

# CALVARY *Kids* MINISTRY

## CHILDREN'S MINISTRY HANDBOOK

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CALVARY CORVALLIS





# Children's Ministry Handbook

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## Introduction

**Thank you so much for stepping forward to serve in Children's Ministry!**

Our entire children's ministry team consists of **people like you** who are volunteering their time to serve week after week and pour into these children.

I pray that you are blessed as we serve together!

*We have an important mission:*

To **partner with parents to help disciple their children** in their walk with Jesus Christ. We believe this happens through **creative engagement with God's Word** and **connecting with God through worship.**



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## Section 1. Preparing Your Heart For Children's Ministry

**Children's ministry is a wonderful place to serve, we believe it is a place you can discover and use your gifts for his Kingdom. Whether you like to teaching upfront, leading a small group, or helping organize snacks and resources; there is a place for all different kinds of giftings and passions. We want to see people led by God to serve in "their sweet spot". Be in prayer about how God can use you in children's ministry for the glory of His Kingdom.**

In Scripture we see that children are of tremendous value to God. In places like Mark 10:13-16 we see Jesus' compassion and tenderness towards children. They deserve the same from us as we are to have His heart towards them. We want to care for them with the same love that our heavenly father has towards us. It is important for us to recognize the privilege and responsibility we have as ministers of God's word.

To effectively minister to the hearts of children we need to be nurturing our own spiritual health. We need to be nourished as we feed on His word, as we are cleansed and refreshed by His word, and as we are walking according to the Holy Spirit that dwells inside each of us.

Before we can pour into the lives of others it is important that we are also "filled up". Make sure to regularly sit under the teaching of God's word, yielded to Him and to leaders that He has put in place to oversee us (Hebrews 13:7). Pursue Christian fellowship. Cover your day in prayer and seek his face as you study His word. It is difficult to minister out of your own strength while spiritually depleted. If you are struggling we want to pray for you and encourage you. Each one of us is desperately dependent on His grace to equip us for ministry.

Be aware of the "schemes of the enemy", be on guard and put on the armor of God. The enemy wants to bring disharmony and discouragement. He wants to make each one of us feel disqualified from what we are doing. We know that Sunday mornings before church (just as an example) can frequently face more challenges than all the other mornings of the week combined! Often we can feel inadequate or unfit to serve. Despite all of this, be encouraged! God says in His word that He is glorified in our weakness! We can be used by Him if we continue to walk step by step with him, led by His Spirit! "Take courage, my grace is sufficient for you!" 2 Corinthians 12:9.

We are excited to have you join our team and share the love of Jesus with families and each other! All for the glory of God!!

## Section 2. Volunteer Positions

There are many different ways people can serve in children's ministry. This section will outline the roles and responsibilities of each position. Our team is broken down into three main categories:

1. Sunday Morning Teams
2. Midweek teams that work behind the scenes
3. Events teams (e.g. Adventure Camp, Childcare provision, Volunteer Events etc).

### **Sunday Morning Team:**

**This is our largest team, each person serves once or twice a month:**

1. Management Team (Children's Ministry Director and the Hall Team)
2. Little Kids: Nursery-Preschool Team (Lead Teachers and Classroom Helpers).
3. Big Kids: Kindergarten-5th Grade Team (Large Group Leaders and Small Group Leaders).

### **Management Team:**

To oversee and ensure the smooth running of our Sunday morning kids classes. The hall team consists of two people: a Hall Coordinator and a Check in Supervisor, they both report to the Children's Ministry Director or Morning Overseer.

The Hall Coordinator's role is to facilitate and manage the teaching staff for Calvary Kids

The Check in Supervisor is to welcome families and to manage the check in process.

*A detailed outline of their roles and responsibilities can be found on page 7.*

### **Little Kids: Nursery-Preschool Team:**

Four Classrooms to provide care and Biblical teaching for children ages, infant through 4 or 5 years old. In each classroom there should be a **lead teacher** and at least two **classroom helpers**. They report to the Hall Coordinator. *A detailed description is on pages 8-9*

### **Big Kids: Kindergarten-5th Grade Team:**

Three classrooms to provide care and Biblical teaching for children in elementary grades, KG-5th Grade. In each classroom there should be 3 **small group leaders** and a **large group teacher**. *(Currently K/1 and 2/3 grade share a large group teacher and have the main teaching lesson together)*. They report to the Hall Coordinator. *A detailed description is on pages 10-11.*

## Section 2. Volunteer Positions (Cont.)

### **Midweek Teams:**

We have several different opportunities for people to serve during the week with a variety of tasks, including but not limited to:

- Facility Maintenance: Deep cleaning of tables/chairs/large toys; Regular cleaning and organizing of rooms; Organizing supplies in resource room.
- Curriculum Team: Designing, creating, and preparing curriculum supplies.
- Administrative Team: i.e. schedule management, communications, website, social media.
- Volunteer Care Team: recruitment, orientation, and continued training).
- Creative design team
- Project Planning Teams

*These tasks and responsibilities are scheduled both on a regular or one time basis. For more information on current needs talk with the Children's Ministry Director.*

### **Events Teams:**

We have several events during the year that children's ministry oversees. For example, we provide childcare for our Church's Annual Week of Prayer and Fasting, Saturday Night Prayer meetings, for Equip Classes. We also host teacher appreciation nights and family movie nights. Our largest event is our summer camp: Adventure Camp. Many of our Sunday morning and midweek team also serve as part of our Adventure Camp Team. Contact the Children's Ministry Director for current information on these teams.

Hall Coordinator	Check In Supervisor
To facilitate and manage the teaching staff for Calvary Kids	To greet families and manage the check in process.
Set Up Tasks (9:15-9:45am)	Set Up Tasks (9:15-9:45am)
<ul style="list-style-type: none"> <li>● Hall &amp; classroom lights on, classroom doors open</li> <li>● Start the coffee pot or check the Keurig in the 4th/5th grade room for teacher prayer meeting. ( 12 cups water in the pot, 4 scoops coffee in the filter ) Get out cups, creamer, etc.</li> <li>● Review the Teaching Schedule, posted at Check-In Desk.</li> <li>● Move the Large Rolling Cart out of K1 Classroom and place in hall by the office door.</li> <li>● Check each class to make sure they have their tables set-up, and that things are in basic order in the classroom for the teacher. Check that the nursery, twos, and threes classrooms have labels and a sharpie on door.</li> </ul> <p>Prayer time at 9:45am</p>	<ul style="list-style-type: none"> <li>● Set up the Check-In Station with iPads, Computer, and Printers - leave out extra labels, pen, lens wipes.</li> <li>● Review the Teaching Schedule that is posted at the Check-In Desk.</li> </ul> <p>Prayer time at 9:45am</p>
Before Service Responsibilities	Before Service Responsibilities
<ul style="list-style-type: none"> <li>● Be looking for teachers/helpers to be arriving, check-off their names as they arrive.</li> <li>● Check on teachers and make sure they understand the curriculum and the activities for the morning. Check everyone has the supplies they need.</li> <li>● Check classroom ratios and make any adjustments to the schedule as needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Man the Kiosk during Prayer Time</li> <li>● Be looking for teachers/helpers to be arriving, check-off their names as they arrive.</li> <li>● 8:30 or 10:15 Open Check-In for Families; man the Check-In Station; welcome &amp; register new families</li> </ul>
During Service Responsibilities	During Service Responsibilities
<ul style="list-style-type: none"> <li>● Check-in with teachers occasionally to see if they have any needs throughout the morning.</li> <li>● Be aware of any adults traveling through the children’s wing that might need directed upstairs.</li> <li>● Be available as a 2nd adult for classroom bathroom breaks.</li> <li>● Check if there is any prep work or snack prep you can help with during service.</li> </ul>	<ul style="list-style-type: none"> <li>● Print out each Classroom Roster - give to teachers - have them double check the names listed. (any changes noted- change child’s class allocation back at check-in desk).</li> <li>● Print out Attendance Summary - copy to Freya</li> <li>● Put away ipads and bluetooth printers unless charging. (Computer &amp; printer stays out until end of service).</li> <li>● Be aware of any adults traveling through the children’s wing that might need directed upstairs.</li> <li>● Be available as a 2nd adult for classroom bathroom breaks.</li> </ul>
After Service Responsibilities	After Service Responsibilities
<ul style="list-style-type: none"> <li>● Be aware of any classroom that has a long line of parents waiting to check out their children - be assistant as necessary -Dutch Bro Style ;)</li> <li>● Be aware of parents/teachers that may have questions or concerns to share after church</li> <li>● Write down any notes for Freya on schedule</li> <li>● Return the Rolling Cart back to the K1 room (teachers should have returned their snacks and other supplies)</li> </ul>	<ul style="list-style-type: none"> <li>● Be aware of any classroom that has a long line of parents waiting to check out their children - be assistant as necessary -Dutch Bro Style ;)</li> <li>● Finish Putting Away Check-In Supplies</li> <li>● Collect classroom roster from each classroom</li> <li>● Write down any notes for Freya on schedule</li> <li>● Put the roster sheets and morning schedule in Freya’s office.</li> <li>● Take Trash to dumpsters - or assign to helper or teacher to do.</li> </ul>

