



MBC KIDS

2017-2018 HANDBOOK

*“Therefore, my beloved brethren, be steadfast,
immovable, always abounding in the work of the Lord,
knowing that your toil is not in vain in the Lord.”*

1 Corinthians 15:58

Table of Contents

OUR MISSION	4
OUR MINISTRY PHILOSOPHY	4
OUR TEAM	6
INTRODUCTION TO MISSION BIBLE KIDS	7
OUR SUNDAY MINISTRY	7
OUR CLASSROOMS	7
OUR QUALIFICATIONS	7
OUR PLACEMENT	8
OUR EXPECTATIONS	8
GENERAL SAFETY & SECURITY	9
CHILD SAFETY	9
NAMETAGS	9
CHILDREN'S CHECK-IN	9
CHILD PICK-UP/SELF RELEASE	9
CLASSROOM VISIBILITY	10
TWO ADULTS	10
BATHROOM	10
DISCIPLINE	11
PERSONAL CONTACT	11
DISPLAYS OF AFFECTION /CHILD SAFETY REMINDERS	12
REPORTING SUSPECTED ABUSE	12
SEVERE ALLERGIES/EPI-PEN POLICY	13

EPI-PEN PARENT GUIDE	13
CLASSROOM VISITORS	14
MISSING CHILD	15
CLASSROOM EVACUATION (CAMPUS MAP)	15
<u>CAMPUS MAP</u>	<u>16</u>
<u>NURSERY / TODDLERS PROCEDURES</u>	<u>17</u>
IMPORTANCE	17
QUALIFICATIONS	17
ETIQUETTE & RESPONSIBILITIES	17
ROOM SET-UP	18
CLEANING POLICY	18
PARENT PICK UP AND DROP OF PROCEDURES	19
PARENT INTERACTION	20
DIAPER CHANGING ROUTINE	20
CHILD CLASS-ROOM PROMOTION	21
<u>PRE-SCHOOL PROCEDURES</u>	<u>- 23 -</u>
IMPORTANCE	- 23 -
QUALIFICATIONS	- 23 -
ETIQUETTE & RESPONSIBILITIES	- 23 -
ROOM SET-UP/TEAR DOWN	- 24 -
CLEANING POLICY	- 24 -
PARENT PICK UP AND DROP OF PROCEDURES	- 24 -
PARENT INTERACTION	- 26 -
BATHROOM POLICY	- 26 -

ELEMENTARY PROCEDURES	- 28 -
IMPORTANCE	- 28 -
QUALIFICATIONS	- 28 -
ETIQUETTE & RESPONSIBILITIES	- 28 -
ROOM SET-UP/TEAR DOWN	- 29 -
CLEANING POLICY	- 29 -
PARENT PICK UP AND DROP OF PROCEDURES	- 29 -
PARENT INTERACTION	- 30 -
BATHROOM POLICY	- 31 -
HEALTH AND WELLNESS PROCEDURES	33
WORKER-TO-CHILDREN RATIOS	33
INCIDENT REPORTS	33
EXISTING SICKNESS	33
WHEN SICKNESS ARISES DURING MINISTRY	34

Our Mission

Mission Bible Church Kids Ministry exists to evangelize children, partner with parents, and to equip servants.

Our Ministry Philosophy

1. Evangelize Children

A. The Mandate

~ The church has a mandate to take the gospel into all the world and to share the good news of Christ with every person (Mt 28:18–20; Lk 24:46–47). Therefore the motivation for Children’s Ministry must begin with God’s command to evangelize the lost, which also includes children (Acts 2:39). Thus, Children’s Ministry is a practical feature of our church’s desire to obey Christ as we participate in this facet of the Great Commission.

B. The Mindset

~ We understand that a child’s greatest need is regeneration because children are dead in their sin and without hope of salvation (Rom 3:23, Eph 2:1-3). Yet, children, as well as adults, can receive forgiveness of sins, a relationship with God, and purpose in life through trusting in Christ as Lord and Savior (Rom 10:9–13). This reality is the cornerstone of our ministry to children as their greatest need for the gospel is our greatest opportunity for eternal impact (Rom 10:14–16).

C. The Mission

~ Therefore, the target of our ministry is heart preparation as we cultivate the soil of children’s hearts through sowing the seed of the gospel. This includes teaching children the fear of God, humility over weakness, penitence over sin, facts about the gospel, and an appreciation for Christ. Furthermore, since salvation is of the Lord, we avoid soliciting salvation professions but encourage the fruit of genuine repentance as demonstrated through a life of submission to Christ’s lordship.

2. Partner with Parents

A. The Mandate

~ Parents have a mandate to raise their children in the discipline and instruction of the Lord (Eph 6:4; Col 3:21). Thus, parents are to be the primary evangelists and spiritual trainers of their children. This is a continuous command that is actively fulfilled by the parent while being a godly example, giving personal exhortation, and specific edification for the spiritual well being of the child.

B. The Mindset

~ The church is called to encourage parents in their God given task of raising godly children. This is clearly implied through the household commands (Col 3:18–21) and the church’s mandate to equip, and encourage believers (Eph 4:12–16). Furthermore, the Scriptures call for strong Christian families that are growing and being molded through the ministry of the Body of Christ (Eph 5–6). Therefore, our church seeks to support and enhance the spiritual vitality of the home while never usurping the parental role and responsibility.

