



Kingdom Kids!  
Volunteer  
Handbook

2017-2018



# Kingdom Kids!

## Mission and Truths

"Let the children come to me; do not hinder them, for to such belongs the kingdom of God."

Mark 10:14



### Love God...

Seek to create a loving environment of age appropriate worship and Bible teaching where preschoolers are learning the following truths:

1. God **MADE** me and all things.
2. God **LOVES** me and wants me to love Him.
3. Jesus died on the cross and rose from the dead so that I can be part of his **FAMILY** forever.

### Love Others...

Invest in a relationship with each child, and encourage and equip parents to extend the teaching at home.

### Serve the World...

Honor the commitment made before God to serve the children and their parents by arriving prepared to serve in the classroom under the direction of the Cedar Springs Children's Ministry.



# Cedar Springs Child Protection

## **Cedar Springs Presbyterian Church has established a Child Protection Policy to protect**

- **Children from incidents of child abuse in the church**
- **Volunteers and staff from false accusation of child abuse**
- **Children from abuse outside the church**

## **Volunteer Requirements**

**Adult Volunteers** Background Check Authorization, application which includes questions about child abuse and contains a section to include 2 references, and a Volunteers' Code of Conduct agreement is required for all volunteers age 18 and older, who will be serving with minors. We will be screening for offenses that would make one unsuitable for working with children. All information obtained is kept in confidence by our church administration.

**Minor Volunteers** A Confidential application, on which we ask volunteers to provide two personal references, is required for all volunteers under the age of 18 years. All information obtained will be kept in confidence.

## **Reporting Procedures for Volunteers**

Any person who knows or has reasonable cause to suspect that a child has been sexually abused shall report such knowledge or suspicion to the Tennessee Department of Human Services (1-877-237-0004.) In addition, volunteers are to immediately report any suspicion of child abuse or neglect to the Children's Ministry Staff.

## **Procedures in Place to Assure Policy Compliance**

- **A minimum of two non-related adult volunteers are to be in place to supervise a class, even if the class consists of only one child. Volunteers are not to receive children into the classroom until at least two non-related adult volunteers are present.**
- **Volunteers are never to be alone with a child, not in a classroom, bathroom or in the hallway, walking from place to place. Move from areas (classroom, playground, chapel) as a group or use the walkie-talkie to call for assistance from supervisory volunteers/staff, in the case of exceptions/emergencies.**
- **Volunteers are to remain in sight of other adult volunteer(s) or staff when assisting a child in the bathroom.**
- **Encourage children to sit beside you, rather than in your lap, and walk beside you, rather than being carried.**
- **No photos of children are to be taken or posted on social media.**



# Kingdom Kids!

## **Family Ministry Covenant**

**Cedar Springs Children's Ministry recognizes the Bible as the ultimate source of truth and wisdom. Because of this, we ask that our volunteers recognize what the Bible teaches regarding family and lifestyle choices. If you are participating in any of the following lifestyles, we ask that you refrain from serving in any area of Children's Ministry.**

- **Living with a member of the opposite sex outside of marriage**
- **Participating in a homosexual relationship**
- **Pursuing an affair outside of marriage**
- **Excessive use of alcohol or use of illegal drugs**

## **Role of the Teacher**

- **Equally share classroom responsibilities with others on your team**
- **Direct Junior Helpers who assist in your class**
- **Teach weekly Bible lesson utilizing curriculum provided by Children's Ministry Staff**
- **Coordinate your schedule with others on your teaching team. One member of each team will serve as Schedule Coordinator.**

## **Role of Junior Helpers**

- **Junior Helpers must be Middle or High School students.**
- **Follow the instructions of the Teacher(s) in the classroom.**
- **Incorporate children into classroom activities.**
- **Play with the children on their level.**
- **Model good behavior by following the rules.**



# Kingdom Kids!

## **Arrival-Volunteers**

**All Teachers and Junior Helpers are asked to check in at the Kingdom Kids! Computer kiosk prior to entering the classroom. The computer will generate a nametag, which is to be worn in a place that is visible to parents and other volunteers. When arriving in the classroom, please place a colored dot sticker on your nametag so the children will know their room color; these same colored dot stickers will also be placed on the children's nametags as they arrive.**

