsibilities to the best of my abilities by God's grace.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

#### Responsibilities of Service

1. Material Preparation (prior to Sunday)
  - ☺ Read over the materials provided to you and prepare for your class
  - ☺ Pray for your children individually/by name. Bring to the Lord any issues that your children are facing (e.g. family problems, bullying, not yet accepted Christ into his/her life, etc.)
2. Preparations prior to Promiseland (on Sunday)
  - ☺ You are encouraged to attend the English Worship Services
  - ☺ Be at your assigned class room by 10:20AM. Prepare and pray.
  - ☺ Get the toys / games from the storage room (west-end staircase)
  - ☺ Be ready to receive the children as they come in at 10:30am
3. Activity Stations (10:30-10:45am)
  - ☺ Remember to play with the children! This is a crucial time because this is when you build relationship and trust with them!
  - ☺ Take every opportunity to ask them how their week went. Be a listener!

## **APPENDIX 1. MINISTRY PERSONNEL APPLICATION PACKAGE**

### **4. Kidz Connection (10:45-10:50am)**

- ☺ Prepare them for Large Group meeting by gathering your children around the table to discuss this week's lesson
- ☺ Ask them questions about the topic (e.g. What do you think about bullying?)
- ☺ When the Large Group teachers are ready, the Greeter will inform you

### **5. Large Group Time (10:50-11:30am)**

- ☺ Bring your group out to the Fellowship Hall
- ☺ Remember to participate in the singing and Large Group lessons with your children. Do not stand and watch them like teachers or the police!
- ☺ Your children needs to know that you are "one of them" and not there to supervise them!

### **6. Small Group Time (11:30-12:00pm)**

- ☺ Take your group back into the classroom and discuss today's lesson
- ☺ Pray with and for your children!

**APPENDIX 2. MINISTRY PERSONNEL INTERVIEW PACKAGE**



**Toronto Jaffray Chinese Alliance Church**  
**APPROVAL CHECKLIST**  
(For Ministry Leaders Use Only)

Name of Applicant: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

References Checked:  Date: \_\_\_\_\_

Police Reference Check Received (renew minimum every 3 years):

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Plan to Protect* Training Completed:  Date: \_\_\_\_\_

Annual Training Date(s):

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 2. MINISTRY PERSONNEL INTERVIEW PACKAGE

b. Ability to follow through on commitments            1   2   3   4   5

c. Ability to relate to children or youth            1   2   3   4   5

d. Level of spiritual maturity            1   2   3   4   5

4. What are the applicant's greatest strengths?

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5. Would you entrust the care of your child or youth to the applicant without any concern, reservation or hesitation?

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6. Do you have concerns regarding this person working with children or youth? If so, please explain.

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**APPENDIX 2. MINISTRY PERSONNEL INTERVIEW PACKAGE**



**Toronto Jaffray Chinese Alliance Church**  
**INTERVIEW FORM**

Have you completed the Ministry Personnel Application Form?

Yes  No

Has anyone explained the types of ministries that we provide as a church and which might provide you with an opportunity for volunteer service?

Yes  No

What prompted you to be interested in the ministry that you identified on your Ministry Application Form? (Indicate the ministry that interests them)

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Would you be willing to attend the training session associated with that ministry?

Yes  No

Have the potential ministry personnel review their spiritual journey and compare responses with those indicated on the Spiritual History of the Ministry Application Form.

Note any significant omissions or questions that arise.

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## APPENDIX 2. MINISTRY PERSONNEL INTERVIEW PACKAGE

Review the items listed under Confidential Information on the RELEASE INFORMATION AND DECLARATION OF INTENT form and note any significant omissions or questions that arise.

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On what date would you be available? \_\_\_\_\_

What is the minimum length of your commitment? \_\_\_\_\_

Thank you for your interest in serving.

