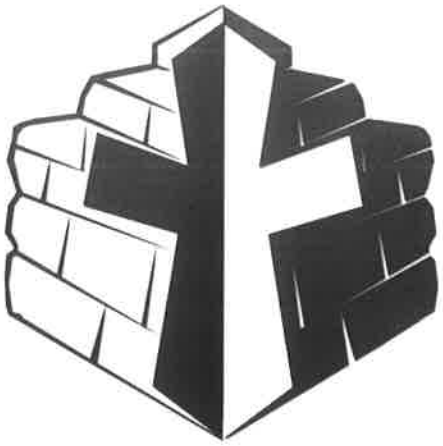

CORNERSTONE
MINISTRIES

POLICY AND PROCEDURES MANUAL

Policy & Procedures
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Policy & Procedures
Cornerstone Ministries

Mission Statement

Our mission is to work together as a team to promote, plant, and water the Gospel in the lives of children and families in Elkhart, Indiana. We will allow the Holy Spirit to produce His fruit in us to create a fun, loving, and secure experience that will impact their lives for eternity.

History

In the fall of 1999, two ladies from the Sandy Ridge youth group expressed their desire to work with kids locally. They tried prayer-walking in a local town but seemed to have no success in meeting up with kids.

A few men heard about an area in Elkhart known as "The Hole". The local police advised these men to stay away from the area, stating it was probably the worst section of Elkhart. Despite the officer's warning, they went one Saturday morning to check for ministry possibilities. When they saw the small park at the corner of 5th and Brady streets, they envisioned a children's ministry. A small group of people who had a burden for lost souls began to go every week and play ball with the children who came to the park, while others prayer-walked and visited with neighbors.

Before long, a building went up for sale on Brady Street. The group leased it and began to play guitar and sing songs with those who came. A Vacation Bible School was held in the summer of 2000. After seeing the enthusiasm of the children during VBS, they decided to begin a weekly kids' club. The first few years were tedious, often discouraging, and usually involved walking the streets to find enough kids for club. Normal attendance was 5-6 boys and maybe 10 girls. At that time, boys club was held one week, and girls club the following week.

Eventually, Sandy Ridge Church agreed to support the ministry, and the building at 411 Brady Street was purchased. The ministry was then named Cornerstone Ministries, linking its address to Acts 4:11. (This is the stone which was set at nought of you builders, which is become the head of the corner.-KJV)

Cornerstone has been renovating and making constant improvements on this property ever since. In 2004, Cornerstone purchased an additional lot to the west of the club building for a basketball court and future additions as needed. In 2006, the house across the street (410 Brady Street) was purchased to extend the ministry in other ways.

As time progressed, space became more limited in the 411 Brady Street building, and it became clear that an addition to the building and more parking area was not possible in that location. In 2013, a much larger building with a full basement became available on 1332 W. Indiana Ave. After raising all the necessary funds, the building was purchased in early 2014, and after extensive renovation, club was moved there in the fall of 2014. Both the 410 and 411 Brady Street properties were sold soon thereafter.

God has done an amazing work here in Elkhart since those days in 1999. It is our belief that Cornerstone is not the result of what any one man or group of people accomplished. God heard those prayer-walkers in 1999 and answered their prayers in bigger ways than they ever dreamed!

Purpose

The purpose of Cornerstone Ministries is to love the children of Elkhart as Jesus does. Many of them come to club because it is a place where they receive attention and love. Some come dirty, cold, and hungry. They may be experiencing trauma at home – an alcoholic parent, angry siblings, and a struggle for survival. What we see and experience from them may be fueled by pain they experienced before they walked in our door and is also affected by their particular culture. We have hope to offer, not because we are any better, but because we know Jesus.

Leadership Team

1. **The Advisory Board** shall consist of 5 members: chairman, vice chairman, secretary, ministerial representative, and (1) member-at-large. Annual reorganization shall take place in the July meeting. Meetings shall be held as needed and shall be attended by the Director and Assistant Director when called upon by the chairman. Advisory Board member terms shall be 4 years, with members being eligible for re-election after the first term. Upon completion of a second consecutive term, the member must be off the board 1 year before he is eligible to serve again. The ministerial representative is appointed by the ministry and has no term limit. For election of new members, the board will submit names of candidates to the Sandy Ridge ministry in May for approval, and the ministry will present them to the church for a vote.