C. The Mission

~ Therefore, our mission is to support parents in their God given role of raising children to love Christ. We seek to accomplish this through providing a parenting framework, equipping parents with marriage and parenting classes, resources, and personal shepherding geared to elevate their effectiveness. We also provide encouragement through offering quality childcare so that parents can attend worship services, classes or other ministry events undistracted. Lastly, we seek to lovingly exhort those parents who may not have fully embraced their God given responsibility to raise their children in the Lord.

3. Equip Servants

A. The Mandate

~ The church also has a mandate to equip servants for the work of the ministry (Eph 4:11–16). This happens as Pastor-Teachers provide spiritual leadership and resources provoking people to grow in Christ-likeness. Thus, this practical preparation “for ministry” is inseparably linked to actually placing saints in the ministry. This further accentuates spiritual growth as saints exercise spiritual giftedness *through serving the Body, which ultimately strengthens the Body!*

B. The Mindset

~ Children’s Ministry is an effective link in the chain of equipping and enlisting saints into productive ministry that promotes the spiritual growth and vitality of the church. This ministry serves as an appropriate place where believers can embrace their mandate to minister while also being ministered to through continual edification. Thus, Children’s Ministry provides a plethora of opportunities for saints to sacrificially serve and grow while simultaneously strengthening the church.

C. The Mission

~ Therefore, our mission is to also provide a place of constant edification for our faithful servants who minister every week. We desire that they would continue to be equipped even though they are already enlisted into the ministry of the church. In order to accomplish this we seek to provide opportunities for growth and encouragement through Pastoral oversight, ministry wide gatherings, and enriching curriculum that takes them deeper into the Word. Also, we encourage servants to join a Life Group where they can grow in the Word and grow with others. These servants are also edified as they communicate God’s truth to children and each other on a weekly basis.

Our Team

Albert Kilgore, Assoc. Pastor of Children and Student Ministry

Jimmy Lin, Check in and Parent Relations

Carol Wood, Worship Sunday Coordinator

Aimie Skinner, Nursery / Toddler Coordinator

Teddy Sturley, Pre-K Coordinator

Jason Roenicke, Elementary Coordinator

Servants for Christ

Introduction to Mission Bible Kids

Our Sunday Ministry

- Occurs every Sunday Morning.
- Ministry is to children age 6 months old through fifth grade.
- Children are divided into separate classrooms based on age/grade.
- Serving times from Check in to pick up:
 - 1st Service, 8:40am – 10:15am
 - 2nd Service, 10:15am – 11:45 am
- Children may attend the 1st Service class, the 2nd service class, or both.
- A separate team of teachers is responsible for each service.

Our Classrooms

- Bible Lesson – Clear, age appropriate, and follows our curriculum. The length of each lesson and the presentation will vary in each classroom based on age group.
- Music – Exalts the person and work of God through Scripture saturated lyrics, age appropriate instrumentation, and engaging hand motions.
- Craft(s) – Creative activities that capture children’s attention and reinforce the Bible lesson.
- Snack (Preschool and Toddler) – In most classes we use a variety of basic crackers such as Graham Crackers, Ritz Crackers, and Goldfish. Nursery and Elementary classes do not normally have snack time.
- Bathroom Break – According to the schedule given in the specific ministry area binders.

Our Qualifications

The following general qualifications apply to every adult serving in Mission Bible Kids:

- Member of Mission Bible Church
- Approved Background Check
- Attend weekly worship service in addition to serving
- Commitment to fellowship through Life Group
- A life that demonstrates the qualities of biblical character (See Appendix I)
- Leadership approval

Our Placement

The following is our method of placing volunteers in the right classroom:

- Recruited to serve or Requests to serve
- Cleared MBC Kids Background Check
- Pastor approval
- New Volunteer Orientation
- Shadow in classroom
- Read perspective Mission Bible Kids handbook

Our Expectations

Children will act like children

- Having the proper expectations diffuses frustrations, displeasure, and discontentment.
- Understand that children will have bad days.
- Allow room for childishness if it does not endanger the child or the other children
- Allow room for isolated incidents of disobedience while watching for patterns of disobedience.
- Sunday is a long day for children
 - By the end of the second service, children could easily have been awake for 5 or more hours.
 - Many children are hungry and haven't eaten in hours.
 - Misbehavior and lack of self-control are expected in this environment.
 - When children err our response should be clear, firm and gracious.
 - We do not desire to lean heavy on discipline, rules, restrictions and correction, but there are times when these are necessary. (See Appendix ?)
 - Our preferred method of classroom management is to utilize structure, guidelines and rewards.

General Safety & Security

Child Safety

- The Elders, staff, and volunteers of Mission Bible Church take safety seriously, and desire to have a safe and God-honoring environment where children can learn the truths of God. These policies have been put in place for the protection of the children in our ministry, employees, volunteers, and our entire church family.

Nametags

- All church employees and volunteer workers, who work with children, are required to wear a Mission Bible Kids nametag whenever they are working with children.

