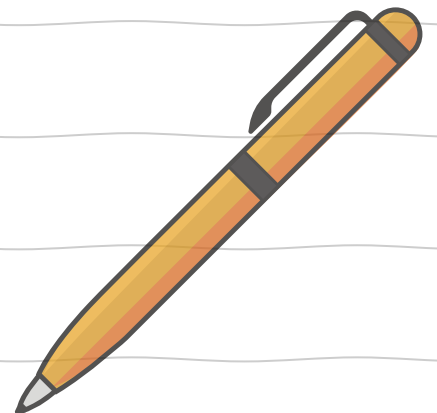


KidZone

Handbook

2023/2024



FCC Mission

We make disciples who plant the church.

KidZone Mission

We help make (little) disciples who plant the church.

We believe that parents have the primary responsibility in the discipleship training of their children. KidZone is here to reinforce and support the parents in their journey of raising up young followers of Christ through quality teaching and curriculum.

VISION:
Equip parents
and guardians
to disciple their
children well.

The logo for KidKare features the word "KIDKARE" in a playful, multi-colored font. The letters are in various shades of purple, blue, green, and orange. The logo is set against a yellow circular background.

KidKare is offered for children ages birth through 4 yrs during BOTH services. The KidKare team is dedicated to providing a God-focused, happy, healthy, and safe environment for the children in its care.

**0&1 Yr Room
2&3 Yr Room
4K Room**

The logo for KidzKonnnect features the word "KIDZKONNECT" in a playful, multi-colored font. The letters are in various shades of purple, blue, green, and orange. The logo is set against a yellow circular background.

KidzKonnnect is offered during BOTH services and takes our Kindergarten through 3rd grade students on a journey through the Bible which begins in the book of Genesis and ends in the book of Revelation using The Gospel Story Curriculum. Kids will learn how to look for and connect Christ in both the Old and New Testaments of God's Story: The Bible!

**Kindergarten & 1st Grade
2nd & 3rd Grade**

The logo for CHAOS Lite features the word "CHAOS" in a bold, multi-colored font, followed by "LITE" in a smaller, multi-colored font. The letters are in various shades of purple, blue, green, and orange. The logo is set against a yellow circular background.

CHAOS Lite is offered for children in 4th & 5th grades during BOTH services, immediately following worship with their parents. The CHAOS Lite team takes them through the same scriptures being studied in big church in a kid-friendly way to provide an opportunity for parents to connect their ministry at home with the ministry in KidZone, all while preparing them for the transition to our youth group, CHAOS.

4th & 5th Grade

You personally commit to:

- being a **role-model** in living a life that reflects Christ.
- maintaining an active commitment to FCC in its programs, ministry and philosophy through **consistent attendance**.
- **pray** regularly for the staff, the volunteers, the children and their families.
- fostering a teachable spirit by faithfully attending training sessions.
- **invite others** to join you in serving as a KidZone Ministry volunteer.
- create an environment that radiates Christ's love for both children and adults.
- faithfully serve this ministry. (**A one year commitment is expected.** Every August you will be asked if the ministry you are serving in remains a good fit. If so, you will continue to serve God in the ministry you've been called to. If not, you will be referred to the Connection Team to find a better fit.)

My commitment to YOU:

- To seek **God's will** in all decisions I make!
- To **pray** for you each and every week.
- To do my best to provide training and an environment that adequately **equips** you to serve God in the capacity that He has called you.
- To provide you with a **vision** for FCC Children's Ministry and your role within that vision.

General Information

Medical Procedures

Minor Injuries

- A majority of the time an injury can be treated with a little loving attention and/or a band-aid. If the injury left a mark/bruise please notify ministry director and parents upon pick up.
- We are **NOT** authorized to dispense any over the counter or prescription medications.
- First Aid Kit is located at the KidZone Check-In desk.



Major Injuries

Serious injuries involving broken bones, fainting, unconsciousness, convulsions, or other serious bodily injury should be treated as follows:

- Stay calm and keep the injured child as calm as possible. Speak calmly and assure the child that everything is going to be all right.
- Do NOT move or leave the child that is injured.
- Send another volunteer or radio Check-In desk to locate a staff member for assistance.
- If needed, the staff member will obtain further help or call 911
- The staff member will contact the parents and advise them of the child's situation. Additionally, a staff member will continue to follow up with the parents as needed.

Fire Emergency Procedures



If the building fire alarm systems are alerted, calmly and quickly lead the children in your room outside. Once outside the building, do a head count of all students in your class to ensure that everyone has left the building. Director will come with attendance to verify everyone is out of the building. Do not allow parents to take their children until everyone is accounted for and no one should re-enter the building until clearance is given to do so.

If you see evidence of a fire and the alarm has not yet sounded, employ the following techniques:

- Rescue: Help remove anyone in immediate danger of fire.
- Alarm: Activate the nearest fire alarm pull station. They are located by each exit. Exit the building after pulling the alarm.
- Confine: If you are in a room and the alarm goes off or you see smoke, close the door on your way out. DO NOT LOCK.
- Evacuate: Leave the building as soon as possible and stay outdoors as far away as possible until a clearance is given.

KidZone Wellness Policy

If you notice a child appears sick when being dropped off don't be afraid to ask the parents about it. We do have a Wellness policy that needs to be observed with NO EXCEPTIONS! If a child becomes ill during class please notify the check in team or director immediately.

We ask that children stay with their parents when any of the following have occurred within the last 48 hours:

- Discharge in or around the eyes
- Excessive coughing
- Unusual rash
- Any communicable disease
- If the child is being treated with an antibiotic, s/he should have received treatment for the specific illness at least 24 hours prior to coming into KidZone.



