

# FELLOWSHIP KIDS

## Policies & Procedures

Revised & Updated: August 2022

# The Ministry of Fellowship Kids

In line with the mission of Fellowship Jonesboro, the mission of Fellowship Kids follows our core convictions: grace changes everything, love is our highest calling, people matter to God, we all have a part to play and God is making everything new. Our commission flows from the Great Commission in Matthew 28. Our “go and make” is active in our presence and teaching with our “disciples” being our kids. The Bible instructs us to “make disciples of all men”; that includes kids! It’s a long term, patient ministry filled with joys and blessings for it’s participants.

God loves children; therefore, ministry to our littlest family members is as equally important as our ministry to adults. Fellowship Kids, in partnership with parents, seeks to guide children to Christ, inspiring them to live God-centered lives.

## Core Values and Beliefs

- Children are gifts from God. (Psalm 127:3-5 & Luke 17:2)
- Children, like all the rest of humanity, are seriously flawed, broken creatures and need a savior. (Genesis 8:21 & Psalm 51:5)
- Children can grow in grace & use their spiritual gifts for the glory of God. (2 Peter 3:18 & 1 Corinthians 14:12)
- The congregation has the responsibility to fulfill its pledge to nurture and train children in the ways of the Lord. (Psalm 78)

## FK POLICIES

We want to do all we can to keep kids safe and healthy while they are in our care, so we have established the following policies.

### Child Safety Policies

#### Volunteer Screening Policy

For the protection of volunteers as well as kids, all persons who volunteer in FK (over 18 yrs.) must consent to a background check. Fellowship Jonesboro uses a service which checks for violations, convictions or offenses against a child. Any such violation would negate a person from becoming a part of FK Team, or from volunteering where they would be working directly with children. This background screening check is kept **confidential**, and is for the protection of Fellowship Jonesboro’s kids, volunteers, and parents. Any problems with the screening, accusations, or other concerns are dealt with privately by the Elders.

In the event there are last minute volunteers who have not been screened, they will be approved by an Elder, Lead Pastor or Children’s Team Leader, and placed with a volunteer who has had a background check. Our background checks come back usually within 20 minutes so every effort should be made to find the Children’s Team Leader so that they may complete the background check.

Each volunteer in Children’s Ministry is required to sign an agreement to indicate they have read and agree to follow the Policies & Procedures set forth in this manual.

## **Child Abuse Mandatory Reporting Information**

### **Arkansas Child Abuse Hotline: 1-800-482-5964**

Fellowship Jonesboro Church is considered a mandatory reporting agency. Our staff and volunteers are required by Arkansas state law to report all cases, or suspected cases, of child abuse and neglect. Child abuse and neglect occur when a child is mistreated, resulting in injury or risk of harm. The abuse can be physical, verbal, emotional, or sexual.

**If a volunteer observes any indication of abuse involving a minor or is given any indication of such abuse in discussions with a minor, they must report it to the appropriate state agency.**

Our volunteers are expected to be alert when caring for minors. Observations of abusive behavior by any individual (e.g. a parent, sibling, co-volunteer) must be reported immediately to the Arkansas Child Abuse Hotline.

If you observe any indication of abuse please immediately notify your CSL or a member of the staff or elder team.

### **Emergency Procedures**

In the event there is an emergency, the CSL will take the lead in communicating with the FK teachers. Please listen carefully to their instructions and follow their lead.

#### Hazardous weather:

Stay calm. Count how many children are in your class and make sure they are all accounted for and then assist with moving all kids to a bathroom or interior room in a quiet and orderly manner. Once your classroom is empty, close the door.

#### Fire:

Stay calm. Count how many children are in your class and make sure they are all accounted for. As soon as ordered by the CSL (or as soon as in immediate danger: smoke & flames), calmly and quickly line the children up and lead them to the front lawn on the north side of the building. If there are any extra volunteers, or if parents come to assist, go immediately to the infant room to help get babies out. Parents are welcome to come assist and stay with their child, but please ask them to not remove the child from a safe zone until you have noted that they are accounted for. Account for all children, at all times. Never leave a child alone. The CSL, along with our Pastor and Elders, will go through each room quickly and thoroughly to ensure it is empty.

Lock-Down: In case of an emergency that requires us to lock down the building for everyone's protection, please listen carefully for instructions from the CSL. As soon as you hear "Lock Down", gather the children into the rooms, out of sight (under the windows or in the closet if there is one in your classroom), quickly close the door. Turn off the lights and keep the children calm and quiet until you hear "All Clear". Do not open the door for anyone, for any reason until you hear "All Clear."