Children's Check-In

- Check-in and pick-up are two of the greatest opportunities to encourage parents. Please maximize these times to get to know parents!
- Children will check-in at the MB Kids check-in table before arriving at the room. The child will wear their identification tag on their back.
- Please check identification tags for any special instructions before parents leave. These tags all contain information vital to caring for the children.
- Parent information must be taken. Please remind parents that if their child needs them during the service that they will receive a text message on their cell phone. If no phone number is provided, they may be notified by an usher or MBK team member.
- Saying good-bye can, at times, be difficult for children. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as parents develop regular attendance routines. If this should happen, try to create immediate interest in a toy or activity and assure the child that their parents will return after the worship service. If you are not able to console the child please contact the "On Call" volunteer immediately.

*** NOTE: It is imperative that parents not leave the church campus while their child is in our care. They need to be readily available in the event of an emergency.**

Child Pick-up/Self Release

- Please check every parent's pick-up ticket before releasing a child. Even if you know the parent, please ask to see the pick-up ticket and check that it matches the child's tag. If the parent does not have the pick-up ticket an alternate form of ID (driver's license) is required.
- Parents are free to give their pick-up ticket to another person (16 or older) to pick up their child.
- Before you release the child, please remove the child's nametag at the same time that you collect the parent's pick-up ticket. Stick the nametag on the parent pick up ticket and keep it.
- Children are not permitted to release themselves from class unless they are in the third grade or above, and we have received written/signed approval from their parents.
- Parents should pick-up their children within 15 minutes of the close of the service.
- Please make sure that children have all their personal items before releasing for check-out. Lost and found items should be brought to the storage room until the next week.

Classroom Visibility

- Church activities for children should be scheduled and conducted in areas visible from adjoining areas. Such visibility will be maintained by leaving blinds open and, wherever possible, by leaving the door to the room open. Under no circumstances will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

Two Adults

- A minimum of two adult workers will be in attendance at all times when children are being supervised during a church activity regardless of the number of participants, location, or activity.

Bathroom

- We ask that all parents take their preschool aged children to the restroom before class.
- Our Elementary class allows for children to use the restroom individually once they ask for permission. Adults will not accompany them into the bathroom. Bathrooms are within range of the classroom and visibility is high.
- If a child requires help with a button, snap, belt, etc., an adult female should assist the child, regardless of the child's gender. Any assistance must be done outside of the bathroom stall, and in view of another volunteer.

- All bathrooms in the children’s area are reserved for exclusive use by children on Sunday mornings. No adult should use these bathrooms. Volunteer team members may use restrooms before or after service and are expected to maintain cleanliness after use.
- Ensure that no one is in the bathroom before allowing children to enter.
- At no time will children of opposite gender enter the bathroom facility together.

Discipline

- Behavior issues will be handled with gentleness and grace. Do not punish (physically, verbally, or emotionally) children for disobedience. Correction is used to maintain classroom safety and order. If a child is out of control or his actions are threatening the safety of other children, or refuses to participate in classroom activities, please inform the “On Call” volunteer. He/she will be able to help with the child or contact the parents (if needed).
- Please watch for repeated patterns of disobedience. Some behavior problems are sporadic and inconsistent and, therefore, are to be expected and can be overlooked. Repeated and regular disobedience, however, should be noted and communicated to the “On Call” volunteer. Please communicate all behavior issues before talking with parents.

Personal Contact

- Employees and volunteers shall not interact with each other or children in any way that could be interpreted as inappropriate.
- Corporal punishment or verbal abuse is never permitted and is grounds for immediate dismissal. If you must discipline your own children please do it in private.
- Additional policies for men serving in MB Kids:
 - Men will not carry/hold children
 - Men will not provide piggyback rides, place children on their shoulders, or be involved in wrestling/roughhousing
 - Men will not assist with buckles, belts, zippers, underwear, pull-ups, pants, or any other clothing item during bathroom time. Only adult female leaders may assist children in these ways.
 - Men must be especially careful with their interactions and contact with children so that their conduct could not be construed in any way as inappropriate. Behavior that could be interpreted as inappropriate would be acts such as hugs, holding hands, hovering over a child, concentrating on one child for a prolonged period of time, and other like actions.
 - Men can positively defend against seemingly inappropriate behavior by proactively engaging children who affectionately approach them through high-fives, fist bumps, and

handshakes. This will allow the servant to engage the child, before the child embraces them.

Displays of Affection /Child Safety Reminders

- Hugging a child is a natural response when children seek affection. We discourage any contact with a child that could be seen as possibly inappropriate.
- If a child runs to a leader for a hug, the “catch and release” method is preferred. Quickly give a hug and release from the hug gently. Side hugs are most appropriate. Instead of a body to body front hug, try a side-to-side hug.
- The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to leadership after the safety of the child, children, youth, or minor involved has been assured.
- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Physically abusive behavior or infliction of bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Mission Bible Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of Mission Bible Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Mission Bible Church.

Reporting Suspected Abuse

- Any time a worker sees something at a church-related activity or program that creates a concern regarding child abuse, the following procedure should be followed:
 1. Intervene as necessary to halt the suspected abuse.
 2. Immediately notify one of the leaders of MB Kids.
 3. Continue involvement and cooperation as requested by the MB Kids leadership in any additional reporting requirements.

