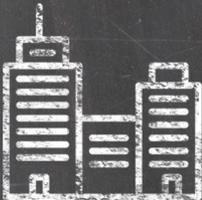
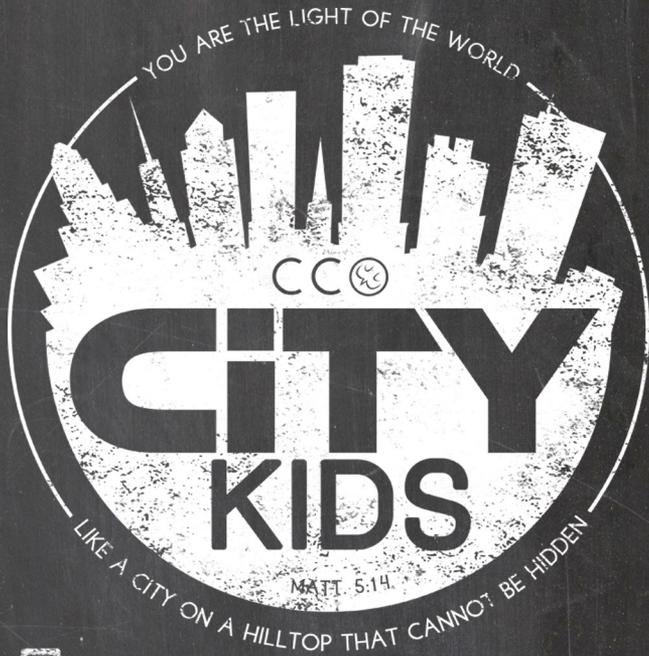


Welcome

to CCO City Kids
CHILDREN'S MINISTRY

Parent Handbook



You are the light of the world- like a city on a hilltop that cannot be hidden. Matt. 5:14

Welcome

We welcome you and your children to Calvary Chapel Oceanside's City Kids Children's Ministry. Our desire for this handbook is that it would serve as a valuable resource to you as you navigate your way through the Children's Ministry. Thank you for entrusting us with the care of your children. It is important to us that you feel comfortable leaving your children with us while you are in service. Our goal is to do all we can to minister to the individual needs of every child God brings us. We work (and pray) hard to make each child feel welcomed, comfortable, safe, loved, and cared for.

Our Mission

At City Kids we view your kids not just as the future of the church, but as significant and vibrant members of the church right now. Jesus said, "Let the children come to me, and do not hinder them for the kingdom of God belongs to such as these" (Mark 10:14). At CCO we believe the Kingdom of God does belong to our children and we feel the joy and the weight of the responsibility that you as parents have to train up your children in the Lord.

In each classroom the men and women who volunteer make every effort to help your children have fun learning God's Word. We desire for your children to have a great experience at church, and also to partner with you in developing an intimate relationship between your child and our precious Lord.

The goal of our Children's Ministry is to provide a place where your children can learn, develop, and stand firmly on their own faith. We want to help your kids cultivate a heart that treasures God above all things. Our hope is that your children will comprehend the great love God has for them, and believe with all their hearts that God's Word is true. Our goal is to equip your children to be able to give a defense for their faith in a world where false views and philosophies are standing against the truth of God's Word.

We look forward to getting to know you and your children and consider it a privilege to partner with you as you do the blessed work of parenting. We pray that through the years your children will become part of a generation of believers that are set apart and live their lives in a way that pleases our Lord.

The Bible tells us in [Psalm 127:3](#) that children are a gift from the Lord. This God-given gift is vitally important to all of us. Both parents and church workers play an influential and essential role in making God's love real to these little ones. I hope this resource proves to be helpful. Feel free to contact the office if you have any questions regarding this ministry and our different programs.

Many blessings to you and your family,
CCO City Kids Staff

Leader Contact Info

Children's Pastor - Dan Leitz
danleitz@calvaryoceanside.org 760-754-1234 x221

Children's Director - Marci Mares
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Amelia Elwood - Children's Assistant
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Denise Zytkevicz - CKC Overseer
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Let's Stay Connected!

calvaryoceanside.org/city-kids
facebook.com/ccocitykids
instagram.com/ccocityki

Our Meeting Times

City Kids Children's Church (serving children 6 weeks to 4th grade)

Sunday 1st service	9 am - 10:30 am
Sunday 2nd service	11am - 12:30 pm
Saturday Night service	5:55 pm - 7:30 pm

