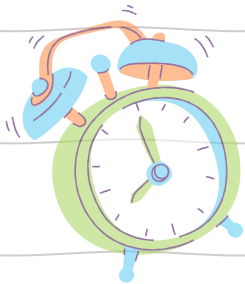




# KidZone



Handbook  
2025/2026



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

## 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.

## NURSERY

Ages 0-3

8:30 Service  
10:00 Sunday School  
11:00 Service

**Nursery** is offered for children ages birth through 3 yrs during both the 8:30 and 11:00 services **and** Sunday School Hour. The Nursery team is dedicated to providing a God-focused, happy, healthy, and safe environment for the children in its care.

**0-6 Month Butterfly Room**  
**7-23 Month Fish Room**  
**2&3 Yr Barn Room**

## SUNDAY SCHOOL

4k-3rd

10:00-10:45am

**Sunday School** is offered for kids 4K-3rd Grade during our Sunday School Hour: 10-10:45am. Using *The Gospel Project for Kids* curriculum, students look at the big picture of God's story—the story of redemption through Jesus Christ. Each week, kids follow a chronological timeline of Bible events, all the while learning how each story points to the gospel of Jesus Christ.

**4K**  
**Kindergarten & 1st Grade**  
**2nd & 3rd Grade**

## THE ARMORY

10:00-10:45am



The Armory is the place for kids in 4th & 5th Grade during our Sunday School Hour: 10-10:45am! There they use the *Forged: Faith Refined* curriculum to sharpen their worldview according to biblical principles. As preteens move toward their teenage years, this class will use the Bible to help refine their faith and prepare them to understand and interact with the world around them with a biblical worldview all while preparing them for the transition to our youth group.

**4th & 5th Grade**

## CHILDREN'S CHURCH

4k-1st

8:30 Service  
11:00 Service

**Children's Church** is offered for kids 4K-1st Grade during both the 8:30 and 11:00 service. Students will participate in Kids Worship, Bible memorization, and Bible literacy along with fun activities corresponding to the day's Sunday School lesson from *The Gospel Project for Kids* curriculum. This will not be the Sunday School class, but a supplement for it.

**4K, Kindergarten & 1st Grade**

# Service Requirements by Age/Location

We welcome and appreciate our KidZone volunteers!



## Requirements to serve with children: (Nursery, Children's Church & Sunday School)

- **Ages 12+** can serve with an adult volunteer if:
  - Training has been completed
  - They are approved by the elder board
- **Ages 16+**
  - A church member
  - Training has been completed
  - They are approved by the elder board
- **Ages 18+**
  - A church member
  - Training has been completed
  - Background check completed

## Requirements to serve without children: (Check-In)

- **Ages 12+** can serve with an adult volunteer if:
  - Training has been completed
  - No assisting with bathroom
- **Ages 16+** can serve alone if:
  - Training has been completed
  - No assisting with bathroom
- **Ages 18+**
  - Training has been completed
  - Background check completed
  - No assisting with bathroom (*Unless you're also a church member*)

## ALL Volunteers:

- Must attend a service! Serving is not a replacement for church!
- Must read & review the Handbook and return Acknowledgement Form.
- Must check-in at front desk so we know you're here!
  - Youth helpers under 16 will be assigned where needed most.
- Only one youth under 16 per room unless assigned by an adult and approved by adult volunteers in the room.

## 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 & meetings.
- **invite others** to join you in serving as a KidZone Ministry volunteer.
- create an environment that radiates Christ's love for both the children and the adults we serve with.
- faithfully serve this ministry. (**A one year commitment is expected.** Every August teachers will be asked if KidZone remains a good fit for them. 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 lead or ministry Director and parents upon pick up. An incident report will need to be filled out.
- We are **NOT** authorized to dispense any over the counter or prescription medications. (This includes EpiPens. A parent or certified adult is needed).
- 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. This would be a good time to pray with or over them.
- Do NOT move or leave the child that is injured.
- Send another volunteer or radio Check-In desk to locate a lead person or staff member for assistance.
- If needed, the lead or staff member will obtain further help or call 911.
- A 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