*** NOTE: All allegations of reasonably suspected child abuse will be reported to the proper authorities in accordance with the mandatory reporting laws.**

Severe Allergies/Epi-Pen Policy

- Do not give food to children with identified allergies (unless otherwise instructed by parents). These conditions will appear on the child's identification tags.
- We ask parents to notify our check-in team or Service Lead if their child has allergies or uses an Epi-pen. These needs will appear each week on the child's identification tags when he is checked-in.
- Obtain a medical release to keep on file for every child using an Epi-pen. Please include a lay leader when talking with parents about obtaining a medical release.
- Steps to follow should you need to check in a child with severe allergies/epi-pen:
 1. Explain to parents our severe allergy/epi-pen policy located in the classroom binder
 2. Distribute the medical release form and waiver also located in the classroom binder to the parent (See appendix K)
 3. Explain these forms require a doctor's signature and need to be returned the following time the child is checked in
 4. Receive the child the into the room

EPI-PEN Parent Guide

- (This is the severe allergy/epi-pen guide for parents located in the classroom binder) The following steps are designed to protect the health of your child. Please complete each of the following before dropping off your child in Mission Bible Kids:

1. Turn in your child's Epi-Pen Medical Release Form to the check-in table.

***NOTE: this form requires a signature by your child's physician**

2. Communicate information vital to caring for your child to the Service Lead who will then inform the "On Call" volunteer.

Information to include:

- * Child's allergy(s) and any symptoms typical for your child.
- * Location of your child's Epi-Pen (travels with child to room).
- * Snacks your child may eat during snack time.

Please note the following:

- a. Children's ministry workers will administer Epi-pens on a child who is suffering an allergic reaction.
- b. A child's Epi-Pen must remain with him in class (in diaper bag or on his person).
- c. Be aware that we may need to contact a parent during class time. Know where to get their information or how to reach them in service.
- d. Parents should be notified immediately.
- e. Allergen exposure from adult volunteers or what other children have consumed outside of the classroom is outside of our control.
- f. Mission Bible Kids classrooms are **peanut free zones**.

Steps to follow should a child experience an allergic reaction:

1. Identify
 - a. Child's first and last name (on their name tag)
 - b. Parents' cell phone numbers (located in check in binder)
 - c. If child carries an epi-pen for allergic reactions
2. Retrieve the epi-pen
3. Administer the epi-pen
 - a. Open the epi-pen
 - b. Stabilize the child's thigh
 - c. Inject and hold
4. Alert
 - a. Have additional volunteer alert a pastor. If they are in service, ask an usher for assistance. A pastor will call 911 (if needed).
 - b. Have additional leader immediately alert the child's parents if not already, by cell phone or locating them in service.
 - c. Have the epi-pen Medical Release Form ready and available.
 - d. The leader who administers the epi-pen should stay with the child during the entire process.

Classroom Visitors

- Church staff, parents, or church workers may visit classrooms at any time without prior notice. If otherwise, notify the Service Lead and a pastor should be contacted immediately.

- Mission Bible Kids leadership will make periodic observations of classrooms during the times when children’s programs are being conducted.
- Mission Bible Kids leadership will perform annual classroom evaluations assessing classroom efficiency and effectiveness.

Missing Child

- Steps to take if a child is missing:
 1. Confirm child was checked into the room in attendance roster (located at check in)
 2. Identify child’s name and parent’s identity. Be prepared to give a description of child.
 3. Immediately inform the “On Call” volunteer
 4. A pastor should be immediately notified
 5. Assist in whatever way necessary

Classroom Evacuation (Campus Map)

- It is imperative that parents stay on the church campus while their child is in Mission Bible Kids. Parents need to be readily available in the event of an emergency.
- Should you discover an emergency which requires evacuation immediately report to the “On Call” volunteer immediately.
- Should you hear an alarm or a request to evacuate the Mission Bible Kids area you will evacuate to **Location 2** (see map, page 20).
- When evacuating the classroom:
 1. Count all the children in the room
 2. Grab clipboard with the classroom roster
 3. Line up children in two lines (boys/girls)
 4. Move as a group through the rear doors, cross the playground and exit out the rear gate.
 5. Once through the gate, cross the road and gather in the parking lot to wait for further instruction.
 6. Go through the room roster to ensure all children are accounted for.

Campus Map



Nursery / Toddlers Procedures

Importance

Nursery/Toddler workers are responsible for one of the most sensitive ministries in the church. Their attitude, appearance (modesty), energy, love, and demeanor set the tone for the ministry in many ways. They're often the main reason that parents can focus on growing in the Word and worship without distractions on Sundays.