### **Outside Doors Locked**

The doors leading to outside, located in the Pre-K hallway, are to remain locked at all times. If anyone chooses to exit the building through these doors, please check behind them to make sure the lock is secure once the door is closed. The back entrance to the church under the awning needs to be locked by the CSL at 10:10am. If anyone needs to be let in or out, please assist them and make sure the door is promptly locked back. A church door key is hanging in the Kids Office

### **Rule of Two**

The “Rule of Two” is a policy designed as a protection for our children. It also serves to protect the volunteers from unfounded accusations. There should always be two adults present if at all possible. An adult is defined as a person 18 years of age or older. While every effort will be made to ensure there is more than one adult in each room, at minimum, there will be one adult & one youth volunteer, and only as approved by the Children’s Team Leader or CSL.

### **Secure Check-In**

FK uses a computerized check-in system with randomly generated security numbered tags. All parents & children are signed-in on the computer by the CSL and given a security labeled tag. The children’s tags have their names, age, allergies, and a number and letter code that match their parent’s tag. Parents are given a numbered tag that matches the number on all of their children’s tags (all children in one family will have the same number). Children are taken to their appropriate class & greeted by the teacher after their name tag has been affixed to their clothing.

### **Secure Check Out**

Parents are expected to pick up their children as soon as the adult service has been dismissed. There should always be grace for visitors, for those who may have special circumstances, etc. Parents will use their phone number to check out their children. To protect a child from being released to someone other than the parent or guardian who initially signed them in, the parent tag numbers will be verified with the child’s to make sure it matches if someone other than the person who checked them in attempts to pick up.

### **Restroom**

Parents are encouraged to take their toilet-trained child to the restroom before dropping him/her off in class. If a child needs to use the restroom during a gathering, volunteers will escort the child to the restrooms nearest to the classroom. Volunteers will remain outside the door, in the hallway; if a young child needs assistance, the restroom door should remain open. Our policy on taking children to the restroom is as follows:

- Children in the 3-5 year old room and younger may only be taken by a female adult volunteer.
- Adults and high school volunteers may accompany children in Big Kids to the restroom but must remain outside of the restroom.
- In the event of an accident, the female adult leader will alert the CSL who will get the child’s parent. The female adult leader or CSL may begin to help the child if they brought a change of clothes. If they were not sent with extra clothes, the child’s teacher will alert the CSL who will get the extra clothing from the bin marked “Extra Kids Clothing” in the Fellowship Kids Office. A child should never be scolded for a bathroom accident. Comfort the child and stay with them until their parent arrives. The CSL will grab the tub for the parent to get a change of clothes for the child. To clean up the accident, please use gloves and cleaner located in the janitorial closet and place the soiled clothing in a bag for the parent.

### **Diapering**

Only screened, female adult volunteers and parents are allowed to change diapers. Every child’s diaper should be checked at least once during the morning, and changed if wet or soiled. Volunteers will use the diaper furnished by the parent; however, the wipes available in the room can be used for all children. CSLs are asked to double check with new children that there are no allergies to wipes. If a diaper was not provided, there are supplies in the room. Volunteer must wash hands and put down a piece of wax paper over the changing pad. Gloves are provided; a new, clean pair must be used for each child, along with a new piece of wax paper. Children should NEVER be left unattended on a changing table, even to reach down for a diaper; so be prepared with all supplies before reaching the changing station. Hands must be washed again after finishing changing diapers.

### **Appropriate/Inappropriate Touching**

Physical contact in any form should be above reproach. The personal behavior of staff and volunteers must foster trust at all times. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected. Never guilt a child into a hug or high-five. Please use good judgment in line with the following **appropriate** ways to touch a child:

- An arm around the shoulder or short congratulatory hug
- Walking hand in hand
- A brief, assuring pat on the back or shoulder, handshakes, high-fives, fist bumps.

## **Child Health Policies**

In order to keep all Fellowship Kids and teachers safe and healthy, children and volunteers must be symptom free from the following illnesses, without medication for **48 hours** before entering the room:

1. Fever greater than 100.4 degrees when taken orally
2. Vomiting or diarrhea
3. Conjunctivitis (pink eye) or other eye infection
4. Communicable diseases including: chicken pox, roseola, measles, mumps, scabies, lice, hand foot mouth, flu and COVID-19
5. Rash or open sores not associated with heat rash or diaper rash
6. Sore throat
7. Runny nose that isn't clear or related to sinus congestion
8. Excessive coughing.