*See Evacuation Map Example p.6*

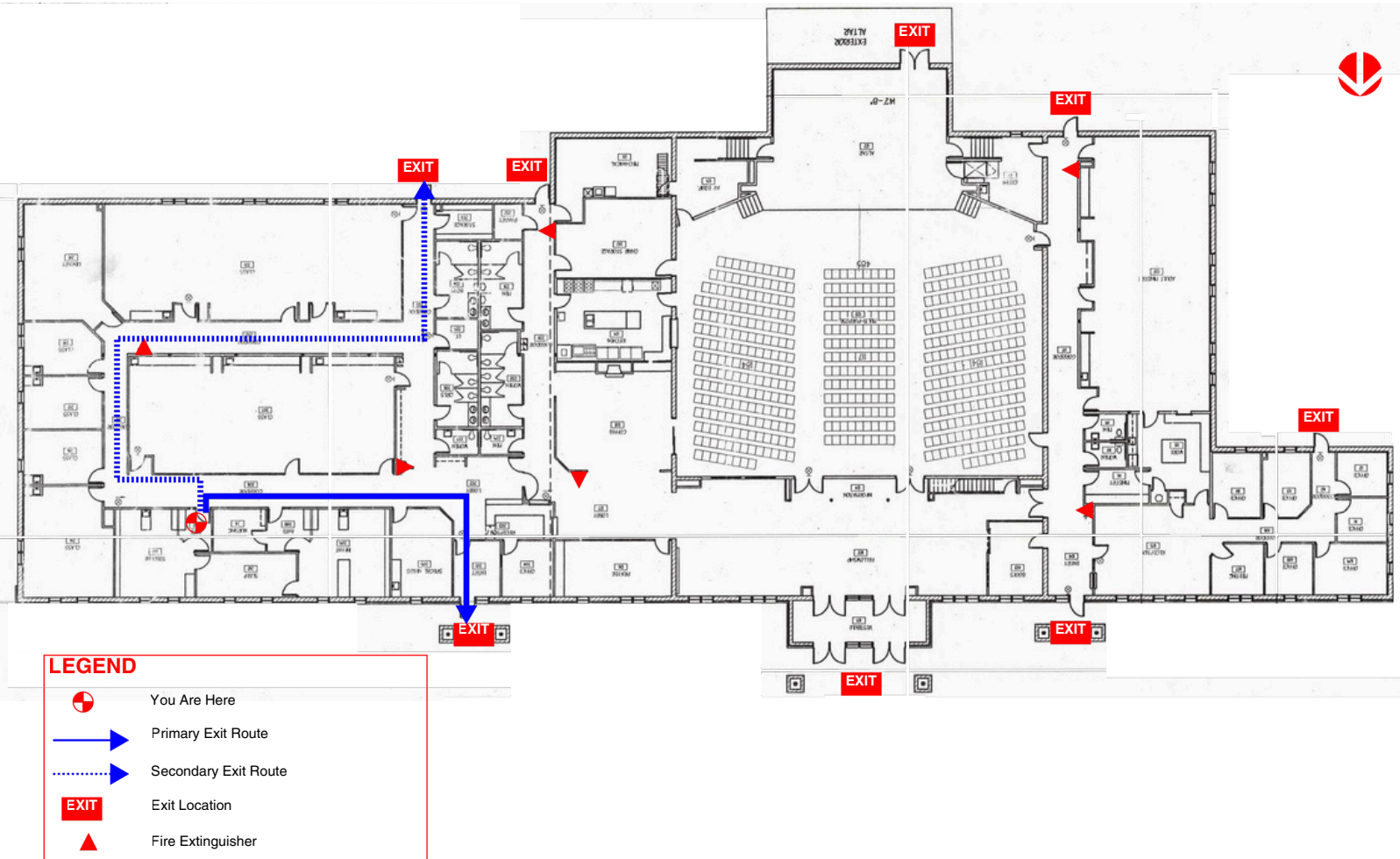


If the building fire alarm systems are alerted, take your attendance sheet off the wall by your door and calmly and quickly lead the children in your room outside to the playground using the evacuation map in your room. Once at the playground, check children off from your attendance sheet. The Director 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.

# Faith Community Church Evacuation Map



# 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.



## Try again next week if:

- Any fever within 24 hrs
- Vomiting/diarrhea within 48 hrs
- Strep throat/ear/eye infection
- Cough that is deep or frequent
- Head Lice
- COVID, Influenza, Chicken Pox or other communicable illness

## Consider carefully if:

- **A family member has been dealing with any of the “Red Zone” illnesses**
- Rash or sores from an unknown cause
- Known exposure to illness and behavior that might indicate an illness is coming.....

## Welcome to stay if:

- Child is active/ playful/ well rested
- AND**
- **Has not had a fever for over 24 hours without fever reducing medication but has:**
    - Sneezing, red eyes or runny nose that is clear.
    - A lingering cough from a past illness

## Physical Conduct Guidelines (Volunteers)

***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)
- Nursery volunteers need to check the child's label 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 or Team Lead.

### **Bathroom Guidelines**

- School aged children should not need any assistance in the bathroom.
- If any nursery or special needs children need help, radio the Check-In desk to send them down.
- Verify the bathroom is free of other adults and/or youth before sending them in.
- If providing assistance: leave the bathroom/stall door open, step outside when not needed, and use minimal contact and more verbal instructions.
- No youth helpers should assist more than accompanying them to the bathrooms.

## Further Safety Guidelines

- Parents with children new to KidZone are welcome to stay and help them adjust. With the following guidelines:
  - They can stay with them (and you) for a couple of Sundays as long as you are present the entire time.
    - After that, we can gently let them know they will need to sign up for training and a background check in order to be in KidZone.
- We have a security team. Incognito. If there is ever a suspicious circumstance or you are nervous in any way about a child or adult in the building, notify Check-In staff. They should be aware of who is available and where they are.
- Doors to KidZone will remain locked during services and Sunday school hour.  
**Anyone wanting to check on children will need to be accompanied by a volunteer.**
- Youth will be asked to stay in KidZone for the duration of their time commitment. This is to keep the area secure, and their whereabouts known.