Wednesday CKC (paid program 4 years -4th grade)

6 pm - 8 pm

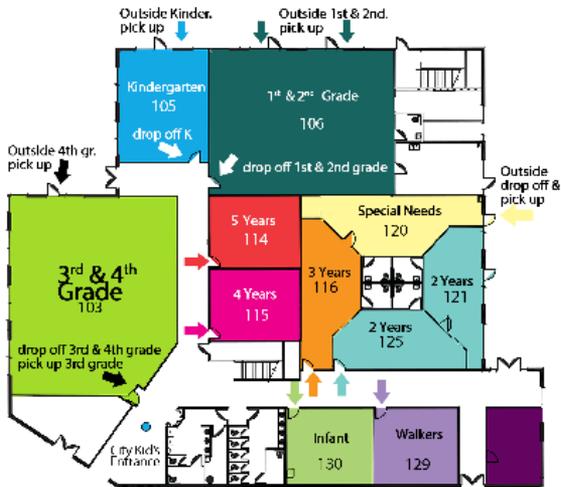
Midweek Care (serving children 6 weeks to 6th grade)

Monday night Women's & Men's Man Up	7 pm - 9 pm
Thursday Morning Women's	9:30 am - 11:30 am
Thursday night midweek ministries	7 pm - 9 pm

- Pick up is promptly after ministry, no exceptions.

Drop Off Locations

All age groups (except for Special Needs) get dropped off inside.

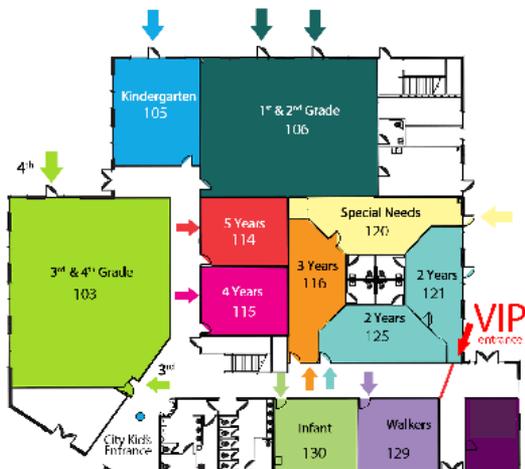


Pick Up Locations

Inside Pick Ups:

Infants, Walkers, Twos, Threes, Fours/Fives, 3rd grade

Outside Pick Ups: Special Needs, Kindergarten, 1st & 2nd grade, 4th grade



Registration

Parents or guardians of all children (6 weeks to 4th grade) must register their children in the Calvary Chapel Oceanside Kids Check-In database before they can attend Children's Ministry. This can be done at the "New Families" Kiosk located inside the children's wing or from home at (www.cco-citykids.com/check-in/) The information provided is used for attendance rosters, safety and emergency information, and parent contact information. It is important that you indicate if your child has any allergies, special needs, or custody issues so we can address your needs.

Check-in/out Procedures:

Please check your child in at the City Kids check-in kiosk each week. For your child's first visit, you will be asked to register at our "New Families" Kiosk. Numbers are assigned at the check-in kiosk, and an identification sticker is presented to the parent who checked the child in. If your child should need you during the service, the number on their identification sticker will flash on the red lighted number panel located in the sanctuaries.

Only parent or guardians can check a child in or out.

- Check-in starts 15 minutes prior to church service. This is to allow staff time to prepare rooms and allows volunteers to ready themselves or rotate.
- Check-in ends 20 minutes after service starts. This is to allow the teachers to begin their studies without interruptions and for the younger kids to get out their anxieties, calm down, and get comfortable with their classroom surroundings.
- Please do not leave your child in an unsupervised classroom area. Our teachers are usually very timely, but upon the rare occasion that they are running late, please wait for their arrival before leaving your child.
- Weekend service pick-up is promptly after last song in the main service. No exceptions.
- Pick up your child on time and between services to allow volunteers and staff time to clean classrooms and rotate.
- At pick up, your child will only be released to the person with the Identification Claim Sticker. All City Kids team members go through special training, and are processed and screened for Megan's Law and International clearance. They will also be wearing a name badge to identify them as City Kid's team members.
- If you lose your Identification Claim Sticker, steps will be taken to verify your identity.
- Children signed into the children's ministry will not be allowed to leave without consent of their parents/guardians.

