

Dear Parents,

Welcome to Emmanuel Baptist Church Super Kids Ministry, designed for students with special needs. We are very pleased to be able to serve God by serving you and your child. Our goal is to show you the love of Jesus Christ through providing a loving environment for your child and peace of mind for you, that your child is safe and happy. The bible tells us in 1 Corinthians 12:22-24, "...those parts of the body that seem to be weaker are indispensable and the parts that we think are less honorable we treat with special honor and the parts that are unrepresentable are treated with special modesty...and greater honor is given to the parts that lacked it."

Our teachers are all selected carefully to assure they are both Christians and upright citizens, complete with police background checks. They are specially trained in the basics of how to handle special needs children. They are not experts but make up for it with love and prayer for your child. Our great desire is to teach your child about the love of Jesus and we believe that every child can learn on some level. We will, through prayer and working with you, find the best way for your child to learn about our Lord and Savior.

This desire will be more easily fulfilled with your cooperation. By filling out the questionnaire completely, you will help us to know your child better. Be assured that everything is kept locked up and accessed by appropriate personnel only. If you would review the Teacher Guidelines you will see that we expect certain standards from them so that they might better serve and teach your child. They are there also to help us maintain order in the ministry. It would help us also if you would review the Parent Guidelines and follow them. We believe that if we all work together then we will all be blessed.

Also included in this welcome packet is the Emmanuel Baptist Church Statement of Faith. It is important that you read over this and understand what we believe here at Emmanuel Baptist Church. This is what you will learn in church and what the teachers will be teaching your child. We believe that these statements are true to the Word of God and we encourage you to confirm them for yourself through the Word of God.

We look forward to working with your child and we are praying that it will be a blessing to your family. Working with children with special needs is a great blessing to us and we thank you for allowing us to be a part of your child's life.

Matthew 19:14 Jesus said, Let the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these.

Mark 10:16 And He took the children in His arms, put His hands on them and blessed them.

Thank You and May God Bless You,
Emmanuel Baptist Church
Super Kids Ministry

**EMMANUEL BAPTIST CHURCH
SUPER KIDS MINISTRY
PARENT INFORMATION FORM**

Child's Name _____ Today's Date _____

Current Age _____

Special Diet _____ Allergies _____

Parents Names _____

Address _____

City _____ Zip _____

Home Phone _____ Cell Phones _____

Other Person Authorized to pick up your child today _____

Address _____

City _____ Zip _____

Home Phone _____ Cell Phones _____

How did you hear about us? _____

Are any of your child's siblings attending today? _____

If so What are their names?	Age?	Do they have a Special Need?	If Yes what?

Toilet/Hygiene Needs

Uses toilet independently____ Uses toilet with supervision____ Needs transfer assistance____

Follows a specific Schedule____ List times _____

Uses signs or gestures to indicate toilet need, please describe _____

Behavior Management

Behavior Concerns:

Please share with us about any behaviors we should be aware of such as biting, scratching, hitting, running, aggressive behavior, etc.

Please describe _____

Behavior Modification Plan

Please explain in detail the behavior management plan being enforced at home and at school to modify any inappropriate behavior that may be exhibited. Our goal is to maintain consistency in the implementation of this plan and to work with you in this process.

What is your child's response to separation? _____

What are your child's likes? _____

What are your child's dislikes? _____

Are any of the following activities off limits for your child?

Coloring Painting Puzzles Reading Story Time Playground Swings Slide Music
Videos

Singing Clowns Puppets Balls Crafts Face Painting Toy Cars Toy Animals Trains
Other

Please explain _____

What activities are your child's top 3 favorites? _____

Does your child like to play with other children? _____

What will engage them with other children? _____

Is your child scared of anything? _____

Is there anything that will upset your child and should be avoided? _____

Is there anything that will soothe your child if they become upset? _____

Medical Needs

Child's Name _____

To help us understand the uniqueness of your child, please check all that apply and give us any extra necessary information.

