

MTC KIDS

P R E K S E R V I N G H A N D B O O K



Welcome to MTCKids PreK Ministry

We are excited to have you join the ministry that serves families at MTC who have children from birth to age 5!

Our goal is to create an excellent experience for every family who comes in contact with PreK ministry at McKenzie Towne Church. You will find that much attention has been given to the many details that create a safe and nurturing environment for preschoolers to play and learn. To care for each child successfully, you and others who serve in this area of ministry must work together seamlessly, each concerned with the responsibilities of their role.

This handbook is a framework for policies that are put in place that ensure the safety and care for every child.

Our Vision

In MTCKids PreK, we want each person on the team to grasp the importance of what they do. The vision of this ministry is: *to inspire preschoolers to be the church and change the world by knowing God's love and meeting God's family.*

We help preschoolers *know God's love* by teaching them about their Heavenly Father. This age group is just starting to be able to communicate and is learning so much about the world around them. It is important at this young age that we introduce them to who God is and what He's done. Our desire is to make an impression that will expand their wonder about God while teaching them three basic truths:

1. God made me
2. God loves me
3. Jesus wants to be my friend forever

We *help preschoolers meet God's family* (that's you!) by embracing their physical needs. Meeting their needs shows them the love that God has for them. Our desire is that they know they are safe and loved. We also want parents to feel confident in leaving their infants, two year olds, and preschoolers in MTCKids PreK ministry, knowing they are safe and happy. Kid's ministry plays a huge role in families deciding whether or not they will continue attending a church after their first visit.

“You aren’t keeping kids so adults can go to church. You’re discipling kids who are learning what it means to be the church”



Our goal for parents is to develop a relationship that brings their home into partnership with the church because we can do more together than either of us can accomplish on our own. This partnership creates opportunities for parents to help them raise their children with authentic faith and strong character. Partnership begins as we set the foundation for children to know who God is and how much he loves them.

Volunteer Basics

- Every PreK volunteer must wear a name tag when they are serving
- Each volunteer is scheduled to serve by a coach. Your coach is your primary line of communication.
- Volunteer’s are scheduled on a monthly or bi-weekly basis according to role and serving preference. The schedule is updated and maintained through MyMTC. Please check it periodically and promptly respond to serving requests.
- Your coach will contact you for serving availability approximately every 3 months throughout the year. If you do not respond within the allotted period and are subsequently scheduled but cannot serve, please work to find a replacement by messaging your team through MyMTC.
- You will be provided with a roster of other leaders that serve in the same ministry role. Please send out an email to the roster to see if someone can switch or cover you.

- If it is last minute (Friday-Sunday), please email the roster to switch and cc' your coach and Pastor Trevor. If know one is able to cover we will make the necessary arrangements on Sunday morning.

Curriculum

- Each PreK ministry environment has a specific structure or order of activities to be followed each Sunday. It is important to stick to the plan as it provides structure and routine for children.
- Planned curriculum can be accessed online at www.mtckidsonline.com. You are strongly encouraged to prepare ahead of time by reviewing it before you serve so it is familiar. Curriculum, along with all the supplies required will be in a bin in the environment when you arrive to serve.
- Creativity is encouraged in the teaching process with Preschoolers, but if you desire to use something outside the planned curriculum, please seek prior approval from the Preschool Coach.

In Case of Emergency

- If a child is injured in our care, please alert a staff member or service coach immediately.
- In the event we need to evacuate, there is a plan posted in every room along with evacuation supplies.
- The evacuation plan will be reviewed periodically.

Security Policy

Volunteers in MTCKids care for many kids every week, and we rely on your diligence to protect those children. In order to provide a safe environment for every child in our care, the Security Policy below must be followed without exception:

1. When a parent checks their child in, they will receive a label with 3 digit numeric code matching their child's name tag.
2. Be sure each child is checked in and has a name tag.

3. When a parent picks up their child, the parent MUST present their label in order to receive their child.
4. Before releasing the child, match the labels of parent and child to ensure you are releasing the child to the proper person.

If the matching parent tag cannot be produced, please ask a parent to return to the Kids Check-in area to obtain a new one or ask the Service Coach or a Staff Member to verify information before releasing the child.

Paging Process

If for any reason you need to call parents, please use the paging system. There are instructions underneath each paging pad. They are listed below as well:

- The child's name tag will have a 3 digit number on the bottom right hand corner.
- Going to the pad, enter the 3 digit code into the pager and press send. The screen should read: "DISPLAY (3 Digit Code)".
- Once the parent has come to you and the reason they were paged been solved, go back to the pad and press "cancel, (3 digit code), enter". The display should return to the home screen.
- If you need immediate assistance, please find a staff member or service coach.

