



**PMBC Adventure Club
Parent Handbook
2026-27**

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Adventure Club At PMBC

Adventure Club at Port Matilda Baptist Church focuses on a systematic-theology approach to biblical education and builds strong relationships with families to support children's spiritual growth. We accomplish this through weekly family engagement opportunities, Scripture memorization, and structured guidelines to ensure the safety and well-being of all participants. Adventure Club is age-specific for children ages three through ten.

Biblical Purpose: The purpose of the Children's Ministry Team is to serve the congregation by supporting families of children from birth through fifth grade in (1) offering programs that teach children Scripture, specifically the gospel, verse memorization, and biblical history, and (2) maintaining a volunteer staff that is able and willing to assist children in developing Christlike character.

Vision: Making and maturing disciples by supporting families who seek to nurture their children in biblical truth.

1. Supporting Families - Family Participation Policy

To support the program's vision, biblical purpose, and values, we ask that families remain actively connected to our church community. For children to participate in the program, at least one parent, guardian, immediate family member, or a responsible adult acting on behalf of the family (e.g., a neighbor) must regularly attend an in-person church service or Bible study offered by the church (3x/month).

This policy encourages family engagement, strengthens community relationships, and reinforces the program's spiritual foundation to support families at home. If a participant does not meet the guidelines within the family participation policy, an adult responsible for the child must remain on campus for the duration of the program. This ensures that we can promptly reach all parents/guardians if contact is needed in the event of an emergency, a discipline issue, or any other reason that will help keep our environment safe and conducive to learning (1 Corinthians 14:40).

2. Nurturing Children in Biblical Truth

To support this aspect of our vision, Adventure Club currently uses "Adventure Club" by Grace Curriculum, a systematic-theology approach to biblical education. The program is a unified midweek curriculum in which all family members receive the same weekly lesson. The unified nature enables parents to engage with all their children on the same central truth, memory verse, and theological application. The program operates on a nine-year cycle, with three specific focuses (The Bible and the Trinity; Man, Sin, and Salvation; Angels, the Church, and the End Times).

Handbook Review: PMBC requires this handbook to be reviewed annually (in September). Any participant without a review acknowledgment on file may not participate in the program.

Allergy Information

PMBC offers a snack to each child attending Adventure Club. To ensure we meet your child's needs, list all allergies on the child's emergency form at the start of the program.

Arrival/Pick-Up Procedures

Arrival: All children attending Adventure Club must enter through the downstairs building entrance. Any parent or guardian who arrives before this time will need to wait with their child. Upon arrival, all children must be accompanied by an adult to check in with a program volunteer.

Pick-up: All children will remain with their group leader(s) until an approved release contact arrives to pick them up. Parents/guardians will complete check-out procedures with a program volunteer before releasing a child. All unfamiliar release contacts must provide a valid form of ID to pick up a child from the program.

***Note:** If a participant does not meet the guidelines within the family participation policy, an adult responsible for the child must remain on campus for the duration of the program (attend a study or remain in their vehicle). This ensures that we can promptly reach all parents/guardians if contact is needed.

Parents/guardians must adhere to the scheduled arrival and pick-up times. Adventure Club operates with the support of volunteer staff, and the safety of all children is a priority. If a parent/guardian continually fails to arrive during the scheduled time frame for arrival and pick-up, the following will occur:

- 1st offense: A reminder will be issued.
- 2nd offense: Attend a brief conference with a program leader to create a plan of action (e.g., using a different pickup person, adding a release contact, etc.).
- 3rd offense: The parent or guardian will remain on campus during the program; otherwise, the child will not be able to check in during arrival.

*These offenses do not need to occur consecutively for consequences to be implemented.

Arrival Time Frame: 5:50 - 6:00 PM	Pick-up Time Frame: 7:30 - 7:40 PM
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Attendance Procedures for Students

PMBC is committed to the safety of all children. To maintain an accurate record of children in attendance, PMBC will do the following:

1. All children will check in with a program volunteer upon arrival. A responsible adult must be present with the child during check-in.
2. After check-in, children will report to their group leader.
3. All group leaders will maintain attendance throughout the program to ensure all children are present at each station.
4. At pick-up, all children will remain with their group leader until an approved release contact signs them out with a program volunteer.