	Yes	No	If Yes Explain
Anemia			
Asthma			
Bladder Problems			
Cancer			
Cerebral Palsy			
Diabetes, Thyroid or other Endocrine Disorder			
Disorders of the eyes, ears, nose, throat or sinus			
Heart Problems			
Headaches			
Hearing Aids, Glasses			
Hepatitis			
Hemophilia			
Hydrocephalus			
Kidney or Urinary Disorders			
Multiple Sclerosis			
Muscular Dystrophy			
Seizures, Epilepsy, Etc.			
Sensory Input Problems			
Shunt			
Tube (NG, PEG, Etc)			
Tumor			
Ulcer, Disorder of the Stomach, Intestine, Liver			
Other			

Please circle all that apply and circle the degree of severity

ADD/ADHD	Mild	Moderate	Profound
Autism	Mild	Moderate	Profound
Aspergers	Mild	Moderate	Profound
Cerebral Palsy	Mild	Moderate	Profound
Down Syndrome	Mild	Moderate	Profound
Dyslexia	Mild	Moderate	Profound
Emotional Disability	Mild	Moderate	Profound
Fragile X Syndrome	Mild	Moderate	Profound
Hearing Impaired	Mild	Moderate	Profound
Learning Disability	Mild	Moderate	Profound
Mental Retardation	Mild	Moderate	Profound
Multiple Sclerosis	Mild	Moderate	Profound
Multiple Dystrophy	Mild	Moderate	Profound
Multiple Handicaps	Mild	Moderate	Profound
PDD/NOS	Mild	Moderate	Profound
Physically Disabled	Mild	Moderate	Profound
Rett Syndrome	Mild	Moderate	Profound
Seizure Disorder	Mild	Moderate	Profound
Sensory Integration Disorder	Mild	Moderate	Profound
Tourettes Syndrome	Mild	Moderate	Profound
Visual Impairment	Mild	Moderate	Profound
Other	Mild	Moderate	Profound

Child's Primary Physician _____

Phone _____ Address _____

Please give detailed information on any other conditions or special care your child requires during the service.

Special Medical Needs

List any medical or special precautions for managing the following concerns:

Seizures _____

G-Tube _____

Trach _____

Positioning _____

Respiratory _____

Other _____

What medications is your child currently taking? _____

Will your child use any special equipment today (wheelchair, braces, walkers, etc.)? _____

Are there any other medical facts that we should be aware of for your child's safety? _____

Authorization/Release

I have fully disclosed to Emmanuel Baptist Church all pertinent facts about my child’s Special Needs and I accept full responsibility for failure to do so. I understand the volunteers and staff want to provide the best possible care for my child and I’ve done all I can to help them meet that goal.

Initials _____

If my child is enrolled in the respite program, I authorize the staff to provide any required special treatments or procedures to my child while in respite care. I will provide written authorization, instructions and all necessary supplies and equipment for these procedures.

Initials _____

In case of emergency or accident, I understand that 911 will be called. I authorize EMS to administer any medical treatment, medication or appliance deemed necessary by the EMS. I also authorize transportation by EMS to the nearest appropriate medical facility, as determined by EMS. I understand that I will be responsible for payment of all EMS, hospital and physician charges for emergency services to my child.

Initials _____

I have read and initialed the above permission/authorization statement and agree to the terms designed in each.

Name: *Please Print* _____

Signature: _____ Date: _____
(Parent or Guardian)

Witness Name: *Please Print* _____ Phone: _____

Signature: _____ Date: _____

Emergency Contact *(If you cannot be reached)*

Name _____

Phone _____ Relationship _____

Cell phone _____

Name _____

Phone _____ Relationship _____

Cell phone _____

Declaration of Consent

Please indicate your consent to each item by initialing after each and signing at the bottom.