It is our utmost concern that your children are safe, secure, and protected. To ensure the safety of your children, the following procedures have been put in place.

BackGroundChecks

For the safety of the children, every teacher, helper, coordinator and servant in the Children's Ministry is put through a rigorous screening process.

- An application is reviewed, approved and kept on file.
- References are checked and verified.
- Background checks are done through the state of California and the Federal Bureau of Investigation.
- Interview with the Children's Director
- Read and sign Child Safety policy. In signing they are agreeing to abide by all the guidelines in the policy document.
- Servants must attend CCO for at least 6 months on a consistent basis.

SECURITY

You will notice upon entering the Children's Ministry wing that there are Safety Team members in place to make sure your children are in the safest environment possible.

- Only children's families may enter the Children's wing and they must have their Identification Claim Sticker visible to Safety Team member.
- Identification Claim Sticker are checked by teachers and helpers to make sure the children are only released to their parents/guardians.
- All outside doors are kept locked at all times.
- Safety Team members guard the children's wing entrance during the duration of each service.
- Safety Team members are also present in the parking lots during outdoor playtime.

During church service, access to children's areas is limited to families, staff and approved servant leaders.

Before Service

1. Make sure your child's physical needs are met.

- Has your child eaten a healthy meal before arriving?
- Does he/she have on suitable clothing?
- Is your child ill?
- Have you encouraged your child to use the restroom?

2. Discuss your child's attitude in church.

- Discuss respect for teachers and other adults .
- reinforce consideration of the other children.
- Discuss behavior on church grounds (how to treat the facilities, etc.)

Restroom Guidelines

- If your child is potty-training please bring a pull-up and bring extra clothes in case of accidents.
- Children should utilize the restrooms exclusively made for them in their classrooms.
- If a classroom bathroom is not available, the children may use restroom in the hallway bathroom.
- Teachers/helpers will wait outside the restroom in the hallway for children to finish, and then escort them back to their classroom.
- Unfingerprinted adults are NEVER allowed to go into the hallway restrooms.
- In case of accidents or emergency, two fingerprinted adults may enter the restroom at the same time to aid the child in need.
- During assistance of a child, the adult must leave the bathroom doors open and the stall door open.
- If your child is over 24 months and needs a diaper change, the teacher may call you to do so.

General policies

- Please bring diapers, wipes, extra clothes, milk or formula for all babies/toddlers.
- Label all your children's items, Bibles, sweaters, jackets, cups, bottles, cups and diapers, etc.
- Please keep all toys home or in your car.
- Please allow your child to finish any food before entering the Children's wing to avoid exposing children to food born allergens.
- Please take children to the restroom and/or check diapers before sending them into the classroom.
- Please make note of the number on your Identification Claim Sticker. If your child needs you, we will try to contact you.
- Please keep your cell phone available and on vibrate in case we need to contact you.
- Parents who attend both 9am and 11am services are expected to only leave their child for one service.

Sick Children

While it is understood that you do not like to miss church, if your child is sick please keep him/her home. This will help your child recover quickly and prevent other children from getting sick. Children react differently when sick. It is counterproductive to make a child sit in a classroom when he or she is ill.

Sick children cont.

To ensure a healthy environment for all children, our teachers are instructed not to accept children who exhibit any of these symptoms:

- Diarrhea and/or vomiting. Children must be free of these symptoms for at least 24 hours before entering our classrooms.
- Fever, runny noses (unless discharge is completely clear as a result from teething), sore throats, any cough, pink eye, earaches, questionable rashes (other than diaper rash), etc.

Note: Children's Ministry staff and volunteers are unable to administer medication to any child, (with the exception of epipen, and only by trained staff.)

We ask that should your child presents certain symptoms after being in the Children's Ministry area (e.g. chicken pox, strep, hand/foot disease, lice, etc.) you would immediately notify the church office so that we can inform parents of children who may have been exposed. Please know this would be a general announcement with names kept confidential.

City Kids Classrooms

Children are placed in their groups according to age from Nursery – 4 years old. Five year olds do not move up until they are in kindergarten. Kindergarten through 4th grade move up around June 1st.

In each classroom your child will read, experience, and investigate the entire Bible. Through teaching, worship, multimedia, hands-on activities, and interactive skits, your child will explore their personal relationship with Jesus. Each classroom is designed to meet and impact children spiritually on their developmental level. **We ask that all volunteers and parents encourage their children to attend the classroom that is designed for them.** We don't want any child to miss out on what God can pour into their life each week.