Snack Time

Nursery/Two Year Olds

- Please get any feeding/snack instructions from parents during drop off. Bottles or snacks should be given to the child according to the parents' instructions.
- Make sure that any diaper bags, cups, bottles, etc. are clearly labeled so they are only used by the children they belong to.
- No bottles or snacks are to be given to infants or toddlers without parents' permission.

3-4 Year Olds

- Ensure parents are aware of the snack being offered in the space in case of allergies. There is a sign and a whiteboard marker inside the door. When you come in please update the sign to communicate to parents what we are serving for snack.
- Check child's label for allergies before offering the snack. (All allergies will be highlighted with a Black Bar and the allergy listed in white writing.
- For the protection of kids with allergies, do not allow children to bring in any outside food/drinks into the room other than water.

Policy For Well Children

Signs of Sickness

Children who show any visible signs of illness at the time of drop off should not be allowed into the classroom. When addressing this issue with parents, assure them that we want their children in MTCKids PreK ministry, but we have to think about the health of all children in the rooms and want to prevent the spreading the of illness. If an illness is discovered after a child has entered the ministry environment, please page the parents and bring in the coach.

If you are uncomfortable communicating this to the parent you can enlist the help of the Service Coach or the Pastor of Kids Ministry.

Fever Free

We require that a child be free of fever for 24 hours before entering MTCKids PreK ministries. When in doubt, please apply the "Golden Rule". Adherence to this policy is essential to protect the health of all children in our care.

The Good, the Bad, and the Ugly

The following is a list of conditions a child may have that could be contagious. Children displaying any of these conditions or symptoms should not be checked in to PreK environments for the safety of all children present. Here is a list of symptoms:

- Fever
- Vomiting
- Diarrhea

- Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, coughing, strep throat, flu, etc. or any other infectious or contagious disease
- Common cold from onset through one week
- Sore throat
- Unexplained rash
- Pink eye or other eye infections (all eye infections are contagious. The child must be on medication for 24 hours and not exhibiting symptoms before entering PreK ministry environments)
- Cloudy or green runny noses or persistent cough
- Any communicable disease

Keeping It Clean

Hand Cleaning and Toy Washing

Clean Hands

One of the best ways to prevent the passing of germs is by sanitizing or washing hands. It's important to teach children about cleaning their hands and model for it for them.

Volunteers should use hand sanitizer before handling food for snack. In addition, assist children in using hand sanitizer before serving them their snack so their hands are clean before they eat.

Clean Toys

Toys can also carry germs that can be passed to kids. Toys should be disinfected at the end of each service:

- For small toys, spray with **Clorox Anywhere Spray** and let it sit for a few minutes then wipe dry.
- For larger toys and equipment, use **Clorox Wipes** to wipe down and disinfect the surfaces then allow to air dry.

Diaper Changing and Bathroom Policy

Diaper Policy

We recommend that parents/guardians take their children to the washroom prior to each class or service, minimizing the need for volunteers to take children to the washroom.

- In most situations the parent of the child should be paged or called to perform this duty. In the unexpected case that the parent does not respond or is unable to be contacted the volunteers will proceed with the following precautions:
- Should take place in such a way that another volunteer knows the child is being changed.
- Youth under the age of 14 who are assisting in the nursery should not change diapers.

Washroom Guidelines for Two's and Preschooler's

- No toddler or preschool children should be sent to the washroom outside the classroom alone.
- If possible, parents of Toddlers should be paged to assist their own child
- We recommend that 2 volunteer escort a group of children to the washroom.
- If just one child must go to the washroom outside the classroom, a volunteer should escort the child to the washroom and prop the outside door open. The volunteer should remain outside the washroom door and wait for the child before escorting him/her back to the class. Call the child's name if they are taking longer than seems necessary.
- If there is only one volunteer in the class with the preschoolers, take a scheduled washroom break.
- For children who require assistance, the volunteer must assist the child under the following guidelines:
- Letting other volunteers know they are taking the child to the washroom.
- The outside washroom door must be propped open if only one adult is present. The adult must stand outside the open cubicle doorway. Never close the cubicle door.

Safe & Secure Process

Volunteer Screening and Abuse Prevention Policy

This policy is specifically intended to safeguard our children from all forms of abuse. This policy addresses three areas: volunteer screening, reporting procedures, and additional safeguards.