Qualifications

Our Nursery/Toddler is a ministry of service to both parents and children. To provide the best ministry possible, we've adopted the following qualifications for our Nursery/Toddler workers:

- Love for children and parents
- Desire to serve—this is most clearly expressed through humility, patience, and joy
- Member of Mission Bible Church
- Pastoral interview
- Cleared background check
- CPR training and recertification every two years
- MBK Training Meeting

Etiquette & Responsibilities

- Interact with children, parents, fellow workers, and staff in a kind and loving way.
- Remain alert during activities related to children, parents, and adult volunteers.
- Create an environment that is safe, loving, and appropriate for children.
- The nursery and toddler classroom is a heel-free zone. Flat shoes are mandatory, socks are encouraged when walking around precious little fingers and toes.
- Service Leads will supervise volunteers serving in the room and instruct them concerning their responsibilities (e.g. playing with the children) and encourage them often.
- Provide a snack for children 14 months and older. Please use the Cheerios in the room unless parents would rather their children not partake of Cheerios. We are happy to feed children an alternate snack (finger food) provided by parents. Be aware of choking hazards during snack.
- Present lesson from monthly curriculum provided to you and follow general class room schedule. (Curriculum will be located in classroom binder)
- Ability to recount and share the gospel fully and accurately in an age appropriate manner

- Immediately report all suspected abuse or inappropriate behavior to the ‘Ministry Pastor’
- Communicate any supply request to Nursery/Toddler Coordinator.
- Immediately report all incidents, accidents, illnesses and emergencies to service lead.
- Remain in room until every child has been picked up.

Room Set-up

- Locate the storage room and Nursery supply bins.
- Disinfect all toys that will be used during service, and sweep the room thoroughly before using the Swiffer.
 - See our cleaning procedures below
- Arrive early to ensure that the room is properly set up appropriately.
- Open the room 20 minutes before the service.
- Immediately clean up any spills or messes.
- Be especially aware of first – time visitors. First impressions are vital for new families and the nursery is important to them. Ensure that it is as peaceful as possible. Give them your full attention when taking their baby.
- Clean up the room after each event to prepare it for the next service/event:

Cleaning Policy

We strive to make the nursery a toxic-free zone. The following should be adhered to by every volunteer and staff member:

- We will not provide cleaning products for the nursery that are aerosol.
- Only cleaning products that have been approved for use should be in nursery bins.
- All cleaning products that are used on toys will be non-toxic (ie: Seventh Generation).
- Gloves should be worn when cleaning surfaces. (Not mandatory, but they are provided)
- No shortcuts should ever be taken when cleaning the nursery or disinfecting toys.
- No outside toys or stuffed animals will be permitted in the nursery.

Parent Pick up and Drop of Procedures

Drop Off

- Ensure the doors are open and gates are secured if applicable.
- One of the most important times to encourage parents and guard the safety of children (the other time is check-out).
- Kindly greet parents as they approach the room.
- Check children in and out of the room. **Only the Lead** may check children in and out of the room.
- Assistants should assist Leads during check-in and check-out by:
 - Watching and distracting children still in the room
 - Retrieving personal items
 - Performing any other needed tasks that the Lead deems helpful
- Ensure all parents fill out the child information card and sign in sheet. If this is not done we have no way of contacting them during service for an emergency.
- Look for any obvious signs of illness or injury as children are being checked into the room. Call a leader if you have any questions. **Normal diaper rash is appropriate for children in the nursery. Diaper rash only becomes an issue and warrants a call to a leader when it is excessive, open, and oozing.**
- Graciously accommodate (within reason) the parents' special request for their child.
- Label all personal items (children's bottles, cups, pacifiers, blankets, etc.).
- Check information sheet before parent leaves to make sure you understand any special instructions.
- Remind parents that if their child needs them during the service, they will receive a text message on their cell phone. If parents do not have a cell phone, kindly ask them to sit in the family section so that we can locate them if necessary.
- Engage an unhappy child through activities and attention. If a child is inconsolable (10 minutes of non-stop crying), please have the "On Call" volunteer contact their parents.
- Be especially aware of first-time visitors. First impressions are vital for new families. Give them your full attention when accepting their children.

Pick Up

- Ensure that the gate in the doorway remains up.
- Look for ways to encourage parents; thank them for the opportunity to spend time with their child. This is an incredible blessing to parents!
- Check the Pick-up ticket before releasing a child. **Please check every Pick-up Ticket (even parents that you know)**. This ensures the safety of the child and encourages parents. A child will only be released to an adult with the correct pick-up ticket. If a parent does not have a ticket (e.g., lost or with spouse), photo ID is required. There are no exceptions to this rule.
- Ensure that all of the child's personal items have been returned to the parents before they leave the classroom. Please report all lost and found items to the Service Lead.
- Siblings 16 and older can pick up a child with a pick up ticket.
- If there are still children in your room at 12:30pm, please contact a leader.
- Communicate with a member of the leadership team or a pastor **BEFORE** discussing any behavior, potty, incident, accident, concern, or emergency with parents.

- See our parent interaction policy below

Parent Interaction

Our interaction with parents will be marked by grace, patience, and humility even when reporting disobedience.

- We can demonstrate humble service through joy:
 - In our labor
 - In our interaction at check-in/pick-up (greet children enthusiastically by name, ask them are they ready to have a great time.)
- Know parents by name.
- Say yes with a willing heart to a parent's instructions and follows as best as you can.
- Do not parent children.
- Do not parent parents.
- Praise children in front of their parents.
- Thank parents for the opportunity to spend time with their children (no matter their behavior.)