Signature of Interviewer: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX 3. DIAPER CHANGING PROCEDURE / HAND WASHING HINTS**



### **Toronto Jaffray Chinese Alliance Church DIAPER CHANGING PROCEDURE / Hand Washing Hints**

#### **Diaper Changing Procedures**

1. Wash your hands.
2. Put on gloves.
3. Place baby on a clean, disposable surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Follow parent's instructions regarding application of powder or lotion.
7. Put clean diaper on baby.
8. Remove disposable cover from change table and spray area with bleach solution.
9. Remove gloves, place in plastic bag and dispose of plastic bag.
10. Wash your hands.

#### **Hand Washing Hints**

1. Wash hands with running water and soap.
2. Wash front and back of hands - don't forget between the fingers.
3. Wash hands for 15 - 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel.

**APPENDIX 4. INCIDENT REPORT**



**Toronto Jaffray Chinese Alliance Church**  
**INCIDENT REPORT**

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name/s: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

Nature of Injury/Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_ Event Title: \_\_\_\_\_

All Leaders Present: \_\_\_\_\_

What happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX 4. INCIDENT REPORT**

**Why did it happen?**

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**What action was taken?**

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**Contacted Parents?**       Yes    No

**Parents' Response:**

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**Leader's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## APPENDIX 5. FIRE INSTRUCTIONS FOR CHILDREN MINISTRY STAFF



### Toronto Jaffray Chinese Alliance Church FIRE INSTRUCTIONS FOR CHILDREN MINISTRY STAFF

A building filled with parents and children, mixing in with varying ministry schedules is the perfect recipe for a disaster if fire were to start in our church. Therefore it is absolutely imperative that all children workers of Jaffray be equipped with the vital knowledge of what to do in case of fire.

A “Fire Escape Plan” is placed outside of every classroom in the church basement. Every teacher / shepherd should familiarize himself / herself with the fire routes they are to take their children if the fire alarm goes off. There are **TWO** escape routes, **RED** indicating primary route of escape and **BLUE** indicating secondary.

In case of fire, the teacher / shepherd is responsible to take the following steps:

1. Keep calm and keep the children calm.
2. Keep children inside the room until you have decided the route of escape (primary or secondary).
3. Count the total number of children present in the room. If a child is present that day but not in the room (e.g. washroom), *take the children who are present with you* and clear the building. Then inform a greeter, pastor or helper. They are responsible for checking to make sure no children is left behind inside the building.
4. Lead children in a **SINGLE** file out to the hallway, exit through the doors and away from the building
5. Gather children at the designated **WAITING AREA** – the grass area beside the Rouge Valley north of the church building. Ask children to sit down in a straight line. Count the number of children present.
6. Check each children for any physical injuries. If any children under your care is injured (e.g. smoke inhalation), inform paramedics immediately once they arrive on the scene.

## APPENDIX 5. FIRE INSTRUCTIONS FOR CHILDREN MINISTRY STAFF

7. Children without physical injuries can be handed over to their parents/guardians once they arrive. Be sure the right child goes with the right parent!

### Fire Drills

Fire drills will be held throughout the summer / fall months. It will occur at various unannounced times to ensure different scenarios are considered and accounted for. Most fire drills held will be for children ministries only. One fire drill for the entire church will be held in the Fall months.

### Fire Wardens

When a fire alarm goes off, Fire Wardens are instructed to put on reflective vests to assist children and teachers to exit the building safely. They are responsible for checking all rooms and hallways of the church before leaving the building themselves. They are equipped with walkie talkies and flashlights.

#### Notes to Parents/guardian

Periodically, remind parents/guardians NOT to come down to the basement and look for their children in the event of a fire. The chaos created by panicking parents/guardians running down the staircases could result in unnecessary injury or even death.

Parents/guardians are instructed to leave the building and look for their children in the designated WAITING AREA as mentioned above.

### Special Notes to Promiseland Staff

Promiseland Teachers	Go immediately to rooms B1 (Kindergarten), B3 (Preschool), B4 (Infant & Toddler) to assist in evacuation.
Shepherds	If you are with your children in Fellowship Hall (e.g. large group time), follow instructions by the Children Pastor or Head of Promiseland  If you are in the classrooms (e.g. small group), follow the Fire Escape Route
Greeters	Check washrooms, kitchen and other rooms for children that are left behind.

