

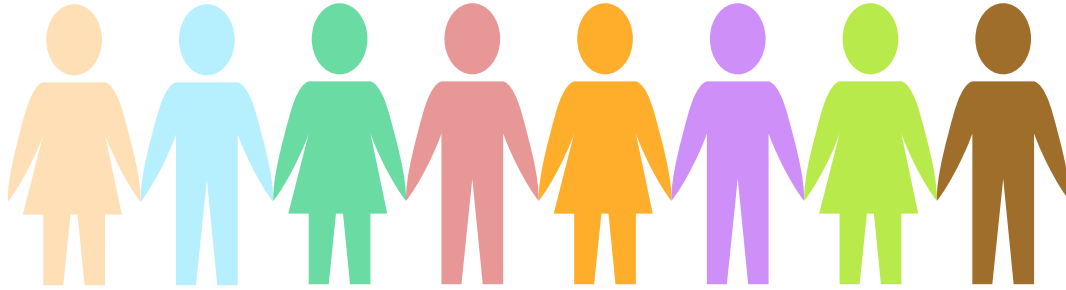


Handbook

2025-2026

Table of Contents

Our Heart for Ministry with Children	4
Kids Ministry Staff	5
Welcome to Your Ministry	6
Info for ALL Shepherds	7
Nursery Shepherds	9
Preschool & Elementary Shepherds	12
Lesson Plan Essentials	12
General Procedures	14
Bathroom Procedures	18
Classrooms & Facilities	19
Classroom Expectations	20
Appendix A (Emergency Procedures)	24
Appendix B (Campus Map)	27
Appendix C (Kids Ministry Map Key)	28



This Handbook has been thoughtfully and prayerfully compiled and updated by the following people:

Amanda Ranck
Kaitlyn Hawbaker
Erin Martin
Nancy Hoover
Becky Smith
Brianna Kauffman
Julia Brown

This Handbook is intended to be a helpful tool as you serve in ministry with kids!

Further info and resources (including ministry role descriptions, lesson plans, and more) are available on our website under the “Shepherd Resources” page and the “Serving with Kids Ministry” page.

We welcome your thoughts and ideas for next year’s revision of our Handbook. To give feedback, email Julia Brown (brown@lefc.net) or Brianna Kauffman (kauffman@lefc.net).



Our Heart for Ministry with Children

LEFC's mission is to make disciples of Jesus Christ. We do this by sharing Christ in our relational worlds and pouring into the lives of others. We seek to be people who love God, love people, live truth, and proclaim Jesus.

Since children are an important part of our church family, we are excited about implementing our church's mission specifically with children. **We are partnering with families to help children to know, love and follow Jesus!** Our ministry is intentionally designed to foster an atmosphere where children are guided and encouraged to be rooted deeply in God's Word, to have an unshakable faith and love for Jesus, our Savior, and to steadily grow in their internal desire to follow, serve, and share Jesus.

Ministry with children is dynamic and exciting. Here are a few of our key values in this ministry:

We value:

- **God's Word**; we want children to have an understanding of the narrative of Scripture as one big story of God's plan for redemption.
- **Creating space for children to encounter God**; practicing the disciplines of our faith that go along with learning and internalizing God's Word.
- **Conversations** and **relationships** with the children.
- **Children as a vital part of our church family**. Our ministry with children cannot exist in isolation—it is in the context of the family of God, our church family!
- **Safety** in our ministry with kids.
- Children being involved with **global partners** and their families and developing a heart like God's for the people around the world!
- **Every person on our team** as they use their gifts, experiences, and passions to serve in ministry with kids; and **we value teamwork** as we serve together to honor God, build His kingdom, and make disciples.
- **Our partnership with parents and families** as we invest in the discipleship journey with children.

Kids Ministry Staff Team



Julia Brown
Minister to Children
brown@lefc.net



Lizz Cagno
Assistant Director to Kids Ministry
lizz.cagno@lefc.net



Brianna Kauffman
Administrative Assistant
kauffman@lefc.net



Erin Martin
Nursery Coordinator
erin.martin@lefc.net



Kaitlyn Hawbaker
Preschool Coordinator
kaitlyn.hawbaker@lefc.net



Amanda Ranck
Elementary Coordinator
ranck@lefc.net



Welcome To YOUR Ministry!

In Rick Warren's Purpose Driven Church, he reminds us of what Scripture teaches saying: "Every Christian is created for ministry [Ephesians 2:10], saved for ministry [2 Timothy 1:9], commanded to minister [Matthew 20:26-28], to be prepared for ministry [Ephesians 4:11-12], needed for ministry [1 Corinthians 12:27], accountable for ministry, and will be rewarded according to his or her ministry [Colossians 3:23-24]. It is a privilege to serve and invest in the discipleship process with children! Whether you serve once a month, in the summer, every week, or behind the scenes, you are a significant force in the big picture of children and families being supported and poured into on this journey of learning to know, love and follow Jesus!

