

New Life Kids
Children's Ministry
Policies & Procedures

MISSION

Our mission is to preserve and proclaim the gospel of Jesus Christ by partnering with families to teach the coming generation the glorious deeds of the Lord, His might, and the wonders that He has done.

VISION

We will disciple the next generation by incorporating Bible lessons, prayer, and worship through song into our regular gatherings. Our hope is to help families build a gospel-centered foundation in their children's lives.

VOLUNTEER RESPONSIBILITIES

A. VOLUNTEER ROLE

1. The role of a volunteer is to help provide a safe and fun learning environment for the children in the Children's Ministry (CM). We believe that every moment can be a teachable moment. We encourage all volunteers to make the most of every opportunity to reinforce the Gospel, offer encouragement, and help to instruct them in the ways of the Lord.

B. ARRIVAL TIME

1. Please arrive at 8:45 am.
2. If you are not able to serve on your particular week, you should reach out on the WhatsApp group for a replacement. Then you should notify the Children's Ministry Coordinator (CMC) **at least one week** in advance with your replacement.

C. SUBSTITUTES

1. Volunteers are responsible for finding their own sub if unable to serve on their week. Substitutes must be other trained CM volunteers.
2. Please find a sub by posting your need in the CM Facebook Page or by contacting another member who serves within CM.

KIDCHECK

A. CHECK-IN

1. All children must check in using KidCheck.

2. The child tag will go on the child's front and the guardian tag is given to the parent for pick-up.
3. If the parent is needed during the service, the CMC will tell the Receptionist who will text the parent.

B. CHECK-OUT

1. It is extremely important that we consistently enforce our check out policies in order to provide the safest environment possible for all children. Parents must present their guardian tag to pick up their child.
2. Children should not be released without a matching guardian tag. The Receptionist must confirm parent identity and check out manually through KidCheck if tag is lost.
3. When a child is called for pick up, the CM Volunteer with the walkie talkie will call out to the child in the room.

C. VOLUNTEER CHECK-IN

1. During morning meeting (8:45-9:05) volunteers will use Visitor Tags. Do not check in on KidCheck for this hour.
2. When volunteers return to the Preserve to serve during the 11 am discipleship time, volunteers will check in using KidCheck. Check in at the desk or mobile cart and ensure that you always wear your volunteer tag while serving with the children.

SAFETY POLICIES

A. CLASS RATIOS

1. A minimum of **two non-related adults** should always be present in any room, except in the event of an emergency. For family members choosing to work together, a third volunteer who is unrelated should also be in the classroom.

B. NOTIFYING PARENTS

Reasons for notifying a parent:

1. If the child becomes ill
2. If the child has been seriously injured
3. If the child has been crying for more than 10 minutes

C. CELL PHONE AND TAKING PICTURES

1. Volunteers are NOT allowed to use their cell phone or take pictures of the children in the CM.
2. Pictures of children should never be on social media sites without the parents' permission.

D. VISITORS

1. Visiting parents are allowed in the CM Room if they have checked in at the Check-in Desk and have been given a visitor tag.
2. Parents are never to be left in a room alone with other children.

E. BATHROOM AND WATER POLICIES

1. All children must be notify a CM Volunteer before going to the bathroom or water fountain. While children are in the bathroom, a volunteer should be standing at the CM room door monitoring.
2. If the child does not return after a reasonable amount of time, notify another volunteer and have them accompany you into the restroom.

F. WELLNESS

1. Children who show any visible signs of illness should not be allowed into the classroom. When addressing this with parents, assure them that we want their child to come back as soon as they are feeling better. If an illness is discovered after a child is in the classroom, notify the CMC so the parents can be notified.
2. For the protection of all children and workers, we must decline admission to children with the following symptoms in the past 24 hours: fever, rash, sore throat, pink eye or any eye infection, persistent cough, diarrhea, vomiting, fresh cold, runny nose, or other signs of illness.
3. Additionally, at no time should any volunteer give any sort of medication to a child.

G. HAND WASHING

1. Volunteers should regularly wash their hands before and after they serve with the children as well as before or after snack time.
2. Help the children to wash their hands after using the bathroom, after wiping or blowing his/her own nose, and before eating snack.