## APPENDIX 6. BLOOD-BORNE PATHOGENS AND INFECTIOUS DISEASES



### Toronto Jaffray Chinese Alliance Church BLOOD-BORNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with blood-borne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases. We have used three different resources that we felt had applications for use in church settings.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of blood-borne pathogens and the extent to which risk is adequately controlled by common hygienic measures. . . . Children who have blood-borne pathogen infections should not be excluded from daycare, group homes or foster care. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission.<sup>1</sup> The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost non-existent.<sup>2</sup>

"All educational and public health departments are strongly encouraged to inform parents, children and educators about AIDS and its transmission."<sup>3</sup>

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.<sup>4</sup>
2. All bodily fluids must be treated as though they are infectious, as blood-borne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.<sup>5</sup>
3. Latex gloves are required when handling any discharges from another person's body, particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.<sup>6</sup>

## **APPENDIX 6. BLOOD-BORNE PATHOGENS AND INFECTIOUS DISEASES**

Persons who are exposed to an infected child's body fluids and excrement should know that the child is infected and should know procedures to follow to prevent transmission. Disposable diapers should be used and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Latex gloves should be worn if open sores are present on the caretaker's hands. Any open sore on the infected child should also be covered. 7 Hands should be washed after exposure to blood and body fluids and before caring for another child.

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.<sup>8</sup>
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.<sup>9</sup>
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.<sup>10</sup>
7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.<sup>11</sup>
8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.<sup>12</sup>
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should

## APPENDIX 6. BLOOD-BORNE PATHOGENS AND INFECTIOUS DISEASES

be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff.<sup>13</sup> The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.

10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.<sup>14</sup>

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials.<sup>15</sup>

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly.<sup>16</sup>

### **Footnotes:**

1. Preventing the Transmission of Blood-borne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report - Supplement V23S3, May 1997

5 Preventing the Transmission of Blood-borne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report - Supplement V23S3, May 1997

2,3, 4, 7 Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

6 Universal Precautions, Alliance Academy, Quito Ecuador

8, 9, 10, 11, 12, 13 Universal Precautions, Alliance Academy, Quito Ecuador

14 Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

15 Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

**APPENDIX 7. SUSPECTED ABUSE REPORT FORM**



**Toronto Jaffray Chinese Alliance Church**  
**SUSPECTED ABUSE REPORT FORM**

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Age of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Birth-date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/year)

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

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Parents/guardian' Names: \_\_\_\_\_

Siblings' Names: \_\_\_\_\_

Name of Person Filing Report: \_\_\_\_\_

Name of Pastor Receiving Report: \_\_\_\_\_

Name of Social Worker: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of alleged perpetrator: \_\_\_\_\_  M  F

Relationship between suspected victim and alleged perpetrator: \_\_\_\_\_

Nature of suspected abuse:  Physical  Sexual  Emotional  Neglect

Indications of suspected abuse (including facts, physical signs and course of events):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX 8. SUSPECTED ABUSE FOLLOW-UP REPORT FORM**

Action taken (including date and time):

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If a child is reporting:

What did the child say? (Give quotes where possible.)

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What was your response?

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

**APPENDIX 8. SUSPECTED ABUSE FOLLOW-UP REPORT FORM**



**Toronto Jaffray Chinese Alliance Church**  
**SUSPECTED ABUSE FOLLOW-UP REPORT FORM**

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Person Who Filed Initial Report: \_\_\_\_\_

Name of Pastor Receiving Report: \_\_\_\_\_

Conclusions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken (including dates and times):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

**APPENDIX 9. LOCK-DOWN PROCEDURE (NOT YET COMPLETED)**



**Toronto Jaffray Chinese Alliance Church**  
**LOCK-DOWN PROCEDURE**

APPENDIX 10. AUTHORIZATION AND MEDICAL CONSENT FORM



**Toronto Jaffray Chinese Alliance Church**  
AUTHORIZATION AND MEDICAL CONSENT FORM

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Church. Any medical information collected here serves to authorize Church, and its staff and volunteers, to obtain medical assistance in emergencies.

For the school year \_\_\_\_\_

**Child's Information**

Please include a picture of your child/youth along with this form.