2. **The Operating Committee** shall consist of 4 members: Director, Assistant Director, Secretary, and (1) member-at-large. Operating Committee terms shall be 4 years, and are non-renewable.

    a. The Directors shall serve the first two years of their term as Assistant Director and the last two years as Director. The Advisory Board will appoint a new Assistant Director every two years. Board members are not eligible for either position.

    b. The Secretary and Member-at-Large positions will be filled on the alternate year of the Assistant Director replacement. Prior to the end of this term, the directors shall make recommendation(s) of replacement candidates to the Advisory Board. After discussing options with the Advisory Board, the director shall meet with the agreed upon candidate to discuss the position he/she has been asked to fill. Upon acceptance of the position, he/she shall be informed of the vision for Cornerstone Ministries and trained for the tasks they will be required to fulfill.

3. **The Treasurer** is appointed by the Advisory Board and does not have a term limit. This position will work closely with both the Operating Committee and Advisory Board, but will only attend meetings upon request. The Treasurer will handle all finances involving building, property, and ministry programs and will answer and report to the Advisory Board as needed, including prompt monthly financial reports for Advisory Board meetings.

4. **Staff** members are selected through an application process which will be open to Sandy Ridge church members first, and are then reviewed and approved by the Director and Assistant Director

as positions become available. There are no term limits for staff, however each staff member will be interviewed annually by the directors, and is encouraged to honestly review his/her commitment and vision for another year of serving as a staff member.

5. **Annual Interviews:** The Advisory Board will interview the Director and Assistant Director as part of an annual personnel review each year in January, and discuss vision, goals, and any adjustments that need to be made. The Director and Assistant Director shall then interview each committee and staff member individually and discuss personal performance, ideas, vision, goals, etc., and determine interest in serving as staff the following year. Upon completion of the interviews, the Directors are encouraged to meet with the Advisory Board and share the results.

Staff Policies

1. All new applicants shall be given a registration form and be asked to wait to attend weekly club until contacted by someone from the operating committee. Each new staff member must agree to watch a training video provided by the director. The training video will fully inform new staff of the Cornerstone Ministries' policies and procedures. It will also show them how to deal with various situations that may arise. A staff member MUST be 18 years or older to teach a class lesson. A younger person may assist a craft project, etc. When a disciplinary issue arises with older students, staff members under the age of 18 should seek the assistance of an older staff member.

2. We welcome visitors, but we would ask them to make 2-3 visits only. If he/she has further interest in joining staff, they must request an application. After filling it out, they will be chosen on an as-needed basis at the discretion of the committee. If a staff member has a friend they would like to bring to club, they shall contact the director or assistant director.

3. Children of staff members are expected to join their age-appropriate class until the age of 17, unless approved by the director to assist in other classes.

4. Staff Expectations
   a. Staff members must be born-again Christians and an active member of their church in good standing and be ready to give their personal testimony.
      (But sanctify the Lord God in your hearts: and be ready always to give an answer to every man that asketh you a reason of the hope that is in you with meekness and fear. 1 Peter 3:15)
   b. Staff members shall abide by a very modest dress code and agree not to wear jewelry of any kind.
   c. Staff members shall be loving and kind to kids even in tough situations that arise. They shall speak in a controlled voice – raising one's voice when frustrated only raises the battle intensity. They shall not grab a child forcefully, as children tend to resist a touch that feels controlling. Sometimes, holding their hand (dependent on age) feels better to them because they can be involved instead of feeling like you are trying to control them. It is important to a child to feel heard. Even if they are wrong, it is important to try to understand what they are feeling. They get angrier when they feel misunderstood and pushed around. They may experience that frequently away from club.
   d. Staff members should always be involved with their students during arrival and lineup, general assembly, class time, and after dismissal. Staff members are encouraged to be

outside immediately following club, mingling with kids at the park or elsewhere, instead of remaining in the building and "hanging out with friends."

e. Staff members are encouraged to refrain from degrading comments about the kids.

