



"Know the truth and tell the stories so the children can trust in God." Psalm 78:4

STREET ADDRESS: 704 NE KNOTT ST
MAILING ADDRESS: PO BOX 12034
PORTLAND, OR 97212-0034

PHONE: 503-281-7764 • FAX: 503-288-9364 • E-MAIL: prepoffice@gmail.com • WEBSITE: www.prep4kids.org

Welcome to PREP4Kids! We praise God for your willingness to help introduce public school children to the Word of God through PREP4Kids! The gift of your time as a volunteer is invaluable. It is also a wonderful witness to the grace of God in your own life. May God richly bless you as you join our team of volunteers, and may God use you to do wonderful things in the lives of children, as well as your own life!

Please return the completed forms to:

PREP4Kids

PO Box 12034

Portland OR 97212-0034

Email: prepoffice@gmail.com

Website: www.prep4kids.org

Phone: 503-281-7764

*(ALL FORMS MUST BE SIGNED AND RETURNED, EXCEPT FOR:
SUMMARY OF YOUR RIGHTS, JOB RESPONSIBILITIES, SAFETY POLICIES
CLASS TIME PROCEDURES AND CLASS CRITERIA.
KEEP THOSE FOR YOUR RECORDS)*

You may not have any contact with students until these forms have been approved and you have been contacted by our office.

(Incomplete forms will be returned for full information)

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School Name _____

APPLICATION TO VOLUNTEER IN PREP4Kids

Date _____ E-mail: _____

Name _____ Phone _____

Address _____ City _____ Zip _____

Occupation _____ Church Affiliation _____

How and when did you become a Christian? _____

Where and how have you acquired your Bible background? _____

What Christian service have you previously been involved with? (Bible teaching experience) _____

How did you hear about PREP4Kids? _____

Which age group do you prefer to work with? _____ Are you willing to serve as an aide? _____

What prompted you to want to help with PREP4Kids?

How will you help spread Portland’s Best Kept Secret: **PREP4Kids**:

Do you agree with the PREP4Kids Statement of Faith? (See next page) _____

If you disagree with any part of the Statement of Faith, please explain in 1 or 2 sentences.

GENERAL INFORMATION

1) Anyone is invited to attend the bi-monthly Coordinator meetings held at 9:30 a.m. on the Westside at the Peppermill Restaurant, 175th & Farmington, or on the Eastside at Elmers Restaurant, Sandy near I-205 (Sep., Nov., Jan., March)
Other meetings are announced with at least one-month advance notice.

2) PREP4Kids will provide curriculum materials/supplies, and will make the necessary contacts with schools and churches.



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STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that regeneration by the Holy Spirit is absolutely essential, and that man receives salvation by faith and repentance, as undeserved gifts from God.
5. We believe in the ministry of the Holy Spirit as the third Person of the Trinity, by whose indwelling the Christian is enabled to live a godly life and is empowered to witness of Christ to all humanity.
6. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
7. We believe that Satan exists as a personal being, the enemy of God and of all righteousness, who was defeated by Jesus Christ at Calvary and is under sentence to the Lake of Fire.
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ, a unity that transcends all barriers of race, gender and economic class.
9. We believe that the local church is the primary instrument of Christ's work in the world.

Signed _____ Date _____



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PREP4KIDS TEAM COVENANT

OBJECTIVE:

In cooperation with both the goals and guidelines of the Portland Released-Time Education Program, we purpose to strategically reach and teach area public school students within the framework of organized PREP4Kids classes, supplementing [but not replacing] the ministry of local churches and Para-church groups.

