

## **Child Evangelism Fellowship**

### **Policy for all Teachers and Helpers**

- **Must submit a completed application form**
- **Must sign unconditionally the Statement of Faith**
- **Must read and sign the Child Protection Policy brochure. ( A video will be presented in training class)**
- **Must sign the Worker' s Compliance Agreement**
- **Must be screened by Live-scan**
- **Must be finger printed (if a school requirement)**
- **Must attend Training Class**
- **Must teach CEF Press material only**
- **Helpers must be age 17 or older and screened**
- **Must wear identifying T-Shirt**
- **Wear a CEF name tag with your name on it**
- **Submit a weekly or monthly report of attendance to the CEF office**

### **Good News Club and School Club Policy**

- **Flyers or Invitation to Club can only be distributed off school property**
- **Flyers can be put into back packs if the school grants permission**
- **The number of children per club must not exceed school guidelines**
- **CEF recommends a total of 45-50 per club**
- **Adult to student ratio should be 10 children, no more than 15 per adult (not counting teenage helpers)**
- **There must be 3 adults present in each club**
- **Every student must have a signed permission slip, no verbal permission**
- **Club is open to children in grades 1st -- 5<sup>th</sup>**

- An adult must accompany a child to rest rooms (no exceptions) if child did not visit the rest room before class began. Prefer child visit rest room before class to avoid class room disruption
- Children must remain in the class room until club ends.
- Children must not be taken out of classroom by a teacher/helper
- No food or drinks in the classroom
- Refreshments must only be given by the teacher/CEF helpers
- Forgotten backpacks are to be taken to school Lost and Found
- Keep a roster on all the children... name and contact number
- No child to be released until the designated adult signs the child out.

### Discipline Policy

- Teachers must make the rules for her class known to the children so they are aware of the consequences of misbehavior
- If a child is unruly and disturbing the class, deal with the child in the classroom, not out side... remind the child of the rules. (Post the “UPS” Chart) review the rules often. Do not scold the child in front of the class.
- If a child is very disruptive in class you and the child may step outside but you must stay very close to your room. Do not move any distance from the area
- Use the 1,2,3 policy..1<sup>st</sup> time is a warning, 2<sup>nd</sup> time Call the parents to pick the child up, 3<sup>rd</sup> time take child to the office and call the parent, and child is not allowed to return. (A seminar on Discipline will be presented in class.) TIP: choose your battles, do not make threats you cannot keep.
- The children must understand the 1—2—3 Policy of Discipline if you plan to use it.
- Say what you mean and mean what you say and do so with love.

No weapons allowed in class...such as toy guns, swords, rubber knives, sling shots or anything that could inflict harm, they must be taken away from the child.