Child Illness

A child with significant signs of illness should stay home. Examples include:

- Fever of 100 degrees or higher; the child must be fever-free (without medication) for 24 hours before participating in the program
- Vomiting and/or diarrhea
- Persistent, uncontrollable cough

- “Flu” symptoms, such as those above, plus extreme fatigue, body aches, headache, runny nose, sore throat
- Any undiagnosed rash
- Red, irritated eyes with pus-like or excessive watery drainage
- Head lice; Strep throat; Scarlet fever; Tonsillitis; Chicken Pox; Impetigo; Ringworm; MRSA skin infection

Curriculum

Adventure Club currently uses “Adventure Club” by Grace Curriculum, a systematic-theology approach to biblical education. The program is a unified midweek curriculum in which all family members receive the same weekly lesson. The unified nature enables parents to engage with all their children on the same central truth, memory verse, and theological application. The program operates on a nine-year cycle, with three specific focuses (The Bible and the Trinity; Man, Sin, and Salvation; Angels, the Church, and the End Times).

Custody and Release Contacts

If a separated/divorced parent with custody of a child requests that the child not be released into the other parent's care, PMBC will comply with the guidance on file. All approved release contacts for a child must be noted on the child's emergency contact form. This form can be updated at any time upon request.

Dress Code

PMBC believes in protecting the health, safety, welfare, and morals of all program participants. All participants should attend the program dressed in a manner consistent with these concerns and values. For that reason, we abide by the following dress code rules:

- Shirts should be long enough to cover the belly (no crop tops, mid-rise shirts, belly shirts, etc.).
- Shorts should be long enough to reach a student's fingertips when the student is standing straight up and dangling his/her arms freely at his/her sides
- Pants with holes that expose the thigh above the fingertips of a student who is standing straight up and dangling his/her arms freely at his/her sides are not permitted
- Clothing with inappropriate language or themes (sexualized characters, curse words, nudity, innuendoes, etc.) is not permitted

Failure to abide by these rules may result in a student's parent needing to bring the student new clothing or the student being unable to continue in the evening's program.

Electronic Devices

Electronic devices, such as cell phones, laser pointers, MP3 Players, iPods, CD players, electronic games, radios, and similar equipment, MAY NOT be used by students during the Adventure Club program.

Cell phones may be used only to contact a parent/guardian during or before pick-up. Cell phone use will not be permitted during the program. To maintain and respect the privacy of all participants, student participants are not permitted to use cell phones to take pictures, play games or music, send messages, or record videos during the Adventure Club program. If a cell phone is used inappropriately, it will be kept by a volunteer and returned to the parent/guardian at pick-up.

Parents are encouraged not to send toys, collector items, personal belongings, or other valuables with their child to the program. PMBC will not be held responsible for any loss or theft of these materials while attending the program.

Emergency Information

PMBC must be able to reach every child's parent or guardian in the event of an illness or injury. If a participant does not meet the guidelines within the family participation policy, an adult responsible for the child must remain on campus for the duration of the program. This ensures that we can promptly reach all parents/guardians if contact is needed.

Please be sure to complete the emergency form attached to this handbook. If the parent or guardian cannot be reached during program hours, another responsible adult should be designated as an emergency contact. This person must be willing and able to make decisions regarding the child and provide transportation if necessary. Please provide at least one (1) individual who fits this description.

Please update the Emergency Card regularly. This may be done by speaking with a program volunteer or by completing the emergency update form that will be sent home at the start of the program each September. All program participants must complete an update at the start of each program year to participate.

Off-Campus Events

Occasionally, PMBC may hold an off-campus event for the children's ministry program. Parental permission is required for children to attend off-campus events.

Parent Contact

PMBC believes that a strong relationship between the parents and the church is imperative for the child's spiritual growth (Ephesians 6:1-4). If a participant does not meet the guidelines in the family participation policy, an adult responsible for the child must remain on campus for the duration of the program (attend a study or remain in their vehicle). This ensures that we can promptly reach all parents/guardians if contact is needed in case of an emergency, discipline issue, or any other reason that will keep our environment safe and conducive to learning (1 Corinthians 14:40). Throughout the year, The Adventure Club will send updates to parents via newsletters and the social media page. Parent engagement is essential to the program's mission. This is accomplished through weekly family engagement opportunities, Scripture memorization, and structured guidelines to ensure the safety and well-being of all participants.