COVENANT:

Based upon the identity of the church as a community of believers, and the purpose of the church as making visible to the world the invisible kingdom of God through this community, we agree together to the following:

- Emphasize above all, our cooperation and “the unity of the Spirit” [Eph.4], toward a common task. Thus, we do not intend to begin a new program, which works in any way to compete with existing ministries at the schools or in churches, but one which complements and strengthens existing ministries, and fills gaps where no ministries exist.
- Keep Christ central, His Word foundational, and salvation by grace, through faith in Christ alone, our common ground.
- Encourage new converts to become involved and committed to a local body, yet always emphasizing the church universal rather than proselytizing for our particular churches and youth groups.
- Encourage prayer support within our churches and participation for the ministry as a whole and for specific classes.
- Be willing to fill any role as needed, with the attitude of a servant, seeking to meet God’s agenda and the ministry’s needs.
- Pray consistently for each other, knowing the importance of prayer as our foundation for fruitfulness and unity.

I have read and agree to the PREP4Kids:

- 1) **PREP4Kids Team Covenant** (Page 3)
- 2) **Safety Policies** (Pages 10-11)
- 3) **Class Time Procedures** (Pages 12-13)
- 4) **Class Criteria** (Page 14)

Signed _____ Date _____



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School Name _____

VOLUNTEER LEGAL ISSUES FORM

THIS INFORMATION IS FOR OUR OFFICE USE ONLY AND WILL BE KEPT IN THE STRICTEST CONFIDENCE.

PRINT NAME _____ DATE _____

ADDRESS _____ CITY _____ ZIP _____

DATE OF BIRTH _____ PHONE: HOME _____ E-MAIL _____

FAX _____ (FOR EMERGENCY USE ONLY: WORK _____) CELL # _____

PLEASE COMPLETE BOTH SIDES

REFERENCES:
(NOT A RELATIVE)

1. NAME _____ PHONE _____

ADDRESS _____ CITY, STATE, ZIP _____

2. NAME _____ PHONE _____

ADDRESS _____ CITY, STATE, ZIP _____

3. NAME _____ PHONE _____

ADDRESS _____ CITY, STATE, ZIP _____

LEGAL ISSUES

Have you ever been convicted of any offense other than minor violations? [] YES [] NO

If yes, please explain: _____

CHILD ABUSE RESPONSIBILITY – PART I

Child abuse is as old as the history of mankind. It has many ugly forms and is a problem of severe magnitude and shocking implications. The spiritual atmosphere that Portland Released-time Education Program attempts to provide may be one of the best deterrents possible. When, however, an instance of child abuse is suspected or reported, our leadership must do everything it can to help those in need as quickly as possible, along the best spiritual and professional guidelines.

I acknowledge my responsibility to be careful and conscientious in reporting any suspicions to my PREP supervisor.

Applicant’s signature _____

Date _____

(see other side)

CHILD ABUSE RESPONSIBILITIES – PART II

Have you ever been dismissed from rendering service to children or youth for some reason other than the expiration of the normal term of such services? [] YES [] NO

If yes, on a separate sheet of paper, state the name of the institution involved, its location, the name of the supervisor and the time and nature of the circumstances under which you were dismissed.

CHILD ABUSE RESPONSIBILITIES – PART III

1. I have read and fully understand all questions requested in this application.
2. I certify that all answers given by me are true, accurate and complete.
3. I understand that the completion and/or execution of this application does not insure me a volunteer position, nor does it obligate me or the organization in any way.
4. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice.
5. I authorize the organization to request and obtain information concerning my previous employment and contact the personal references listed herein.
6. When pertinent questions arise and it is deemed necessary, I further authorize the Department of State Police Central Records Division of this state to conduct a criminal history file check, by name and identifiers, to determine the existence of any arrest resulting in conviction and furnish a response to the PREP Director.
7. If accepted for service, I agree to abide by all the rules and regulations of Portland Released-time Education Program.