We want our atmosphere to be one that is overflowing with love and honor for one another. Romans 12:10 [ESV] says, "love one another with brotherly affection. Outdo one another in showing honor."

Honor:

- Treating people as special
- Doing more than what's expected
- Having a good attitude

We understand from Scripture God's heart and desire for how we interact with one another. Here are just a few of the Scriptures that encourage us to truly love and honor one another:

- **Proverbs 19:11** -- "A person's wisdom yields patience; it is to one's glory to overlook an offense."
- **1 Corinthians 13:4-5** -- "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs."
- **Ephesians 4:29** -- "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
- **Colossians 3:13** -- "Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you."
- **John 13:35** -- "By this everyone will know that you are my disciples, if you love one another."
- **James 4: 11** -- "Brothers and sisters, do not slander one another. Anyone who speaks against a brother or sister or judges them speaks against the law and judges it. When you judge the law, you are not keeping it, but sitting in judgement on it."



Info for ALL Shepherds

Who is on my team?

Your coordinator will give you a list of people serving in your ministry area so that you know who's on your team, who's serving during the "other service times," as well as a list of people you can call if you need to find a sub.

When does the Kids Ministry year begin and end?

The Kids Ministry year begins the Sunday after Labor Day. This is when the kids move up to their new classes for the year.

The last Sunday of our Kids Ministry year is typically the last Sunday in June. Generally, Shepherds serve twice a month from September through June, on 1st/3rd Sundays or on 2nd/4th Sundays.

There are typically four "5th Sundays" each year. We ask our 1/3 and 2/4 Teams to serve on some of the 5th Sundays. The specific dates that you/your team will serve are listed and communicated in advance, so you know the dates for the whole ministry year. Fifth Sundays [and who is serving] and other important dates are listed on our Kids Ministry Important Dates document that you receive as part of your orientation as you begin serving in Kids Ministry!

What do I do if I find I'm unavailable on a Sunday that I am scheduled?

It is your responsibility to find a substitute. Your coordinator will provide you with a Team List which includes the people who serve opposite weeks in your class, as well as people who are available for subbing. We recommend you start by asking to switch Sundays with another person on your team, and then if needed use the sub list.

When you have confirmed a sub, please let your coordinator know so that they can make sure the sub has the lesson plans and other needed details for that day. You can also ask to switch Sundays with others who serve in your class.

In case of an emergency, email Julia Brown at brown@lefc.net (emails are checked on Sunday mornings).

What is the VIP Meeting?

VIP stands for **V**ision, **I**nfo, and **P**ray. The VIP meeting provides time for us to meet and pray together for the kids and their families, get real-time updates, and be reminded of our mission in partnering with families on this journey of discipling kids!

There are also snacks provided for all Shepherds at the VIP meeting! The meeting is held in room **C1**, near the Kids Ministry Check-in Desk.

Meeting times are:

1st Service Shepherds: 8:30am

2nd Service Shepherds: 10:20am

If for some reason, you are not able to attend our VIP meeting, we ask that you arrive in your classroom 15 minutes prior to the start time of the service so you can be ready to greet the children and families warmly.

How do I check in on Sunday morning?

At the Kids Ministry Check-In area, you'll be able to sign in at one of the kiosks. Simply type in and select your name, and then you should see your Shepherd Group as an option (Nursery, Preschool, etc). Then, click the check in button, and a name tag will print for you to wear. Wearing your name tag is important as it allows you entrance into our secure Kids Ministry Area.



If for some reason, you are unable to check in and get a name tag, go to our round check-in desk where one of our Welcome Team members will be happy to assist you.

Safety for Shepherds

Safety for our Shepherds is a priority! Serving with kids of all different ages can be physically demanding at times. Please know that we want to support you. So if sitting at a table with kids rather than being on the floor is best for you, that's great! And if picking up kids is not for you, that's ok too! We ask you to communicate with us so that you don't feel pressured or put in a position where you overextend what's best for you.



Info for Nursery Shepherds

We currently have four nurseries for our youngest children, two months through age two years old.



Taking Attendance

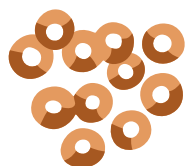
As children are dropped off, mark off their name on the attendance sheet (this is alphabetized by first name). If a child's name is not yet on the list, write in the child's name at the end of the list. ***Just make sure they are checking into the correct class first.*** Sometimes the reason they are not on the list is because they were brought to the wrong classroom. You can verify this by checking which class is listed on the child's name tag.

Keep the attendance sheet on the clipboard near the door in the event of an evacuation. At dismissal, **check for matching guardian tags at pick up** -- there is a number on the child's tag that should match the number on the guardian tag that is presented by whoever is picking them up. Do not remove the child's nametag.



“My Morning” Cards

When parents drop off their child in one of our nurseries, we ask them to fill out a “My Morning” card. This is a place where parents can jot down important information about their child for the Shepherds to know (bottles, snack, naps, etc). This also includes other helpful info that is specific to each child and very helpful for Shepherds to be able to care for the child well.



Snack and Allergies

There are Cheerios in each of the nurseries to give out as a snack if the parent permits. You may give snack to the children at your discretion anytime during the service; there is not a set time for snack time in the nurseries.

If tables are used for eating snack, please wipe them off after snack is finished. Use one of the gray cloths and the surface cleaning spray provided by the sink. Put the used gray cloth into the “Dirty Linen” container on the counter.

Children with allergies have their allergy listed on their name tag. This is the best way to check for allergy info.



Changing Diapers

Diapers may only be changed by **females** who are **16 years or older**. Wear new gloves each time you change a diaper. Use items that are in the child's diaper bag, if provided. If not, you may use what is at the changing station in the room.

Please place a diaper sticker on the child's name tag on their back (these are located in the changing table). This will help communicate between shepherds and to parents who has been changed.

Clean the changing table after each use, using the Basic G disinfectant spray and a gray cloth or paper towel. Dispose of your gloves and the dirty diaper in the diaper genie.



Napping and Cribs

There are two sleeping rooms attached to the infant nursery, outfitted with cribs, rocking chairs, monitors, and sound machines. When a child is put in a crib, write the name of the child and the corresponding crib on the white board that is on the sleeping room door. After each use, put dirty crib sheets in the hamper, and put new, clean sheets onto the crib.



Upset Child

The time frame for when to notify the parents about an upset child varies from child to child. A general guideline is 10-15 minutes. But a few key factors or questions to ask are:

- Does the child seem like they may not be feeling well?
- Did the parents ask you to try to push through separation anxiety?
- Is the child fussy, or crying really hard?
- Did the parents say the child might sleep, and they are crying as they fight sleep?
- Is the family new and/or just starting to use the nursery, and we don't know their preferences yet?



Sick or Injured Child

We have a team of people in Kids Ministry whose role is to be in the hallways and available to help as needed. This team includes Kids Ministry Staff team members and our Hallway Support Leaders.

When a child is sick or injured, please contact the parents [Shepherd, Hallway Support Leader or Kids Ministry Staff team member].

Stay calm for the child until the parent is located and comes to the classroom. Communicate with the parents about the situation when they come for their child.

For situations where a child is hurt or injured, we have a folder marked “Incident Report Forms” beside the door to your room. The Hallway Support Leader or Kids Ministry Staff team member will help you complete the “Incident Report Form” so we have written information about what happened. Completed forms can be turned in at the Welcome Desk. Our Kids Ministry Staff team will follow up with the family.



End of Service Procedure

The First Service Shepherds stay with the children until the Second Service Shepherds arrive (around 10:35am). At the end of each service, if you know that a child has been putting a toy in his/her mouth, put the toy in the “dirty” bin by the sink.

On Mondays, we have a team of people who invest time in cleaning toys, checking and refurbishing supplies, and making sure the rooms are ready for the next time of ministry!



Evacuation Procedures

In case of an emergency, there are evacuation procedures pictured on the wall by the door of each classroom. See **Appendix A** for all evacuation details.



Moving Children Up to the Next Nursery

We have “Nursery Move-Up Cards” available at the Kids Ministry Check-in/Welcome desk. When a parent would like to move a child to the next nursery, direct them to the welcome desk where they can complete a “move up” card regarding this proposed move. The Nursery Coordinator will follow up and contact the parents regarding their child moving to the next nursery.

If you clearly see that there is, for example, a crawling/walking child in the Infant Nursery, you may inform parents about the cards at the Check-in/Welcome desk. Please do not advise or push parents. Instead, just communicate with parents who may not know the process and let them know that the cards are available at the Check-in/Welcome desk.