**First worship hour volunteers are to be in their assigned room and READY to receive children NO LATER THAN 8:00am. Arriving at 8:00 provides time to check-in, lay out arrival activities (coloring sheets, playdough, puzzles) and pray.**

**Volunteers serving during the Sunday School hour are to be in the classroom NO LATER THAN 9:30. This will enable the first hour volunteers time to get to their Sunday School class and/or get their children to their classes.**

**Second worship hour volunteers are to be in their assigned room and READY to receive children NO LATER THAN 10:45am.**



# Kingdom Kids!

## **know your role...**

### **Beginning of the hour**

**Greeter-welcome and communicate with parents as they sign in the children**

**Engager-engage children in activity, including “decorating” their white paper bag**

**Bathroom Helper-potty (Sunday School hour & 2nd worship hour)**

### **Middle of the hour**

**1st & 2nd worship hours– These roles are determined ahead of time by Class Schedule Coordinator**

**Bible Lesson– teach the children the Bible Lesson with the provided curriculum**

**Listening Helper-watch/listen for children who need help staying focused on the teacher during the Bible lesson or other activities**

**Song Leader-lyrics will be on the counter**

**Craft Leader-lead the children in completing the craft**

**Game Leader-lead the children in playing the game**

**Sunday School hour**

**Clipboard-carry the clipboard to PALS and Playground; watch for latecomers**

**Basket holder-carry or supervise child carrying the offering basket; make sure it makes its way to PALS and the offering container.**

**Engine-Line Leader**

**Caboose-End of the Line**

### **End of the hour**

**Check-out-receive receipts from parents; communicate with the parents; give each child their bag and belongings.**

**Activity/Engager-conduct good bye game, Scripture Memory, Catechism**

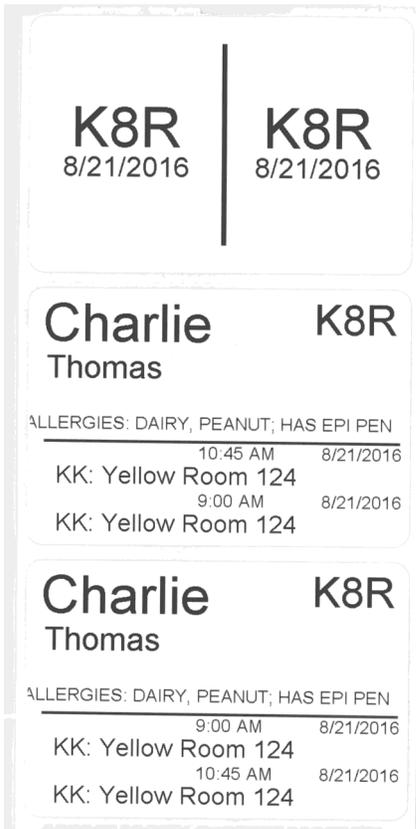
**Bathroom Helper-potty (1st hour & Sunday School hour)**



# Kingdom Kids!

## Arrival-Children

Before parents bring their children to the classroom, they will either check-in at the Computer Check-In station or the Kingdom Kids! Registration Desk. When the parent brings his child to the classroom, he should come with 2 tags:



**Parent Receipt**

**Tag for child's belongings**

**Child Nametag**

**First time visitors will arrive in your classroom with hand-written tags:**





# Kingdom Kids!

## **Arrival-Children (continued)**

**Parents will sign in their child on the sign in sheet. Be sure that they include:**

- **Full Name**
- **Medical/allergy information**
- **Special Instructions**
- **Cell Phone Number**
- **Parent location for each hour**

**Allergies and health concerns, and special pick up instructions (in the case of custody concerns) will print on the child's nametag if applicable.**

**Please place one of the colored dot stickers on each child's nametag.**

**Ask each child upon arrival to place any offering in the basket on the sign in counter. Coins remaining in children's pockets could prove to be a dangerous choking hazard.**

**Advise parents to keep Parent Receipt/Safecare card in a safe place; they will need it in order to pick up their child. Parents who do not have receipt at time of pick up will be required to show photo-identification to supervisory staff before their child can be released.**