Harbor

Each Harbor (6 weeks to 2 years) classroom is centered around three basic truths: God loves them, God made the world, and Jesus is their friend. We believe that all God's children, no matter their age, should start learning about God and His Word and also experience His Love.

Nursery (6 weeks to non-walking infants)

The Harbor Nursery lovingly serves babies 6 weeks to around 12 months, or until they can walk stable. Our classrooms are fully staffed by well-trained team members who provide loving care and a nurturing environment. Our goal is to teach God's love by example, starting in the nursery class where the babies' physical and emotional needs are met through cuddling, being rocked, sung to, and played with.

We play music and have age appropriate music videos and toys as well. Each child wears an Identification Sticker with his/her name and information. Special attention is given to cleanliness in our well-equipped classrooms. The team members wear protective booties to keep the carpets clean. In addition, the floors and toys are sanitized after each use.

Walkers (Stable walking 1 year olds)

The Harbor Walker room serves toddlers who can walk well on their own. The 1-year-old class is designed to grasp the basic truth that God made them using music and props. The toys are age appropriate with small climbers and rockers. Our team members give extra comfort to the small children during drop off. The children listen to Bible stories, watch Bible videos, and have snacks of Cheerios and filtered water. Each child wears an Identification sticker with his/her name and information. Special attention is given to cleanliness in our well-equipped classrooms. The team members wear protective booties to keep the carpets clean. In addition, the floors and toys are sanitized after each use.

Twos

The Harbor Two year old Room serves toddlers up to their 3rd birthday. A teacher and trained helpers provide loving care for these precious little ones. The children are taught the Bible with short lessons, puppet shows, craft times, and hands-on activities. They have worship time, playtime, and snack (Cheerios). They also have access to our play room with books, puzzles, and other hands on activities.



Threes, Fours, and Kindergarten class make up our Flight Wing.

Our program for these children is designed to create a warm and friendly, nurturing environment, where your children can learn about God's love. Children will participate in worship, and be drawn in to a wonderful Bible story where they will learn about the love of Jesus in many unique ways. Children learn to apply Bible concepts and

stories to their daily lives with a fun, creative approach through Bible lessons, memory verses, crafts, worship, snack time, outdoor playtime, games, and hands on activities.



Elementary

At CCO City Kids it is important that we inspire, equip and support your kids to learn the Word of God and apply it to their everyday lives. In the 1st-4th grade our team applies three steps every weekend to help your children feel safe and loved while also learning the Word of God in a fun and creative way.

At CCO City Kids we know that what happens at home is more important than what happens at church. The family has nearly 3,000 hours a year of influence versus the 40 hours the church has. The church has an important role, but not the lead role. **Our job is to partner with you and to be a re-source to you as you lead your child into a growing relationship with Jesus.** At the end of each service your child will receive a take home sheet. On the "Take Home" is the weekend lesson, the weekly verse, and different activities that you can do with your child to inspire, equip, and support them in their growing relationship with Jesus. Did you know that the single most important factor in determining your child's spiritual growth is your spiritual growth?

"Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven."
Matthew 19:14



Special Needs

Our Special Needs class is designed specifically for those children with special needs. Special Needs class is available during the Sunday 11am service. We have a team of well-trained, loving adults along with caring helpers to love and comfort the children with Special Needs. We welcome children with Autism, Down's Syndrome, Cerebral Palsy, and ADHD. This program currently focuses on infants to adult. We are currently working on a Buddies Program for some children who need extra help in order to participate in our regular weekend programs.



CKC (Calvary Kids Club)

On wednesday nights, 4 years to 4th grade can enjoy worship music, Bible stories, memory verse challenges, games, and a small group time each week. Children are encouraged to learn scriptures, bring Bibles and participate through activities, for which they earn Bible points to be used in our Bible redemption store. This is a paid program that runs from Sept. to May each year.