If program leaders have a concern regarding a child, the child's parent/guardian will be contacted. This includes concerns related to behavior, health, and spiritual well-being.

Participant Age

Adventure Club at PMBC is designed for children ages 3-10. Due to the program's age-specific curriculum, participants' ages are used for group placement rather than grades. Students have the opportunity to adjust their group placement two times per year - at the start of the first (September) and second (February) semester.

Due to the 36-week curriculum's layout, students are placed in their respective age group at the start of the program in September. If a child has a birthday and is eligible to move to the next age group during the first

semester, they will do so at the start of the second semester (lesson 18), which typically occurs around the start of February. The only exception to this policy is a student who turns 11 before the program concludes and is ineligible to attend youth due to grade restrictions. Students in this situation will continue to participate in the oldest group through the conclusion of the 36-week program.

Participant Expectations

Port Matilda Baptist Church is committed to establishing a safe and secure environment in which children have the maximum opportunity to learn and grow spiritually. PMBC has established a vision present in all areas of ministry: to make and mature disciples. The vision for all programs related to children's ministry is to make and mature disciples by supporting families and nurturing children in biblical truth. Thus, family engagement and participation are crucial to the program's success.

Students in the Adventure Club program are immersed in this vision through a systematic theology approach to their biblical education and core values. According to Grace Curriculum, systematic theology is called "systematic" because it draws together the teaching of the whole Bible, gathering everything Scripture teaches about a particular topic—verse by verse, chapter by chapter, book by book—into a "system," so that the entire content of the theology is nothing more nor less than the truth of the Bible. These values align with our vision, reminding children that they are part of the process and are responsible for their learning and discipleship. The core values are: I will grow as I use my:

- **Mind** (listening & learning)
- **Actions** (my body & how I treat others)
- **Mood** (emotions & feelings)
- **Decisions** (how I respond to the learning & my teachers, my words)
... all to the glory of God.

Our core values will help us work together and prevent discipline problems.

Participant Discipline Code

If any child exhibits a behavior or action that defies the core values and expectations of the children's ministry program or places any individual or themselves at risk or harm, or repeatedly disrupts the learning of the children, the following disciplinary procedures will occur:

1st Offense: The child will receive a verbal warning, and a parent will be contacted.

2nd Offense: The child and parent/guardian will have a conference with the ministry leader, and the child will not be permitted to attend the ministry activity or event for one week.

3rd Offense: The child and parent/guardian will have a conference with the ministry leader, and the child will not be permitted to return to the ministry activity or event for six months.

NOTE:

- These offenses do not need to occur consecutively for consequences to be implemented.
- If a participant does not meet the guidelines within the family participation policy, an adult responsible for the child must remain on campus for the duration of the program. This ensures that we can promptly reach all parents/guardians if contact is needed.
- Harassment: Children may not make statements that verbally intimidate, are hurtful, threaten, lead to feelings of discomfort, or are racist or sexist in nature. If one child verbally intimidates or harasses another, the second child should tell a volunteer. *Under no conditions is retaliation permitted.* If any child is found

guilty of harassment, parent contact is made immediately and may result in partial or permanent removal from the program.

Participants with Exceptionalities

PMBC is committed to the spiritual growth of all participants and their families. Parents/guardians should communicate any individual needs or accommodations to the Children's Ministry Director, Ashton Shultz. Without a referenced copy of an individualized education plan, medical action plan, or documented conference with a parent/guardian, accommodations for individual needs should not be expected.

Program Cancellation

PMBC may cancel a program event or activity due to an emergency or inclement weather. This decision is made to protect the health and safety of children and volunteers. In the event of a cancellation, every effort will be made to notify parents/guardians before the program begins. This includes an automated Breeze message and announcement on the social media page.

The Adventure Club's schedule remains consistent, regardless of cancellations. If an evening is lost due to weather or unforeseen circumstances, review lessons are skipped to address the schedule alteration.

