



# KID'S MINISTRY HANDBOOK

## NEXTGEN KIDS IN CONTEXT TO THE WAY'S VISION & VALUES:



### **MISSIONAL MANDATE (VISION):**

The Way Woodstock exists to glorify God and make disciples of Jesus Christ by sharing the hope-filled life in Christ with others so that we may all discover and live into our God-given purpose.

In short, we seek to  
*Share in Hope, Live with Purpose, For the Sake of Others.*

### **MISSIONAL MOTIVES (VALUES):**

Grounded In God's Word  
Guided By God's Spirit  
Growing Deeper In Our Faith  
Going Further For Others

### **NEXTGEN KIDS MINISTRY GOAL:**

The goal of The Way | Next Gen Kid's Ministry is to partner with parents and grandparents to raise children who seek after a relationship with Jesus Christ. We do so in part by teaching God's Word and showing God's love through example in such a way that they are transformed by His love and begin to embrace our collective calling to Share in Hope, Live with Purpose, For the Sake of Others.

In order to accomplish this mission, Christ's servants in The Way's Kid's Ministry will:

- Aim to equip, support and encourage parents and guardians.
- Pray and intercede for children and families.
- Offer God-Centered, Biblically grounded curricula.
- Teach for response, aiming for God-loving and God-fearing hearts and lives.
- Model God's truths and character.

## SERVING OPPORTUNITIES

### REQUIREMENTS FOR ALL KID'S MINISTRY SERVANTS

- Must complete Safe Sanctuary Training (everyone) and pass a Background Check (only adults) every 2 years.
- Some exceptions may be made temporarily if absolutely needed but will not be tolerated on a long-term basis.

### TEACHER/LEADER

- Plan and prepare the weekly lesson. All lessons and resources will be provided by the Kid's Ministry. (You may adapt lesson as needed/desired).
- Communicate lesson goals and procedures readily and positively with assistants.
- Pray for the children and families of his/her class, both in the class and regularly during his/her personal prayer time.
- Arrive at 10 a.m. on Sundays to meet with assistants, pray and prepare the room.
- Stay after children leave to clean up the room so it is ready for the next week.
- Follow all policies and procedures outlined in the Kid's Ministry Handbook.

### ASSISTANT

- Support the teacher in the teaching of the lesson and management of the class.
- Pray for the children and families of his/her class, both in the class and regularly during his/her personal prayer time.
- May help the teacher procure and organize materials for the lessons, walk children to the bathroom (but must remain outside the bathroom door), assist as needed during the lesson, assist with welcome activities and wrap-up activities, etc.
- Arrive as soon as possible (at least 15 minutes early would be ideal) to meet with the teacher, pray and help prepare the room.
- Stay with the teacher to clean the room after the children have gone.

### NURSERY CAREGIVER

- Pray for the children and families of his/her class, both during nursery and regularly during his/her personal prayer time.
- Arrive at 10:45 a.m. Sundays to pray and prepare the room with other caregivers.
- Participate in telling the weekly story to the toddler-age children from Jesus Story Book Bible. (Does not require out-of-class preparation time.)
- Stay after children leave to clean up the room so it is ready for the next week.
- Disinfect toys and hard surfaces.
- Note any items (diapers, wipes, etc.) that are running low and advise Director of Kid's Ministry.
- Follow all policies and procedures outlined in the Children's Ministry Handbook.
- NOTE: Student assistant leaders MAY NOT change diapers or enter bathrooms to assist toddlers, this must be done by an approved adult servant.

## THE WAY'S WEEKLY KID'S PROGRAMS

### CONNECTION HOUR – SUNDAYS (10am -11am)

- This is a time of unstructured play, craft, and worship video for kids, enabling parents to attend one of the small groups meeting on campus.
- Nursery and Toddlers will be separated from older children.

### WORSHIP & DISCIPLESHIP HOUR – SUNDAYS (11am – Noon)

#### Nursery/Toddlers

- For babies and toddlers up to 3 years old not potty-trained\*

#### Preschool

- 3-5 years old potty-trained\*\*
- Teachers will pray with children and teach them a lesson and or utilize Jesus Story Book Bible

#### Elementary Aged Kids

- Children will be grouped by age into lower (K-2<sup>nd</sup>) and upper (3<sup>rd</sup>-5<sup>th</sup>) elementary aged groups and rotate through stations for worship, teaching, crafts, and snacks.
- Teachers will pray with children and teach them a lesson from curriculum selected by Kid's Director.