## **Health Policy**

**If a parent brings a child to your classroom who appears to be sick, please observe the following Health Policy. This policy will also be posted on the countertop in each classroom for parents' reference.**

**Children attending Cedar Springs Children's Ministry must be free from communicable disease and free of fever, unexplained rash, upset stomach, diarrhea, vomiting, crusty or oozing eyes, and respiratory infection for at least 24 hours. (symptoms of respiratory infection include but are not limited to sore throat, nasal congestion, earache, cough, and white, yellow or green drainage.) The Cedar Springs Children's Ministry reserves the right to refuse children who may pose a risk to others.**



# Kingdom Kids!

## Sanitation

**In an effort to keep our children and teachers healthy, please observe the following guidelines:**

- **Children who may be sick are not to be received into the classroom; if you are unsure whether or not a child is sick, ask the parents if the symptoms you observe are “normal” for their child.**
- **If a parent has already left a child when you discover he may be sick, remove the child from the classroom; take them to the supervisors at the desk for evaluation.**
- **Gum chewing is not allowed; this may also be a choking hazard. Please set a good example for the children by not chewing gum yourself.**
- **Require children to wash hands thoroughly with soap and water after using the bathroom.**
- **If a child has “an accident” while in your care, please notify the supervisory volunteers/staff immediately. They will contact the parents, who will come and change the child’s clothing. Vinyl gloves and plastic bags are available for your use. Check at the registration desk for a change of clothes for the child, if needed.**
- **Teachers are to wash their hands thoroughly with soap and water after helping a child in the bathroom.**
- **Wash hands or use hand sanitizer after helping a child with a runny nose.**
- **All children are to wash hands thoroughly with soap and water after returning from the playground.**
- **Clean tables and chairs with Lemon Zip disinfectant after tables have been used.**

## Snacks

**We will NOT provide snacks for the children during their time in the classroom.**

**If a parent sends snack items with their child, please let the parent know that we will not have snack time in the classroom. Parents will be asked to feed their children before leaving them in the classroom.**

**Please DO NOT bring in any snacks or candy for the children. Certain food items may pose a serious if not potentially fatal health risk for some children.**



# Kingdom Kids!

## Safety & Security

### Safe Care System

**Our Computer Check-In System is designed for the protection of the children. NEVER release a child to an adult who does not have the child's corresponding receipt. Do not release a child to anyone under the age of 18, even if they have the receipt. (see Parent Pick-up procedures for more information.)**

### Evacuation Procedures

**In the event that the fire alarm sounds, it will be VERY loud. We are to evacuate the building any time the alarm sounds. Don't stop and wonder what to do...if you hear the alarm...follow these steps:**

- **Grab your sign-in clipboard,**
- **Line up the children,**
- **Count the children,**
- **Check the bathrooms,**
- **Quickly and calmly exit out the exterior classroom door,**
- **Take the children down the sidewalk, westward and around the chapel to the playground.**

**It is very important to ALWAYS know how many children are in your care.**

### Lock Down Procedures

**When you arrive, your classroom door will be locked, but propped open. The reason for this is that in the event that we need to quickly secure each classroom, we are able to do so. If we become aware of a threat in the building, you will be notified. You will quickly follow these steps:**

- **Close your door,**
- **Turn off your lights,**
- **Instruct all of the children to gather on the floor in front of the long set of cabinets, away from the door,**
- **Remain quiet,**
- **Wait for further instructions,**
- **Do not release any children until given instructions to do so.**



# Kingdom Kids!

## **Safety & Security (continued)**

### **Severe Weather**

In the event that we become aware of severe weather in the area, teachers will be notified by the supervisory volunteers/staff of which interior room to go to with their class.

### **Miscellaneous Safety Precautions**

- **Each exterior classroom door is equipped with an alarm that will activate if opened. This will notify teachers if a child is attempting to leave the classroom through the exterior door.**
- **For the safety of the children and the volunteers, please do not lift or carry the children in your care. Place yourself on the child's level if he needs to be spoken to or comforted. Allowing the children to walk on their own communicates our confidence in their ability to do so. No piggy back or shoulder rides EVER. Inside or outside.**
- **Be aware of the fact that the fire alarm pull station in your classroom could be reached by a child.**

### **Injuries**

Although we are proactive about preventing injuries, they do sometimes occur.