Diaper Changing Routine

- **Check attendance sheet before changing diaper to see if parents have left any specific instructions for their child.**
- **Ensure that you have the right diaper bag and supplies before you begin.**
- Use the diapers and wipes the parents have provided unless parents have not provided any. If parents have provided no supplies, there are extra diapers and wipes in the changing table cupboard.
- Gloves are provided for your use while changing diapers. Please use a new pair of gloves for each child.
- **Always start with a fresh changing table sheet.**
- If you discover the child has an excessive, open, or oozing rash please contact lay leader and parents
 - To change a diaper:**
 - Securely hold the child by his feet so his/her bottom does not touch the changing table sheet.
 - Open a clean diaper and lay it under the child before removing the wet diaper.
 - Remove wet diaper and place the child's bottom back onto the clean diaper.
 - When finished, place a "Changed with Love" sticker on clean diaper.
 - Always dispose messy diapers as soon as possible in an outside trash to keep the room smelling as fresh as possible.

** If you discover the child has an excessive, open, or oozing rash please contact Nursery Toddler lead and parents*

Child Class-Room Promotion

Children will be promoted to Preschool class the week after their 3rd birthday so long as they are potty trained. We will not promote a child until they are fully potty trained.

- Each child will receive a **Polaroid photo, promotion certificate, and a children's graduation hat** to take home!
- Graduation Bin is inside the storage room that will hold all supplies.

Promotion Procedure:

- Snap a photo of the child in his graduation hat, and holding his certificate
- During pick up time, explain to parents where they will be dropped off next week and make sure to give them their child's promotion memories!
- Thank them for the opportunity to teach, grow along side, and love their child and encourage them in this new class!

Nursery Schedule

9:00 & 10:30am

7:45am – 8:10am

Classroom Set-up

See Set-up Procedure Sheet
Leaders assign tasks

8:10am – 8:25am

Team Huddle & Prayer

Run through schedule, lesson and any other important information
Prayer

8:30am – 8:40am

All Volunteer Prayer w/ Pastor Tony

8:45am – 9:05am // 10:15am – 10:40am

Check-in

Leaders and Assistants in room
Structured Free Play

9:05am – 9:15am // 10:40am – 10:50am

Group/Floor Time

Leaders assign tasks
“Hello Song”, Monthly Poster
“I love to look!” card

9:15am – 9:25am // 10:50am – 11:00am

Visit /Playground Rotation

Head count before leaving class
Two Volunteer Rule
Use the rainbow rope or red carts to take before allowing kids to enter. Ensure safety of playground/sandbox the kids to see -but not touch- the animals.

9:30am – 9:45am // 11:00am – 11:10am

Snack

Hand Sanitizer
Prayer
Eat
Clean up

9:45am – 10:00am // 11:10am – 11:25am

Craft Time or Theo(While other Leaders do Closing Procedures)

Coloring page
Activity
Reinforce monthly theme and Bible verse

9:45am -10:00am // 11:25pm – 11:30pm

Closing Procedures (While other children are doing Craft Time)

Diapers & “Changed with Love” stickers
Gather all belongings & return to child’s bin or diaper bag.
Take home page, craft, and special instructions sheets

10:00am - 10:15am // 11:30am – 11:45am

Check-out

Kids remain in classroom
Sanitize used toys
1st service volunteers remain until 2nd service volunteers arrive

Pre-School Procedures

Importance

Pre-School workers are responsible for an integral part of the ministry. Children are starting to recognize how God and Jesus love people, and starting to make observations and sometimes conclusions about God. We have the unique opportunity to plant seeds in minds that can retain and understand!

Qualifications

Our Pre-School is a ministry of service to both parents and children. To provide the best service possible, we've adopted the following qualifications for our Pre-School workers:

- Love for children and parents
- Desire to serve—this is most clearly expressed through humility, patience, and joy
- Member of Mission Bible Church
- Pastoral interview
- Cleared background check
- MBK Training Meeting

Etiquette & Responsibilities

- Remain alert during activities related to children, parents, and adult volunteers.
- Create an environment that is safe, loving, and appropriate.
- Service Leads will supervise volunteers serving in the room and instruct them concerning their responsibilities (e.g. playing with the children) and encourage them often.
- Provide a snack for children.
- Present lesson from monthly curriculum provided to you and follow general class room schedule, ensuring lesson, worship time, and reinforcement activities are included. (Curriculum will be located in classroom binder)
- Ability to recount and share the gospel fully and accurately in an age appropriate manner.
- Immediately report all suspected abuse, inappropriate behavior to 'On call Pastor'.
- Communicate any supply request to Early Childhood Coordinator.
- Immediately report all incidents, accidents, illnesses and emergencies to service lead.
- Remain in room until every child has been picked up.
- Interact with children, parents, and staff in a kind loving way.

Room Set-up/Tear Down

- Be able to locate the storage room and preschool supply bins.
- Sanitize & prepare the classrooms and bathrooms by the pirate ship before services
 - See our cleaning procedure below
- Arrive early to ensure that the room is properly set up appropriately.
- Open the room 20 minutes before the service/event.
- Ensure all MBK labeled items get returned to Preschool Bin (we will have a list of items in the bin and a photo of the classes original condition)
- Be especially aware of first – time visitors. First impressions are vital for new families. Ensure that it is as peaceful as possible. Give them your full attention when taking their child.
- Clean up the room after each event to prepare it for the next service/event:

Cleaning Policy

Mission Bible Church will provide all of the necessary tools to ensure standards can be met. The following should be adhered to by every volunteer and staff member:

- Gloves should be worn when cleaning surfaces. (Not mandatory, but they are provided)
- All surfaces should be cleaned with Lysol wipes. No shortcuts should ever be taken when cleaning the classroom or disinfecting toys.
- Floors should be swept and mopped with provided broom and Swiffer mop
- No outside toys or stuffed animals will be permitted in the class.

