



Discipline, Behavior, Child Care

Missionary/Volunteer Background Checks

All potential missionaries, volunteers, and helpers must be willing to provide their social security number, valid references, and submit to a background check.

- I. No persons with offenses pertaining to children will be accepted.
- II. Other criminal offenses may disqualify an individual as well. All offenses, of any nature, should be provided upon application. Failure to disclose offenses in advance is sufficient reason to not accept, or dismiss, an individual upon discovery.

Discipline at Cottage Cove

- I. A child receives one warning for breaking a rule. If you feel that child needs to receive a warning, please contact a full-time staff member at once and explain the situation. The staff member may require you to be present while talking with the child. This builds respect for the missionaries as authority and conveys to the children that the entire staff, full-time and volunteer, are working together as a unit of authority.
- II. NEVER ignore behavior that is contrary to Cottage Cove rules. In regarding the backgrounds of these children, it is easy to desire to “let them off the hook”. Please do not do so. Cottage Cove is an established “safe place” for many children. It is one place where they know they won’t be beaten up, yelled at, or called names. If you ignore incorrect behavior, this safety becomes compromised. If disrespect to missionaries/volunteers is ignored, their teaching and position of authority is compromised. ALWAYS report incorrect behavior to a full-time staff member.

If you observe discipline procedures that you do not understand or feel are unfair, please contact a full-time staff member for discussion. Full-time staff members are always glad to discuss discipline procedures. However, at no time should you question a discipline procedure in front of a child.

Cottage Cove Rules

Please read each rule carefully! These rules will be enforced throughout the programming time. Remember, for some children, we are the only source of discipline they will receive. Please be firm, consistent, and loving, even if you do not agree with the rule.

- I. Respect: Children will show respect to adult authority at ALL times. This includes answering when spoken to, looking an adult in the face when speaking, not interrupting, using the terms "Ma'am," "Sir," "please," "Thank you," etc., and following instructions the FIRST time they are given. Children will address you in a proper way, for instance, "Mr. Paul" and "Ms. Becky".
- II. Children must apologize for actions that harm others, whether accidental or intentional. The apology must be worded in such a way as to ask forgiveness: "I'm sorry. Will you please forgive me?" The other child must speak forgiveness.
- III. Children may not rough house, wrestle, or fight, whether play or real. Children may not encourage others to fight.
- IV. Children must walk while in the building, unless participating in an organized game under supervision of a full-time staff member.
- V. The use of negative language (i.e. "Shut up" or "Stupid") is not allowed on Cottage Cove property. This, of course, includes any cursing or using the Lord's name in vain.
- VI. Children are required to sit up during Bible lessons, classes, etc. and must raise hands before asking a question or talking.

General Missionary/Volunteer Guidelines

These guidelines are required of every volunteer at Cottage Cove. These requirements have been set forth for missionary/volunteer and child safety. These guidelines are not optional.

- I. Missionaries and volunteers are not to wear any kind of open-toed or open-backed shoe (sandals, clogs, etc.) at any time on Cottage Cove property. Shoes are to be kept on feet at all times (indoors and outdoors). The grounds at Cottage Cove and in the housing area may possibly hide broken glass or other hazardous items.
- II. No T-shirts with anti Christian themes or messages. Also, no harsh message Christian T-shirts (i.e. Abortion, turn or burn, etc.). While these shirts may carry a valid message, with out explanation to the children they are, at best, meaningless or perceived cruel.
- III. When working with the children, there is occasionally the danger of contracting head lice. Please keep your hair up and out of your face. Do not allow the children to play with your hair. Do not make any kind of head to head contact with a child. Head lice cannot be passed by casual contact, such as simply touching a child.
- IV. If a child is bleeding or has an open wound (ANY type of open skin), please contact a full-time staff member immediately. Do not touch the blood or allow any of the other children to come in contact with blood. ALWAYS report an injury suffered by a child or missionary, no matter how minor the injury. You may be asked to assist the full-time staff member in filling out an incident report for each reported injury.
- V. Do not allow children to play with cameras, boom boxes, video cameras, etc. belonging to a missionary/volunteer or Cottage Cove. Children are not permitted to use this equipment without permission from a full-time staff member.
- VI. Be sure to follow Cottage Cove rules, along with the children, while at Cottage Cove. Remember, you are examples to the children who attend this program. In other words, if the children are not allowed to "rough house" or run, don't encourage them to do

so, or “rough house” with another missionary/volunteer. Be a constant example and model to each child, to demonstrate obedience and respect to authority. Recognize Cottage Cove authority at ALL times. While humor is a valid outlet of expression, humor with the children and each other should never be cutting or of a put-down nature.

- VII. In order to protect your valuables and for the safety of the children, jewelry (including rings, earrings, bracelets, and necklaces) is not to be worn at Cottage Cove. Please refrain from getting piercings that cannot be taken out as you will be instructed to do so. Wedding bands (not engagements rings) and watches are okay.
- VIII. Please advise us, in advance, if you will be unavailable for a committed time slot or activity.

Guidelines Concerning Sexual Misconduct

These rules have been enacted to provide the safest possible environment for children attending Cottage Cove and to protect missionaries, volunteers, and the ministry from litigation in the event of an alleged incident. These are precautionary measures that must be taken in order to exercise “reasonable care” in insuring the safety of God’s children entrusted to our care. These guidelines are not optional.

- I. You are not to act as the child’s friend in the manner of the child’s peers. You are the children’s supervisor; you must always appropriately maintain a status of proper respect and authority, acting accordingly. This does not mean that you cannot act “friendly” but it does mean that you must act, at ALL times, with the respect and dignity which is befitting your position of ministry.
- II. No missionary/volunteer should EVER be alone with a child. Always have at least two adults present with one child. The “buddy system” will help prevent most abuse situations or even accusations of this type.
- III. Missionaries/volunteers may never have a child as a passenger in his/her car at any time for any reason.
- IV. Do not assist children with wet or soiled clothes. Do not assist children with buttons, snaps, zippers, etc. If there is any problem concerning clothing or the bathroom, contact a full-time staff member immediately, even if the child asks you directly for help.
- V. Missionaries/volunteers may not hold children on their laps, put children on their backs or shoulders, swing children around, or pick up children at ANY time.
- VI. Do everything possible to keep the full-time staff members informed about the children. Report any unusual incidents, or odd conversations, especially if a child is physically harmed in some way, including self-inflicted wounds.

Guidelines For Programming/Activity Content

These guidelines have been enacted to provide safe activities that uphold Christian principles in content. In no particular order of importance...

- I. Should not promote Halloween or its themes.
- II. No wrestling (play or real).

- III. Must not promote magic or anti-biblical practices and themes
- IV. Only songs and music from Cottage Cove will be used at Cottage Cove and during our field trips.
- V. No cutting (or put-down) humor.
- VI. Activities should be age appropriate.
- VII. When in doubt, clear an activity in advance with staff.
- VIII. Playground and outside activities must additionally follow these guidelines:
 - A. Do not allow children out of sight (unless entering the Cottage Cove building).
 - B. Do not allow children to play on the road or driveways.
 - C. No climbing on fences, railings, or structures not intended to be climbed on.
 - D. No climbing on top of the hang bars.
 - E. No throwing objects unless part of a supervised activity.

Our mission is to provide educational opportunities and training in the arts through the power and in the name of Jesus Christ.