

# Hastings Park Bible Church

36 Harder Drive, Belleville, ON K8P 4V1

## Children's Ministry Registration and Consent Form – Signature Page

*This form must be completed and handed in with original signatures to accompany our program registration – no fax, or email, or copies.*

### **SIGNATURES REQUIRED**

I/we, the Parents or guardians named below, authorize the Children's Ministry Lead or one of Hastings Park Bible Church Program Personnel to sign a consent for immediate medical emergency treatment and to authorize any physician or hospital to provide emergency medical assessment, treatment or procedures for the participant named above until the Parent/Guardian has been contacted and assumes responsibility.

I/we, named below, undertake and agree to indemnify and hold harmless Program Personnel, Hastings Park Bible Church, and its Leaders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Hastings Park Bible Church, as well as of any emergency medical treatment authorized by the supervising individuals representing Hastings Park Bible Church. This consent and authorization is effective only when participating in or traveling under the care of Hastings Park Bible Church to events sponsored by Hastings Park Bible Church.

**Medications** – Our preference is to not administer medications, except under life-threatening and critical situations as per the policy on page 2 of this Registration Form. Please arrange that other medications are administered prior to or after leaving our programming.

*Please read the policy on page 3 of this Registration Form – only applies to life threatening medication*

Is your Child bringing any medication with him/her?  Yes  No  
If yes, please list, and speak directly to Children's Ministry Lead regarding this.

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The safety of your Child is our primary concern. Precautions will be taken for their well-being and protection.

### **Photography/Videotaping**

Please check the box below to grant permission for the reasonable use of pictures containing your Child in any or all of the following ways listed in the Policy included in this document.

Photographing/Videotaping policies/procedures are on Page 2 of this document, no names are to be listed, and parental permission must be obtained (as per below).

- Yes, you may use my child's image/picture as per the guidelines.  
 No, I request that my child's image/picture not be used as per the guidelines.

### **Purposes and Extent**

Hastings Park Bible Church is collecting and retaining this personal information for the purpose of enrolling your Child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your Child, and to inform you of program updates and upcoming opportunities at Hastings Park Bible Church. This information will be maintained indefinitely as it is a requirement of our Protection/safety policy and legal counsel. If you wish Hastings Park Bible Church to limit the information collected, or to view your Child's information, please contact us.

I have read, understood and agree with the above for the following child:

Full name of Child \_\_\_\_\_

Parent Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## **Medications -- Section 2.06 of our Plan to Protect Policy Handbook**

1. Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.

An exception will be made for full day program and overnight events as follows;

- Only medications with a Doctor's prescription on the bottle will be given / administered. In this case written parental permission is required and a log will be kept, signed and dated, of the medication that was distributed.
  - Personnel are not to give over-the-counter medication without written authorization from physician.
  - Parents must complete the medication forms prior to the event and sign the dosage instructions.
  - Medication given to designated medical personnel or the Ministry Lead on duty.
  - The medication is to be returned to the parent or guardian and the medication forms will be signed by the parent/guardian at the time of return.
  - The original forms will be filed permanently.
2. Medication is not to be left in a classroom. When an individual brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
  3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the Parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently. An **Anaphylaxis Emergency Plan** form should be completed for each child who has a potentially life-threatening allergy or medical issue.
  4. Topical medications for diaper changing purposes are to be used only when instructed and provided by the Parent or guardian, and applied only in the presence of another screened Ministry Personnel member.

## **Photography and Video Taping -- Section 2.10 of our Plan to Protect Policy Handbook**

1. With a desire to capture on film memorable moments at Hastings Park Bible Church, photography and videotaping will be closely monitored by Hastings Park Bible Church Leadership. The AV Department and ministry departments must abide by the following guidelines:
  - a. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in Child / Youth protection procedures;
  - b. For general public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service / activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity / service.
  - c. For all Children and Youth ministry activities and programs, Parental permission must be secured prior to taking photographs of Children and Youth. Parental permission will be secured on an annual basis on the registration forms.
    - i. No photographs of Children or Youth will be taken without prior written approval;
    - ii. No photographs will be posted on Facebook, MSN or other online social networks without parental permission and only on sites monitored closely by Hastings Park Bible Church leadership, and will not be named or tagged
    - iii. Photographs of Children/Youth may only be posted on the Hastings Park Bible Church website with written parental permission and will not be named or tagged
  - d. To easily identify Children and Youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All effort should be made to adhere to the Parent's request.
  - e. No photographs will be tagged or labeled with the name of a Child / Youth at any time, including but not limited to bulletin boards, newsletters, websites, social media sites, multimedia presentations and/or church bulletins.
  - f. When archiving and filing photographs and video shots of Children and Youth, only those with written Parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office. Archived photos should be labeled and cross referenced with Parental permission form.