Parent Pick up and Drop of Procedures

Drop Off

- Ensure the doors are open and gates are secured if applicable.
- One of the most important times to encourage parents and guard the safety of children (the other time is check-out).
- Kindly greet parents as they approach the room.
- Check children in and out of the room. **Only the Lead** may check children in and out of the room.
- Assistants should assist Leads during check-in and check-out by:
 - Watching and distracting children still in the room
 - Retrieving personal items

- Performing any other needed tasks that the Lead deems helpful
- Ensure all parents fill out the child information card and sign in sheet. If this is not done we have no way of contacting them during service for an emergency.
- Look for any obvious signs of illness or injury as children are being checked into the room. Call a leader if you have any questions. ***Normal diaper rash is appropriate for children in the nursery. Diaper rash only becomes an issue and warrants a call to a leader when it is excessive, open, and oozing.***
- Graciously accommodate (within reason) the parents' special request for their child.
- Label all personal items (children's bottles, cups, pacifiers, blankets, etc.).
- Check information sheet before parent leaves to make sure you understand any special instructions.
- Remind parents that if their child needs them during the service, they will receive a text message on their cell phone. If parents do not have a cell phone, kindly ask them to sit in the family section so that we can locate them if necessary.
- Engage an unhappy child through activities and attention. If a child is inconsolable (10 minutes of non-stop crying), please have the "On Call" volunteer contact their parents.
- Be especially aware of first-time visitors. First impressions are vital for new families. Give them your full attention when accepting their children.

Pick Up

- Ensure that the gate in the doorway remains up.
- Look for ways to encourage parents; thank them for the opportunity to spend time with their child. This is an incredible blessing to parents!
- Check the Pick-up ticket before releasing a child. **Please check every Pick-up Ticket (even parents that you know)**. This ensures the safety of the child and encourages parents. A child will only be released to an adult with the correct pick-up ticket. If a parent does not have a ticket (e.g., lost or with spouse), photo ID is required. There are no exceptions to this rule.
- Ensure that all of the child's personal items have been returned to the parents before they leave the classroom. Please report all lost and found items to the Service Lead.
- Siblings 16 and older can pick up a child with a pick up ticket.
- If there are still children in your room at 12:30pm, please contact a leader.
- Communicate with a member of the leadership team or a pastor BEFORE discussing any behavior, potty, incident, accident, concern, or emergency with parents.
 - **See our parent interaction policy on the next page**

Parent Interaction

Our interaction with parents will be marked by grace, patience, and humility even when reporting disobedience.

- We can demonstrate humble service through joy:
 - In our labor
 - In our interaction at check-in/pick-up (greet children enthusiastically by name, ask them are they ready to have a great time.)
- Know parents by name.
- Say yes with a willing heart to a parent's instructions and follows as best as you can.
- Do not parent children.
- Do not parent parents.
- Praise children in front of their parents.
- Thank parents for the opportunity to spend time with their children (no matter their behavior.)

Bathroom Policy

- **We ask that all parents take their children to the restroom prior to checking them in.**
 - *All children NEED to be potty trained to be in MBK preschool room, if they are not potty trained, please direct them to the toddler room.*
- **If a child needs to use the restroom during class, please use the following procedures.**
 - Children can use the restroom in the Nursery room (while on the playground), or by the pirate ship (during class).
 - If a child requires help with a button, snap, belt, etc. an adult female should assist the child, regardless of the child's gender. Any assistance must be done outside of the bathroom stall, and in view of another volunteer.
 - All bathrooms in the children's area are reserved for exclusive use by children on Sunday mornings. No adult should use these bathrooms. Volunteer team members may use restrooms before or after service and are expected to maintain cleanliness after use.
 - Ensure that no one is in the bathroom before allowing children to enter.
 - At no time will children of opposite gender enter the bathroom facility together.

Pre-K Schedule

9:00AM & 10:30AM

7:45am – 8:10am

Classroom Set-up

See Set-up Procedure Sheet
Leaders assign tasks

8:10am – 8:25am

Team Huddle & Prayer

Run through schedule, lesson and any other important information
Prayer

8:30am – 8:40am

All Volunteer Prayer w/ Pastor Tony

8:45am – 9:05am // 10:15am – 10:40am

Check-in

Leaders and Assistants in room
Structured Free Play

9:05am – 9:15am // 10:40am – 10:50am

Group/Floor Time

Leaders assign tasks
“Hello Song”, Monthly Poster
“I love to look!” card

9:15am – 9:25am // 10:50am – 11:00am

Visit /Playground Rotation

Head count before leaving class
Two Volunteer Rule
Use the rainbow rope or red carts to take before allowing kids to enter. Ensure safety of playground/sandbox the kids to see -but not touch- the animals.