**In the event of a minor injury,**

- **Give comfort and first aid as needed.**
- **Use ice and Band-aids if needed (available at the Kingdom Kids! Registration Desk.)**
- **NEVER administer medication of any type to a child in your care, with the exception of an EPI-pen, if it is provided by the child's parent, along with specific instructions.**
- **An "Ouch Report" will be completed with your assistance. One copy will go home with the parent and one copy will be kept on file at the church.**
- **Verbally tell the parents about the accident when they come to pick up their child.**

**In the event of a major injury,**

- **Give comfort and first aid as needed.**
- **Immediately inform the supervisory volunteers/staff**
- **Do not try to contact the parent yourself. Supervisory staff will find them. An Accident Report will be completed, with the assistance of witnesses.**



# Kingdom Kids!

## Kingdom Kids! "Ouch" Report

Date \_\_\_\_\_ Time \_\_\_\_\_

Child's Name \_\_\_\_\_

What happened \_\_\_\_\_

What caused it \_\_\_\_\_

Where did it happen \_\_\_\_\_

Witness(es) \_\_\_\_\_

First Aid administered \_\_\_\_\_

Note: Please complete report and make a photocopy.  
One copy goes home with the parent; one copy goes to the Kingdom Kids! Children's Ministry.



## Discipline

**Establish discipline in the classroom with basic rules.**

- 1. Listening ears**
- 2. Looking eyes**
- 3. Inside voices**
- 4. Kind hearts**
- 5. Helping hands**
- 6. Walking feet**

**Discipline Procedures:**

- 1. Warning**
- 2. Time out**
- 3. Time out and talk with parents.**
- 4. Go to the Kingdom Kids! Registration Desk.**



# Kingdom Kids!

## **Classroom Supplies**

**Each classroom is supplied with items you will need to carry out activities with the children (crayons, markers, glue sticks, tape, scissors, playdough.) These supplies are stored in the blue cabinet just below the sign in counter. Please make every effort to keep this cabinet in neat condition. If you are low on or need additional supplies, please notify a supervisor at the desk. Please do NOT use items in the white cabinets. Those items are for the Weekday School.**

## **Attendance**

**Always be aware of the number of children who are in your care. This is very important in the event of evacuation or lock down. It is also helpful when supervisory volunteers/staff stops in to take attendance for record keeping purposes.**

## **Curriculum**

**Curriculum will be provided prior to the beginning of each quarter. First & Second Worship Hour Teachers will be provided with 3-4 Teacher books per team. These will be available to take home in order to prepare Bible lessons. Please return books to classroom cabinet when not in use, making them available for other Teachers as needed. All materials needed to carry out the lesson, craft and game will be provided for each team, each Sunday morning. The craft and game may vary from the book and will be posted on the website.**

**Sunday School hour Class Guides may refer to our website for the Scripture reference and activity, and memory verses.**

**All volunteers are encouraged to refer to this information at [cspc.net/kingdom-kids-resources](http://cspc.net/kingdom-kids-resources)**

## **Scripture Memory**

**Scripture Memory Verses are included in the curriculum. Video of the motions can be found on the website. Scripture Memory posters and sticker chart will be provided for each class.**

**Allow time to go over the Scripture verses with the class as a whole and also with each child individually.**

**Each child will be provided with a weekly take home card, which includes the Bible story, Scripture reference, Memory verse and catechism questions for the week.**



# Kingdom Kids!

## **Offering**

**In an effort to teach children to be good stewards of their money, we encourage them to bring an offering with them to class on Sunday mornings. We believe that it is important for children to learn at a young age that all we have belongs to God, and that He is pleased when we share what He has given us with others.**

**Ask each child upon arrival to place any offering in the basket on the sign in counter. (Coins remaining in children's pockets could prove to be a dangerous choking hazard.)**

**Please leave offering collected 1st worship hour in the offering basket; it will be taken to P.A.L.S. during the Sunday School hour. Offering brought during the 2nd worship hour will be collected by supervisory staff/volunteers.**