\*Younger children are promoted based on their birth date or when the parents, teachers, and Director of Kid's Ministry deem the transition appropriate.

\*\*Older children are promoted to the next class in August at the start of a new school year.

## **PARENT RESPONSIBILITIES**

### **ALL AGES**

- Check your child in and out every week, listing allergies, special concerns, and parent contact information. You can check in via kiosk or through our church center app on your phone.
- Please keep your child with you or at home if he/she has had a rash, fever, vomiting or other symptoms in past 24 hours so that the other children stay healthy.
- Please notify and remind your kid's leaders of any food allergies or other concerns.
- Follow up with what your child learned on Sunday morning during the week. Talk about and pray around the same topics.
- Talk to your child's teachers if you have special concerns or would like to know more about the curriculum.

### **NURSERY/TODDLERS**

- Please provide a diaper bag and include appropriate items such as diapers, bottles, and a change of clothes.
- Keep your cell phone with you and on vibrate during the worship so that we can easily contact you if your child needs you.
- Be sure to label your diaper bag with your name and your child's name.
- It is important that you take your child's claim tag with you. Babies and toddlers in the nursery will only be released to the adult who returns their child's matching claim tag. In addition to this, you will only be allowed in the nursery for pick-up if you have the child's name tag.
- For your child's safety, there can be no exceptions to this rule.

### **VISITORS**

- We are so glad you are here and promise to care for your child(ren).
- Be sure to fill out the "New Friend - THE WAY kids" edition card before you drop them off at their class, listing any allergies, special concerns, parent contact information, etc.

## KID SERVANTS & WELCOME DESK GREETER RESPONSIBILITIES

### ALL AGES

- Act in accordance with the mission of The Way's Kid's Ministry:
  - Aim to equip, support, and encourage parents.
  - Pray and intercede for children and families.
  - Offer God-Centered, biblically based curricula.
  - Teach for response, aiming for God-loving and God-fearing hearts and lives.
  - Model God's truths and character
- Create a positive environment where the truths of God can be learned by the children.
- You are responsible for serving on your scheduled Sunday. If you are unable to fulfill your commitment on a given Sunday, it is your responsibility to alert the Director of Kid's Ministry as soon as possible in order to find a substitute. As a courtesy, please list your reasoning behind why you are not able to fulfill your commitment if this occurs.
- Arrive at 10 a.m. on Sundays at the latest to set up, prepare for class, and pray for the children.
- **Welcome desk greeters:** assist parents to check in their children in and out properly; assist visiting families; and direct parent to the church app upcoming events.
- Pray for the children and their families regularly.

### NURSERY/TODDLERS

- Gloves will be provided for diaper changes. Wash hands after each change.
- Sanitize changing surface after each change.
- When requested or authorized by parents, caregivers will give children a bottle or snack provided by the parents.
- Put toys away and spray disinfectant throughout the room. Sanitize toys put in mouths or set aside with a note to be deeply cleaned during the week.
- Put dirty diapers in large black trash can on your way out.

### CLEANING UP

- Stay to clean up after the kids leave.
- Please leave everything as you found it as our classrooms often share space with other groups throughout the week.
- Store materials in designated spaces.

## **KID'S MINISTRY POLICIES & PROCEDURES**

### **SECURITY (CHILD PROTECTION)**

- First-aid kits are available in marked cabinets.
- Disaster/Emergency kits are available in each classroom.
- Disaster/Emergency Procedures are outlined as per The Way policy in a separate handbook.
- All team members need Disaster/Emergency Procedures training.
- Teachers are encouraged to pursue CPR/emergency first aid training.
- All Kid's Ministry Servants must complete Safe Sanctuary Training (everyone) and pass a Background Check (adults only).
- All Children's Ministry Servants must participate in a training session.
- If, at any time, THE WAY has any reason to believe that a Kid's Ministry servant's actions might put a child in danger in any way, they will be asked to resign from working with the Kid's Ministry.

### **CHECK-IN/OUT PROCEDURES**

- Planning Center (PCO) will be used for check-in/out. See Director of Kid's Ministry for training.
- All servants should be trained on the basic use of the PCO Check-In system.
- Returning guest may use the unmanned station for check-in.
- First-Time guest will be checked-in with the help of a servant via the iPad.
- Parents may check in/out their children at any point during the worship time.
- Children between the ages of 0-3 must be brought to the Nursery by a parent or guardian.
- If the child has allergies or special concerns, they should be noted in PCO.
- All kids, babies, and toddlers will only be released to the adult with their child's security tag. There are no exceptions to this rule.
- Kids will wait in classrooms until they are called out by a Kid's Ministry team member.