5. Each class shall have a class leader. This leader will be responsible for the following:
   a. Make sure classroom discipline is carried out.
   b. Take care of problems with students or assign another teacher to do so.
   c. Communicate issues/concerns to the director or assistant director.

6. The doorman authorizes the entrance and exit of students, staff, and visitors. He should not allow students to enter the building without an ID tag. He will greet people politely and direct them to proper staff if they need assistance. He is in charge of admitting the classes for general assembly. He shall ring the bell at 5:20 to signal lineups. There should be a staff member to communicate between the usher and doorman as to when the next line may enter. The doorman should keep post all evening. He should look for opportunities to reach out to those who pass by on the street. This post is very important as the doorman is probably the first impression people have when they come to club.

7. The usher will make sure all staff members have their ID tags. He will be responsible to seat students as they enter the general assembly. He shall make sure each row has at least one staff member to watch over the students. He shall assist the staff in making sure students are quiet during general assembly.

8. In order to protect the privacy of our students, staff shall use discretion when posting club pictures on the World Wide Web (i.e., Facebook, Xanga, MySpace, etc.) Staff shall not post names of students at any time.

Student Policies

1. All students shall be registered before they may attend club.

2. All students shall be required to wear their ID tags when attending club. If a student loses their ID tag, they must pay $1.00 for a replacement.

3. Students shall be expected to obey club rules. They will receive strikes or similar consequences when they do not follow rules.

4. A student must have a signed parental consent form to attend any special activity outside of club.

Abuse Policies

I. Definition of Sexual Abuse

Any verbal, visual, or physical activity engaged in, or permitted by, a person in a position of authority and responsibility, when the purpose of the activity is to satisfy the perpetrator's emotional or sexual desires, and the result of the activity is the exploitation of a child, adolescent, or other individual who is under the authority or supervision of the perpetrator. (See Appendix A)

II. Training, Screening, and Approval of Staff

1. All staff must complete the Staff Registration and be approved by committee personnel upon completion.
2. All staff must have an interview with the director or other committee member of Cornerstone Ministries.
3. All staff must view the prescribed video and sign an agreement form.

III. Preventive Procedures

The following specific procedures and guidelines shall be adhered to for all Cornerstone Ministries activities, whether on or off club property.

1. At least two staff members shall be present during any club activity. The only exception to this is approved activities in approved locations.
2. A second staff member should be in close proximity when a staff member accompanies a child to the restroom, and only women should take young children to the restroom.
3. A second staff member should be present when transporting children or adolescents in vehicles.
4. When counseling a child or adolescent, the staff member should select a location that is not isolated or unseen, and should insure that at least one other staff member is within sight.
5. Men should counsel males and women should counsel females.
6. Classrooms and activity areas should be easily observable places.
7. The leadership team and other staff members should make occasional, unexpected visits to classes and activity areas.
8. At least two staff members should be present when children and adolescents come early to activities or stay late while waiting for a ride.
9. Prior to any extracurricular activities, including overnight visits, proper documentation should be completed and filed.
10. When visitors attend club activities, care must be taken by staff members to monitor all behavior of the guests.
11. No staff member shall administer corporal punishment to any child or adolescent at any time.
12. The only time forceful, physical contact is permissible is when the child or adolescent is endangering the physical wellbeing of another individual. At such times, the restraint shall be verbal first, if possible, and shall use no more force than what is necessary to insure the physical wellbeing of other individuals. All such incidents shall be documented.
13. Although all physical contact is not prohibited, staff members should use discretion regarding physical contact with children and adolescents. The possibility exists that staff members should never touch certain children.

IV. Handling Allegations or Violations

A. It is the policy of Cornerstone Ministries not to ignore allegations or complaints of sexual abuse, even when they might be false. Each allegation will be investigated promptly, thoroughly, and as confidentially and impartially as possible. Any staff member who (after appropriate investigation) is found to have engaged in any form of sexual abuse will be subject to appropriate disciplinary action, including termination of ministry privilege and/or employment, church discipline, and referral to appropriate government agencies for legal action. All attempts will be made to act in accordance with church discipline procedures (Matthew 18) and in submission to civil authorities (Romans 13).