A child who is too listless to participate and complains of not feeling well needs to remain with their parent, even if no other symptoms are present yet. If a child exhibits any of the above during a gathering, the parent will be asked to remove the child from class.

### **First Aid**

Our policy is to administer ONLY Band-Aids and ice packs. Any injury must be reported to the parent, no matter how trivial. For injuries requiring treatment beyond a Band-Aid or ice pack, immediately contact the CSL. If it is an emergency requiring obvious, immediate medical attention, 1<sup>st</sup> call 911, then notify CSL, who will contact parents. If there is any question whether 911 should be called, the CSL will determine and call. An Incident Report Form should be completed by the CSL. Incident forms are in the CSL Binder in the Fellowship Kids Office next to check in. A First Aid kit is located in the Fellowship Kids Office.

### **Medication**

Fellowship Kids teachers and volunteers do not administer medication of any kind. If a child requires medication during a gathering, the parent must come to the room at the appropriate time to give it to them. In the rare event that medication is provided by the parent and required before the parent can get to the room, such as an allergic reaction or asthma treatment, a teacher may begin administering the medicine.

### **Severe Allergies**

For children with severe allergies requiring an Epi-Pen, the Epi-Pen must be clearly labeled with the

child's name along with instructions for use.

If a child is old enough to administer their own emergency medications, such as a rescue inhaler, the medication must be clearly labeled in its original container with the child's name and dosage information on it, and the CSL & teachers notified.

### **Sickness**

If a child becomes sick in the classroom, notify the CSL immediately. Should the child vomit, please comfort them until their parent arrives. To clean the sickness, please use gloves and cleaner located in the Fellowship Kids Office marked "Clean Up" The class can move to the spare classroom or Fellowship Hall if an odor is overpowering or if there is concern the sickness could infect other children.

## **Other Policies**

### **Curriculum**

Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it." We consider the Children's Ministry an opportunity to share the truths in the Bible with children on an age appropriate level. The curriculum we use has been chosen carefully to reflect the beliefs and values of Fellowship Jonesboro. It is Bible based, gospel centered, and age appropriate. Please make it a priority to teach the assigned curriculum. We are developing a foundation in our children's lives, and each lesson is important. This is an opportunity to teach them about who God is.

### **Communication**

Communication of sensitive issues to parents will be handled by the CSL, Staff, or Elder Team. Part of their role is to prevent you from dealing with uncomfortable situations. Similarly, please consider the kids when discussing things that happen in your classroom.

### **Aggressive Behavior**

For the safety of other children, aggressive behavior will not be tolerated. Biting, hitting, pushing, scratching, kicking, and pulling are considered aggressive behavior. If a child is displaying any of these behaviors, please notify the CSL immediately. The child exhibiting such behavior will be removed from the room and the parent will be notified.

### **Crying Children**

It is normal for young children to cry for a brief time after parents have signed them in. Usually the child will forget their separation sadness as they explore the activities in the room. We want to do our best to welcome children and get them involved in room activities. However, if our efforts to comfort a crying child are unsuccessful, and the child cries for more than 15 minutes, we will notify the parent. The parent may elect to take the child out of the room, or they may remain in the room with their child. If a parent elects to stay in the room with their child, they must only care for their own children.

### **Personal Belongings**

Parents should only bring diapers, bottles and other supplies needed for their child's care. These items should be labeled with the child's name. Labels will be available in the classroom, if needed. Older children should not bring toys or personal items to class.

# Child Discipline Policies

Proactively, we will always strive to maintain an atmosphere that discourages discipline problems by running controlled, orderly, engaging programs.

## **Why discipline**

To bring glory to God. Discipline is not something you do TO someone. It is something you do FOR someone. Discipline is a good thing! The Bible is very clear that we are to discipline children and not leave them to their own folly. Proverbs 23:13 says “Do not withhold discipline from a child.” Psalm 94:12, “Blessed is the man whom you discipline, O Lord.” Hebrews 12:11, “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Proverbs 13:24, “Whoever spares the rod hates his son, but he who loves him is diligent to discipline him.”