Info for Preschool & Elementary Shepherds

2s & 3s | Pre-K & K | 1st-4th Grade

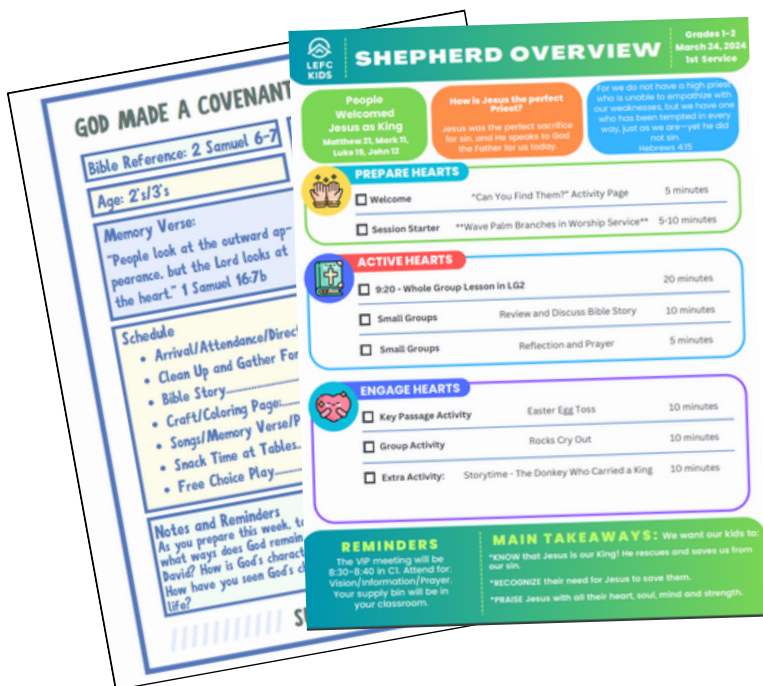
Lesson Plan Essentials

2's and 3's Curriculum Overview

We use a Christ-centered, Bible based and developmentally appropriate curriculum which gives our very young children a strong foundation for beginning their journey of knowing, loving and following Jesus. Our two- and three-year-old classes will be introduced to basic truths about God's character including his love, power, and trustworthiness. The children will also learn about God's promise to save people, Jesus' life, and the significance of his death and resurrection.

Pre-K thru 4th Grade Curriculum Overview

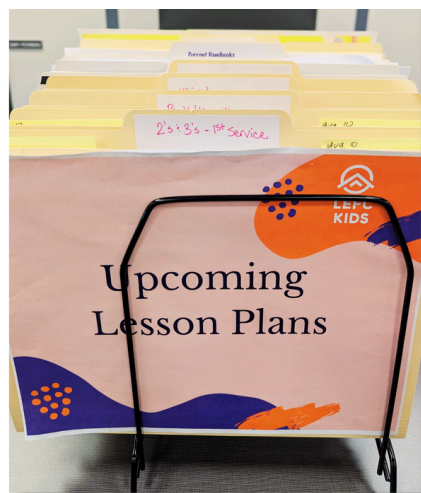
Note: if you are serving on one of our eight **Summer Sundays** in **Pre-k through 4th Grade**, the structure of the lesson and how the morning will go is going to look a little different than a typical school-year Sunday. The Children's Ministry Staff will make sure you have details on what to expect.



We use a Christ-centered, chronological, and theologically rich curriculum called the Gospel Project that goes through the entire narrative of scripture over a span of 3 years. Our Coordinators customize and supplement the lessons to fit our ministry. The lessons are designed to promote relationships, teach the Bible, and provide hands-on opportunities for kids to process, practice, interact with, and internalize God's word and encounter God personally.

Preparing for the Lesson

You will find all our lesson plans two weeks in advance on the LEFC website, www.lefc.net/lefckidsresources. If you do not have access to the internet or a printer, we also keep a few physical copies of future lessons in the Shepherd VIP room. On a Sunday morning, you can pick up a physical copy of the next couple Sundays' lessons.



As a Shepherd in your class, you know your kids best. As you read and pray over the lesson as you prepare for this ministry, adjust the plans as needed based on your kids and your group dynamics. To clarify, while one activity might be effective in engaging one group, it may not be as effective with another group. Adjust the activities and plans as needed, as you are guided by the Holy Spirit, to create an atmosphere where the kids are truly engaging with God's Word and its relevance in our everyday lives.

The lesson plans are scripted so that shepherds can get an idea of what the presentation might sound like as they are speaking to the children. The plans are not intended to be read aloud to the children.



Lesson Supplies

The Kids Ministry team provides and prepares all supplies that you will need for your lesson. These items are placed in a plastic bin specific to your class and the service time you are teaching, and the bin is labeled accordingly (i.e., 4th grade | First Service).

We have an amazing team of people who serve in Kids Ministry throughout the week—giving of their time to invest in this ministry! This team gathers and prepares the supplies so that your bin will be in your classroom Sunday morning, ready with everything you need.

Important to note: There are some supplies that are always kept in your classroom that will not be in the supply bin for you (i.e., scissors, pencils, crayons, etc.). There is a list of classroom supplies on the counter in your room for your reference, so you can see what supplies are in the room and where they are kept. Please make sure all classroom supplies are put back in the correct spot in the classroom at the end of the service.



Bringing in your own items

There is a dedicated space in the cupboards marked out for Shepherds to keep items they'd like to bring in from home and use in the classroom. From time to time, we go through the rooms to organize and restock, and we may just ask you about items at those times.

General Procedures



Taking Attendance

As you greet children, mark off their name on the attendance sheet (this is alphabetized by first name). If a child's name is not yet on the list, write in the child's name at the end of the list. Children who are visiting for the first time will also be given a yellow visitor sticker when they check in, so that you know to give them an extra warm welcome!