Completion of Screening Process

Screening is required for all staff and volunteers working with minors including but not limited to: MTCKids PreK Ministry, MTCKids Elementary, Grades 5/6, Youth Ministry, and special events, childcare, etc.

The following is required of all volunteers serving with minors at McKenzie Towne Church:

1. Completed MTC Volunteer Application
2. References on file
3. Completed Police Information check

Reporting Procedures for Volunteers

Immediately report any suspicion of child abuse or neglect of which they have knowledge or observed within the scope of their duties to the Preschool Coach or Pastor of Children's Ministry.

Practical Steps to protect kids and volunteers

1. Practice Boundaries

As a member of our ministry team, it is absolutely essential that you always practice healthy boundaries with kids to ensure their safety and your own. These guidelines exist to protect kids from harm and to protect you from false allegations.

2. Never Be Alone With a Child

If you need to have a private conversation with a child, have the conversation in a public place - not alone. No one is to be alone in a bathroom at any time with a child. All staff, coaches, and responsible leadership have frequent access to all classrooms where preschool children are being cared for.

3. Maintain Physical Boundaries

Be wise. Maintain healthy and safe physical boundaries with kids at all times. This means setting boundaries for yourself, but it may also mean setting and enforcing boundaries with kids who push physical limits. If you have any questions about what is or is not appropriate, talk our staff and always err on the side of caution.

Proper Display of Affection

- Appropriate Touch:
 - Bending down to a child's level and listening carefully.
 - Taking a child's hand and leading him/her to an activity.
 - Putting an arm around a child's shoulder to comfort.
 - Taking both of the child's hands as you praise him/her.
 - Patting a child on the head, hand, shoulder, or back to affirm him/her.
 - Holding child by the shoulders or hand to redirect his/her attention.
 - Holding a preschool child who is crying who needs comfort or reassurance.
- Inappropriate Touch:
 - Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
 - Touching a child in any area which would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
 - Carrying older children or having them sit on your lap.
 - Being alone with a child.

Environment Clean Up

At the end of the morning, classrooms and environments should be left clean and clear of clutter. A good rule of serving is to leave the environment or classroom cleaner than you found it. Keep in mind that our rooms are not exclusively used for Sunday mornings, but are used for other purposes throughout the week. Throw away any crafts or papers left behind.

- All toys should be disinfected (if necessary) and put away in their proper places. The surfaces in the room should be clean and tidy.
- All lesson supplies should be returned to the lesson container.
- Wipe down all surfaces with Clorox wipes including tables, play equipment, etc.
- Empty garbages if there are diapers
- Clean up any snacks that are on the floor

MTCKids Ministry Code of Conduct and Leadership Covenant

Kids, youth, and parents are watching you, both in person and online. Your words, choices, and relationship with God will be carefully observed and replicated by the people you influence. While we do not expect you to be perfect by any means, we do expect you to make wise decisions and honor God with the choices you make and strive to look more like Jesus every day.

After prayer, and careful consideration, I choose to commit to the following: (Please check mark each box):

- ☐ I have a personal relationship with God through faith in Christ, and acknowledge the Lordship of Jesus Christ in my life. I am committed to a transformed life marked by ongoing surrender to God, by the power of the Holy Spirit.
- ☐ As a leader, I'm held to a high standard by God, kids and parents, I will live accordingly – online and in person.
- ☐ I understand what McKenzie Towne Church Kids Ministry believes in and I agree with its purpose and commit to serving in my role. I commit to bringing my disagreements, concerns or problems about the ministry to Jared Patterson without talking or gossiping to kids, youth, other volunteers, or church members.
- ☐ I will attend all scheduled serving requests as frequently as possible. If I'm unable to come, I will communicate to my Ministry Coach as soon as I know. I will attend Leadership training meetings as directed by my Coach and Pastor.
- ☐ I will value others above myself, and make kids the priority. I will invest in relationships with other leaders, **but not at the expense of kids during ministry** – during ministry times, kids are the focus. I commit to going out of my way to greet and connect with kids. I will actively seek out children who don't seem to be connected to other kids (fringe kids) and help them find their place.
- ☐ I will lean into worship, teaching, and relationships. I will always put mission ahead of preference. People desperately need Jesus, and I will do everything in my power to break down barriers for them to meet Jesus, and be transformed by the gospel.
- ☐ I commit to being a leader for a Full Year because I understand how important it is for a child to have a consistent and present adult figure in their life

Full Name _____ Date _____

Signature _____

Notes: