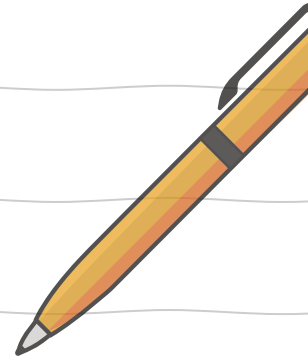


KidZone



Handbook
2024/2025

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

Nursery is offered for children ages birth through 4 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 Room
7-23 Month Room
2&3 Yr Room



SUNDAY SCHOOL

4k-3rd

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

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

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

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 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 (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)
- School aged children should not need any assistance in the bathroom. If any nursery or special needs children do, radio the check-in desk to help them. If providing assistance, leave the bathroom/stall door open and use minimal contact and more verbal instructions.
- 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.

Further Safety Guidelines

- Parents with children new to KidZone are welcome to stay and help them adjust. Under 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 helpers 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 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. Contact the Check-In desk. This might be a good time to utilize the SensoryZone or have some quiet, one on one time with the director. Generally, children will be returned to you when they are ready.
- **Return** the child. If the above steps don't work, contact the director who will keep them at the desk and contact the parent/guardian and explain the situation.

NEVER grab or yell at a child. We're here to work together to find the best solution to discipline problems. Sometimes it's a process!

Consistency is Key for Classrooms!

- Create, Communicate, and Reiterate classroom rules & expectations:
 - Consider posters, acronyms, etc. to help them remember
 - 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.
- 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 on the counter 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.**

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 room color.

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.
- Students in 4th Grade and up are allowed to check themselves out if they have their pick up ticket. This means their parent/guardian has given it to them and approves the pick-up.
- **All** other children need to be picked up by either an adult(no ticket) or a sibling with a pick up ticket!!!!

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 your duties.

Student Helpers

We love our student helpers and welcome our youth!



Requirements:

- **Ages:**
 - **Grade 6 or higher** can serve with another adult volunteer that is not a parent.
 - Must be 16+ to serve in a nursery room without an adult.
 - Must be 16+ **and** a member in order to serve alone as a Sunday School/Children's Church leader.
- Must attend a service! Serving is not a replacement for church!
- Must read & review the Handbook with KidZone Director and demonstrate understanding.
- Must check-In as a volunteer so they can be located!
 - Get assignment from check in staff.
 - Youth helpers will be assigned where needed most.
- Only one youth per room unless assigned by an adult and approved by adult volunteers in the room.
- **Exceptions:**
 - If a younger child's parent is serving/attending **both** services and they would like to serve they need to:
 - Attend at least one church service &
 - Have approval from a parent, check-in staff **and** room volunteer.

This is to make sure we steward their time well!

I have reviewed the Handbook with my child and agree with the above requirements for youth helpers in Faith Community Church's Children's Ministry. I understand that my child may be returned to me if, at any point, they are not needed or haven't met the requirements detailed in this Handbook.

Parent Signature: _____ Date: _____

Important Reminders



- **Arrive for your shift 30 minutes before it starts.**
- **Gather at 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.** Check with people on the KidZone contact 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 should never be left alone in a room!
 - If a child appears ill, let someone on 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.

4th & 5th Grade - 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. 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: _____