I have read, understand, and agree to the above:

Applicant's signature

Date



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Volunteer Driver Application Form _____ / _____ School Year

Please fill out this form and return it to the PREP4Kids office. A new Volunteer Driver Application Form REQUIRED if your information changes. (ONLY NEEDED FOR THOSE DRIVING, EVEN ONE TIME)

Section I---Volunteer Driver Information Class/School you are driving for: _____

Name _____ Phone: (H) _____ (W) _____

Driver License #: _____ Expiration Date: _____

Address: _____

Car Model/Year #1: _____ Number of working seat belts in car #1: ____

License Car #1: _____

Car Model/Year #2 _____ Number of working seat belts in car #2: ____

License Car #2: _____

PREP4Kids requires volunteer drivers to have a minimum amount of liability insurance (1) combined single limit of \$300,000 and (2) \$50,000-\$100,000 liability for property damage. Amount on this (these) car(s):

Car #1 Insurance Co: _____ Policy #: _____ (1) _____ (2) _____

Uninsured/underinsured motorist coverage? Yes: ____ No: ____

Car #2 Insurance Co: _____ Policy #: _____ (1) _____ (2) _____

Uninsured/underinsured motorist coverage? Yes: ____ No: ____

___ Yes ___ No Are you licensed to drive a commercial vehicle?

___ Yes ___ No Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.

___ Yes ___ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.

___ Yes ___ No Have you been convicted for DUII of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation?

Section II---Requirements for Volunteer Drivers:

I certify that for the _____ school year:

- I possess a valid Oregon driver's license.
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions, regarding transporting other students, which might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverage required by PREP4Kids for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverage is in force.
- I understand that in case of any type of accident, injury or vehicle damage, PREP4Kids insurance will take effect only after my personal auto insurance limits are exhausted.
- I will advise PREP4Kids of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seat belts. (No double belting of children is permitted.) As required by state law, I will have a child restraint seat for each child less than 6 years of age or weighing between 40 and 60 pounds for proper seatbelt fit. In accordance with the law, lap/shoulder belt seating positions will be occupied first with booster seats. Other safety systems (car seats) used to secure children weighing less than 40 pounds and not attaining 4 years of age may be secured by a lap belt only.
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.)
- I will notify PREP4Kids if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

Section III---Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

Signed: _____ Date: _____

Section IV---PREP4Kids Administration Approval

_____ Approved _____ Disapproved for addition to PREP4Kids Approved Driver List

Administrator's Signature _____ Date: _____

(KEEP FOR YOUR REFERENCE)

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

► **You may have additional rights under Maine’s FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.**

► **You must be told if information in your file has been used against you.**

Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

► **You have the right to know what is in your file.**

You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

► **You have the right to ask for a credit score.**

Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

► **You have the right to dispute incomplete or inaccurate information.**

If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

▶ **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.**

Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agent may continue to report information it has verified as accurate.

▶ **Consumer reporting agencies may not report outdated negative information.**

In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

▶ **Access to your file is limited.**

A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

▶ **You must give your consent for reports to be provided to employers.**

A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore .

▶ **You may limit “prescreened” offers of credit and insurance you get based on**

Unsolicited “prescreened” offers for credit and **information in your credit report.** insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

▶ **You may seek damages from violators.**

If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

▶ **Identity theft victims and active duty military personnel have additional rights.**

For more information, visit www.consumerfinance.gov/learnmore .

(KEEP FOR YOUR REFERENCE)

JOB RESPONSIBILITIES (GUIDELINES)

(PREP Office may make changes at any time)

CLASS COORDINATOR:

1. Meet with volunteers regularly to pray and divide responsibilities. Communicate clearly so each helper knows what is expected of them and what resources are available to them (especially those who lead the memory verse or singing.)
2. Prepare room weekly for class, setting up chairs if needed. Do NOT have children sit on the floor. Be sure and clean up the classroom area before leaving, ie: be sure it is clean as (or better than) it was when you arrived. (Include other volunteers in this.)
3. Discipline according to PREP4Kids policies.
4. **Get copies of signed permission slips from school office.** Keep a copy in the PREP4Kids Manual (must be in the Coordinator's possession or a designated volunteer) during class time in order to notify parents/guardians in an emergency situation. Send a legible copy to the PREP4Kids office. May be delegated to other volunteers)
5. Coordinator will communicate with the PREP4Kids office to notify them of class cancellations.
6. Coordinator will make contact with student's parents by email/letter throughout the year, such as accompanying permission slips in the fall, Christmas, Easter, End of year, etc. (See sample letter) Occasionally send a note to the child letting them know how special they are. Please send the PREP4Kids office a copy of any correspondence you send to parents.
7. **Complete monthly reports and mail or email to PREP4Kids office.** (May be delegated to other volunteers.)
8. Coordinators will delegate and follow up with Volunteer's responsibilities below.