### **SPECIAL INSTRUCTIONS FOR NURSERY AND TODDLERS**

- To avoid unnecessary and potentially dangerous congestion in the nursery and toddler room, babies and toddlers in the nursery will only be released to the adult who returns their child's security tag. There are no exceptions to this rule.

## RESTROOM POLICY

- When assisting preschoolers, adults should stand outside the restroom and leave the door open. If a child asks for help with buttoning or zipping, before going inside, make sure another adult is nearby to witness your help. This may mean simply having the other door open to the nursery.
- At no time may one adult be alone with a child or group of children. The adult should wait outside unless the child requires assistance at which time another adult must be nearby to witness your help.
- Kindergardeners-2nd graders will be escorted by a Kid's Ministry Servant to the restroom. The adult will wait outside the closed door.
- Same-gender pairs of children in 3rd-5th may go together to the restroom.
- All adults and children should wash their hands with soap and water.
- Teen helpers may not change diapers or enter restrooms with children.

## SERVANT TO KID RATIO

- Child to adult ratios (Recommended by US Dept. of Health and Human Services)
- Make all efforts to stay within the recommended ratios:
  - 6 weeks- 35 months 4:1 8 per class
  - 3 years+ 10:1 20 per class

## FOOD

- The Way desires that the children in our care remain safe and healthy in all ways. For that reason, the only foods served in our nursery are snacks sent by parents and labeled for specific children, Cheerios, water (for toddlers not yet potty-trained), and whatever drink is provided in a bottle or sippy cup from home.
- Children in the Preschool and older areas often have snack as a part of their lesson. Kid's Ministry Servants should check for allergies prior to giving out snack.
- Parents should notify and remind teachers of any food allergies or concerns.

## INCIDENT REPORTS

- Blank incident report cards are available at the check in kiosk and should be filled out and given to the Director of Kid's Ministry.
- Parents or guardians should be informed of the injury and what happened by the Kid's Ministry Servant upon pick-up.

## UNIVERSAL PRECAUTIONS

- Wash hands before and after any contact with any body fluids, including runny noses.
- Always wear disposable gloves when dealing with any body fluids.
- Treat all soiled linens and clothing and potential infectious agents.
- Remove all toys that children have mouthed from the play area. Disinfect them before leaving the nursery.
- Before leaving the nursery, disinfect all hard surfaces with sanitizing solution provided.



## SUPPORT FOR CHILDREN'S MINISTRY SERVANTS

- Ministry Servants should feel free to ask the Director of Children's Ministry any time they need support.
- With God's help, we will joyfully provide necessary help.

## SUPPORT FOR PARENTS AND GUARDIANS

- Parents/guardians should feel free to contact their child's Sunday School Teacher with any questions about the curriculum or support that they may need in training/raising their child to love and fear the Lord.
- Parents may also feel free to contact the Director of Children's Ministry.
- The Director of Children's Ministry will work to maintain up-to-date information for parents' about upcoming events as well as resources for parents to utilize with their children at home.
- The Director of Children's Ministry prays that God will use this ministry to train and equip children and families, and with God's help we will make every effort to do so effectively.

## **APPROPRIATE DISCIPLINE POLICY**

All Kid's Ministry Servants are responsible for providing a loving, respectful and orderly atmosphere in which children can learn, play, worship and interact with each other. This atmosphere should be maintained by preparing beforehand, proactively directing children toward acceptable activities, verbally encouraging positive behavior and, when necessary correcting or redirecting inappropriate behavior.

Acceptable means of correction are:

- Constructive verbal correction
- Withholding a privilege for a brief time
- Separation from activity for a brief time
- Time out to "chill" at a chair at the Welcome Desk (with supervision)
- Calling parents, if a child does not respond to other efforts

Unacceptable means of discipline include:

- Spanking, hitting or any other display of physical force.
- Yelling, using threatening language or any other form of disrespectful speech.

Important tips for classroom management

- An ounce of prevention is worth at least a pound of cure.
- Consistency is important-don't say anything unless you intend to follow through 100%.
- Be sure to go over the classroom rules set in each class prior beginning.
- All Kid's Ministry Servants need to be consistent with discipline so please follow all policies and guidelines.