Our objective is not to have perfectly quiet rooms with robot children who never move or make a sound. Children don't have to be quiet to learn. There are times to be quiet and there are times to make noise & laugh. Disorder is very different from an active & lively, fun class. Even fun times need clear boundaries of acceptable behavior to prevent disorder & chaos. 1 Cor. 14:33 “For God is not a God of confusion, but of peace.”

## **When to discipline**

Consistently. Promptly. To be effective, discipline must be consistent. Rules are put in place for the benefit of everyone in the room. When a child disobeys, it creates an unpleasant atmosphere for the other children as well as those in charge. It is unloving to the other children to allow a child to disobey. It is also unpleasant to allow the group as a whole to become unruly. Please enforce the rules & discipline procedures. If you choose not to enforce a rule or follow through with a consequence, children will quickly learn that you are not serious, and you will have difficulty regaining control. God wants his children to obey him the 1st time he asks, not just when (or until) we feel like it.

## **How to discipline**

Calmly. Gently. Humbly. Consistently. Fairly. Gal 6:1-2, Tim 2:24-25, 1 Tim 5:21 Physical discipline is never permitted (such as spanking). However, physically restraining a child to protect them from danger is permitted.

Children will be disciplined using time-outs & other non-physical methods. All kids will be expected to obey the simple rules of the room, and respect others. The room rules will be clearly communicated to the children & their parents. Our rules are Biblically based and designed to keep all children safe.

## **Our Simple Room Rules:**

### **1. Be obedient** – Eph 6:1-3, Heb 13:17

- Don't leave the room without a teacher's permission.

### **2. Be respectful** – Rom 13:1 & 2

- Use furniture & fixtures for their intended purpose (don't walk, climb, jump on furniture & walls)
- Use inside voices (no excessive screaming)
- Don't interrupt when someone is talking (especially a teacher)

### **3. Be kind** – Eph 4:32, 1 Cor 13:4-7, Rom 12:10, Matt 7:12

- Keep your hands & feet to yourself.
- Don't grab things or demand to be first
- Don't throw anything at anyone or anything unless it is required and approved by those in authority.

The specifics under each rule are examples, not limitations.

### **UTILIZING THE 3 STRIKES PROCEDURE**

Like adults, children have a choice as to whether they will follow the rules or not. If a child chooses not to follow the rules, they have also chosen the consequences. It's important that they understand the rules so they are accountable to follow them. When they feel like they are in control of their choices, they respond much better, and you are not the "enforcer" or the "bad guy".

The 3 strikes procedure assures that there is no question in the child's mind as to what the rules are & what the consequences are; it expects 1<sup>st</sup> time obedience; it provides practical tools to deal with situations fairly.

**Strike 1** – Matt 18:15 "...go and show him his fault when the two of you are alone". The child exhibited unacceptable behavior. Respond as if you are assuming they did not know the rule. Take the child aside (never in front of the other children) and, in a loving manner, inform the child of the behavior that is expected: let them know what they did that was inappropriate and why it was inappropriate, and next time they do it, they will have to sit in time out. Always respond in love, never anger or irritation. Strike 1 is to inform & communicate.

**Strike 2** – Prov. 23:13-15 "Do not withhold discipline from a child... you will save his soul from Sheol." Prov. 22:15 "Folly is bound up in the heart of a child, but the rod of discipline drives it far from him." The child was informed of why their behavior was unacceptable in Strike 1, but chose to continue to disobey. Remind them that they were told of the rule & the consequence. Explain that because they chose to disobey, they must sit in time out. Time outs are limited to one minute per year of age, never longer (don't forget about them).

#### **Time-outs will be conducted in this manner:**

1. Take them to an isolated area of the room and ask the child to sit there for the designated time (1 minute per year of age of the child, up to 5 minutes). NEVER physically or forcefully handle a child. If the child refuses to respond to your request to sit in time out, contact the CSL at once. Do not allow your frustration to escalate!
2. Once the child is seated, ask them to tell you why they were asked to sit in time-out. If they do not know, lovingly explain to them the expected behavior, what they did that was inappropriate, and why it was inappropriate, and remind them they were told in Strike 1. Repetition is necessary.
3. After the designated time is over, provide the child an opportunity to repent & ask forgiveness. Ask them to apologize (do not expect them to apologize without being prompted). Give them the opportunity, but do not insist or demand. Inform them that the next time they disobey they will have to leave the room & their parent will be notified. If they apologize, forgive them (tell them you forgive them). Luke 17:3b "...if he repents, forgive him." Before you let them rejoin the group, tell them that Jesus loves them no matter what their behavior is, and pray with them.