## Section 2. Volunteer Positions (Cont.)

### Little Kids Team:

**This team is broken down into two: Lead Teachers and Classroom Helpers; this section will explain the roles and responsibilities of each position:**

### Lead Teacher:

As a lead teacher in one of our Sunday School classes you **set the game plan** for the entire class. It is up to you when to transition from one thing to the next. It is up to you to decide what different ways to teach and reinforce the lesson. Is it mostly audibly taught? Is it acted out through a short skit? Do you include puppets or costumes in your teaching? Is it a combination of several things? As the lead teacher you will be **constantly refining how to teach your class** in a way that is fun (learning about God should be really fun!) and age appropriate. There is a lot of freedom to teach according to the way God has gifted you. We all teach a little bit differently and that is a good thing! However, as a team we do try to provide a consistent approach and structure that provides children with a familiar routine and clear expectations.

We **provide a curriculum outline**, felt board teaching, and also other activities too. This support is given by our midweek teams. If you need extra support or assistance please communicate those needs with us.

You will be the **manager of your helpers**. It is important to utilize them in the ways that they are gifted and to encourage them as God “raises them up” in the ministry. You must be aware of the safety of all your kids as well as maintaining a positive learning environment.

You will be **responsible for the logistics**: snacks, bathroom breaks, checking in and checking out of children that enter in your classroom, as well as communicating with parents. *If you have any concerns our hall team is a support to you and will also manage any difficult conversations with parents. Please notify them of any incidents in your classroom.*

Most importantly, you will **set the spiritual “tone”** of your class. Not only will you teach a Bible Lesson but your leadership of the classroom is also an example to those that work with you. Please be on time and prepare your lesson a little at a time throughout the week. We understand that life happens and lets be honest, sometimes it comes down to pulling things together the night before. But if we hold fast to our important role to teaching God’s Word we want to treat it with respect, have respect for our other teachers, and the children and families we serve. There is a huge blessing and benefit to the investment of prayer and Bible study before we teach. ***We want to strive for excellence in ministry, but there is of course grace for those weeks when life takes over!! Please don’t wing it every week!! ;)***

## Section 2. Volunteer Positions (cont.)

### Little Kids Team (Cont.)

#### Classroom Helper:

As a classroom helper you are there to support the lead teacher in providing a positive, safe and fun atmosphere. If a lead teacher has assistants who are assertive and tuned in to everything going on it can make for a fun and effective classroom experience for the kids. If helpers are there but not engaged and assertive it adds extra weight onto the lead teacher who already carries a lot of responsibility.

As a classroom assistant you have the benefit of being down on each child's level, interacting with kids one on one or in small groups and giving them that special attention that they need. You are ministering to them the love of Christ in many different ways. Some of them may have questions about God. Some of them will be struggling and need encouragement.

As children arrive: greet each child as they come into class, let them know that they are going to have a fun morning and that you are glad that they are there. Help them get acquainted with other children and help them find a game or a group of kids to play with so that they don't feel isolated and awkward.

You can also reinforce the lesson with them one on one and make sure they understand it. You at times will be the "peacemaker" between children. Always be aware of kids that are acting out, upset or just generally distracting the rest of the class. Sometimes the most difficult children in the class simply need to be encouraged one on one by a helper and made to feel valued and loved. Its okay to take a difficult child aside and read them a story or do a game if it can help the rest of the class engage in the group lesson or activity.

As a helper you play an important role, you may not be leading the class but your input and preparation is important. Please be aware of the lesson that is being taught, be prayerful for the children and volunteers that you are working with, and please be on time. A helpful and proactive helper is a really great asset in the classroom! We understand that life happens and sometimes these things are overlooked—but if we hold fast to our important role to teaching God's Word we want to treat it with respect, have respect for our other teachers, and the children and families we serve. There is a huge blessing and benefit to the investment of prayer and Bible study before we teach. ***We want to strive for excellence in ministry, but there is of course grace for those weeks when life takes over!!***

## Section 2. Volunteer Positions (cont.)

### Big Kids Team

**This team is broken down into two: A Large Group Teacher and Small Group Leaders. This section will explain the roles and responsibilities of each position:**

### Large Group Teacher

A Large group teacher is responsible for teaching the main lesson (there is one in 4/5th grade and currently K1 and 2/3 share a large group teacher). They will use the given curriculum as a guide, noting the questions and create a 10 minute teaching based around those truths. We encourage creative storytelling and dynamic approaches to teaching. We want each large group teacher to utilize their gifts and their strengths in teaching. For some teacher it's media use, dramas, visual aids, props or child inclusion. We want teachers to be led by the Spirit in preparing their teaching; however we do recognize the needs of the teaching time to be based around the given curriculum AND inclusive of the small group questions – so that small group leaders can ask them and then children are prepared to answer them!!