Keep the attendance sheet and clipboard near the door so that it is easily accessible in the event of an evacuation. At dismissal, please check that the guardian tag number and the number on the child's tag are matching. Do not remove the child's nametag.



Welcome/Arrival Activities

These activities set the atmosphere for Shepherds to connect with the kids relationally to start off the morning. They are intentionally planned ideas to trigger thoughts and point towards the discussion time/sharing time.



The End of First Service

During the transition between First and Second Service, the First Service Shepherds stay with the children until the Second Service Shepherds arrive (around 10:35am). This transition time is usually when snack is served.

You can also use this transition time to be intentional about further building relationships with the children, and the children to build relationships with one another. There are games and activities in the closets of each room to set up on the tables. Playing games with the children during this time is a great way to foster community within the group. **Please note:** this transition time is NOT intended to be a "free for all" or time for ball play in the classrooms or for wrestling with the kids.

The End of Second Service

Please stack the chairs in the room (5 chairs high) in the designated area before you leave. Second Service Shepherds are also asked to return the lesson supply bins **from both services** to the Supply Closet, located at the “main intersection” of the KidMin wing. There is a sign on the Supply Closet door designating it as the spot to return bins.



Snack Time

Snack is usually served during the transition between services. Wash your hands before serving the snack, and help the children to remember (or guide them) to wash their hands before snack time.

After snack time, use the cleaning spray and a gray cleaning cloth (located by the sink) to wipe down the tables. The dirty cloths can be put into your lesson supply bin so that they will be washed.

Snack time can be a fun and great way to connect with children personally and relationally!

2's and 3's Classes

In the cabinets beneath the sink in the classrooms, you will find a container of Veggie Straws. You can use the gloves provided to put Veggie Straws into the small/short plastic snack cups that are kept in the cabinet.

In the same cabinet, there are also taller plastic cups provided if children would like water to drink. Simply use the water from the sink.

Pre-K through 4th Grade

In the cabinet under the sink, you will find a container of Veggie Straws. You can use the gloves provided to put Veggie Straws on napkins or on paper towels. There are drink cups provided as well if children would like water. Simply use the water from the sink.



Allergies

Children with allergies have their allergy listed on their name tag. This is the best way to check for allergy info.



Sick or Injured Child

We have a team of people in Kids Ministry whose role is to be in the hallways and available to help as needed. This team includes Kids Ministry Staff team members and our Hallway Support Leaders.

When a child is sick or injured, contact the parents [either you as the Shepherd, or a Hallway Support Leader, or a Kids Ministry Staff team member will contact the parents].

Stay calm for the child until the parent is located and comes to the classroom. Communicate with the parents about the situation when they come for their child.

For situations where a child is hurt or injured, we have a folder marked “Incident Report Forms” beside the door to your room. The Hallway Support Leader or Kids Ministry Staff team member will help you complete the “Incident Report Form” so we have written information about what happened. Completed forms can be turned in at the Welcome Desk. Our Kids Ministry Staff team will follow up with the family.



Birthday Celebrations

New this year! There is a Birthday Cart in the KidMin lounge area that will be manned by someone every Sunday morning. They will have a list of all children (Walkers through 4th Grade) who have a birthday during the current month. So if it is a child’s birthday month, they can go to that Birthday Cart on their way to or from class on any Sunday of that month and pick a special prize! They’ll also receive a personalized birthday card and a sticker. So if a child says that it’s their birthday and they’re not wearing a sticker, check to see if they’ve stopped by the Birthday Cart yet! ***(Each child gets one visit/prize from the Birthday Cart – we will have a list there and check off which children have already claimed their prize that month)***



Lost Teeth

If a child loses a tooth on a Sunday morning, we want to celebrate this milestone of growing up! Help the child clean up and/or calm down from losing the tooth if needed. Next, find one of our Hallway team members. They will unlock the door to the hallway storage closet near the individual bathrooms. Inside this closet, they will show you the Lost Tooth Basket from which the child can choose a container to store the tooth in to take home, a sticker to wear, and a Lost Tooth Certificate that you as their Shepherd or Junior Shepherd can fill out for them to take home!



Other Gifts for Children

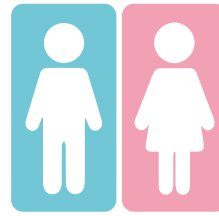
Sometimes a Shepherd might have an idea to purchase a little gift for each child (particularly at Christmas or Easter). If that is something you choose to do, please communicate with your coordinator **BEFORE** you make the purchase, and make sure there is one for every child on the class list (not just the ones who come at the service in which you serve).



Evacuation Procedures

In case of an emergency, there are evacuation procedures pictured on the wall by the door of each classroom. See **Appendix A** for all evacuation details.

