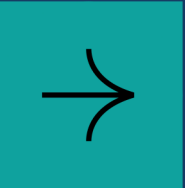




Calvary Community Church



Parent Handbook

KIDS CONNECTION MINISTRY
2026 EDITION



Welcome to Kids Connection!

Whether this is your first Sunday with us or your hundredth, we're glad your children are here. Parents are the primary disciple-makers in a child's life — our job is to come alongside you in that calling. Every teacher and volunteer has completed a background check and screening before stepping into a classroom, so you can worship with full confidence your children are safe, loved, and growing in Jesus. — Dr. Theodore Griffin, Executive Pastor

Our Commitment to Families

Purpose

~~Partner with parents to develop passionate~~
followers of Jesus Christ.

Mission

~~Connect kids to Jesus and His Church at~~
every age level.

Values

~~Jesus wants children to know and grow in~~
Him. Parents are the primary disciple-makers
of their kids. Children are a vital part of
Christ's Church. Adults are great influencers
who help kids grow in Jesus.



Meet the Team

DEDICATED LEADERS FOR YOUR CHILDREN—PLUS DELPHINE DEWING (MUSIC COORDINATOR), JOANNE MILLER (BIRTHDAY CARDS), AND OUR ENTIRE FAMILY LIFE TEAM OF COMMITTED TEACHERS

Dr. Theodore Griffin

As the Executive Pastor, Dr. Griffin is committed to supporting families and guiding children on their faith journey through engaging ministry practices and community involvement.

Barb Cargill

Barb, our Check-in Director, ensures a seamless transition for families at Kids Connection, prioritizing safety and fostering relationships that empower both parents and children in their spiritual growth.

Lori Cabot

Lori oversees the nursery and preschool classes, creating a nurturing environment where young children can explore their faith through play, learning, and meaningful interactions with caring adults.

Age Groups and Classes

PlayHouse.B3

Nursery for children birth to 3 years old.

TreeHouse.46

Ages 4 to 6, must be potty trained.

ClubHouse.15

For grades 1 to 5, engaging activities await.

Location

Classrooms are easily accessible upstairs and nearby.

Sunday Morning Experience

Sign-In



Families check in at the Kids Check-in kiosk for a smooth start.

Labeling



Children receive name labels and parents get matching pick-up tags for security.

Class Drop-Off



Parents drop off children in their designated classrooms, ensuring a safe environment.

Worship



Kids enjoy worship, engaging in Bible teachings, music, and fun activities together.

Pick-Up



Parents must present matching tags to pick up their children after service.

Check-In Process

Quick Sign-In

Upon arrival, families should proceed to the Kids Check-in kiosk for a **swift and efficient registration**. This ensures children are logged in correctly and safely.

Labeling Protocol

Each child receives a printed label that must be **clearly visible** on their person, ensuring easy identification and a seamless pick-up experience later in the day.



Pick-Up Process

Timely Collection

Please be **prompt** in picking up your children as soon as the service concludes, ensuring a smooth transition for all involved.

Matching Tags

Children will only be released to those with the **matching pick-up tag** that corresponds with the child's label to maintain safety and security throughout the process.



Safety and Security

All workers, volunteer or paid, must complete the Dream Team Application, submitted to the Children's Ministries Director for an interview, and pass a clear Criminal Record Background check through the church office before serving in any ministry involving children.



Supervision and Safety

At least two screened workers staff every organized Children's Ministry activity and children are never left unattended. All workers wear a visible name badge as soon as they arrive at church, and our Security Team provides a physical presence and periodically checks in on Children's Ministry activity.



Well Child Policy

Illness Signs

We will not admit any child showing **visible signs of illness** to ensure the safety of all children within the ministry environment.

24-Hour Rule

Keep your child home if they've had any of these within the past 24 hours: diarrhea, vomiting, body rash with fever, sore throat with fever, colored nasal discharge, severe coughing, pink eye, skin infections, head lice, or fever.

Medication Policy

Volunteers are not permitted to administer medications, ensuring a clear policy that prioritizes the **well-being and safety** of every child in our care.