Be sure to know the **story that was taught the week before** - our curriculum is set from Genesis to Revelation - be sure to know what part of scripture we are studying in that month and how it fits with the other parts of the curriculum.

The large group teacher will have **approximately 10 minutes** to teach the main part of the story - maybe a little longer for the older 4/5th grade class. Know the range of children's short attention spans - we want children to remain engaged and focused on the story - be prepared to be flexible and to read the class dynamics and reactions as you teach.

Even though there is only 1 large group teacher for the morning, small group leaders play a vital role and **the teamwork** between the two will dramatically improve the flow and sense of the morning. Good communication and preparedness is very important.

As a large group teacher you will **set the spiritual "tone"** of your class. Not only will you teach a Bible Lesson but your leadership of the classroom is also an example to those that work with you. Please be on time and prepare your lesson a little at a time throughout the week. We understand that life happens and lets be honest, sometimes it comes down to pulling things together the night before. But if we hold fast to our important role to teaching God's Word we want to treat it with respect, have respect for our other teachers, and the children and families we serve. There is a huge blessing and benefit to the investment of prayer and Bible study before we teach. ***We want to strive for excellence in ministry, but there is of course grace for those weeks when life takes over!! Please don't wing it every week!! ;)***

## Section 2. Volunteer Positions (cont.)

### Big Kids Team (continued)

#### Small Group Leaders

If a large group teacher has small group leaders that are assertive, tuned in to the story, engaging with children who are struggling to listen, or preparing for the next activity, it will definitely make a fun and effective learning experience for the kids. If volunteers are there but not engaged or helping managing the children, it adds extra weight onto the large teacher who already carries a lot of responsibility.

As a small group leader you have the benefit of being down on each child's level, interacting with kids in small groups and giving them that special attention that they need. You are ministering to them the love of Christ in many different ways. Some of them may have questions about God. Some of them will be struggling and need encouragement.

As children arrive and are assigned to your group: greet each child and let them know that they are going to have a fun morning and that you are glad that they are there. Help them get acquainted with other children and help them find a game or a group of kids to play with so that they don't feel isolated and awkward.

When you are in small groups for discussion, snack, and activities ; try to make sure all children have opportunity to participate, but trust the Spirit's gentle leading and don't place too much pressure on children. The discussion time is designed so that many children can process the story with you, and there is space for them to ask any questions. This is not time for you to teach the lesson again, or to check off the boxes but space for children to engage with God's word. The activities are designed to reinforce the lesson and to help children process the truths that were taught. It is supposed to be fun and engaging so the more enthusiastic and encouraging you are the more they will respond likewise. Please be aware of the lesson that is being taught BEFORE service, be prayerful for the children and volunteers that you are working with, and please be on time.

We understand that life happens and sometimes these things are overlooked—but if we hold fast to our important role to teaching God's Word we want to treat it with respect, have respect for our other teachers, and the children and families we serve. There is a huge blessing and benefit to the investment of prayer and Bible study before we teach. ***We want to strive for excellence in ministry, but there is of course grace for those weeks when life takes over!!***

## Section 3. Practical Responsibilities for ALL Volunteers

### Schedule:

- You will be assigned dates in our children's ministry schedules; typically sent out in 3 months increments. We ask that you not only respond to those requests ASAP but please block out dates in planning center as soon as you know you are unavailable. This notice beforehand really helps with schedule creation and not having to switch people as much.
- Weekly reminders for your scheduled date is sent out by Tuesday as well as a text reminder on Friday.
- If you aren't able to serve on your assigned date let us know as soon as possible. The scheduling team will help find you a sub but may require some assistance from you.

### Sundays - Before Service:

- Prayer is a vital part of our ministry, we want to be led by the Lord, submitted to his will and powered by his Holy Spirit. Please join us for prayer at 8:15 or 10:00 in the 4/5th grade room. It is an important time to not only lay the morning before God but to pray and fellowship with one another.
- We ask that all volunteers commit to preparing the room for children, as directed by the lead teacher, i.e. puzzles and playdough out. We will do our best to make sure that it is vacuumed and clean with all tables/chairs in place before you get here.
- Be sure to check in and wear your name tag in a visible spot for parents and children to get to know you.

