



GRACE
COMMUNITY
CHURCH

Parent's Handbook

Guidelines and Policies for Children's Ministry

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Introduction

Welcome to Children's Ministry at Grace Community Church (GCC)! It is the desire of the Children's Ministry Director that every effort is made to promote a healthy, safe, and loving environment for all of the children while at GCC. Our Children's Ministry Policies are stated for the purpose of promoting unity and understanding between parents and staff/volunteers.

This handbook is divided into three sections: Nursery, Children's Church, and Sunday School. It will be beneficial for parents to read each section pertaining to their child's age group.

Mission and Objectives

The mission for Children's Ministry at Grace Community Church is "Ministering to children in partnership with parents as we abide and abound in Christ". Our goal is to offer a space for your child to receive care and loving attention while introducing them to God's love for them. The staff and volunteers recognize the importance of supporting you as parents in showing your child how much God loves them! While we are enjoying your children, this gives you an opportunity to participate in our church services for your own personal spiritual time of praise and worship.

Section I

Nursery Information

Facilities

The Nursery is available from 8:30am until 12:15pm every Sunday morning. The Nursery board is located inside the Nursery entry. Updates, schedules, and any communications will be posted on the Nursery board.

There is a private room provided for nursing mothers and is equipped with a rocker, side table, lamp for soft lighting, and snacks. All mothers are welcome to use the changing tables and cribs for their children. Our bathroom for Nursery age children is located inside the Nursery.

Staff/Volunteers

Our Nursery is staffed with two paid adult workers who regularly attend in order to maintain consistency for your child. The Nursery is lead by one staff leader as "Head Caregiver". The Head Caregiver oversees all other volunteers. All adults and youth working with children have been approved by pastoral staff.

Enrollment

Children enrolled in our Nursery range from Birth through 3 years of age. Parents are asked to complete a registration form for our records.

Check-in/out Procedures

For Visitors: Please check in with the Nursery Attendant who will assist you with our check-in process.

For enrolled children:

1. Please arrive a few minutes early to get your child settled
2. Please pick up your child's diaper bag or other belongings from the entry area.
3. Sign your child's name on the sign-in sheet provided. Also, please complete the name tag provided and relay any special instructions to the Nursery Attendant.
4. Place your child's name tag on their back, and keep the stub with you. This is your security tag for emergency pages and for check-out.
5. Relax and enjoy your Sunday worship and Sunday School!
6. Return promptly to the nursery and pick up your child by presenting the name tag stub.

*Children will only be released to adults or others over the age of 16.

Wellness Policy

To create the healthiest environment possible for your child, the Nursery is cleaned thoroughly each week and after each use. Workers are encouraged to wash their hands continually in order to prevent spreading of germs. To assist us in this effort to create a healthy environment, please do not bring your child to the Nursery if they have any of the following symptoms. Children should be symptom free for 48 hours before returning to the Nursery.

- Fever or do not appear well
- Continuously runny nose or frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
- Frequent loose or watery stools
- Frequent cough or sneezing
- Vomiting

If your child has a clear runny nose or other symptoms due to allergies, please let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Potty Training

The Nursery is very willing to help cooperate with parents when potty training their child. We ask, however, that parents of children that are being potty trained must:

1. Provide a complete change of clothes for the child in their diaper bag
2. Communicate to the Nursery Attendant that their child is potty training
3. Be willing to return to the room to help the child use the bathroom if necessary.

Behavior and Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (2's and 3's) will be told that their behavior is inappropriate, have the correct behavior modeled for them and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the Nursery room. If your child is struggling with a certain behavior, please communicate this to the Nursery Attendant so that they can help monitor the situation. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the Nursery until the behavior has improved.

Section II

Children's Church information

Facilities

Children's Church meets as a group in Room 6 each Sunday during first service (8:45am) and second service (10:45am). After a time of music, the children are led to classrooms according to age groups for their lessons, crafts, and Bible stories.

Volunteers

Our Children's Church is led by youth and adult volunteers. All volunteers have been approved by pastoral staff.

Enrollment

Any child from age 4 years through 5th Grade is welcome to attend our Children's Church program. We invite you to encourage your child's participation in order to enhance their learning experience. As parents, you can be confident that your child is enjoying age appropriate activities while you relax and enjoy worship and praise services!