Incident Reports

Reporting Injuries

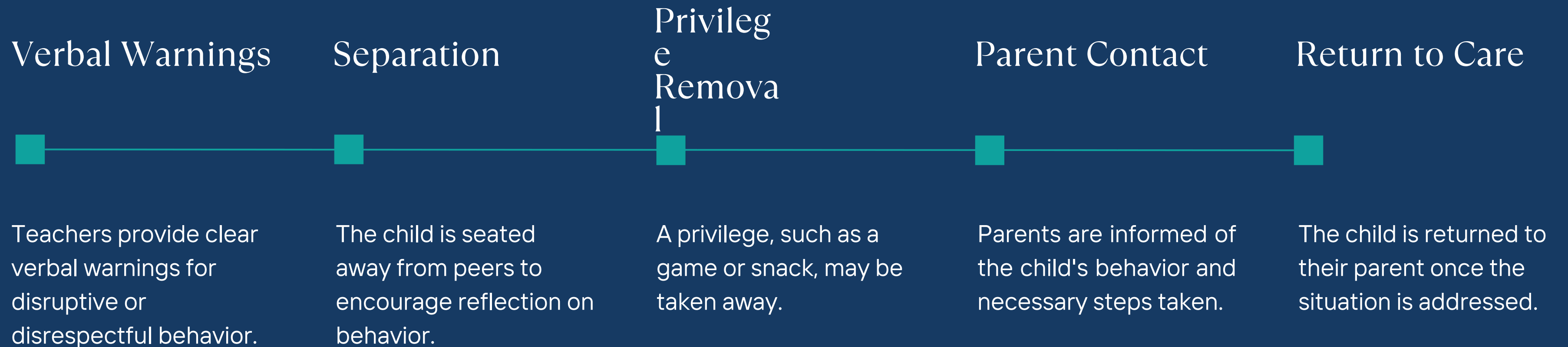
Required for any injury needing First Aid or medical treatment, or a bump or blow to the head regardless of treatment. Forms are in the red folder in the KC office by the printer, and go to the overseeing pastor.

Unexpected Incidents

Also required if a child is transported by ambulance, a vehicle accident occurs, a child is exposed to a threatening person or situation, or there is any allegation or reasonable suspicion of abuse.



Discipline Steps



Classroom Expectations

In our classrooms, we prioritize a **safe and supportive** atmosphere, ensuring each child feels valued. Our dedicated staff enforces guidelines to foster positive behavior and constructive interaction.



Class Advancement Guidelines

UNDERSTANDING YOUR CHILD'S PROGRESSION TO NEW CLASSES

Advancement is personalized, ensuring each child is ready for the next level. Consult with our Nursery or Pre-K Director for guidance on your child's maturity and readiness.



Moving Between Classes

Class Locations

PlayHouse.B3 Nursery is conveniently located in the hallway past the restrooms, while TreeHouse.46 and ClubHouse.15 are situated upstairs and to the left for easy access.

Consultation Requirement

Parents are encouraged to consult the Nursery or Pre-K Director before moving their child between classes to ensure appropriate readiness and individual growth considerations.





Emergency Evacuation Procedures

If evacuation is required (fire, noxious fumes, carbon monoxide, etc.), teachers are equipped to lead children to safety. Parents are NOT to attempt to retrieve children during the emergency. Children exit down the exterior stairwell at the corner of the Youth Room and gather on the lawn between the Counseling Center parking lot and Mom's House. Parents will be reunited with children once the situation is under control.



Lockdown Procedures

During a lockdown, children may not leave the Kids Connection room. They are escorted to the supply room of the KC Room and sit against the windowed wall. As with evacuation, parents are not to attempt to retrieve children — you'll be reunited once the situation is under control.

Nursery Information

Our **PlayHouse.B3 nursery** provides loving, screened caregivers who create a safe and nurturing environment for children from birth to 3 years, ensuring each child's well-being.



Diaper Policy

ENSURING A CLEAN AND SAFE ENVIRONMENT

We require parents to ensure their child has a clean and dry diaper before entering the Nursery. Our caring staff will handle diaper changes unless otherwise requested.



Personal Belongings

To ensure a smooth experience, please **label all personal items** such as sippy cups, blankets, and diaper bags with your child's name before arriving at the ministry.



Frequently Asked Questions

First time?

Head to the Kids Check-in kiosk — we'll help you get a label for your child and a matching pick-up tag.

Who can pick up my child?

Only the adult holding the matching pick-up tag.

My child got hurt?

We follow a formal Incident Report process, submitted to the overseeing pastor.

How are volunteers screened?

Dream Team application, interview, and a clear background check — no exceptions.

My child got hurt?

We follow a formal Incident Report process, submitted

My child is sick?

Keep them home if they've had well-child symptoms in the past 24 hours.

When does my child move up?

Advancement is individualized — talk with our Nursery or Pre-K Director.

What happens in an emergency?

Teachers lead evacuation/lockdown procedures; parents should not retrieve children during an active situation.

Resource suggestion? Send it to Pastor Theodore Griffin.



Stay Connected

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Thank You for Partnering With Us

VISIT THE KIDS CHECK-IN KIOSK THIS SUNDAY TO GET STARTED — WE
CAN'T WAIT TO LOVE AND DISCIPLE YOUR CHILD ALONGSIDE YOU.