B. Procedures for Handling Allegations or Violations

In the event that someone sees any inappropriate behavior at any club function (whether on or off club property) the following steps should be taken immediately:

a. Intervene in an appropriate, discrete manner so that the action is not allowed to continue.
b. Confront the perpetrator according to Matt. 18:15-20 and Gal. 6:1,2.
c. Go with the perpetrator to the director or assistant director and report the incident. If the perpetrator refuses to go, the observer should report the incident to the director or assistant director. The observer should not mention or discuss the incident with anyone else.
d. The accused shall be suspended from all ministry responsibilities until the allegations are proven to be false.
e. The director and leaders shall fully investigate the allegations and follow through with all prescribed procedures.
f. Should an allegation become public, only designated persons from Cornerstone Ministries should speak to the press.

V. Disclosure or Reasonable Suspicion of Abuse of Students Outside of Club

The following policy should be followed when a staff member is suspicious or becomes aware of an abusive situation outside of club. Since the goal of this policy is restoration and reconciliation, Cornerstone Ministries must be prepared to minister to the needs of not only the abused child but also the abuser, especially when and if the authorities have become involved. These policies and procedures follow established Biblical principles.

VI. When child abuse is suspected, the following procedures will be used.

A. The staff member shall inform the director of any suspicion of abuse.
B. All suspicions of abuse are to be documented.
C. The director shall report all reasonable suspicion of abuse to appropriate authorities.

Discipline

1. Each class shall be expected to carry out the following strike rule:
   1 strike – loss of privilege
   2 strikes – loss of privilege and counseling by staff member
   3 strikes – go home after being counseled by the director or appointed staff member
   Permission must be granted by the director and/or assistant director to carry out a different discipline policy than the one stated above.

2. Disciplinary Problems
   a. If a child is in a group or class and is causing distractions or problems to the point that the staff member requires help, he/she is to immediately bring the problem child to the director or assistant director. The director is to question the staff member as to what events have taken place up to that point and make the appropriate decision to get counseling for the child or usher him/her to a bus ride home.
   b. A staff member must accompany any child who is sent home and shall inform the parents of the events of the evening.

3. Deal with **extreme** disciplinary problems in the following manner:

a. When a child exhibits incessant, disruptive behavior that hinders or prohibits other children from peaceful, attentive participation in our program, a staff member should gently escort the child into the hallway. The director of the activity is responsible to insure that these procedures are followed.
   - For our own legal protection and good testimony, we should never be totally alone with minors.
   - Unless a staff member is attempting to protect a child or staff from physical harm, the staff member should try to avoid using any physical contact that could be construed as being rough.
   - If the child physically attacks another child or staff member, a staff member should stand between the disruptive child and the one being attacked and call for help. Physical contact with the child in any form is an absolute last resort and must be clearly necessary, reasonable, and defensible. It must not be merely the result of a staff member losing control.

b. It is usually advisable that one staff member (the one who seems to have the best relationship with the child and the best control) do all the talking once the child is removed from the classroom or activity.

c. This step of taking the child out of the classroom or activity area (and all other steps of discipline in these extreme cases) should be taken under the immediate leadership of the director of the club or activity-not independently by staff members themselves.

d. The staff member should tell the child: "You are spoiling the learning and fun for the other children. I will not allow you to do this."

e. The staff member should say, "If you want to go back in right now, you must promise me that you will behave-and you must behave. If you will not behave, you will sit in the hallway for the rest of the night or we will have to take you home. It is your choice. What do you want to do?"

f. If the child promises to behave, a director along with the staff member may choose to allow the child to reenter the program or classroom.

g. If the child then continues to misbehave, the same staff member should immediately take the child to a director and remain with the director for the remainder of the activity, as long as there is no longer than 20-30 minutes remaining. If more time is remaining, arrangements should be made to transport the child home.

h. While in the hallway, if the child requests to return to class, he/she must not be permitted. Rather, they must be helped to realize the consequences of their choice to misbehave as well as be reassured that they can return the following week. The staff member MUST NOT GO BACK ON HIS/HER WORD. If the child requests to go home, he/she must not be permitted to leave until club is dismissed. The time in the hallway (no longer than 20-30 minutes) should be boring and tedious for the child.
   - It is a judgment call as to whether the staff members and/or director should work with and lovingly counsel the child at this point. If the child discovers that by misbehaving he earns personal attention, he may elect to misbehave on a weekly basis. On the other hand, this may be a wonderful opportunity to get close to the child's heart and give spiritual help. Many children have been neglected, mistreated, abused, and damaged. They have sinfully responded to their misfortune by being bitter, rebellious, and disruptive. Staff members must do their best to show these children love, concern, and gentleness.

i. If the child (during the 20-30 minute period) becomes unruly or unable to control, the parent should be called to explain the situation and the parent should be asked to come

immediately to pick up the child, or the bus driver and another adult should take the child home.