Bathroom Procedures



2's and 3's Rooms

Bathrooms are attached in these classrooms. The door may be left slightly open, but avoid entering unless necessary. **Female** Shepherds and **female** Junior Shepherds **[16 years and older]** may assist as needed.

Pre-K through 4th Grade Classes

Pre-K and Kindergarten classrooms may use the individual bathrooms (in the hallway) that are available to use outside large group 1 (see map on last page).

1st-4th grade may use the individual bathrooms that are in the hallway OR the children's bathrooms in the LEFC Kids Ministry Lounge area (see map). The bathrooms in this lounge area are for children only. This set of bathrooms is great to use particularly when taking a group together for bathroom use.

Children in 1st-4th grade may also wear a bathroom hall pass (available in each room) to walk to the bathroom independently.

You can use the small white board on the back of the classroom door as a place for kids to write their names if they are using a bathroom pass. This way you have a record of who is in the bathroom in the event of an evacuation. When the kids come back and return the bathroom pass, they can also erase their names.

Classrooms & Facilities



We are so blessed to have such a beautiful environment for investing in the children! We desire to be good stewards of the space God has provided for this ministry, and we are super excited to have an organized space to best support the ministry environment!

We love this motto: A place for everything and everything in its place!

Running low on supplies?

There is a whiteboard on the inside of the closet door in every room. This is where you can leave notes for our Kids Ministry team about anything that you're running low on or missing, or anything that may not be working correctly in your room. These whiteboards are checked by our team every Monday.



If you don't have enough of something that you need on a Sunday morning, you can let the Sunday team leader know so that they can get it for you. You can also check the supply closet in the hallway (located in the "main intersection" of the KidMin wing). Just make sure that if you take something from the supply closet, you leave a note on the whiteboard inside your closet door. Then we know what was taken so we can make sure we continue to have enough in stock.

Room Maintenance & Care

Each classroom has strips designed to hang posters and artwork. If the

lesson references hanging something on the wall, special wall-friendly white tape will be provided for you in your bin; please carefully remove tape before leaving that day.

If the lesson references putting tape on the floor to define spaces, painter's tape will be provided in your bin; please carefully remove the tape before leaving that day.

If you use the white boards, please wipe them clean before leaving. Please note: we appreciate you **NOT** taping things to the whiteboards. Please use magnets instead.



Classroom Expectations



In the context of showing love, honor, and encouragement, we have designed expectations for the children in our ministry environment. Teachable moments, reminders of expectations, and redirection toward honoring behaviors are all a part of the discipleship process.

Notes for Shepherds

Review expectations regularly. When giving instructions and reviewing expectations, expect students to be quiet and looking at you.

Make sure you are making eye contact with them.

Give directions in regular speaking tones. Please do not shout over students.

Ask the children to repeat instructions as needed to ensure they have understood instructions and/or expectations.

The following are talking points for shepherds to discuss with their class. Adjust these as needed for the age group of your class.

Expectations

1. We are kind
2. We are safe
3. We are good listeners
4. We make good choices

We are Kind

- Use kind words
- Welcome others
- Take turns with toys

We Make Good Choices

- Clean up toys/snacks
- Participate with your group
- Use bathroom at appropriate times

We are Safe

- Keep hands to yourself
- Stay in the classroom/with your class
- Use toys properly
- Keep shoes on
- Walk, don't run
- Sit on chairs or on the floor (in circle time)

We are Good Listeners

- Follow directions the first time
- Raise your hand when you'd like to talk
- One person talking at a time

Choices and Consequences

1. Remind/redirect the child (See the 5-step approach for addressing behavior below).
2. Connect with the child [maintain eye contact] to remind and redirect them another time.
3. Have a conversation with the child [apart from the group, but not alone with the child].
4. Connect with the child's family to explore how we can best partner together and/or reach out to someone on our Kids Ministry Staff Team.

5-Step Process Resource for Re-directing

The following is a resource for you. It is a process that is in sync with our desire to make the most of teachable moments as we disciple children. This is a 5-step approach, moving from one to the next as needed:



1. Look at the child. Often just catching his or her eye is all the reminder they need.
2. Move towards the child. Gently touch his or her arm if needed.
3. Address the child gently and quietly, without embarrassing him/her or interrupting the activity. Remind them of a better choice and clarify expectations.
4. Guide the child away from the problem or remove the distraction from the child.
5. Here are some ideas for positive, encouraging conversation afterwards:
 - What was the expectation that you were not following [from our four things—kind, safe, being a good listener, making good choices]
 - What choice will you make moving forward? How will it be different?

Conversations with Parents

Please note: Junior Shepherds are asked not to have conversations with parents regarding children's well-being and/or behavior. This is just for the Shepherds.



Important things to remember when Shepherds are having conversations with parents:

- Our discipleship ministry with children is a partnership with families, so we want to have an attitude of honor [not judgement] and encouragement [as parents, we all like to hear encouraging words about our children].
- Maintaining open communication is vital in our partnership with families. As parents, we don't want to find out in December that there's been major challenges with our child, but we were not told. [Or worse, everyone seems to know but us as the parents].