I, _____, Parent/Guardian of _____
(Please Print) (Please Print)

Emergency Medical Treatment Consent

- 1. Give permission to the medical personnel selected by Emmanuel Baptist Church to administer/initiate medical attention as needed.

Initial: _____

Medical Administration Consent

- 2. Give the staff designated by Emmanuel Baptist Church permission to administer my child’s medication.

Initial: _____

Photograph Release Consent

- 3. Give Emmanuel Baptist Church permission to use my child’s name and or picture/video in presentations, broadcast, media releases, newsletters and marketing materials solely for the purpose of promoting Emmanuel Baptist Church programs and services.

Initial: _____

Waiver of Liability Consent

- 4. Agree to release Emmanuel Baptist Church and all staff and volunteers from all liability for any additional illness or injury to my child and for any accidental damage or destruction of my child’s property during the provision of respite care services.

Initial: _____

Signature _____ Date _____

Witness Name *Please Print* _____ Phone _____

Signature _____ Date _____

Medical Release Form

Date _____

I _____ give Emmanuel Baptist Church, their staff, and volunteers permission to provide emergency medical treatment for my child, _____ . I release Emmanuel Baptist Church, their staff, and volunteers from any liability concerning any such emergencies or injuries.

Initial _____

Medication to be administered while your child is in our care.

Medication	Dosage	Time	Doctors Name

Medical procedures needed to be preformed while your child is in our care

Procedure	Time	Instructions

Emergency Procedures

Do you have a medical plan of care for emergency procedures? _____ If you do, please attach a copy. If not, please outline any emergency procedures you would like followed in case of an emergency or injury.

Signature of Parent or Guardian _____ Date _____

Signature of Witness _____ Date _____

Witness Name *Please Print* _____ Phone _____

QUESTIONNAIRE FOR SUPER KIDS MINISTRY

NAME: _____ DATE OF BIRTH: _____

DIAGNOSIS:	
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PARENTS NAMES:	
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SIBLINGS NAMES & AGES:	
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HOME PHONE:		E-MAIL:	
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SERVICE TIME: SUNDAY MORNINGS 10:45AM

ARE THERE ANY MEDICAL OR BEHAVIOUR CONCERNS WE SHOULD BE AWARE OF?

NO: ___ YES:

IF YES, PLEASE ELABORATE (allergies, habits that can be harmful to themselves or others etc.)

DOES YOUR CHILD HAVE ANY TOILETING NEEDS? NO: ___ YES:

IF YES, please detail your normal routine so we can try to pattern this.

WHAT ARE SOME THINGS YOUR CHILD LIKES? THINGS THAT MIGHT CALM THEM _____

EXCITE THEM (in a positive way) _____

GET THEIR INTEREST _____

WHAT ARE SOME TRIGGERS THAT UPSET YOUR CHILD? (loud noises, crowds, etc.)

IS YOUR CHILD ON A SPECIAL DIET? NO: ____ YES: ____

IF YES, PLEASE ELABORATE _____

DO YOU HAVE ANY SUGGESTIONS THAT WE MIGHT USE TO ENCOURAGE YOUR CHILD TO COOPERATE OR PARTICIPATE IF NECESSARY? _____

DO YOU HAVE ANY ADDITIONAL COMMENTS OR CONCERNS? _____

THANK YOU FOR YOUR COOPERATION, AS THIS INFORMATION HELPS US BETTER SERVE YOU AND YOUR CHILD.