- This is a last resort because of potential abuse at home and possible litigation in the courts of law.
- If this last step is taken, the situation should be clearly and calmly explained to the parents.
- Parents should be made aware that their child was having difficulty obeying the directives of leadership and that, for the safety of their child, we must require obedience. Specifics of what occurred should be given, including the negative affect upon the program or classroom and the other children.

j. If any of the above procedures are used, the Director or leader of the activity must complete, sign, and date a prescribed "Disciplinary Report Form".

- Documentation is the best way to keep Cornerstone Ministries and individual staff safe from liability in legal matters. When a judge and lawyers see specific, written, prescribed procedures that have been meticulously observed, they are most likely to *not* hold Cornerstone Ministries or individual staff responsible for any alleged mistreatment or abuse. Documentation and witnesses are proof that we have handled each situation in good faith and with the best of intentions.

(See Appendix B for further explanations concerning the above disciplinary policy)

4. Cornerstone Ministries is responsible for all children who attend activities. They must not be permitted to sneak off and leave, either on or off property.
   - It is necessary to continually count noses and watch exit doors.
   - It is necessary to monitor children if they request to use the restroom.
   - It is necessary to be organized, vigilant, and street-wise.
   - It is of utmost importance to know every child's name and know the phone number of the parent or guardian of each child. Meticulous records should be maintained and easily accessible.

Club Procedures

1. All staff members shall gather at 5:00 p.m. on club nights to pray.

2. All students shall convene for lineup when the 5:20 bell rings. Staff members shall assist the students with lineup.

3. General Assembly will begin at 5:30 and dismiss to classes at 6:00.

4. Teachers shall dismiss their students promptly at 7:00.

Big Brother/Big Sister Program

1. Those involved with the Big Brother/Big Sister Program must be 18 years of age or older. They are expected to do an activity with their little brother/sister at least once a month, but it is encouraged to do an activity twice a month.

2. A leader is to be appointed by the committee. He shall be in charge of signing up new kids, meeting with their parents, and keeping big brothers/big sisters accountable on a regular basis.

Vehicle Use

1. Club vehicles are to be used for the following functions only:
   b. All club functions – picking up children for club, church services, special trips, and big brother/big sister activities.
   c. Sandy Ridge youth trips that involve some type of ministry.
   d. Sandy Ridge church activities (i.e. singing for the elderly, VBS, etc.).
   e. Other church or ministry groups that are providing ministry to others.

2. Vehicle drivers

   Drivers of the van and buses must be 20 years of age or older and meet all Indiana license requirements for transporting passengers.

3. The following should be considered when children are being transported to and from activities in Cornerstone Ministries' vehicles.
   - The safety of these children is of utmost importance. Seatbelt usage must be required, enforced, and monitored.
   - Children must be obedient regarding when they enter and exit vehicles.
   - When it is necessary to back up, one of the adults in the vehicle should get out of the vehicle and insure that no damage is done to property or persons.
   - Requiring children to cross streets in order to enter or exit the vehicle should be avoided.
   - When taking a child home, the child should enter the house before the vehicle leaves.
   - Children should be picked up and dropped off at locations that are acceptable to their parents. This means that unless there is good reason to do otherwise, each child should be picked up and dropped off at his own home.
   - Upon arrival at club, the driver must insure that the children proceed to their proper places of activity.
   - If a child has difficulty regarding any of the rules, the rules should be reviewed with the child and the child informed that their parents will be contacted concerning infractions. (All parents should receive a copy of the regulations for riding Cornerstone Ministries' vehicles and should sign them.)
   - If parents must be contacted, it is important to be positive and calm. Concern for the safety of the child should be stressed, giving concrete, detailed information regarding problems with the child.
   - Drivers must have a phone number for the parent/guardian of each child.

