



Children's Ministries

PARENT HANDBOOK

*A vision for children to play and grow up
with calling, purpose, and joy!*

The Purpose of Calvary Community Church's Children's Ministries is to:
Partner with parents to develop passionate followers of Jesus
Christ

The Children's Disciplemaking Team

Pastor Tom Briggs Executive Pastor

Barb Cargill Check-in Director, Family Life Assistant

Lori Cabot Nursery Director, Pre-school Class Director

Delphine Dewing Kids Connection Music Presentation
Coordinator

Joanne Miller Children's Birthday Card Coordinator

Family Life Team

And all of our amazing and committed teachers

*Thank you for the privilege of partnering with you in
making passionate disciples of your children!*

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Sign-in and Pick-up

Sign-in

When families arrive to church, please sign your children into Kids Connection or the Nursery as soon as possible. A printed label is to go somewhere visible on your child and parents keep the pick-up tag. Directions for signing your children in are located on the Kids Check-in kiosk.

Pick-up

Please be prompt in picking up your children as soon as the church service has concluded. For security purposes, children will only be released to those who have the corresponding tag that matches the label that the child will be wearing. If your child has lost his or her name badge, you can still pick up your child as long as you have the pick-up tag. **Once children are released, their authorized parent or guardian are responsible to make sure children are safe.**

Well Child Policy

For the protection of our children and other volunteers, we will not admit anyone with visible signs of illness. Please do not allow your child to attend any Children's Ministry if he or she has had any of the following symptoms 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
- Fever

Please note that volunteers are not permitted to administer medications.

Safety Policies

Worker Requirements

All workers, volunteer or paid, must complete the Dream Team Application form. Once the form has been submitted to the Children's Ministries Director, an informal interview will be scheduled. Before workers are scheduled, they must have a clear Criminal Record Background check (that is completed through the church office). All persons must pass the above requirements in order to serve in any ministry involving children. We are committed to ensuring the safety of all people within our church family.

Supervision

For all organized Children's Ministry activities (such as classes and off-campus events) there will be at least two workers. For other church activities taking place in the church facility (i.e. church meetings, Small Groups etc.), parents are ultimately responsible for the safety of their children. However, supervision of children is required; children may not be unattended at any time.

Name Badges

All workers will have a name badge located inside the stairwell doors and in the KC pick-up area. These badges are to be worn as soon as the worker arrives at church in order for parents and children to know who their teacher will be.

Security Team

The Security Team provides a physical presence within the facilities and around the property to help ensure its safety. Members of the security team may periodically "check-in" on Children's Ministry activity.

Incident Reports

When a child is injured or becomes endangered during any organized event of the Children's Ministries, an incident report form must be completed. These forms are located in a red folder in the KC office by the printer. This form will be used under any of the following situations:

- A child becomes ill or receives an injury that requires First Aid or medical treatment while in our care,
- A child receives a bump or blow to the head or other visible injury regardless of treatment,
- A child is transported by ambulance from our facility,
- An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a vehicle accident (with or without injuries) or a child is exposed to a threatening person or situation, or
- There is an allegation or reasonable suspicion of abuse of a child.

Once completed, the Incident Report form is to be submitted to the pastor who is overseeing Children's Ministry.

Discipline Policy and Procedure

On those occasions when children become a distraction to the rest of the class and whose behavior is disrespectful, classroom discipline is required. This procedure begins with verbal warnings, then the child will be seated apart from the rest of the class. If the inappropriate behavior continues, a privilege (such as game, activity, or snack) may be taken from the child. Finally, the parent will be contacted and the child returned to the parent's care.

Class Advancement Guidelines

When children advance to their next class (see “Classes” at the end of this Handbook), it is very individualized. Not all children have the maturity for their “next level” and do not automatically advance when they become of the indicated age or grade level. As such, parents need to consult either the Nursery (PlayHouse.B3) or Pre-K (TreeHouse.46) Director before their child’s advancement to the next class.

Emergency Procedures

Evacuation Procedure

In the event that an evacuation of the facility is required (ie. due to fire, noxious fumes, carbon monoxide, etc.), the teachers are equipped to lead children to safety. IN AN EMERGENCY SITUATION, PARENTS ARE NOT TO ATTEMPT TO RETRIEVE THEIR CHILDREN. This will add to an already confusing and possibly volatile situation that will place you, your child, and other people at greater risk. Parents will be connected with children as soon as the situation is under control. Children will exit down the exterior stairwell located on the corner of the Youth Room and will gather in an orderly fashion on the lawn between the Counseling Center parking lot and Mom’s House.

Lockdown Procedure

If there is an incident requiring a lockdown, children are not permitted to leave the Kid’s Connection room during the crisis. As with the Evacuation Procedure, parents are not to attempt to retrieve their children. Children will be escorted to the supply room of the KC Room and sit against the windowed wall. Parents will be connected with children as soon as the situation is under control.

Nursery

Diaper Changing

Please be sure that your child has a clean and dry diaper before entering the Nursery. Nursery workers will change diapers unless otherwise indicated by a parent.

Personal Property Labels

Please be sure that all personal items (ie. sippy cups, blankets) are clearly labeled with your child's name. Please also have diaper bags clearly labeled.



Our Mission is to **CONNECT** kids to Jesus and
His Church at every age level



Nursery
Birth to 3 years old
Hallway past the restrooms



Ages 4 to 6
(Potty trained)
Upstairs and to the left



Elementary
Grades 1 to 5
Upstairs and to the left



03 Kids

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



Kids' Connection exists to partner with parents in making passionate followers of Jesus Christ of their children. Our mission is to connect kids to Jesus and His Church at every age level.

- LESSON follow-up at home
- KIDS serve in Church Ministry
- BIBLE study: Curriculum
- KIDS participate in Community Outreach
- MUSIC and Bible Memory
- PRAYER: Learning to call out to God in Faith
- PROVIDE resources to parents