More tips for talking with parents:

- Encouraging words are a blessing to moms and dads. As you greet parents at dismissal, let them know what you are noticing about their child.

"We appreciated Susan's great questions today as we discussed the application of the story."

"Nolan did a great job listening in circle time today."

"I could tell Tammy was working hard on learning her verse this week—she did a great job with that today."

"We love Cameron's energy and excitement about being here."

- **Brief** conversations usually work well.

“I’m enjoying having Mary in our class this year. Today, was a little tricky as we noticed Mary was hitting another child today and that didn’t seem to be her normal behavior. Is there an approach that you’ve found helpful that we could try?”

“I’m really appreciating all of Ian’s stories he’s sharing. And I’d love to ask you for some ideas that you’ve found that work to help him engage and listen during circle time. What are things you have found that work at home?”

“We’re noticing this...we have tried this but it doesn’t seem to be working...what ideas have you found that might be helpful for us?”

- Speak privately with parents/families

At dismissal you see the child’s mom or dad. “Hi! I’d love to touch base with you about a question.” Then, with the help of your teammate in the class, talk with the parent off to the side [rather than in front of other families].

- It’s okay to ask for help if you’re not sure how to connect with the parents

Email or call someone on our Kids Ministry staff team to share: “It was just one of those days. I’m not sure what happened but it was a tough morning. I just felt drained and wasn’t sure of myself in connecting with the parents after class. What do you recommend given what I’ve described to you how the morning went and how can I have a conversation and make sure to not sound accusing or judging when I talk with the parents?”

Appendix A

LEFC Kids Emergency Procedures

In any emergency that might happen in the Kids Ministry areas of our building, our primary concern is the safety and well-being of everyone involved.

Emergency Go Bags

- Each room contains a marked Emergency Go Bag. The bag contains the following: basic first aid supplies (gloves, band-aids), a small water bottle (8 oz), and laminated red, yellow, and green cards.
- The purpose of the laminated cards is for clear communication to our staff and security team once your class has arrived at the meeting spot outside during an evacuation:
 - Green: all accounted for
 - Yellow: child(ren)/adult missing or extra child(ren) in group
 - Red: immediate attention needed

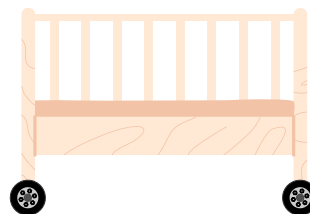


Evacuation Procedures

In the event of an evacuation, our designated meeting area outside is in the grassy area next to the Maintenance building on the far side of the parking lot (by the soccer field). There is a bathroom to use if needed at the maintenance building.

Nurseries

- Nurseries where children are **NOT** walking
 - Place up to 5 children in a designated “evacuation crib” and transport them outside. Do not try to carry a child while wheeling a crib.
 - One shepherd should check each crib in the sleeping rooms to assure that no children are left behind.
 - Take emergency go bag and attendance clipboard, and move class to designated area, following the designated pathway listed in your room.
 - Close the classroom door as you leave.



- Nurseries where children **CAN** walk
 - Use walking rope to help children move through the building
 - Take emergency go bag and attendance clipboard, and move class to designated area, following the designated pathway listed in your room.
 - Close the classroom door as you leave.
- Welcome team members are designated to assist all nurseries as follows
 - 1 person check the Nursing Mother's Nursing area and assist any mothers and babies there as needed.
 - 2 people move to each of the youngest nurseries. Assist with loading evacuation cribs and wheeling children outside. If it is feasible, gather diaper bags and carry with you as you leave.
 - Assist Shepherds with carrying out room check as you leave.

Two's through 4th Grade Classes

- One shepherd checks in-class bathroom and closet while other Shepherd(s) line children up at the door.
- Twos through Kindergarten line up with the walking rope.
- Take the emergency go bag and the attendance clipboard and lead children to the designated meeting area, following the designated pathway listed in your room. Close the door as you leave.
- One Shepherd leads, and one Shepherd is the last in line. Additional shepherds walk alongside the group and/or assist with children who might experience extreme anxiety with the change in routine.
- If you pass children in the hall that are not attached to a class (for example, coming back from the bathroom) take them along with your group. Do not let them "find" their class at this point.