ALL VOLUNTEERS – INCLUDING DRIVERS:

1. Help with room set-up before and after class.
2. Teach the lesson as arranged by the class coordinator. When teaching, use the Firm Foundations or Discipleland curriculum provided by the PREP4Kids office. Any other teaching materials must be approved by the office.
3. Walk (or drive) students between public school and PREP4Kids class.
4. Sit with students in classroom and help with discipline.
5. Lead singing; help teach memory verse, etc.
6. Someone needs to be assigned to keep thorough attendance records of students (See sample attendance record)
7. Someone needs to be assigned to mailing out permission slips to past students 2 weeks before the fall start up (about Sep. 20th)
8. Meet regularly with class coordinator to pray and talk about class direction. (How are students responding? What do you see that can help teacher and students?)

(KEEP FOR YOUR REFERENCE)

JOB RESPONSIBILITIES (CONT'D)

DRIVERS:

1. All Drivers must complete a Driver's Application in addition to a Volunteer application and read and adhere to the seat belt policies in the manual.
2. Be at the school at least 5 minutes before time scheduled to pick up students, I/e: if your class is scheduled for 1:00 – 2:15 PM – be at the school at 12:55 PM; students should be ready to leave school (be in the vehicle) no later than 1:05 PM.
3. All Drivers must be willing and available during class time to help where needed.
4. Be ready to pick up students at the church 5 minutes before students are to return to school. It is very important that students be returned to the school by the time class is scheduled to end, I/e: 1:00 – 2:15 PM means students will be in the school building at 2:15 PM.
5. Students should ride in the same vehicle going to the church and returning to school, always buckled in a seat belt. Use booster seats when necessary for smaller students.
6. Identify the vehicle with a PREP4Kids sign (**provided**) in the window.
7. All drivers must keep current insurance and vehicle information available to the PREP4Kids office. Notify the office immediately of any changes.

(KEEP FOR YOUR REFERENCE)

PREP4Kids Safety Policies

For the safety of our students and teachers (helpers), these policies must be closely adhered to by the whole ministry team.

LEGAL RESPONSIBILITIES

1. **Each volunteer** must have a **completed and approved Volunteer Application with a signed Background Check Form and a signed DISCLOSURE AND AUTHORIZATION form** on file in the PREP4Kids office prior to his/her participation with a PREP4Kids class. Every new volunteer will receive an email or phone call when the application reaches the office. Following approval, the office sends an approval letter to each volunteer, with a copy sent to the class coordinator. (**The only exception** is that a parent is permitted to visit the class **one time** without prior notification.)
2. **Each student** must have a completed permission slip signed by a parent or legal guardian (a complete signature) **prior** to his or her participation in released-time, (mandated by law). **NO child can attend a PREP4Kids class without a signed form. The completed permission slips (or a copy) must be placed in the PREP4Kids manual and a copy sent to the PREP4Kids office. These manuals must remain with the class each week.** This is for quick reference to contact a parent in case of an emergency, and assures everyone that only authorized children are attending.
3. **Each volunteer** is required to attend the Safety Training class once provided by PREP4Kids. If you have not, the PREP4Kids staff will work with you until a class becomes available.

