



Dear Parents,

We're so glad your children are part of the ministry of Clarkesville First United Methodist Church! We take seriously the charge of helping you with the tremendous responsibility of raising your children in a Godly manner. Our mission is to glorify God, grow disciples and change the world, one child at a time!

Our curriculum is Bible-based, relevant, creative, hands-on and FUN! We do our very best to provide the most safe and nurturing environment for kids to learn and interact. With that in mind, we hope you'll take the time to read the following information and help the ministry run smoothly by adhering to the guidelines.

In Christ,

Clarkesville Kids Ministry Leaders

Sunday Morning Classes

Sunday School, 10:00am-10:45 am:

- ★ Nursery – 3 Years and Younger
- ★ 4-6 Years Old
- ★ 1st-5th Grade

Children's Church, Ages 4 through 5th Grade

- ★ During 9:00 Connection Worship Service
- ★ During 11:00 Traditional Worship Service

Wednesday Evening Classes, Birth- 5th Grade

Ages 4-5th grade start together in Gathering Place classroom for Opening and Worship, then break into two groups:

- ★ Nursery – 3 Years and Younger
- ★ Lion Heart, Ages 4-2nd Grade
- ★ Strong Tower, 3rd-5th Grade

Drop-off/Pick-up Procedures:

1. All children through 5th grade should be accompanied by an adult to and from all programs and activities within our church. A child must be walked to the door of the program and presented to the adults in charge. The child must be picked up in the same manner. During pick up and drop off, children must be signed in and out by a parent. For safety, we ask that you not send a sibling to pick up a child.
2. Teachers will make every effort to be present in their classrooms 10 minutes prior to the start of the class or activity, but please never drop off a child in an empty classroom or without teacher supervision.

3. Children attending Sunday School and 11am Children's Church must be checked in by the teacher for their class on clipboard, and checked out by parent upon pick up in classroom. Children will be given name tag and are asked to wear it for the duration of the program.
4. Children attending Faith Quest will visit the check-in table at the top of the stairs in the children's wing each week to get their nametag. Children are asked to wear their nametag for the duration of the program. Parents should sign their child out at the table at the top of the stairs at the end of the class.
5. Please try to be on time for pick-up. Teachers have places to be too!

General Rules:

1. Please keep all toys at home or in your car.
2. Please allow your child to finish all food and drink before entering classroom.
3. Please take your child to the restroom before sending them to programming.
4. Keep your cell phone on vibrate just in case we need to contact you.
5. Each family must have a Child Information Sheet filled out for their child/ren. Teachers will refer to information on the sheet regarding allergies, taking photos of your child for CFUMC social media/website, as well as emergency contacts.

Discipline:

1. We believe that the best way to avoid discipline issues is to present fun and engaging lessons and activities!
2. The Faith Quest rules are as follows (Sunday School & Children's Church rules are similar)
Q- Quiet while others are talking
U- Undivided attention
E – Everyone deserves respect
S- Self-control
T- Try your very best
3. When a child has trouble following these rules, the teachers use a 3-strike system, making sure to pull the child aside individually rather than calling them out in front of the class.
4. After the third strike, parents will be asked to pick up the child from the class or activity.

Wellness:

To ensure a healthy environment, we ask that you keep your children home if they have the following symptoms:

- Fever
- Diarrhea or vomiting (must be free of these symptoms for at least 24 hours)
- Pink eye or other eye infections
- Sneezing and/or coughing, especially within 5 days of onset of symptoms
- Any communicable diseases
- If your child exhibits any of these symptoms in class, you will be notified by a teacher to pick them up.

Safe Sanctuaries: *(United Methodist policies to ensure child safety)*

- Criminal Background checks are conducted on every volunteer and staff member and are updated every two years.
- All activities are conducted in a public place where other adults are present
- All indoor activities should be conducted in rooms with unobstructed windows, or with the door open.
- Rule of Threes: Each activity should be comprised of at least three people, at least one of whom must be an adult
- Restroom Use –Older children should use the individual hall bathrooms. An adult should never accompany a child into a bathroom stall.
- During programming, access to children’s wing is limited to families, staff and approved volunteers only.

Emergency Protocol

- In the event of a weather emergency (such as a tornado), children in Sunday School or the 11am Children’s Church will be led by their teacher down the staircase into the single bathroom directly across from the foot of the stairs. 9am Children’s Church will go downstairs in the Connection into the bathrooms with the rest of the congregation.
- In the event of a fire, children in Sunday School or the 11am Children’s Church will be led by their teacher down the staircase and out of the building through the door directly to the left of the singly bathroom used for weather emergencies. Children will be led out into the playground with gate shut in order to keep all children together in one area. 9am Children’s Church will go downstairs and exit out of front doors onto front lawn with the rest of the congregation.
- In the event of an intruder, children in Sunday School or the 11am Children’s Church will be taken by their teacher into the very back room of the Children’s Wing (where fire escape door is located, locked to anyone outside) door is to be closed and locked and children are to sit on counter to right of the door out of sight. 9am Children’s Church will close and lock doors in Children’s Church room and sit in/around closet where materials are stored.

Thank You!

Thank you for entrusting your children to us! We do not take this responsibility lightly, and look forward to celebrating your child’s growth and development with you and your family!