Financial Policy

Since the focus of Cornerstone Ministries is primarily to work with the spiritual and emotional needs of the local people of Elkhart, no money will be given from the Cornerstone fund to help with the personal needs of any person unless it is a very special situation and approved by the Advisory Board. It is also discouraged that any staff gives from their own personal funds, and is suggested that he/she discusses the situation with the director before giving money to the people of Elkhart. If a staff member decides to help someone monetarily, they should avoid giving them cash, but rather give in material ways or pay a bill for them.

Appendix A

Sexual Abuse Prevention

It is sad that a sexual abuse policy must be formulated and implemented by a church outreach – especially Cornerstone Ministries. We have enjoyed God's provision and help; we have

labored together and seen God bless. Most sexual abusers are individuals who are previously known, loved, and respected by those whom they abuse.

Many factors contribute to the necessity of this policy. However, the most important and all-encompassing motive for this policy is the glory of God Himself. We simply want to be a good "advertisement" for our Lord in this community. We want to have a good testimony; and part of having that good testimony is being *absolutely above reproach* in our interaction with children and young people.

For God's glory, we must minimize the possibility of sexual abuse ever occurring in our midst. We must structure our dealings with children and young people in such a manner that if a false accusation of abuse ever surfaces, we can easily and quickly prove it to be untrue. But even beyond this, we must honestly face the ugly reality that human nature is fallen and ungodly. As a ministry, we must aggressively heed the apostolic warning given in I Corinthians 10:12. "Let him that thinketh he standeth, take heed lest he fall." We *must* be afraid of sin, and we *must not* place any confidence in the flesh. Thus, it is for the glory of God and the good of children that this policy is being implemented.

I. The Need for this Policy

A. Some Children's Ministries are Vulnerable
   1. They think that a ministry is a safe haven for children
   2. They think that being religious is a sure safeguard against abuse
   3. Their leaders tend to trust people who show interest in teens and children
   4. They do not screen and educate workers before using them
   5. They allow unsupervised, close, personal contact between adults and children
   6. They *need* workers and are therefore anxious (and sometimes too hasty) to recruit and use willing workers
   7. Potential abusers know that they are vulnerable

B. The Lawyers are Eager

Should our ministry ever enlist a staff member (paid or volunteer) who commits sexual abuse at any club function, a key legal question will be this: What steps did our ministry take to screen and supervise that individual? Failure to screen and supervise staff puts our ministry and its leaders in serious legal jeopardy. *No court will tolerate irresponsible attention to this need.* A club ordinarily will not be legally responsible for sexual abuse on club property or during a club activity unless the club was negligent in hiring, screening, or supervising the person who is later revealed to be an abuser.

1. The American Bar Association sponsors clinics on "How to Sue Churches..."
2. Churches that have no policy, or that do not enforce an existing policy are prime targets
3. The general public no longer respects the church like it did in the past
4. Sexual abuse awareness is presently heightened by media attention

C. The Bible is Clear (Matthew 18:5-11)

"...Take heed that ye despise not one of these little ones..."

II. The Goals of this Policy

A. Protect the testimony of the Lord in our community
B. Safeguard children
C. Protect Cornerstone Ministries and its staff from false allegations, marred testimony, and legal risks
D. Inform and forewarn staff
E. Define, establish, and maintain absolute irreproachable conduct by all staff