Check-in/out Procedures

For Visitors: Please check in with the Adult Children's Church worker who will assist you with our check-in process.

For enrolled children:

1. Please arrive a few minutes early to get your child settled.
2. Sign your child's name on the sign-in sheet provided. Also, please complete the name tag provided and relay any special instructions to the Adult Children's Church worker.
3. Place your child's name tag on their back, and keep the stub with you. This is your security tag for emergency pages and for check-out.
4. Relax and enjoy your Sunday worship!
5. Return promptly to the Children's Church Room 6 and pick up your child by presenting the name tag stub.

*Children will only be released to adults or others over the age of 16.

Wellness Policy

To assist us in this effort to create a healthy environment, please do not bring your child to the Children's Church Room 6 if they have any of the following symptoms. Children should be symptom free for 48 hours before returning to the Nursery.

- Fever or do not appear well
- Continuously runny nose or frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
- Frequent loose or watery stools
- Frequent cough or sneezing
- Vomiting

If your child has a clear runny nose or other symptoms due to allergies, please let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Behavior and Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children will be told that their behavior is inappropriate, have the correct behavior modeled for them and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the Children's Church Room 6. If your child is struggling with a certain behavior, please communicate this to the Adult Children's Church worker so that they can help monitor the situation. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the Children's Church Room 6 until the behavior has improved.

Sunday Morning Routine

Group praise with music from Kid's Own Worship!
Children are dismissed to classrooms according to age.

Preschool Activities include:

- skits with "Theo" (Theophilus the puppet)
- crafts
- Prayer and offering (100% of offering for Compassion Child)

Elementary Activities include:

- Bible lesson
- Lesson demonstration
- Prayer and offering (100% of offering for Compassion Child)

Section III

Sunday School information

Facilities

Children's Sunday School meets at 10:00am each Sunday morning according to the following age groups.

4's, 5's ,K	Room 3	Angie Schenk
1 st , 2 nd Grades	Room 4	Mary Lee Winter
3 rd , 4 th , 5 th Grades	Room 5	Jeff & Kelley Johnson

Volunteers

Our Children's Sunday School is led by adult teachers and assisted at times by youth. All volunteers have been approved by pastoral staff.

Enrollment

Any child from age 4 years through 5th Grade is welcome to attend our Children's Sunday School. We invite you to encourage your child's participation in order to enhance their learning experience. As parents, you can be confident that your child is enjoying age appropriate activities while you relax and enjoy your ABF!

Check-in/out Procedures

For Visitors: Please check in with the Adult Sunday School teacher upon arrival.

For enrolled children:

1. Please arrive a few minutes early to get settled.
2. Older children will be allowed to leave the classroom once the teacher has dismissed the class.
3. Younger children will only be dismissed to parents or others authorized over the age of 16.

Wellness Policy

To assist us in this effort to create a healthy environment, please do not bring your child to the Sunday School class if they have any of the following symptoms. Children should be symptom free for 48 hours before returning to the Nursery.

- Fever or do not appear well
- Continuously runny nose or frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
- Frequent loose or watery stools
- Frequent cough or sneezing
- Vomiting

If your child has a clear runny nose or other symptoms due to allergies, please let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Behavior and Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children will be told that their behavior is inappropriate, have the correct behavior modeled for them and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the Sunday School classroom. If your child is struggling with a certain behavior, please communicate this to the Adult Sunday School teacher so that they can help monitor the situation. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the Sunday School classroom until the behavior has improved.

Sunday Morning Routine

Our Sunday School teachers present Biblical stories, crafts, and music each week. Your child is given guidance in learning memory verses, Bible reading and ways to apply weekly lessons to their own lives. Prayer and encouragement are also presented to teach your child ways to help others.

Teachers

Our Sunday School teachers are members of Grace Community Church and are approved by pastoral staff. They are Christians in good standing in their families, our church, and the community.

Section IV

Additional information

Promotion

Sunday School Kickoff Sunday for all Sunday School classes, Children's Church, and Nursery is generally the last Sunday of August. Promotion to these rooms is based on age. You will be notified of the promotion date and new room assignment for your child. During the year, children may be promoted in our Nursery if agreed upon by the parents and Head Caregiver.

Contact Information:

Pastors:

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Jon Kelly
Jonathan Phillips

Children's Ministry Director:

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Head Nursery Staff:

Tiffany Wheeler
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