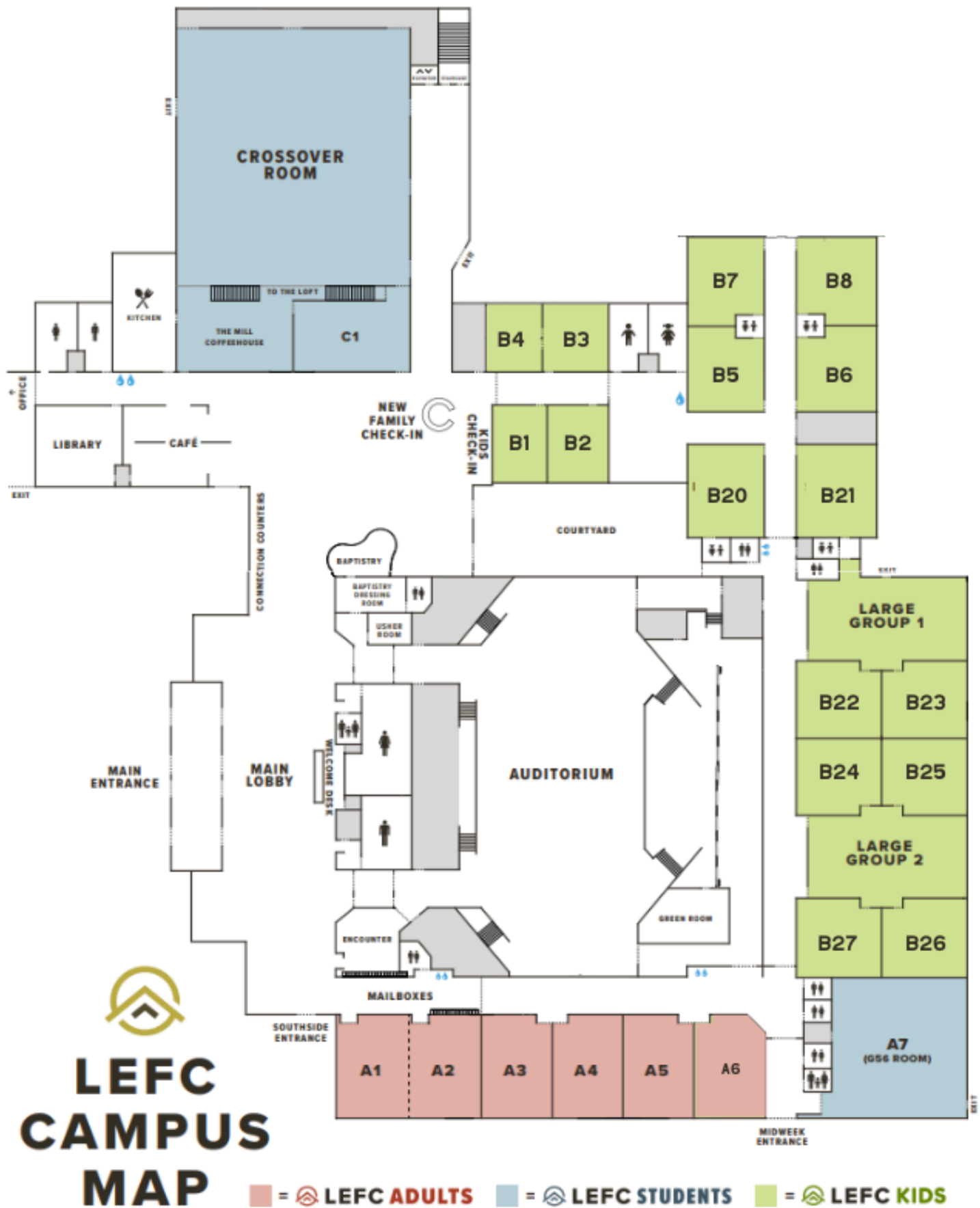


When you reach the designated meeting area outside:

- Count children and verify names with the attendance roster. Place the appropriate colored card on the clipboard and display it so that Kids Ministry Staff and Security Team members can see.
- Settle children and start a calm activity, sing a favorite song together, or tell a favorite story. As Shepherds, stay calm so that children can feel your sense of calm.
- Remain with your class. Stay in your designated area unless First Responders, Security Team members, or Kids Ministry Staff/LEFC Staff direct otherwise.
 - If an **ALL CLEAR** announcement is made, take the children back inside to your classroom [the same way you came in] and resume your planned activities.
 - If **DISMISSAL** is announced by Security Team members, or Kids Ministry Staff/LEFC staff, you may dismiss children to parents when parents come to pick up their children.



Appendix B



Appendix C

Kids Ministry Map Key - 2025-2026

Nurseries

Infant Nursery	B3
Crawlers Nursery	B2
Pebble-Walkers Nursery	B6
Puddle-Walkers Nursery	B5

Preschool

Blossoms (2-3's)	B7
Sprouts (2-3's)	B8
Sunbeams (3-4's)	B21
Pre-K A	B20
Pre-K B	B22
Kindergarten	B23

Elementary

1st Grade	B24
2nd Grade	B25
3rd Grade	B27
4th Grade	B26

The Heart of our Ministry



Partnering with parents to
help your children know, love,
and follow Jesus.