# Helpful Discipline Reminders

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

KidZone uses the **5 R's** of discipline, the first three to be utilized by classroom leaders:

- |          |   |                 |
|----------|---|-----------------|
| Teachers | <ul style="list-style-type: none"><li>• <b>Reward</b> good behaviors (give them a high five; praise them with words, a pat on the back, a sticker on the chart, etc.)</li><li>• <b>Remind</b> the child of proper classroom behavior. Reference KidZone Classroom Expectation Chart.</li><li>• <b>Redirect</b> the child. Move him/her to a different situation or area. Pair with a peer that follows classroom guidelines well. Separate from peer(s) that aren't a good fit. Give them a specific task to help you or a peer. Try a fidget!</li></ul>  | Incident Report |
|          | <ul style="list-style-type: none"><li>• <b>Remove</b> the child from the room. Use the walkie talkie to ask for a "peacemaker" to your room. They may utilize the SensoryZone or have some quiet, one on one time at the desk. Generally, children will be returned to you when they are ready.</li><li>• <b>Return</b> the child. If the above steps don't work, or an offense calls for the involvement of a parent immediately (violence, or inability to deescalate a situation) walkie talkie for a "peacemaker" to come to your room and a parent/guardian will be contacted and asked to remove them from KidZone. You will receive an update on how to proceed in the future.</li></ul> |                 |
|          |   |                 |

***NEVER grab or yell at a child. We're here to work together to find the best solution to discipline problems. It is almost always a process, don't be discouraged if it takes a while to figure out! Our Lord has designed each child, teacher, and class uniquely!***

## Consistency is Key for Classrooms!

- Communicate and Reiterate KidZone Classroom Expectations (Hung in each room):
  - Explain simply and **often** what each of those mean for your particular age group.
    - Remember that appropriate conduct and discipline is often not enforced elsewhere. We have a wonderful opportunity to give them a biblical understanding of the love and joy we as christians receive in rules and obedience. Loving correction is a positive thing!
- Keep outside objects to a minimum for less distraction. All we need is our **Bibles!** :)
  - We know they come with all sorts of things to class. Water bottles are okay, but purses, toys, etc. should be encouraged to stay with parents. Perhaps a basket at the door would be helpful?

## Cleaning Supplies & Procedures

- **In Your Classroom:**

- A cleaning caddy should be available in each "E" wing room.
- Use Clorox wipes or spray cleaner and paper towels to wipe down high touch surfaces like door handles & light switches.
- Nursery, remove heavily soiled toys and leave in the sink or basket for cleaning.
- Nursery, put all toys back to the best of your ability.
- 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 original location and make room ready for other ministries!**
- **Rooms should only contain materials with their color codes. If you have something that isn't yours, please put it where it belongs.**

- **Craft Closet:**

- We have a wonderful, overflowing craft closet - help yourselves! **And then return items to where you found them!!!!**

## Classroom Materials

- **NO** tape on walls, cabinets, floors or doors. Use provided poster putty.
- **NO** tacks or screws in walls. Use provided contact strips and magnetic hooks.
- Make sure all materials are clearly marked with your room color.
- New/Additional supplies can be found in the Craft Closet.

## 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.
- **All** children need to be picked up by an adult.
- Nursery will check their pick up ticket for their name and then return the ticket to their parents.

## 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 they are under 6<sup>th</sup> grade and you are able to perform your duties. If they are older than 6<sup>th</sup> grade, they will need to meet the requirements for youth helpers.

# Important Reminders



- **Arrive for your shift 30 minutes before it starts.**
  - Gather at the Welcome Desk to pray 20 minutes before the start of classes.
  - Be ready to receive children and families 15 minutes prior to start of class.
- **If you are unable to make your shift, you are responsible for finding a replacement.**
  - If you know of a need for coverage in advance, please mark the desk calendar on the KidZone Welcome Desk, notify your lead, and update the calendar and your lead with the name of your sub when you have one.
  - Check with people on the KidZone contact/sub sheet 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 under 12 should never be left alone in a room!
  - If a child appears ill, let someone on the check in team know right away.
- **If anything is broken** in the room let Bobbi or someone on check in team know so we can make a note. If something is broken, 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! 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.

**Nursery** - 1 Year and a minimum of one Sunday a month.

**Sunday School** - 1 Academic year, every Sunday.

**Children's Church** - 1 Academic year, two Sundays a month.

## Volunteer Acknowledgement Form

This Children's Ministry Handbook contains important information about Faith Community Church's KidZone Children's Ministry and its beliefs. 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, along with doctrinal statements, in their entirety. I agree with them and agree to follow the policies, procedures and commitments that have been specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_