COVID-19

We ask that if any child or adult has not tested for COVID and has had any of the following COVID symptoms within the last 7 days (This Includes Volunteers) that they refrain from entering KidZone:

- Fever
- Cough
- Sore Throat
- New change in taste or smell
- Difficulty breathing
- Runny nose/Congestion
- Nausea/Vomiting/Diarrhea

We ask that if any child or adult has tested POSITIVE for COVID, they need to follow newest CDC guidelines and not return to KidZone until:

- They have isolated for 5 days from positive test result.

OR

- Symptoms are resolving **and** fever has been gone for at least 24 hours **without fever reducing medication.**

***They should also wear a mask for at least 10 days from their positive test whether they were symptomatic or not.*

Physical Conduct Guidelines

These procedures are in place to protect BOTH you and the children in our care.

- Physical contact should be age appropriate and limited to handshakes, high fives or brief hugs for older children.
- Your door should remain open if you are the only volunteer in a room. (Or the top part of the door in the nursery)
- School aged children should not need any assistance in the bathroom. If any nursery or special needs children do, radio the director to help them.
- Nursery volunteers need to check to see if we have permission for diaper changes. If we do not, radio the desk to have parents called to KidZone.
- Volunteers should not have any child alone with them one-on-one. Ever. If you are serving in a room that has only one child, combine with another class or seek direction from the director.

Helpful Discipline Reminders

Proper discipline in the classroom allows children to feel comfortable and experience a caring and consistent environment. It is very important that all volunteers understand the guidelines for discipline.

The **5 R's** can help you remember the process of discipline:

- **Reward** good behaviors (give them a high five; praise them with words, a pat on the back, a toy from the reward box, etc.)
- **Remind** the child of proper classroom behavior.
- **Redirect** the child. Move him/her to a different situation or area. Pair with different children.
- **Remove** the child from the group using a 'time-out' chair in the classroom in your view. Explain what is wrong with the child's behavior and after several minutes of sitting alone (1 minute for every year of the child's age); invite the child to rejoin the class.
- **Return** the child. If the above steps don't work, take the child to the director who will either keep them at the desk or contact the parent and explain the situation.

NEVER grab or yell at a child. The director is there to assist you if a child is disruptive or needs some one-on-one attention.

Cleaning Supplies & Procedures

- **If you're in KidKare space:**
 - Grab a cleaning caddy out of KidZone closet.
 - Use Clorox wipes or spray cleaner and paper towels to wipe down high touch surfaces like door handles & light switches.
 - Remove soiled toys and leave on the counter for cleaning.
 - Put all toys back to the best of your ability.
 - Before leaving your room, clean high touch surfaces again. Check garbage at the end of 2nd service and if it is full or has food/diapers in it, please bring it out to the welcome desk.
 - Return ALL supplies to KidZone closet and place on appropriate shelf!
- **If you're in KidzKonnnect or CHAOS Lite space:**
 - Grab a cleaning caddy from D1.
 - Before leaving your room, clean tables and make sure all garbage is picked up.
 - **Return all supplies**, vacuum if necessary and make room ready for other ministries.

Parent Drop-Off/Pick-Up

- Make the most of this opportunity to connect with families!
- If a child is new, pair them with a buddy for their first day.
- CHAOS Lite students (4th & 5th grade) will report to KidZone after Worship.

Serving With Parents

We LOVE seeing children serve with parents and parents modeling what it looks like to be the church!! You are welcome to keep your children with you when you serve as long as you are able to perform duties.

Important Reminders

- **Arrive for your shift 30 minutes before it starts.**
- **We will gather and pray 20 minutes before the start of service.**
- **Be ready to receive students and families 15 minutes prior to service starting.** KidzKonnnect teachers, be available for parents as they drop off.
- **If you are unable to make your shift**, please first check with other KidZone volunteers for coverage. If it is the last minute, contact Bobbi as soon as possible. (715)220-3753



- **Pay special attention to any medical information** that will be listed on the child's name badge. It is boldly highlighted in black at the bottom of the label.
- **LABEL, LABEL, LABEL!** Label any additional items that are not marked with the child's name. Check-In should provide a label for diaper bags.
- **Safety Reminders**
 - Children should never be left alone in a room!
 - If a child appears ill, let someone on check in team know right away.
 - Do not use hand sanitizer on children under three. (In case they put their hands in their mouth.) Use hand wipes that are in caddy.
- **If anything is broken** in the room let Bobbi or someone on check in team know so we can make a note. If we break something, it's okay, we just need to work on replacing it.
- **A volunteer's appearance reflects on Faith Community Church- please wear comfortable, modest, and appropriate clothing for the activities that you will be involved in as a volunteer.**
- **Make sure you are continuing to attend church services! Go to the service opposite the one you are serving! We can't serve well from an empty cup! We can't show the children and their families Jesus if we haven't been spending time with Him ourselves!**

Service Terms & Time Commitments

Check-In - 1 Year and a minimum of one Sunday a month.

KidKare - 1 Year and a minimum of one Sunday a month.

KidzKonnnect - 1 Academic year and a minimum of every other Sunday.

CHAOS Lite - 1 Academic year and a minimum of every other Sunday.

Worship - 1 Academic year and a minimum of every other Sunday for 15 minutes at the start of each service.

Volunteer Acknowledgement Form

This Children's Ministry Handbook contains important information about Faith Community Church's KidZone Children's Ministry. I understand that I should contact the Children's Ministry Director if I have **any** questions that are not answered in this handbook.

I know that revisions to this handbook may occur at any time. My signature below acknowledges that I have received and read this handbook in its entirety and agree to follow the policies, procedures and commitments that have been specified.

Signature: _____ Date: _____