H. ROOM CLEANING

1. Do your best to leave the room the way you found it.
2. Ask the children to help clean up toys with volunteers before dismissal.
3. All trash should be picked up and thrown away

CLASSROOM ORDER

A. CORRECTING UNDESIRABLE BEHAVIOR

1. Tell a child what you expect them to do, not what they are not to do. Give them clear guidelines. Speak firmly and kindly. Help them make good choices. The following examples may be helpful:

SAY: Sit down when you slide. It's time to go inside. Let's walk with our feet.

DON'T SAY: Don't stand on the slide. Want to go inside? Don't run!

B. POSITIVE REINFORCEMENT

1. Use other children's good behavior as examples: "I like the way ____ is sitting quietly."

2. Praise their efforts for when they are being kind, following directions, etc. Let them know how it pleases you and God when they obey.

C. INDIVIDUAL ORAL REPRIMAND

1. Speak to the child that needs correction individually. Call them by name.

2. Speak eye to eye, one on one with the child.

3. Speak slowly and firmly. Tell the child what needs to be corrected and give them a suggestion on how to correct it. Example: "We build with blocks, we don't throw them. I want you to go pick up the blocks you threw."

4. Be gracious with them.

5. If a child continues to disobey after repeated warnings, please contact the Team Leader or CMC.

6. It is never acceptable to shake, pull or hit a child. If you feel angry when interacting with a child let another volunteer take over and remove yourself from the situation.

D. EXPECTATIONS

1. I will follow directions the first time.

2. I will keep my hands and feet to myself.

3. I will listen and be quiet when someone else is talking.

E. CONSEQUENCES

1. Warning

2. Chill out time/time out

3. One-on-one talk

4. Lose Game Time

5. Leave the room with a Volunteer or CMC. Parents will be contacted.

F. ORDER OF OPERATIONS

The typical weekly schedule is as follows.

1. Opening Game (10:45 – 11:05)

2. Prayer and Worship (11:05-11:20)

3. Lesson Video and Discussion in 4 small groups (11:20-11:30)

4. Discussion Starter Video and discussion in 4 small group (11:30 - 11:40)

5. Small groups will then transition into craft time (11:40 - 11:55)

6. As children begin completing craft, volunteers can distribute the activity pages to complete.
7. Ending Game (12:05-12:15)

EMERGENCY PROCEDURES

A. MEDICAL

1. Immediately report any accidental injuries to the CMC an injury can be treated with a little tender loving care, an ice pack, and a Band-Aid, but don't hesitate to get others involved.
2. If it is a minor injury, ask the Team Leader for assistance in treating the child using the First Aid Kit and complete an "Ouch Report". Give this report to CMC so they can notify parents upon their arrival to pick up their child.
3. For minor scrapes or bumps, ask the Team Leader for assistance: wear gloves, clean area, apply antibiotic cream to Band-aid and then apply to child. For minor bumps: apply an ice pack.
4. If biting occurs, take the biter to the CMC immediately. Soothe the child who was bit and wash wound with soap and water. The CMC will contact parent(s).
5. Serious injuries involving broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows:
 - Keep calm and keep children and the injured person as calm as possible.
 - Notify the Team Leader immediately. The Team Leader will call for trained
 - medical team, or if necessary they will call 911. They will also make contact with
 - the parent(s) and advise them of the child's situation.
 - Speak assuringly to the child. Quickly remove other children to a secure area.
 - Do not move the injured child and do not leave them alone.
 - Before leaving, all involved in the emergency should write out a report with the
 - Team Leader and CMC regarding the particular situation.

B. EVACUATION

1. Read and understand the evacuation route for your classroom. The map is posted at the exit door of each room.
2. Divide the children among all volunteers and exit immediately.
3. Once evacuated, count to make sure all children are accounted for and wait for further instructions from a New Life staff member.
4. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid, or for any other reason. First aid will be brought to you if needed.

5. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a staff member. Do not allow parents to take their child from your care during the evacuation process. Remind parents that they can walk with you but you cannot release a child until you have arrived at your designated location.