Program Materials & Incentives

At the start of participation in The Adventure Club program, each child receives a Bible bag. Students are expected to bring this bag weekly, along with a Bible for the lesson. Port Matilda Baptist recommends the following Bibles for each age group:

- Trackers (ages 3-4): The Big Picture Story Bible by David R. Helm (great for home use)
- Scouts (ages 5-7): Following Jesus Bible, ESV (Publisher: Crossway)
- Trailblazers (ages 8-10): Following Jesus Bible, ESV (Publisher: Crossway)

Adventure Club utilizes a pin-earning incentive program to encourage Scripture memorization through weekly memory verses. At the conclusion of five-week increments, students can earn pins for demonstrating commitment to God's word. In addition to earning pins, the Scouts (ages 5-7) can earn additional incentives for every 2 pins earned, and the Trailblazers (ages 8-10) can earn additional incentives for every 3 pins earned. These additional incentives vary each year.

Program Volunteers

PMBC values individuals who are willing to volunteer their time to serve. We welcome interested adults in the church community who are willing to donate their time and talents to help strengthen our program. If you are interested in volunteering, please contact the Children's Ministry Director, Ashton Shultz. Per the children's ministry policy, church membership is required to volunteer. State law requires that anyone who regularly works directly with children submit Act 34 (Criminal) and Act 151 (Child Abuse) clearances. More information can be provided upon request.

When evaluating participation in The Adventure Club, any parent or guardian may accompany their child during the program; however, without clearance, they may not volunteer. Younger children and siblings under the age of program participation are asked not to accompany the parent or guardian. Once a family chooses

to participate in The Adventure Club, parents, guardians, or approved family contacts may not accompany a child.

*An exception to this policy is a required parent or guardian escort for child participation, as deemed necessary by program leadership.

Restroom Use

The group leader monitors all restroom breaks. Children in pre-kindergarten through first grade are always escorted to the restroom by a volunteer.

Safety Plan

The safety of all children is of paramount importance. Port Matilda Baptist Church has taken many steps to ensure this safety while promoting a comfortable atmosphere in which children may learn and grow spiritually. The following details PMBC's safety plan for the children's ministry program.

- First Aid: At least one CPR-certified volunteer will be present at each children's ministry event. All volunteers will have access to basic first-aid materials, such as Band-Aids and ice. The children's ministry program will not provide access to medicinal treatments, such as Tylenol or Ibuprofen.
- Restraint: PMBC does not require volunteers to maintain restraint training and thus will not use it as a form of behavior management.

PA law defines restraint as (i) the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's or eligible young child's body; (ii) The term does not include briefly holding, without force, a student or eligible young child to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to escort her from one area to another safely; (iii) the term does not include hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's or eligible young child's parents and specified in the IEP (Individualized Education Plan). Devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets for balance and safety, safety harnesses in buses, and functional positioning devices are examples of mechanical restraints excluded from this definition and governed by the subsection.

- Access to the Building: For the safety of all children, all doors to the church and building entrances will remain locked during the children's ministry program. PMBC maintains safety volunteers who monitor entrances and will assist as necessary.

Adventure Club Schedule

Adventure Club will offer weekly events on Wednesdays from 6:00-7:30 PM. The program runs September – May/June each year. The schedule varies each year depending on the placement of holidays (e.g., Christmas, Thanksgiving). Each year consists of 36 lessons.

Group	Drop-off	Station 1	Station 2	Station 3	Station 4	Station 5	Pick-up
Trackers Age Group 3-4	5:45 – 6:00	PRAYER/ LESSON 6:00-6:20	BATHROOM/ SNACK 6:20-6:40	SMALL GROUP 6:40-7:00	CRAFT 7:00-7:20	WORSHIP/ WRAP-UP 7:20-7:30	7:30
Scouts Age Group 5-7		PRAYER/ CRAFT 6:00-6:20	LESSON 6:20-6:40	BATHROOM/ SNACK 6:40-7:00	SMALL GROUP 7:00-7:20	WORSHIP/ WRAP-UP 7:20-7:30	
Trailblazers Age Group 8-10		PRAYER/ LESSON 6:00-6:25	CRAFT 6:25-6:40	SMALL GROUP 6:40-7:00	BATHROOM/ SNACK 7:00-7:20	WORSHIP/ WRAP-UP 7:20-7:30	