### Sundays - During Service:

- 1 volunteer manages checking kids in at the door, greeting parents and evaluating if there are any special needs - this is the lead teacher.
- No child should enter a classroom without a nametag, try to make a *quick* connection with the parent/guardian bringing them into class.
- If we need to contact a parent, the hall team will send a text to parent and if that doesn't work they will alert media team with child's #.
- Try to always send helpers when you need things from outside of class, or when its time to take kids on bathroom breaks. Utilize the hall coordinator as much as you need for errands, etc. It is best for you to be in with the class for the duration.
- No child is to be released to their parent or guardian without their matching tag— take 5 seconds to encourage each child and parent as they leave.

## Section 3. Practical Responsibilities for Volunteers (Cont.)

### Sundays - After Service:

- Always let the hall person know if there is anything that needs to be addressed in the classroom during the week such as repairs, carpet spot cleaning, etc.
- At the end of class we ask that you (and your team) clean the room (see covid specific guidelines on page 23) We ask you to clean tables, counters and large toys with spray disinfectant, replace garbage bags, and vacuum the carpet as well as reset tables and chairs, turn off any TVs or CD players.
- Take time to talk with the other volunteers before you leave about how the morning went.
- At the end of class turn in your roster sheets to the Hall Co.
- We encourage you to get to know the other volunteers who serve in your class on the opposite weeks. It's great to stay connected and be able to encourage each other as well as process through difficulties, remain consistent in managing the room.
- **Take time to thank one another and encourage one another - we are a team!!**
- Keep one another and the families you minister to in your prayers during the week!!

## Section 4. General Safety Guidelines

Calvary Corvallis is committed to do everything we can to prevent any type of child abuse and to stay “above board” in all of our practices. Below are some guidelines for each of us to follow to protect both children and children’s ministry workers within this church.

- Every volunteer in children’s ministry must fill out an application (both junior and adults).
- For every adult applicant we are required to run a background check .
- Protect yourself and the children by always having 2 adults present when you are with a child, both in and or outside of a class.
- No volunteer is allowed to work alone in a classroom. **All volunteers must be in eyesight of another volunteer**, there must be 2 or more volunteers working together in the room.
- All bathroom assistance must be done by an adult, and diaper changing must be an adult female. **Again, all volunteers must be in eyesight of another adult, especially in bathrooms.**
- Refrain from carrying, tickling, wrestling, and any form of rough physical contact.
- Never kiss a child.
- Use wisdom. Its okay to give a child a pat on the shoulder or a high five.
- For children ages 4yrs and up, don’t have children sit on your laps. Even in younger classes try to find another way to interact with children.
- If a child shows you a bruise or cut and you have a concern about the nature of it, discreetly talk with the Children’s Director.
- Never address a parent with an abuse concern. If there were an incident, the leadership of Calvary Corvallis will pursue the appropriate steps to take.
- Never “fish” for more information from a young child who may show signs of abuse. Children are very impressionable and we have to be really careful in this area.

## Section 5. Bathroom Policy

This is an important aspect of our ministry and our hall team monitor this very closely and provide support as needed.

- ***Apply the basic rule of children's ministry - every volunteer must be within eyesight of another volunteer - never be alone with a child.***
- Always send 2 helpers to the restroom with a class or group of children or ask for assistance from the hall team . Don't leave one volunteer alone in the classroom, without supervision from the hall team.

**The basic rule applies but here are some specific applications of these rules for different classes:**

- The 2 volunteers cannot be 2 men. 1 man and 1 woman helper is okay. Cannot be a married couple. 2 women are okay.

**Three Year Old's and Younger:**

- 2 female helpers can take both boys and girls into the women's restroom.

**Four Year Old's and Up:**

- Boys and girls enter their own bathroom. 2 helpers must stay outside of the entrance of the bathroom. Allow *small* groups of children to enter the bathroom and monitor the noise and behavior carefully.

The Hall Team oversees bathroom breaks, and they can clarify this policy with you as needed.

## Section 6. Discipline Procedures

A well prepared class with a good pace of activity can eliminate a lot of behavior problems in the classroom. Children who sense that there is a lack of classroom structure are prone to act out and have a hard time behaving in class. Also classrooms with large amounts of kids can create anxiety in a number of children causing them to be upset, distracted, and unable to follow classroom rules. When discipline is necessary, here are some guidelines:

- The child's wellbeing and the safety of others is our primary concern.
- Never physically restrain a child, shake them or spank them.
- Remove the child from the rest of the group and begin by talking with them. Its is helpful with all children to get to their eye level, sit on the floor if need be and try to see why they are acting out.
- Sometimes it is necessary for a volunteer to take the child who is acting out and stay with them as a buddy for the morning. Make them feel valued and also reinforce the need to obey the teacher and respect the rest of the class.
- On occasion as a lead teacher the child that is acting out can be given a job to do within the lesson that serves to keep them occupied and also makes them feel valued in the class. Give children opportunities to contribute and show they can be trusted and helpful. The challenge is not to "reward" bad behavior by always using unruly children to do fun things. Let the Lord lead as you learn how to balance this.
- We want these kids to feel loved and to grow out of specific behavior issues. We want to support parents and help all children succeed and also allow their parents to stay in service whenever possible.
- If a child has severe behavior issues and is not able to be controlled under these guidelines then let the Hall Coordinator know. Both the hall coordinator and the Children's Director can evaluate how to address the child. Sometimes having to be taken outside of class is enough to get things turned around.

## **Section 6. Discipline Procedures (Cont.)**

- We ask that the Hall Team be the primary communicators with parents on these type of issues as this may not be the first time it has been communicated to parents by teachers and so the Hall Team will know how to manage it. We strive to have open communication with parents, focus on encouragement and asking questions rather than discouragement or complaints.
- On occasion it is necessary to call the parents and have them remove the child from the classroom. If this happens we need to work with the parent to find a solution and to encourage them along the way. Remember to pray with the parents and for the child.
- It is always important that the entire class experience is not ruined because of 1 or 2 or several children that are acting out and not dealt with properly.
- We strive to be a welcoming environment for all children and families, the Children's Ministry Director will meet with any parents who have further questions about how to help a child thrive in our classrooms.
- We are launching our "Special considerations" form that parents can fill out that let us know any special considerations that we might need to know and help children thrive. Any important information communicated to us by parents will be regarded as private and only communicated to specific volunteers as necessary.

## Section 7. Nursery

Our nursery is unique because it is a child's first introduction into children's ministry. New parents are trying to determine whether to leave their child or stay with them. This can be a hard transition for both the baby and for parents. With this in mind we want to maintain a comfortable and caring environment. We need to be sensitive to specific needs and go the extra mile to alleviate any stress a parent may feel leaving their child with us.

### A few guidelines are:

- The **nursery lead teacher** will delegate and supervise who may change diapers, this person must be female.
- Pay special attention to crawling babies underfoot and walking babies that can fall over often. Watch closely over the safety of each child.
- Babies that are crying uncontrollably for long periods of time need to have their parents come get them or at least sit with them in the nursery. This can upset the entire nursery. If you are unsure as to what determines a "long period of time" as this can vary between parents - double check if there are instructions from a parent; discuss it with the hall team as they often know the family and will help decide when to contact a parent.
- Pay special attention to instructions from parents regarding snacks, bottles, naps etc.
- Never administer diaper ointment without specific instructions from the parent to do so.
- Never administer any type of medication to a child - hall team will call the parent.

### Nursery Cleanliness:

- Toys are organized into bins and are cleaned on a regular basis. Your attentiveness to children and their activities help us keep the nursery clean.
- At the end of class return clean toys to the appropriate bin
- As toys are discarded by children or they are licked, drooled, or sucked on place them in the left side of the sink labelled "Dirty". These will be cleaned at the end of class.
- Use spray disinfectant to wipe down the large cars and play toys as well as all hard surfaces. Garbage liners need to be replaced and trash given to the hall team to take out.
- (Please see covid specific guidelines on page 23).

## Section 8. First Aid

### **Some general guidelines for first aid:**

- During the school year our main first aid kit is in the cabinet outside the nursery. Ice pack are in there or in nursery freezer.
- There are also band aids in each classroom for smaller concerns.
- For outside classes during the summer we have a portable first aid bag that we keep with our group of outside kids. Kids that meet in the prayer chapel have a first aid kit that stays in the prayer chapel.
- If a child gets hurt in a classroom first evaluate the degree of the injury. If it is a simple scrape or cut then inform the hall monitor first aid is needed and care for the injury. If this is a more serious injury immediately get a hall monitor and we will notify the parents so that they can come down and we will call 911 if necessary.
- We have people on staff who are CPR trained and have a valid medical card for things that need attention immediately. We will keep you informed on who those people are.
- Always fill out an accident report when a child is injured. Make a copy of the accident report and give the original to the Children's Director and a copy to the parents of the injured child. When filling out the accident form be discreet if the injury was inflicted by another child. If the parent needs to know who inflicted the injury we will certainly tell them but it isn't necessary to disclose this on the accident report. This helps to alleviate potential hard feelings between families.
- Never administer medicine without a parents approval.
- Never try to hide an injury from parents.
- We try to maintain the safety of all our kids but occasionally someone falls down, gets hit by another child or bumps their head on something. Don't feel condemned if an injury happens in your classroom.
- *Before any activity please be alert to any potential hazards and guide children and volunteers as necessary; always strive for absolute safety.*
  - i.e. keep a limited number of children climbing on play structures or slides, no climbing on benches or tables....*

## **Section 9. Sick Policy**

As much as we can we want to prevent the spread of contagious illness in our children's ministry. We need to really be firm on our rules regarding sick children. If a parent is disappointed that we cannot allow their sick child into a classroom we need to explain that our policy is for everyone's protection. Parents are generally very understanding. The Hall Team will provide extra support in making any decisions, and communicating that to parents.

