



# Parent Handbook

## **Who We Are and What We Believe**

At CG Kids we believe that great things happen when we provide support and encouragement to kids and families through the body of Christ. We are here to partner with parents in leading their kids on a journey to developing an authentic faith in God. We believe that every child was created in God's image for a purpose and calling to do great things. We are grateful to be able to teach and encourage children through God's word.

## **Sunday Services**

### **Times**

Child Check-in begins 15 minutes prior to each service

### **Security and Check-in**

Each child needs to be checked in by a parent or guardian and given a name tag before joining their small group. Each child/family will be given a 3 digit corresponding code as well. Check-in stations are located in each ministry area (Nursery, Preschool, Elementary). When picking up a child the 3 digit code must be verbally stated or a copy of the code must be given to the Small Group Leader or CG Kids Volunteer. Parents, guardians, or siblings over 16 may pick up a child from any environment provided that they have the 3-digit corresponding code.

### **Families with Special Needs**

CG Kids welcomes all families! We look forward to working with parents in providing necessary support for children with special needs. We will do the best we can to accommodate any needs you may have. Additional helpers may be available upon request.

### **Environments**

#### Nursery (Newborn- 2yrs)

Our Nursery is conveniently located next to the Worship Center. This environment is loving and interactive for babies, crawlers and toddlers. We use Orange First Look curriculum which focuses on core values of creating an authentic faith. Our Nursery Team provides snack and water cups as each child may request. You are welcome to

leave snacks and cups for your child as well, however please label them with your child's name.

### Preschool (3-5yrs)

Our Preschool environment is designed to engage kids in social activities, worship, Bible story time and small group reinforcement activities. Using Orange First Look Curriculum, our leaders create engaging activities that focus on the core values of creating an authentic faith as well as partnering with parents in providing resources to supplement weekly lessons. Small Group Leaders will provide snack each service. Water fountains and restrooms are located next to the classroom for convenience. However, we ask that you have your child use the restroom prior to check-in. Leaders and volunteers do not enter the restroom with children. If your child is potty training; please plan on checking in with them as they may need.

### Elementary (K-5th)

Our Elementary environment consists of both small group and large group times that include worship, Bible stories and reinforcement activities. We use Orange 252Kids curriculum which fosters biblical learning and character development. Small Groups are combined into K/1st, 2nd/3rd and 4th/5th grades. We do not provide snacks in the elementary area, however we do have water fountains located in the gym. Bathrooms are located outside of the gym for students to use.

### **Keeping Kids Safe**

The safety of our children is of the utmost importance. We consistently review safety policies with leadership and volunteers. All Small Group Leaders and volunteers over 18 have completed background checks and training for their specified role.

### **Wellness Policy**

We encourage sick children and CGKiDS volunteers to stay at home. Please consider the following list when determining if your child should remain home.

- A fever of 100 degrees or higher
- Unclear drainage from eyes or nose
- Pink eye-unexplained itchiness/redness of the eyes, with discharge
- Symptoms of pain (a child complaining or showing physical signs such as holding head,etc)
- Diarrhea or vomiting
- Unexplained rashes, possible chickenpox, hand foot and mouth etc.
- Lice

## **Allergies**

We are happy to work with families to ensure safe spaces and environments for children with allergies. Parents are responsible for letting CGKiDS team members know about their child's allergies. They must be sure to mention all allergies to their child's Small Group Leader. Allergies should be listed during the registration of each child. Once allergy information is entered into the database; all name labels will have allergies listed on them. Children can grow out of allergies. If your child's allergies change please update that information online or as for help doing so with a CGKiDS team member. We will not be able to accept a child's word that they are now allowed to have something that they previously had an allergy to.

If your child has emergency medications for severe allergic reactions the Small Group Leader needs to know. Medication can be left with the child or an emergency medication form can be completed.