City Kids Curriculum

In the Twos, Threes and Special Needs classroom we use the D6 Curriculum. This wonderful curriculum is designed especially for the growing and developing mind, body, and soul of the young child. D6 connects the church to home, and families to one another. D6 curriculum is one of the most effective small group and Sunday school curriculum you can find using activities that will engage the entire child (spiritual, emotional, physical, creative, cognitive, and social). D6 is based on the principles of Deuteronomy 6:5-9. Love God, love His Word, and teach your children to do the same. To learn more go to <http://d6family.com/d6curriculum/>

From Fours to 4th Grade the children experience Jesus through Group's Dig In curriculum. Digging Into the Life of Jesus leads kids in walking in Jesus' footsteps from his birth to his resurrection and ascension. Kids don't just learn about the historical Jesus; they get to know Him personally. They'll discover that Jesus is a real Person—a real Friend—who makes a difference in their lives today. To learn more go to <https://diginapp.group.com>

Crying children

Our staff and volunteers are trained to handle a crying child in the following manner:

- When crying is not due to obvious harm (physically hurt or sick), the volunteer or staff will address needs such as diaper changing, hunger or desire to be held.
- Volunteers/staff are encouraged to try activities that comfort children, including quiet reading, music, playtime activities. They are to reassure children that they are in a fun and safe place.
- Babies and toddlers might be taken for an inside walk in a stroller to help calm them.
- If attempts to calm the child are not successful and the child has been consistently crying for longer than 15-20 minutes, the parents will be notified.

Reason's to notify parents:

1. This will allow our teachers to meet the needs of all the other children present.
2. We do not want the babies get distressed and damage their relational capacities in many ways for the long term.
3. Once patterns of distress get established, it's much harder to change them in the future.
4. Babies react and get anxiety when around other babies that are crying for too long.

Children who are new to the church or are experiencing the common “separation anxiety” that usually appears between 12 and 18 months, will often cry in the nursery. Please know that we are accustomed to this and want to be partners with you through this phase. Sometimes short stays (leaving your child for a short amount of time and then returning) are needed for a few weeks and then you can start leaving your child a little longer each time.

Snacks:

- We serve a snack to 1 years olds to kindergarten.
- We serve peanut and gluten free Cheerios and water.
- Children will not be allowed to bring snacks into the classroom.
- Volunteers are trained to double check for allergies as the children are dropped off, but please clearly indicate if your child has a food allergy.

Expectations of children

As unpopular as they are, rules and boundaries teach children the difference between right and wrong and how to get along with others. We hope to teach children to live a life as Jesus has modeled for us in the Bible. We use His Word to establish expectations for our children that will provide a healthy, safe and spiritual environment. Our prayer is that you will share these expectations with your child, so that we can work together as a team in providing your child with the greatest spiritual experience in our children’s ministry.

Pre-Kindergarten through 4th grade Expectations:

1. Show respect to others.
2. Show self-control in all situations.
3. Show kindness and helpfulness to others.
4. Listen when others talk.
5. Follow directions.

Discipline in the Classroom

We hope that all children will enjoy their time at CCO City Kids; however, there are times when disciplinary actions are needed. We utilize a 4-step progressive discipline approach with the ultimate goal to keep or return the student in all activities. Below are a few basic guidelines that we will follow when a child moves outside an established guideline.

- 1st offense: a verbal warning will be given.
- 2nd offense: 2nd verbal warning will be given along with a restating of the guideline that has been broken.
- 3rd offense: removal from the current activity where the teacher or Children's Director will sit down with the child and discuss what has happened and how the child might be returned to class time. Many times this is the maximum amount of discipline needed.
- 4th offense: If after the above three steps have been taken, the child continues to choose "Out-of-Bounds" behavior, then the child will be taken out of class and the parents will be called.

If a child continues offending policies on a regular basis, it may be necessary for the parents and the child to meet together with the leaders involved in the progressive discipline process to help develop a pathway of return for the child.

- If a child bites, hits or hurts another child, he/she will be removed immediately and parents will be called.
- If a child uses profanity or hurtful speech the parents will be called immediately.

Volunteer Opportunities

We encourage you to volunteer in Children's Ministry if:

- You recognize that you are the spiritual leaders of your families: and thus, you sincerely want to know what is being taught here at church so that you can emphasize those same values at home.
- You are passionate about working alongside children and youth on their faith journeys.
- You have gifts that will enable the ministry to function more effectively (teaching, shepherding, and administration).

Many of our volunteer jobs are "behind the scenes" so don't worry if you are not gifted in "face-time" with children. Don't know your gifts? No problem. We'll work with you in discovering the gifts and talents God has given you. We do hope parents support Children's Ministers with their time, gifts and prayers. We pledge to work with you to find that perfect place to serve.



calvaryoceaside.org/city-kids