## How promotion works in LEFC's Kids Ministry!

We are happy to have babies from 2 months old through kids in 4th Grade in our children's ministry.

The second Sunday in September each year [the Sunday after Labor Day weekend] is our official "Promotion Sunday" where kids move to their next classes for the year.

For our littlest ones in our nurseries, moving to the "next" nursery/class takes place more often than once a year due to their development. We have four nurseries [infants, crawlers, and two rooms for walkers].

## Parent Instructions

• If you feel your child is ready for the next nursery, or if you have questions about the timing of moving up, stop by the Family Welcome Desk and complete a Promotion Info Card. This info will be given to our Nursery Coordinator, Mikaila Hess, who will connect with you regarding details of moving your child to the next nursery or class.

## **Shepherd Instructions**

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 Family Welcome Desk. Please do not advise or push parents, but instead just communicate with parents who may not know the process and let them know that the cards are available at the Family Welcome Desk.

## Welcome Team Instructions

- Place the Promotion Info Cards on the desk to be easily accessible for parents as needed throughout the morning.
- Promotion Info Cards are in the cabinet at the Welcome Desk.
- Once a promotion info card has been completed, check to make sure the parent's contact info is listed. Then put the card in the "1st Time" folder in the Visitor Form Box -- Brianna will give that card to Mikaila then so that she can follow up with the parents. Having this process allows Mikaila to communicate with both parents and Shepherds in our nurseries about these transitions.