**Sunday School hour Class Guides will choose one child on a rotation basis to take the offering basket to P.A.L.S. You may use the green offering helper chart.**

## **P.A.L.S.**

**The Teaching format during the Sunday School hour (9:30-11:00) includes P.A.L.S. (Praise and Love for our Savior), which is a large group time of worship and teaching.**

**P.A.L.S. incorporates Bible teaching, Scripture memory, music, drama, puppets, object lessons and other visuals, and forms of worship, such as The Lord's Prayer, Doxology and Giving of Offering. P.A.L.S. is a fun and meaningful worship setting for the children.**

**Sunday School hour classes are to arrive in the Chapel at the set time on the class schedule for P.A.L.S. The P.A.L.S. worship team will be prepared to lead the worship. The role of the Class Guides and Junior Helpers is to set an example for the children by participating in the worship and managing any behavior problems among children in your class. Children are to remain on the floor, and are NOT to be on the stage or the pews. It will be helpful to talk to the children about appropriate behavior before going to P.A.L.S. worship including being good listeners, participating and staying on the carpet.**



# Kingdom Kids!

## **Parent Pick-Up**

**When the parents arrive to pick up their child, request the parent receipt (or Safecare card) from the parent.**

**CHECK TO SEE THAT THE CODE ON THE RECEIPT MATCHES THE CODE ON THE CHILD'S NAMETAG.**

**If the parents have multiple children in the Nursery or Kingdom Kids!, they may keep the receipt to go and pick up additional children. If not, take the receipt and dispose of it.**

**If the receipt cannot be found, SEND THE PARENTS TO THE KINGDOM KIDS! REGISTRATION DESK, before releasing the child. The supervisory staff will identify the parent and escort them back to your classroom, and authorize the child's release.**

**Ask parents to please wait at the gate for their child to be brought to them. Bring the child and his belongings to the gate.**

**Do not release the child to anyone under the age of 18.**

**When a child leaves after the first worship or Sunday School hours, draw one line through the child's name on the sign-in sheet with a ballpoint pen or highlighter. Please do NOT use a black Sharpie marker.**

**Please leave the sign in sheet on the clipboard at the end of the morning. It will be collected at the end of the morning.**

## **Closing Procedures**

**Tables and chairs are to be cleaned with Lemon Zip Disinfectant Spray. Please pick up food from the floor. Dustpans and brooms are available in each classroom for your use.**

**Straighten the toys on the shelves. Lemon Zip disinfectant spray may be used if needed. Please put things together that belong together.**

**Encourage the children to help you put toys away. We share rooms with Weekday School so let's do our best to put things back where they belong.**

**Return items to the tub, according to the green list on tub in blue cabinet. Leave remaining items on the countertop.**



# Kingdom Kids!

## **Sunday School Hour 6-Count Policy Chart**

**Please take the clipboard with sign in sheet and the 6-count Policy Chart with you when you leave the classroom.**

**If a child arrives after you have left the classroom, add his name to the sign in sheet, and add "1" to the number on the 6-count Policy Chart. If a child leaves, draw one line through his name on the sign in sheet; also, change the number on the 6-count Policy Chart in order to keep an accurate head count.**

**Before leaving for your destination, check the bathrooms and all parts of the classroom to ensure that all children are accounted for. Place location sign on the clip outside your door; this will inform parents who return to the classroom where you and your class are located.**

**Transitions: Always count your children six times:**

- 1. When leaving your classroom**
- 2. When entering P.A.L.S.**
- 3. When leaving P.A.L.S.**
- 4. When entering the playground**
- 5. When leaving playground**
- 6. When returning to your classroom**



## **Playground Sunday School Rules & Schedule**

**The Cedar Springs Presbyterian Church playground is for CHURCH SPONSORED ACTIVITIES ONLY. All children in the playground MUST BE SUPERVISED BY AUTHORIZED CHURCH PERSONNEL and must follow the safety rules set forth by the church.**

**Most playground injuries are from falls, entrapment (child's body part becomes lodged in a physical object), and lack of adequate supervision. Therefore children must be watched at all times and safety rules must be followed.**