Appendix B

1. Deal with extreme disciplinary problems in the following manner:
   a. When a child exhibits incessant, disruptive behavior that hinders or prohibits other children from peaceful, attentive participation in our program, a staff member should gently escort the child into the hallway. The director of the activity is responsible to insure that these procedures are followed.
      - A public place (as opposed to a private room) is even a further protection because it is not hidden or private.
      - The instruction to use gentleness is obvious. Absolutely no unkind physical or verbal activity should ever occur.
   b. It is usually advisable that one staff member (the one who seems to have the best relationship with the child and the best control) do all the talking once the child is removed from the classroom or activity.
      - The "ONE STAFF MEMBER DOING THE TALKING" avoids the impression of verbally ganging up on the child and is usually the best way to communicate because it can accomplish one-on-one, face-to-face communication with the child.
   c. This step of taking the child out of the classroom or activity area (and all other steps of discipline in these extreme cases) should be taken under the immediate leadership of the director of the club or activity-not independently by staff members themselves.
      - Being under the leadership of the director insures consistency, conformity to prescribed procedures, and carefulness.
      - In the courts of law we will be condemned if we do not have specific procedures.
      - We will also be even more easily condemned in the courts of law if we have procedures but do not follow them!
   d. The staff member should tell the child: "You are spoiling the learning and fun for the other children. I will not allow you to do this."
      - "The staff member should TELL THE CHILD." There should be no arguing with the child. To argue with the child is to give the child the false assumption that he is on the same level with you. The child is on our turf; therefore he keeps our rules.
      - "SPOILING THE LEARNING AND FUN FOR THE OTHER CHILDREN" points out a basic sin-selfishness and self-centeredness. When the child becomes aware of sin, he is more likely to become aware of grace.
      - "I WILL NOT ALLOW YOU TO DO THIS" says to the child that you are the boss-not the child.
   e. The staff member should say, "If you want to go back in right now, you must promise me that you will behave-and you must behave. If you will not behave, you will sit in the hallway for the rest of the night or we will have to take you home. It is your choice. What do you want to do?"
      - Giving the child an opportunity to PROMISE to behave and clearly stating their choice puts the responsibility squarely in the lap of the child. This directly links consequences to behavior in the child's thinking.
      - The direct question "WHAT DO YOU WANT TO DO" helps to bring the child to a point of decision.
   f. If the child promises to behave, a director along with the staff member may choose to allow the child to reenter the program or classroom.

- Allowing the child to reenter the program (after a clear understanding and agreement of the terms) gives a second chance and displays grace.

g. If the child then continues to misbehave, the same staff member should immediately take the child to a director and remain with the director for the remainder of the activity, as long as there is no longer than 20-30 minutes remaining. If more time is remaining, arrangements should be made to transport the child home.
   - Immediately taking the child to the hallway when the child misbehaves again links consequences with behavior. The child has made the choice-not you. Immediately taking the child to the hallway is loving and kind because it helps to prepare the child for life by clearly associating negative consequences with negative behavior. The "hallway" is an open room. The reason for this is obvious. Nothing is done in secret. Everything must be done in a legally, morally upright, overt, and loving manner.
   - Keeping the child in the hallway more than 20-30 minutes could be construed as unkind, cruel, abusive behavior. Therefore, the 20-30 minute limit is advisable.

h. While in the hallway, if the child requests to return to class, he/she must not be permitted. Rather, they must be helped to realize the consequences of their choice to misbehave as well as be reassured that they can return the following week. The staff member MUST NOT GO BACK ON HIS/HER WORD. If the child requests to go home, he/she must not be permitted to leave until club is dismissed. The time in the hallway (no longer than 20-30 minutes) should be boring and tedious for the child.
   - Not allowing the child (once in the hallway) to return to the program or classroom for the entire night underscores the fact that negative behavior causes negative consequences.
   - Telling the child that he can come back next week gives hope to the child.
   - Keeping to your word displays love, strength, and consistency. It is the very best thing you can do for the child.
   - If you let the child go home, the child wins.
   - The boring and tedious hallway is not a reward-it is punishment and training. Punishment is payment for transgression and training is preparation to succeed next time. Having a good time in the hallway will fail to accomplish this.

i. If the child (during the 20-30 minute period) becomes unruly or unable to control, the parent should be called to explain the situation and the parent should be asked to come immediately to pick up the child, or the bus driver and another adult should take the child home.
   - This is a last resort because of potential abuse at home and possible litigation in the courts of law.
   - If this last step is taken, the situation should be clearly and calmly explained to the parents.
   - Parents should be made aware that their child was having difficulty obeying the directives of leadership and that, for the safety of their child, we must require obedience. Specifics of what occurred should be given, including the negative affect upon the program or classroom and the other children.
   - Loving concern and willingness to partner with the parents must always be expressed. Conversations should be ended with an encouraging tone.