If a child has any of the following symptoms, we cannot check them into a classroom:

- Persistent cough
- Runny nose: green or yellow mucous or clear that is running profusely
- Spots or rashes
- Oozy eyes and/or pink eyes
- Fever, vomiting or diarrhea within the last 48 hours

It is important for families to know that our upstairs family room is not intended for sick children. Parents really need to take sick children home to rest.

### **Covid Specific Guidelines for Volunteers Serving:**

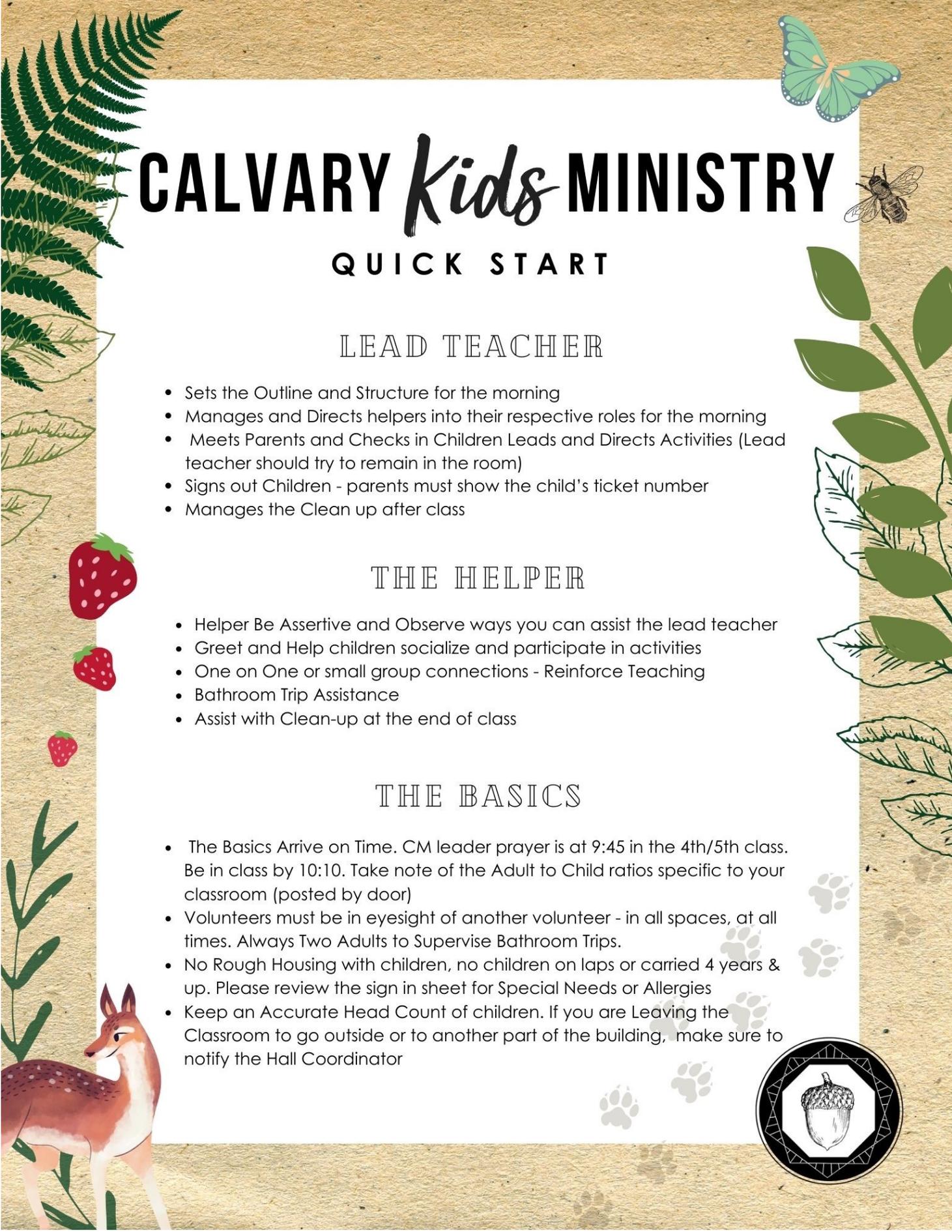
If you or someone you have been in close contact with has had a fever or covid symptoms we ask that you not attend church and remain in quarantine or until tested negative.