**Ensure that children do not slip out through the playground gate by utilizing the safety latch which is out of the children's reach, and by positioning one volunteer near the gate to keep an eye on those coming in and out.**

**DO NOT ALLOW A CHILD TO WEAR ANY TYPE OF LANYARD OR STRING AROUND THEIR NECK WHILE ON THE PLAYGROUND.**

### **Practical Guidelines**

**Nametags must be visible on each child.**

**Know your color and room number.**

**Count children when leaving room/count when arriving at destination/count when leaving/count again when returning to the classroom. Please mark down the # of children you have on the orange 6-Count Policy Sheet.**

**Take your clipboard with the sign in sheet and radio with you anytime you are out of the classroom.**

**Observe playground rules – posted on the back of the clipboard.**

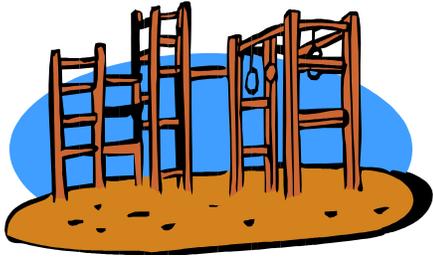
### **Playground Schedule**

**9:55-10:15**

**4 & 5 year olds on large playground**

**10:15-10:35**

**3 year olds on small playground**



## Cedar Springs Presbyterian Church

# Playground Safety Rules

The Cedar Springs Presbyterian Church playground is to be used for church sponsored activities only. All children on the playground must be supervised by authorized church personnel, who are required to enforce the following safety rules:

- **Two playground areas** exist, one for children age 2-5 years and younger, another for children age 5-12 years. Please adhere to these age restrictions.
- **Authorized church personnel** may include, but are not limited to Weekday School teachers, Nursery workers, and Sunday School volunteers; these individuals are to be positioned throughout the playground, so that all areas of play are supervised. (See back for proper positioning of personnel. If more than four individuals are available, personnel should be positioned where need exists, e.g., swings.) Teachers/workers should rotate between positions. No more than one teacher/worker is to be seated on a bench at a time.
- **The first authorized personnel to arrive at the playground** is to unlock the gate, and lock the combination lock beside gate latch, out of children's reach. The last of the personnel to leave the playground is to lock the playground gate, using the combination lock.
- **Being in proper position and interacting with the children**, as they play, is the best proactive means of preventing injuries.
- **Use equipment for the purpose it was designed**; no climbing on fences, tables, or the sides or tops of structures, e.g., play houses.
- **Allow only one child per swing**. Please do not allow children to stand on swings, tummy swing, swing side to side, twist chains, partner swing, or push one another on the swing. Be especially cautious to see that children do not walk in the path of other children who are playing on the swings.
- **Green mountain climber** is to be climbed UP ONLY.
- **One child at a time on balance beam**; do not allow children to use underneath side of balance beam as monkey bars.
- **No running on play equipment**.
- **Children are to slide ONE AT A TIME** down the slides on their bottom, feet first ONLY. **Do not** allow children to slide down on their backs, on their tummies, or head first. No climbing UP the slides. On the playground for 4-12 yr olds, no more than 3 children are to be on the platform of the triple slide, ONE PER SLIDE. Children are never to push one another down any slide.
- **Do not lift children up to monkey bars or zip line**. If the bar is too high for the child to reach on his own, it is not age appropriate. No child regardless of age or ability is to sit or stand on top of the monkey bars. Children are not to be pushed by anyone on the zip line. Children are to enter these overhead activities from the adjoining platform.
- **Do not lift children over the fence**.
- **Allow only 3 children** to sit on the seats of the 3 seated bouncer, on the older playground. 3 additional children may sit in the middle of the bouncer, but no children are to stand on this piece of equipment.
- **No chewing gum** is allowed on the playground; this could pose a choking hazard or damage the play surfaces.
- **No food or drink is allowed** on either playground.



# Playground Safety Rules (continued)

Insert Child Protection Policy here



# Kingdom Kids!

## Agreement

I \_\_\_\_\_ have read the **Kingdom Kids! Handbook**. I understand its contents and agree to comply with the policies and procedures outlined.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_