VOLUNTEER/STUDENT SAFETY ISSUES

1. If you feel that a child has an **issue or concern** they need help with, **please tell the principal** at the school and call the PREP4Kids office.
2. **Incident Reports**: This report must be filled out for any safety-related incident occurring before, during or after a PREP4Kids class. A reportable incident would also include if a child's behavior or words that convey concern for the child or others. (See Incident Report form in manual)
3. For your protection **no volunteer** is ever to be alone in a classroom or any other situation with regard to PREP4Kids. Each class must have a teacher plus one or two helpers. (Two helpers are best). If you don't have at least one helper, you must call the PREP4Kids office. The class must be cancelled until there are two volunteers in the classroom.
4. **Bathroom use**: **Students should use the bathroom at the school (before or after PREP4Kids class) unless there is an emergency. NEVER assist a child in the bathroom. No adult should ever be alone with a child in the bathroom.**
5. **No one on the PREP4Kids team should give a child medication of any kind** (i.e. Tylenol, aspirin, Neosporin, etc.)
6. **Phone contact** with the school is to be available during a PREP4Kids class. One cell phone is required for each class. Store the school phone number in this cell phone **AND** on the **EMERGENCY READINESS** page provided in the manual. This cell phone number will be printed on the School Office Form sent to the school by the PREP4Kids office in case they need to contact class volunteers in an emergency, i.e. parents calling with new instructions for a child; school lockdowns, etc.
7. **911 Situation** – Read the **EMERGENCY READINESS** page in the manual for instructions on all emergencies.

(KEEP FOR YOUR REFERENCE)

SAFETY POLICIES (CONT'D)

TRANSPORTING CHILDREN: WALKING/DRIVING

- 1. There must be adequate adult supervision** when walking the students to and from the class location (**at least two** adults depending on the number of students).
- 2. Use safety flags, and/or stop signs when students cross any street(s) walking to and from a PREP4Kids class.** Designate an adult as “SAFETY PATROL” person to hold the flag/signs during the walk to and from class. (This person should wear some form of reflective vest or jacket if possible.) Failure to follow this safety standard may result in class closure.
- 3. Children should walk in a double line following the adult leader** with another adult at the end of the line. Instruct the students that they must stay behind the adult leader who is in the front at all times. They also must walk (not run) at all times.
- 4. Use only insured, approved vehicles to transport PREP4Kids students to and from a class location.** The driver must have a valid license, an approved Volunteer Application and a current Driver Application Form on file in the PREP4Kids office. If your insurance information changes, you must notify the office.
- 5. Seatbelts must be worn at all times.** The car does not start until all seatbelts are fastened. [Buckle only one student per belt] Whether or not a student should ride in the front seat of the car is the driver’s prerogative. **Be aware of the Oregon Seatbelt law, newly revised in July 2007...Booster seats must be used for children until they are at least 8 years old. However, children who reach a height of 4 feet 9 inches before their eighth birthday may be ready for adult safety belts.**
- 6. NEVER give students a ride home from PREP4Kids class,** even if they miss their bus. Students must use regular school transportation. The school office will assist with any problems if a child misses the school bus.

(KEEP FOR YOUR REFERENCE)

PREP4KIDS CLASS TIME PROCEDURES “Teamwork”

Everyone on the PREP4Kids team should be aware of these procedures. The greater degree of teamwork you can develop, the more efficiently your class will run.

Prayer & Planning

1. **PRAYER** is a very important part of this ministry. Set aside time for your team to pray together for God’s leading and direction, before/after class.
2. When your team gets together to pray and plan for the new school year, please go over as a group (*including drivers*):
PREP4Kids Class Criteria
PREP4Kids Class Time Procedures “Teamwork”
PREP4Kids Safety Policies

Class Schedule & Cancellations

1. PREP4Kids classes are scheduled to meet from the first week of October through May.
2. Classes meet during school hours.
3. Do not cancel a PREP4Kids class without first consulting the PREP4Kids office. Substitutes may be available if the need arises.
4. The Coordinator will call the PREP4Kids Office, School Office and the host Church of the PREP class to notify them of the cancellation.
5. Whenever there is a school closure, the PREP4Kids class will be closed as well.