If you or any family member has been exposed to someone who tested positive for covid we ask that you not attend and remain in quarantine or until tested negative.

## Section 10. Emergency Procedures

In order to properly and safely care for our children we must be aware of our emergency procedures and prepare accordingly. Our Usher team are well trained and help with our safety and security. Follow instructions from the hall team as they manage the morning.

- Know how many children are in your care at all times - **keep consistent head counts.**
- Remain calm and help children to remain calm.
- Know your closest exit as well as a secondary exit if needed, know where the locked office is located. (A fire escape diagram is posted in each room).
- If you evacuate the building - stay together, remain calm, leave the room in single file with a volunteer at the front and the back of the line, take the classroom roster with you. Once outside the building remain at a safe distance, keep children in single file and remain calm, make sure all children are accounted for. Communicate with the Hall Co or Ushers and wait for further instructions.
- If on a lockdown procedure - keep children calm, and if safe move all children quietly into the locked offices at the end of the hall, *only the hall team have keys*. Stay away from windows so locate office on the inner side of the building, help children remain calm, make sure all children are accounted for. Communicate with the Hall Co or Ushers and wait for further instructions.



# CALVARY *Kids* MINISTRY

## QUICK START

### LEAD TEACHER

- Sets the Outline and Structure for the morning
- Manages and Directs helpers into their respective roles for the morning
- Meets Parents and Checks in Children Leads and Directs Activities (Lead teacher should try to remain in the room)
- Signs out Children - parents must show the child's ticket number
- Manages the Clean up after class

### THE HELPER

- Helper Be Assertive and Observe ways you can assist the lead teacher
- Greet and Help children socialize and participate in activities
- One on One or small group connections - Reinforce Teaching
- Bathroom Trip Assistance
- Assist with Clean-up at the end of class

### THE BASICS

- The Basics Arrive on Time. CM leader prayer is at 9:45 in the 4th/5th class. Be in class by 10:10. Take note of the Adult to Child ratios specific to your classroom (posted by door)
- Volunteers must be in eyesight of another volunteer - in all spaces, at all times. Always Two Adults to Supervise Bathroom Trips.
- No Rough Housing with children, no children on laps or carried 4 years & up. Please review the sign in sheet for Special Needs or Allergies
- Keep an Accurate Head Count of children. If you are Leaving the Classroom to go outside or to another part of the building, make sure to notify the Hall Coordinator





# CALVARY *Kids* MINISTRY

## COVID SPECIFIC GUIDELINES

*Because of the changing nature of the covid-19 pandemic, these guidelines may be updated frequently, please contact children's ministry Director with any questions or recent updates.*

### Upon Arrival:

- Our Health Policy is posted at check-in, temperatures may be taken if warranted.
- Masks can be provided for both adult and children if needed.
- We have each child wash their hands in the classroom on entry.

### During Class:

- Washing hands or hand sanitizer before and after snack time.
- Children and Teachers are asked to do their best to social distance as much as possible.
- We will try to limit any physical contact like hugging, high fives, or fist bumps, but that doesn't mean we can't still have a good time and connect with others!

### After Class:

- Spray and disinfect tables, chairs, major surfaces and any large toys.
- Wipe down white board markers / light switches / door handles / entryways.
- Cleaning of bathrooms.





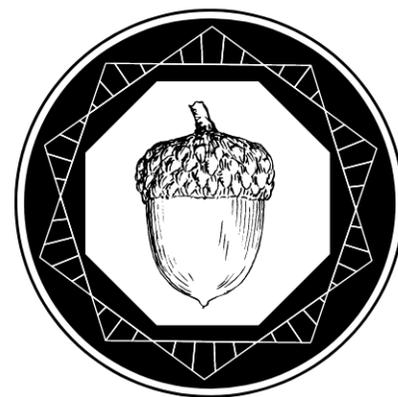
**I have received and read a copy of the Calvary Kids Handbook.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please return this one page sheet to Freya Lusic, the Children's Ministry Director. It can be emailed to [calvarykids@calvarycorvallis.org](mailto:calvarykids@calvarycorvallis.org) or handed into a Hall Co. on Sunday or mailed to 2125 NW Lester Ave, Corvallis, OR 97330*



**CALVARY Kids**