AS A TEACHER YOU ARE ENCOURAGED TO:

1. **Learn to love these children.**
Most special needs kids are very perceptive and know when you have a heart full of love for them. If you are genuine with them, they will reward you with a very special love as you develop a relationship with them.
2. **Pray for them.**
Pray for their health and healing, for them to learn about the love of Jesus, for their parents and siblings, for your relationship with them and their family. Pray for wisdom to teach them. Prayer is our most powerful resource. **USE IT!**
3. **Teach them.**
We want to be more than just babysitters for these wonderful children. We want to teach them about Jesus. Most of the kids are capable of learning at some level and in all cases God promises that His word will not return void. You are literally watering their little spirits with the word of God! Imagine what can happen! Be flexible and adjust yourself and the curriculum to the needs and abilities of each unique child.
4. **Try to develop a relationship with the family.**
Many of the families become isolated and need to see a friendly face.
5. **Be positive in your reporting to the parents.**
Even if the child was totally unruly, try to find some positives to report. If you feel the incident needs to be presented to the parent at least be upbeat and never condemning. These parents know better than anyone what their child is capable of.
6. **Become familiar with the Children's Reference Guide.**
There is a questionnaire filled out by each parent and a comment section filled out by teachers, for each child. This is where you start to learn about the individual children and as you add to the comments section others can build off of that making our ability to reach this child greater and greater.
7. **ALWAYS CHECK THE CHILDREN'S REFERENCE GUIDE FOR SPECIAL DIETS, MEDICAL NEEDS, OR ANYTHING ELSE THAT MAY BE NEW WITH THEM!** The more you know the better you can serve and care for them.
8. **Fill out the parent report and give it to the parents.**
This is just a quick note to tell about their day, what they worked on, the bible verse they heard, and of course any problems and accomplishments that were encountered. This gives the parent something to work with to draw out conversation.

9. Speak with the Super Kids Coordinators if you are feeling discouraged.

This ministry is very challenging and they can work with you to find the child or position that is best suited for you, sometimes that will make all the difference.

10. It is important to remember to keep everything you know about the children and their families strictly confidential. No one is to see the children's files except the teachers and the super kids staff. You should not discuss personal things about them with anyone, except appropriate team members.

PARENT GUIDELINES

If you have any questions or concerns about anything, please contact the Super Kids Coordinators. A list of contacts is included in your packet. They will confidentially answer your questions and address your concerns. We are here to serve you and provide a service for you and your child. We need your input and cooperation, in order to do the best job possible!

Please fill out the information forms completely, the more information we have the better we can care for your child.

Pick up your children promptly after the service. Remember the teachers are volunteers and should be treated with courtesy.

Inform the teacher of any special needs or concerns for that day. For instance; if they have the sniffles or are in a bad mood, etc.

Encourage your teachers if you are happy with what they are doing with your child. Remember they have volunteered their time and energy to be there.

If you are not happy with a teacher, please let one of the Super Kids Coordinators know so the issue can be dealt with and resolved.

Snacks are provided unless instructed otherwise by the parent. (Please keep the teacher up to date with any new dietary restrictions).

Statement of Faith

Having been led, as we believe by the Spirit of God,
to receive the Lord Jesus Christ as our Savior and, on the profession
of our faith, having been baptized in the name of the Father, and of
the Son, and of the Holy Spirit, we do now, in the presence of God and
this assembly, most solemnly and joyfully enter into covenant with one
another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit
to walk together in Christian love; to strive for the advancement of
this church in knowledge, holiness and comfort; to promote its
prosperity and spirituality; to sustain its worship, ordinances,
discipline, and doctrines; to contribute cheerfully and regularly to the
support of the ministry, the expenses of the church, the relief of the
poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions;
to religiously educate our children; to seek the salvation of our
kindred and acquaintances; to walk circumspectly in the world; to be
just in our dealings, faithful in our engagements, and exemplary in our
deportment; to avoid all tattling, backbiting, and excessive anger; to
abstain from the sale of, and use of, intoxicating drinks as a beverage;
to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in
brotherly love; to remember one another in prayer; to aid one another
in sickness and distress; to cultivate Christian sympathy in feeling and
Christian courtesy in speech; to be slow to take offense, but always
ready for reconciliation and mindful of the rules of our Savior to
secure it without delay.

We moreover engage that when we remove from this
place we will, as soon as possible, unite with some other church where
we can carry out the spirit of this covenant and the principles of God's
Word.