

# UNION KIDS HANDBOOK

UPDATED APRIL 2021

CONTACT INFORMATION.....	3
THANK YOU!.....	3
MISSION OF UNION KIDS.....	4
MINISTRY VALUES.....	4
CURRICULUM .....	5
VOLUNTEER POLICIES.....	5
VOLUNTEERING FOR UNION KIDS .....	5
VOLUNTEER EXPECTATIONS.....	5
CLASSROOM POLICIES.....	6
ARRIVAL AND CHECK-IN .....	6
DEPARTURE AND CHECK- OUT .....	6
BATHROOM .....	6
HAND WASHING .....	6
SNACK .....	7
DIAPER BAGS AND PERSONAL ITEMS.....	7
CLASSROOM INCIDENTS.....	7

## Contact Information

Larissa Hewitt- Director of Children's Ministries  
(760) 613-0278

[larissalynnhewitt@gmail.com](mailto:larissalynnhewitt@gmail.com)

Katelynn Baird- Assistant Director of Children's Ministries  
(949) 892-7214

[bairdkatelynn@gmail.com](mailto:bairdkatelynn@gmail.com)

Aaron Newman- Lead Pastor, Union Church  
(949) 295-3082

[aaron@unionchurchsc.com](mailto:aaron@unionchurchsc.com)

## Thank You!

If you are reading this handbook, it means that you have expressed an interest in serving in Union Kids. We know that serving with kids can at times be an exhausting and thankless job, but it is one that is tremendous blessing to our entire church. Union Church has a unique DNA compiled largely of children, and by giving your time and energy to serve them and their parents, you are playing a huge part in helping these children to know and love Jesus.

Proverbs 22:6 tells us to "Train up a child in the way he should go; even when he is old he will not depart from it." By helping teach these children about the love of Christ from a young age, you are playing a part in shaping them for the rest of their lives.

Thank you so much- we are here to support and help you however you may need.

-The Union Kids Team

## Mission of Union Kids

Union church's mission statement is to "Know Jesus, Declare Jesus, and Make Disciples of Jesus", and that extends to Union Kids. The children of our church are little Christians and future disciple-makers.

While we view the raising of children as the role of a parent, it is our job to come along side parents and help them in teaching their children to know and love Christ.

We seek to not only provide a safe, clean, and fun space for children to come on Sundays while their parents are in service, but to provide resources and support for parents and children.

## Ministry Values

- *The Good News of Jesus.*
  - Sometimes kids' ministry can be a little more like childcare, but not here. Through playtime, crafts, singing, and Bible stories, we want kids to hear the good news of Jesus Christ so they'd learn to know there is no one and nothing better than Him.
- *A Clean & Safe Environment.*
  - Children's safety is of utmost importance to us so we make sure our leaders are qualified, our classrooms are clean, orderly, and safe, and our children are carefully watched over as they enjoy their time with us.
- *Age-Appropriate Teaching.*
  - We want children to learn about Jesus just like their parents are, but not in the same way! All our Bible lessons and activities are designed to be engaging, encouraging, and educational for your child's age group.
- *A Lot of Laughter & Fun.*
  - God did not make a boring world and Jesus was not a boring guy so we work to help children experience the goodness of God-given fun as they learn about how good He is.
- *Partnering With Parents.*
  - We don't want to supplant the parent's role in raising their kids to know Jesus, but we definitely want to supplement it by encouraging and equipping parents to raise their kids to know and love Jesus.

## Curriculum

We use The Gospel Project for Kids curriculum for all of our classes. The Gospel Project is produced by Lifeway ministries, and goes through the entire Bible from start to finish over the course of three years.

The curriculum for each month will be emailed out the month prior. We ask that all teachers review the curriculum for the week they are teaching so that they are prepared. Hard copies of the curriculum will be available each week in the class, so it is not necessary for teachers to print their own materials.

## Volunteer Policies

### Volunteering for Union Kids

- If interested in volunteering for Union Kids, an individual should speak with the director of children's ministries
- All volunteers must complete a background check prior to serving in a classroom

### Volunteer Expectations

- Volunteers are expected to serve 1 Sunday a month (or once every 4 weeks on months with 5 weeks)
  - Volunteer schedules will be sent 1 month prior to the serving month
  - It is the responsibility of the volunteer to let the director know if they will be unavailable any given Sunday
  - If a volunteer is unavailable to serve on the day they scheduled, it is expected that they will notify the directors of the ministry immediately, and first try to switch with another volunteer directly
    - If unsuccessful, the directors of the ministry will assist
- Volunteers are expected to arrive 30 minutes before service starts
  - This allows for them to make sure their classrooms are prepared for students' arrival

# Classroom Policies

## Arrival and Check-In

- All students will check in at the front table
  - A runner will bring students to their designated classrooms
- Parents are not permitted to enter the kids' area unless accompanied by a volunteer
  - This is to reduce congestion and therefore, confusion in the kids' area
  - This is for the safety and security of every child
  - If a parent would like to see a classroom, a volunteer may accompany them to their child's classroom.

## Departure and Check- Out

- Parents will check out their children and the same table where they checked in
  - A volunteer will pick up children one by one, as their parents arrive
- Children are not permitted to leave with an adult that is not their parent or guardian
- Children must be picked up and walked out to the play area by a parent after church

## Bathroom

- Each classroom has a connecting bathroom
  - Boys and girls must use the bathroom one at a time
- Nursery
  - All children in the nursery must wear a diaper and have a diaper bag provided at drop off
  - Only female volunteers may change diapers
- 18 months-3 years
  - If a child is not yet potty trained and needs a diaper change, they should be brought to the nursery to be changed
  - Children who are potty trained must be supervised while in the restroom
    - Only one child at a time in the restroom
    - A female volunteer must supervise with the restroom door open
- 4 years- 6 years
  - All children are required to be potty trained
  - Students may use the restroom one at a time- supervision not required
- 7 years- 10 years
  - Students may use the restroom one at a time

## Hand Washing

- All children and volunteers must wash their hands when they arrive, before snack, and when returning from the playground\*
  - \*baby-safe hand sanitizer will be available in the nursery

## Snack

- Snacks will be pre-packaged for each child
- If a child is not able to have snack, parents should indicate at check-in, and students will receive a “no-snack” sticker

## Diaper Bags and Personal Items

- Every child that may need a diaper change needs to have a diaper bag provide
  - Labels for diaper bags are available at the check-in table
- Personal items, such as toys, are not permitted in the classrooms
- If a child needs a special snack, it should be provided and labeled at check-in

## Playground

- Make sure that volunteers are spread throughout the playground to supervise children on all areas
- If you notice sand, woodchips, etc. on the sidewalk, please use the broom to sweep them back. They are a slipping hazard for students.
- Make sure to leave something to block the door from closing all the way. It does lock behind automatically.

## Classroom Incidents

- If an incident occurs in the classroom where the parents need to be called, the volunteer should first contact the overseer of the ministry for that day
  - Incidents include, but are not limited to:
    - Injury
    - Tantrums
    - Aggression (ie: hitting, kicking, biting)
  - If you are unsure about an incident, contact the overseer immediately
  - The overseer will then contact and communicate with the parents
- All incidents should be noted on incident report forms
  - Incident report forms will be collected and signed by the overseer at the end of each class
  - Incident report forms must be signed by parents at pick-up
  - Incident report forms will be kept on record