**Strike 3** – Titus 3:10, “Reject a divisive person after one or two warnings.” 2 Thess. 3:6 & 14. Third strike, they’re out...of the room, temporarily! A child exhibited inappropriate behavior after sitting in time out. The child will need to leave the room; the child will be taken to the CSL. Sometimes, just having to leave the room is enough for the child to gain control of him/herself. Following through with Strike 3 does not make you mean. It lets them know you are serious about not tolerating disobedience. The CSL will notify the parent. Leave the discussion of the situation with the parent to the CSL. The child may return the following week.

### **What not to do!**

- At no time is corporal, physical, or demeaning punishment ever to be used, either in physical actions or vocal expression. We want to exhibit the love of Jesus at all times, even during correction. We are stewards of God’s children and will treat them with love and respect at all times.
- Don’t show favoritism: letting one child get away with something, or constantly getting onto another. 1 Tim 5:21 “...carry out these commands without prejudice or favoritism of any kind.”
- Don’t use guilt to correct. For example, “I sacrificed all week to prepare this lesson, so you should pay attention.” Or, “It really hurts my feelings when you do that.”

## **The People of Fellowship Kids**

Our team is built upon volunteers who have linked arms with each other, our kids and their parents to educate, encourage and shepherd each child to see Jesus as the joy of their life. This is a humble position and the fruits may not be readily seen but the Lord blesses this service and in His goodness turns each seed into fruit and glory for His Kingdom. How exciting!

Each volunteer is prayed for and we aim to care for you in meaningful ways. The door of communication is always open to the Children’s Team Leaders, Lead Pastor, or Elders. Fellowship Jonesboro is blessed by each volunteer on our team.

Our volunteers meet the following requirements:

- Model Godly principles in word and deed
- Committed to pursuing and engaging in your relationship with the Lord
- Member of our church or actively pursuing membership
- View the teaching of our children as a ministry and are committed to excellence in the classroom
- Committed to being timely and maintaining an attitude of flexibility and teamwork
- Committed to coming to class prepared and willing to give your best to the Lord and our kids
- Willing to undergo a background check for security purposes
- Sixth grade or older

## **Team Roles & Responsibilities**

**Children’s Team Leaders: Lacey Hoggard (870.974.3210) and Aaron King (901.336.1075)**

The Children’s Team Leaders are accountable to the Eldership of Fellowship Jonesboro. The Children’s Team Leaders are responsible for:

- Reporting to the Lead Pastor & Elders.
- Communicating the vision of Fellowship Jonesboro as it relates to Children's Ministry.
- Overseeing all FK volunteers, teachers, and youth volunteers – screening all volunteers & processing background checks.
- Choosing curriculum for approval by the elders.
- Overseeing the scheduling of volunteers.
- Overseeing Kid Check, making sure it is up to date and supplies are readily available.
- Sending “thanks for visiting” notes to first time visitors.
- Maintain Children's Ministry volunteer contact information.
- Overseeing management & organization of all FK spaces, resources & supplies.
- Providing Training for Children's Ministry volunteers and teachers.
- Recruiting volunteers and teachers.
- Maintaining and updating Policy & Procedures Manual & training information.
- Planning & overseeing any special events, holidays, outreach programs as they relate to FKs.

## **CSLs (Classroom Support Leaders)**

Classroom Support Leaders are part of the FK team who are accountable to the Children's Team Leaders, communicating all concerns & feedback from Sunday to the Children's Team Leaders. CSLs will attend all pertinent FK meetings & training sessions. Concerning the schedule, CSL's will rotate with other CSLs, finding their own replacement as needed.

CSLs are over Sunday morning FK ministry and are in charge of making sure that the systems run smoothly. Their duties include:

- Verifying that rooms are open, lights are on, temperature comfortable, and snacks ready by the appropriate time.
- Obtain emergency substitute teachers or combine classes in the event a teacher or teachers can't make it due to an unforeseen event that occurs on Sunday morning.
- Assisting in the check-in process by greeting new visitors and checking them in.
- Monitoring the rooms to ensure safety of all volunteers and children, including locking the back hallway door at 10:10am.
- Checking in with teachers throughout the morning to make sure they have all they need.
- Stepping into a room to help with or witness discipline if needed.
- Complete an incident report form in the event of an injury or accident

## **CSL PROCEDURES**

Set-Up:

- Arrive by 9:15 AM, wearing FK T-shirt. Check in Kid Check as a volunteer and check in your kids if needed.
- Do a run through of each room just to make sure each one is clean and ready for Sunday morning.
  - o Verify that diapering supplies are sufficient.
  - o Verify that snack supplies are in each room: cups, water jug, snack, paper towels, and wet wipes.