PMBC Adventure Club Program
Student Participant Special Medical Needs Agreement

In connection with the ministry operations of the PMBC Adventure Club Program, I, _____,
as parent and/or legal guardian of _____, having the authority to execute this
document, acknowledge and agree to the following:

1. I have advised the Ministry that the above-listed Child has the following special medical needs:

- Medical diagnosis of: _____
- Allergies to: _____
- Life-threatening reaction to this allergy is likely/probable*
- Moderate to severe (but not a life-threatening) reaction to this allergy is likely/probable
- Asthma
- Other: _____

2. As a result of this condition, multiple symptoms may appear, including:

- Wheezing, panting, or other difficulty breathing
- Seizures
- Swelling (including restriction of the airway)
- Discoloration of skin
- Other: _____

3. In connection with this condition, I have provided the following medications and/or medical
equipment:

4. If symptoms appear, I request the following course of action (check all that apply):

- Locate one of the Child's guardians and advise them of the situation.
- Contact emergency medical assistance by calling 911*.
- Treat the symptoms in the following way (describe in detail, using page 2 of this form if necessary):

***Note—If you indicate that a life-threatening reaction is likely, we will call 911 if symptoms appear, whether or not the “contact emergency medical assistance” box is checked. EMT costs will be charged to you.**

5. I have included on this form a complete statement of medications, procedures, or other interventions that are required in the event of an emergency. I will provide all medications, inhalers, injectors, and other necessary items whenever the Child participates in Ministry activities.

6. I acknowledge and agree that, while the Ministry will attempt to take appropriate actions if such situations occur, the Ministry is not a medical facility and cannot be held liable for any resulting injury. For the Child to attend the Ministry activities, the Guardian acknowledges and accepts the risks of injury associated with the Child's pre-existing condition while participating in Ministry activities. The Guardian also acknowledges and accepts the risks of injury or harm associated with the intervention and/or treatment performed by Ministry workers.

ACCORDINGLY, THE GUARDIAN AGREES ON BEHALF OF BOTH THE GUARDIAN AND THE CHILD, TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE MINISTRY, AND ITS AGENTS, EMPLOYEES, VOLUNTEERS, AND OTHER REPRESENTATIVES FOR INJURY ARISING DIRECTLY OR INDIRECTLY OUT OF THE DESCRIBED MEDICAL NEEDS OF THE CHILD.

Provide any additional comments, clarification, or direction below:

I agree that the above information is complete and accurate to the best of my knowledge, and I agree to the various terms of this Medical Conditions form.

Printed Name: _____
(Guardian of participant)

Participant Name: _____

Signature: _____
(Guardian of participant)

Date: _____

**PMBC Adventure Club Program
Emergency Contact Form**

1. Student Information:

Name:	Age:	Current Grade:	Birthdate:
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2. Parent/Guardian Contact Information:

Name:	Phone:	Address:	Email:	Relation:
Name:	Phone:	Address:	Email:	Relation:

3. Emergency Contacts (Individuals to contact in the event you cannot be reached:

Emergency Contact #1:	Phone:	Address:	Email:	Relation:
Emergency Contact #2:	Phone:	Address:	Email:	Relation:

4. Approved Release Contacts (Individuals who are permitted to pick up your child):

Release Contact #1:	Phone:	Address:	Relation:
Release Contact #2:	Phone:	Address:	Relation:

5. Is there anyone who does not have permission to pick up your child? (Circle One): YES NO

If yes, list the individual here: _____

Parent/Guardian Signature: _____ Date: _____

PMBC Adventure Club Program Privacy and Photo Use Form

Port Matilda Baptist Church respects your right to privacy and understands your desire to protect personally identifiable information. While attending the Adventure Club program, your child may be photographed during lessons, events, and activities. It is your right to permit or deny the sharing of any information regarding your child, including photos, videos, and first names, in church newsletters, flyers, social media posts, etc. To ensure PMBC respects your privacy preferences, complete the form below.

1. I permit PMBC to share the following information regarding my child:

- photos
- videos
- first name

2. I **do not** permit PMBC to share the following information regarding my child:

- photos
- videos
- first name

Parent/Guardian Signature: _____

Date: _____