Teamwork

1. Assign each volunteer something to do in the class. If possible, drivers should function as one of the helpers in the classroom. This will help provide a stronger team, help prevent burnout, give the students more leaders with whom to interact, and help everyone to feel they are a necessary part of the team.
2. The Bible Lesson Teacher should remain at the church while students are being driven/walked to the class to prepare his/her heart and mind for teaching the lesson.
3. Be sure someone is at the door to greet students and direct them to their places.
4. Monthly reports should be assigned to a volunteer to complete and send into the PREP office by email or snail mail. These forms may be downloaded from our website: prep4kids.org.
5. Send legible, signed copies of student’s permission slips to the PREP office regularly.
6. Volunteer’s personal belongings should be kept in a separate area for safety reasons.

Permission Slips

1. Permission slips may be handed out in a PREP4Kids class and should have an attached FAQ flyer stapled to the back of it. Though students are allowed to distribute permission slips to their friends, they should do so before or after school only (with some exceptions) so as not to be a distraction in the classroom. (Some schools have changed their policies regarding permission slips, so check with your Coordinators regarding the guidelines for your specific school).
2. The completed permission slips must be in the Coordinator’s possession during class time to contact parents/guardians in an emergency situation.
3. Volunteers should not distribute permission slips or other materials to a student at or through the school. Volunteers may distribute permission slips to another parent.
4. Some principals allow materials for PREP4Kids to be placed on the community table. This is legal, but not all schools allow it. Check with the PREP4Kids office regarding your school’s guidelines.

(KEEP FOR YOUR REFERENCE)

CLASS TIME PROCEDURES (CONT'D)

Student Behavior

1. Establish a place during class time for backpacks, coats, etc., close to the door. (Students should remove their caps. They are not allowed to wear them during school.)
2. As a general policy, students should be seated in chairs, not on the floor. (This is still school time.)
3. Volunteers should sit with students and help with discipline when not otherwise involved.
4. If a student is overly disruptive, remove him/her from the classroom (always requires two volunteers). Call the parent to let them know (in a loving way) that the child is struggling.
5. If behavior continues, take the student back to the school office and report the behavior to the Principal. Call the parent to make them aware of the situation. A written note to parents informing them of this action is included in this manual, following this page. The child will not be allowed back for one week. (*See the PREP4Kids Discipline Policy, included in this manual.*)

Special Speaker

1. Special speakers (missionaries, pastor of the church, etc.) are allowed occasionally.
2. Please call the PREP4Kids office in advance before making arrangements for an outside speaker.

Extra Activities

1. PREP4Kids Special Activity Forms must be used for any extra activities under the auspices of PREP4Kids and are available from the PREP4Kid's office.
2. Please submit all flyers, party notices, or other materials bearing the PREP4Kids name to the office 2 weeks before the event. No clip art with a copyright © may be used on any paperwork.
3. Please send the signed activity forms to the PREP4Kids office after the event.

(KEEP FOR YOUR REFERENCE)

CRITERIA For Every PREP4Kids Class

SPIRITUAL:

- **BIBLE** – God’s word is our foundation. Use only Answers Bible Curriculum (any other materials must be approved by the PREP4Kids office)
 - Let the children SEE you using your Bible
 - Make time as often as possible for children to use a Bible in class (see Bible ordering information below)
 - PREP4Kids uses the NKJV version of the Bible
- **APPLICATION** - Include application for the Bible lesson.
- **SCRIPTURE MEMORY** - Keep this a PRIORITY every week!
- **SINGING** - Sing at least 1-2 worship songs that relate to the lesson from the PREP4Kids CD
- **PRAYER** - Open and close your class with prayer
 - Break into small groups with the children (4-5) at least once a month to encourage closer relationships and for sharing prayer requests, led by adult volunteers

PRACTICAL:

Coordinator responsible to insure the following:

- Keep good attendance records
- Have students sit in chairs or pews, not on floor
- Bibles should be used by children during class time. FREE Bibles are available through the office.
- Make contact with parents throughout the year by email/letter, such as fall start up letter accompanying permission slips, Christmas letter, year end letter, etc.
- Have permission slips available with a PREP4Kids FAQ flyer attached at every class to encourage children to invite their friends and to inform parents of what PREP4Kids is all about.