- Set up Kid Check stations in Pre-K hallway.
- Make sure all volunteers are identifiable with their FK shirt on and name tag.
- Join prayer in sanctuary from 9:30-9:40.
- 9:40-9:45 meet with FK volunteers in Pre-K hallway. Cast a 1 minute vision for the day and see if there are any questions. Say a quick prayer for the kids.
- Be ready at the Pre-K check in to greet parents & check in children by 9:45.
- 1<sup>st</sup>time visitors:
  - Have 1<sup>st</sup>time visitors complete the Kid Check registration, including their phone number and address. There is a paper form located in the Fellowship Kids office if it is a busy time and then you can input the new child as soon as things slow down.
  - Alert the teachers of the visitor and allow the parents to walk their child back to the classroom if they choose.
- Look out for signs of illness in children according to our Healthy Kids policy.

#### During Service:

- Be on call for volunteers if there is a problem (injury, illness, discipline...).
- Prepare snacks and water for each classroom.
- Verify that FK policies and procedures are being followed in the rooms.
- Handle communication between teacher and parent for discipline, illness, or injury issues.
- Give rooms “heads up” that service will be ending soon so that rooms may begin clean-up
- Check to make sure each room has completed their cleaning tasks.
- Write down any supply needs on the designated marker board in the Fellowship Kids Office

#### After Service

- Greet families again and direct them to check out the Next Steps Table if they are new.
- Communicate with parents, as necessary (discipline, injury, health issues).
- Check in with teachers - ask them how the morning went; communicate any problems or concerns to Children’s Team Leaders.
- Thank volunteers for serving in Fellowship Kids!
- Pack away computer check in equipment & all other supplies.
- Retrieve cups and snack cups from the 1-2 year old room and place in the dishwasher. Start the dishwasher.
- Check each room to make sure lights are off, blinds are closed and the trash is taken to the dumpster.
- Text Lacey and Aaron if there was a new guest and their name so that we can send a card.
- Text Lacey and Aaron if there had to be any last minute changes in teachers (anything that doesn’t match what is in Planning Center so that we can adjust future schedules if needed).

### Teachers

Teachers are key! Teachers direct the morning’s activities & lesson. They will follow the rotational schedule assigned, finding their own replacement when necessary, and communicating changes to Children’s Team Leaders. They will take responsibility in the room for making sure:

- Arrive by 9:15 AM, wearing FK T-shirt. Check in Kid Check as a volunteer and check in your kids if needed.

- Check your classroom to make sure that the lesson and all supplies you need are ready to go. Alert the CSL if you are missing anything.
- Join prayer in sanctuary from 9:30-9:40.
- 9:40-9:45 meet with FK volunteers in Pre-K hallway..
- Be ready in your classroom to greet children by 9:45.
- Make sure all children are checked into room as they come in. Alert the CSL if you have a child that has not been checked in.
- The lesson for the day is taught using the provided curriculum.
- The physical, emotional and spiritual needs of the children are met while they are in our care.
- The class schedule is followed.
- They communicate concerns, problems or needs to the CSL.
- To attend all pertinent FK training.
- Direct the youth volunteers on how they can help.
- Be faithful and consistent as a team member: find your own replacement and communicate changes to the FK Team Leader. Make sure you find a replacement according to the schedule guidelines below.
- Adhere to all FK policies and procedures as set forth in the Fellowship Kids Policies & Procedures Manual & any additional policies or procedures that may arise.
- All volunteers assist in cleaning the room after all children have been picked up.
- Clean the table with spray that is in the room and sweep floor if needed. Tie up trash and place outside door in hallway so that it can be taken out to dumpster.
- Communicate any supplies that are low to the CSL.

Teachers are given class specific training at the beginning of the year. A copy of this manual and their schedule will be posted in each classroom as a guide for the teachers to follow. Their classrooms will be prepped with all materials needed for the morning. Overall information that applies to all classes is listed below under “Classroom Procedures.”