In the case of custody agreements, please include the proper form authorizing parental contacts.

Student Name: \_\_\_\_\_  M  F

Date of Birth: \_\_\_\_\_ (dd/mm/year)

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

Phone Number: \_\_\_\_\_ Parent's Work Number: \_\_\_\_\_

Child's Health Card Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

**APPENDIX 10. AUTHORIZATION AND MEDICAL CONSENT FORM**

Does your child have any physical, emotional, mental, behavioural concerns or limitations that our staff should be aware of?     Yes     No

If yes, please explain.

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Is your child bringing any medication with him/her?     Yes     No  
If yes, please list:

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**Parents' / Guardians' Information**

Parents' / Guardians' Names: \_\_\_\_\_

Emergency Contact Phone Numbers: \_\_\_\_\_

The safety of your child is our primary concern. Precautions will be taken for their well- being and protection.

Parents' / Guardians' Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I / we, the parents or guardians named above, authorize the pastoral staff or one of the children ministry staff of the Church to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant above.

I / we, named above, undertake and agree to indemnify and hold blameless Pastor, the Ministry Staff, Church, its Pastors and Board of Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Church, as well as of any medical treatment authorized by the supervising individuals representing the Church. This consent and authorization is effective only when participating in or traveling to events of the Church.

## APPENDIX 10. AUTHORIZATION AND MEDICAL CONSENT FORM

### **Photos**

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Brochures/Promotional material | <input type="checkbox"/> Church      |
| <input type="checkbox"/> Website                        | <input type="checkbox"/> Newsletters |

### **Purposes and Extent**

Toronto Jaffray Chinese Alliance Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel, if you wish the Church to limit the information collected, or to view your child's information, please contact us.

APPENDIX 11. SAMPLE FIELD TRIP FORM



Toronto Jaffray Chinese Alliance Church  
PROMISELAND FIELD TRIP FORM



Dear Promiseland Parents,

On **Sunday September 30**, Promiseland will be hiking through the woods of Rouge Valley! We hope the children will learn to appreciate God’s beautiful creation by enjoying the wonderful Fall colors in the Rouge. It is also an opportunity for our shepherds and teachers to build closer relationships with our children.

We will be gathering at the Glen Rouge Campground entrance at 7450 Kingston Road (between Sheppard Ave. and Altona Road). The trail we will be hiking is called Riverside Trail, which takes us along the Rouge River towards the backyard of Jaffray.

Since the trail is 3.2 km one way and ends awkwardly at Twyn Rivers Drive (with no parking lot for pickup), we will only walk half way and return to the campground entrance. **For allergy reasons, please provide your child with snacks and drinks.** For more information, please visit: <http://www.rougepark.com/>. Below is a detailed schedule of the day’s events.

Time	Event
10:15 AM	Parents drop off their kids at Glen Rouge entrance
10:30 AM	Worship and Hiking Instructions
10:45 AM	Start Hike!
11:45 AM	Return to Glen Rouge entrance
12:15 PM	Kids pick up by Parents

Please dress your child warmly as the weather might be cool. If the hike is canceled due to poor weather, we will announce it by posting notices on all church entrance doors at 10AM. If you do not want your child to participate, please bring him / her with you to the 10:30AM worship service. If you have any questions, please don’t hesitate to contact myself or Eva Ng.

Please sign the wavier form below and ask your child to return it to his / her shepherd no later than **Sunday, September 23** or fax to the office (416.282.4693) by **Friday September 28**.

I, \_\_\_\_\_ (parent’s or guardian’s name, please PRINT), ALLOW / NOT ALLOW (circle one) \_\_\_\_\_ (child’s name) to participate in the Promiseland Hiking Trip in Rouge Valley on Sunday, September 30, 2007 from 10:15AM–12:15PM.

The undersigned hereby waive and forever discharge the Toronto Jaffray Chinese Alliance Church, its employees, elders, deacons, volunteered workers from all liabilities with regard to any injuries sustained by the participant which may occur as a result of his/her participation in the program mentioned above.

Parent’s signature: \_\_\_\_\_

Emergency Contact Telephone #: \_\_\_\_\_