## **Youth Volunteers**

Youth volunteers going into 6<sup>th</sup>-12<sup>th</sup> grade are valuable assets to our FK Team. They are in a unique position to capture young children’s attention & help them engage in the morning’s activities. They will be delegated tasks by the adult volunteers. In addition, the following will be adhered to:

- Arrive by 9:15 AM wearing FK T-shirt. Check in Kid Check as a volunteer.
- Check your classroom to make sure that the lesson and all supplies you need are ready to go. Alert the CSL if you are missing anything.
- Join prayer in sanctuary from 9:30-9:40.
- 9:40-9:45 meet with FK volunteers in Pre-K hallway..
- Be ready in your classroom to greet children by 9:45.
- Youth will not be allowed to have friends hang out while they are serving, either in the room, or outside the door.
- Youth volunteers are not approved to change diapers or assist very young children in the restroom. However, youth may escort any potty trained child who doesn’t need assistance to the restroom.
- Cell phones are not allowed to be used while serving in kids.
- Youth will stay and help clean the room after all the children have been picked up.

## **CLASSROOM PROCEDURES**

## **Scheduling**

Every volunteer scheduled on a given Sunday is CRUCIAL to ensuring that FK runs smoothly and that each child receives the love and attention they need. If a volunteer is unable to serve on their Sunday due to illness or other reasons, it is their responsibility to locate a replacement as soon as possible. Volunteers should ask others who hold the same role as themselves (Example: a nursery teacher would ask another nursery teacher to trade weeks.) Contact information for each room is given to each volunteer serving in that room. If volunteers are unsuccessful in finding a replacement after contacting all options, they may contact the Children's Team Leader for assistance. In addition, each time a new Fellowship Kids schedule is sent out, please check it to see if there are any dates for which you are scheduled but need to find a replacement. If you are the only adult leader in the room that day, you must be replaced with another adult leader. The 1s and 2s and 3-5s must also have an adult female leader each week.

## **Arrival**

Please arrive no later than 9:15 AM and go ahead and check in your children if they will be in kids that day. Please go to your room and make sure that all lessons and needed supplies are there. Communicate any needs to the CSL. The FK teachers and volunteers will meet in the sanctuary at 9:30 for prayer and then in the Pre-K hallway for a quick team prayer &/or special instructions at 9:40. You should be prepared and ready to receive children by 9:45 AM. All volunteers should be easily identifiable: please wear your FK provided T-shirt when you are serving and check in to receive your name tag.

## **Check In**

Check in will open at 9:45. The CSL will be on hand to answer any questions that visiting families may have. After children's name tags have been issued, visitors will be escorted to the appropriate rooms.

**Staffing:** We do our best to schedule enough volunteers to handle the number of children that are usually in the room. However, should the number of children exceed what you feel comfortable handling, please contact the CSL; they will find additional help for you. We do not want you to become overwhelmed.

- Crying Children: Our goal is to do everything we can to keep children calm and happy, and allow parents to enjoy a full worship service. Should a baby cry continuously, for more than fifteen minutes, and all of your efforts have not settled the child, the teacher may call the CSL and they, in turn, will contact the parent. When the parent arrives, let them know that you have done everything you could to comfort their child. Then give them the following options: 1. Stay in the room with their child  
2. Take their child from the room and try again another time

## **Morning Routine**

*Please stick to each room's schedule, as much as possible, each Sunday morning.*

## **Welcome**

Our goal is to create a loving and welcoming environment where parents feel comfortable leaving their child.

- Always greet each child and welcome them to the room.
- Make sure each child has been checked in (they should have a name tag on their person).
- Label any special items the child has brought with her (there are blank labels in room).
- Teachers & youth helpers should help each child acclimate to the environment as they enter. Engage them in conversation or help them find a toy to play with.

## **Transition Time**

For consistency, please use one of the following techniques to transition from one activity to the next:

- One minute before transition, announce that a new activity is coming up. For example: "In one

minute, we're going to clean up toys so we can listen to a lesson from the Bible."

- At transition time, use a method to capture kids' attention such as "eyes on me"
- Repeat the attention getter until you have everyone's attention.
- Announce what they should do to transition: clean toys, sit in a circle...

### **Bible Lesson**

Complete the lesson that is provided. Emphasize the main point throughout the morning. Be fun and engaging. Keep in mind that if it isn't exciting or interesting to you, it probably won't be to the kids. The goal is for them to "get it", not just to check it off a "to do" list.

### **Activities and Crafts**

Each class will be provided with an additional, more detailed class routine. Please follow it as closely as possible. Children find comfort in knowing what to expect, so the routine creates an environment of consistency, especially since there are different volunteers from week to week. Interact with the children using games, object lessons, songs with motions, coloring or crafts, reading books or Bible stories. Your classroom will be prepared with everything you need for the morning.

### **Snack Time**

- Snacks of water & crackers, fruit loops, or goldfish are provided for children ages 1 – 5. Follow the schedule posted in each room as to when to provide snacks. The cups provided.
- Have children sit down for snack time. They should not walk around with snacks; either have them sit down on the carpet or sit at the table.
- Pray over the snack (or have a child pray).

### **Diaper change/Bathroom Time**

Diaper Changing should be done on an as needed basis. Please make sure every child's diaper is checked at least once prior to parents' arrival.

### **Prayer Time**

Allow time during each morning to pray for the kids &/or give them an opportunity to pray. For infants, please pray over each baby. A good time to do this is as you're changing their diaper. For older children, create a time to listen to their prayer requests. Children follow our example, so we want them to know that prayer is how we talk to God. Prayer is important!

### **Check Out**

Any person who has a phone number log in that matches the child's may pick up the child. Everyone must check out through the CSL. CSLs are not authorized to release the child to anyone who does not have the child's matching phone number log in. If someone attempts to pick up a child from the classroom, refer them to the CSL to checkout. Be sure to return all the child's belongings to the parent (bags, bottles, etc.) Once church is dismissed, each classroom (including elementary) needs one volunteer to stand in the doorway to listen for the CSL to call a child's name. If the child is in 1s and 2s or needs assistance carrying a bag or papers, the volunteer from that class may walk the child down the hall to the check out area in order to hand things to the parent. The volunteer will then return to their classroom doorway.

### **Clean Up**

Each room has a clean-up checklist with room-specific items. Before the end of each service, volunteers are asked to begin completing the clean-up checklist for their room. The checklist must be complete and the room orderly before volunteers leave.

# 1-2 Year Old Lesson Plan

## **9:45- 10:25 Free Play**

Guide kids as they play with toys in the room area. As best you can gathering them for the lesson.

## **10:25-10:35 Pat the Bible**

Refer to the Pat The Bible binder on the countertop.

There are 4 lesson boxes that are rotated each week.

## **10:35-10:45 Snack time**

The CSL will be bring snack to your room at this time.

## **10:45-11:00 Bye Bye Buggy in Gym**

Load kids up in the bye bye buggy in the hallway. Take them to the gym and walk them around a few times.

## **11:00-11:30 Free play.**

(Guide kids in play and then make sure ALL diapers changed before pickup)

# 3-5 Year Old Lesson Plan

**9:45 - 10:25 Free Play** | Guide kids as they play with toys in the room area. Engage and talk with them as they play. Guide them in clean up time before the lesson.

## **10:25 - 10:35 Jesus Story Book Bible Lesson**

### **The Singer**

**Big Idea:** To understand that God made us, loves us, and is very pleased with us because of Jesus, so we do not need to worry.

**Memory Verse:** Memorize and pray the Lord's Prayer

## **10:35 - 10:50 Gym Time**

**10:50 - 11:00 Snack** The CSL will bring snack to your class around this time.

**11:00 - 11:20 Game/Craft** | Duck duck goose around the table!

**11:20 - 11:30 Free Play in room and pick up.**



# Elementary Lesson Plan

**10:20 - 10:35 | Kids dismissed from sanctuary**

**10:35 - 10:40 | Hand out snacks**

**10:40 - 11:00 | Gospel Project in Classroom with Snack**

## **Jesus Was Dedicated**

**Big Idea:** Jesus gives the Holy Spirit to those who believe.

**Big Question:** What makes people special? People are special because we are made in God's image, as male and female, to know Him.

Start by explaining the Big Idea for the morning, then begin to read the Bible Story attached. When finished explain the Christ connection at the end of the story page. Ask the Big Question. Wait for kids to respond. Field their responses and point to the answer in parenthesis above.

**Bible Study and Discussion:** Hand out bibles and help students find the passage of scripture you are going through in the Discussion and Bible Skills section of your handout.

Lead the group to discuss the questions from your hand out. You do not have to hit all of them, use your discretion on which to cover.

**11:00 - 11:20 | Games in Gym**

**11:20 - 11:30 | Pick up from Classroom**