9:30am – 9:45am // 11:00am – 11:10am

Snack

Hand Sanitizer
Prayer
Eat
Clean up

9:45am – 10:00am // 11:10am – 11:25am

Craft Time or Theo(While other Leaders do Closing Procedures)

Coloring page
Activity
Reinforce monthly theme and Bible verse

9:45am -10:00am // 11:25pm – 11:30pm

Closing Procedures (While other children are doing Craft Time)

Diapers & “Changed with Love” stickers
Gather all belongings & return to child’s bin or diaper bag.
Take home page, craft, and special instructions sheets

10:00am - 10:15am // 11:30am – 11:45am

Check-out

Kids remain in classroom
Sanitize used toys
1st service volunteers remain until 2nd service volunteers arrive

Elementary Procedures

Importance

Elementary workers are responsible for a crucial part of the ministry. At this age, Children are growing in their independence and understanding. They are having their worldview shaped and challenged. We have the unique opportunity to evangelize and strengthen the faith of the Children we serve at this age!

Qualifications

Our Pre-School is a ministry of service to both parents and children. To provide the best service possible, we've adopted the following qualifications for our Pre-School workers:

- Love for children and parents
- Desire to serve—this is most clearly expressed through humility, patience, and joy
- Member of Mission Bible Church
- Pastoral interview
- Cleared background check
- MBK Training Meeting

Etiquette & Responsibilities

- Interact with children, parents, fellow workers, and staff in a kind and loving way.
- Remain alert during activities related to children, parents, and adult volunteers.
- Create an environment that is safe, creative, loving, and appropriate.
- Service Leads will supervise volunteers serving in the room and instruct them concerning their responsibilities (e.g. playing with the children) and encourage them often.
- Present lesson from monthly curriculum provided to you and follow general class room schedule, ensuring lesson, worship time, and reinforcement activities are included. (Curriculum will be in classroom binder)
- Ability to recount and share the gospel fully and accurately in an age appropriate manner.
- Immediately report all suspected abuse, inappropriate behavior to 'Pastor'.
- Communicate any supply request to Elementary Coordinator.
- Immediately report all incidents, accidents, illnesses and emergencies to service lead.
- Remain in room until every child has been picked up.

Room Set-up/Tear Down

- Be able to locate the storage room and Elementary supply bins.
- Sanitize & prepare the classrooms and bathroom in the Elementary classrooms before services
 - See our cleaning procedure below
- Arrive early to ensure that the room is properly set up.
- Open the room 20 minutes before the service/event.
- Ensure all MBK labeled items get returned to Elementary Bin (we will have a list of items in the bin and a photo of the classes original condition)
- Be especially aware of first time visitors. First impressions are vital for new families. Ensure that it is as peaceful as possible. Give them your full attention when taking their child.
- Clean up the room after each event to prepare it for the next service/event:

Cleaning Policy

Mission Bible Church will provide all the necessary tools to ensure standards can be met. The following should be adhered to by every volunteer and staff member:

- Gloves should be worn when cleaning surfaces. (Not mandatory, but they are provided)
- All surfaces should be cleaned with Lysol wipes. No shortcuts should ever be taken when cleaning the classroom.
- Floors should be swept and mopped with provided broom and Swiffer mop
- No outside toys or stuffed animals will be permitted in the class. Please have parents keep them or place them in classroom storage area.

Parent Pick up and Drop of Procedures

Drop Off

- Ensure that the door is open and secured.
- Kindly greet parents as they approach the room.
- Check children in. **Only the Lead** may check children into the room.
- Assistants should assist Leads during check-in by:
 - Watching children who have already been dropped off
 - Safely storing personal items.
 - Performing any other needed tasks that the Lead deems helpful.
- Ensure all parents have checked their children in. If they have not, sign the children in by manual check-in.

- Remind parents to keep check-in tags in sight during the service.
- Look for any obvious signs of illness or injury as children are being checked into the room. Call a leader if you have any questions
- Graciously accommodate (within reason) the parents' special request for their child.
- Be especially aware of first-time visitors. First impressions are vital for new families. Give them your full attention when accepting their children.

Pick Up

- Ensure that the door is open and secured.
- Look for ways to encourage parents; thank them for the opportunity to spend time with their child. This is an incredible blessing to parents!
- Check the Pick-up ticket before releasing a child. **Please check every Pick-up Ticket (even parents that you know)**. This ensures the safety of the child and encourages parents. A child will only be released to an adult with the correct pick-up ticket. If a parent does not have a ticket (e.g., lost or with spouse), photo ID is required. There are no exceptions to this rule.
- Check children out. **Only the Lead** may check children out of the room.
 - Watching and distracting children still in the room
 - Retrieving personal items
- Ensure that all the child's personal items have been returned to the parents before they leave the classroom. Please report all lost and found items to the Service Lead.
- Siblings 16 and older can pick up a child with a pick-up ticket.
- If there are still children in your room at 12:30pm, please contact a leader.
- Communicate with a member of the leadership team or a pastor **BEFORE** discussing any behavior, potty, incident, accident, concern, or emergency with parents.
 - **See our parent interaction policy below**

Parent Interaction

Our interaction with parents will be marked by grace, patience, and humility even when reporting disobedience.

- We can demonstrate humble service through joy:
 - In our labor
 - In our interaction at check-in/pick-up (greet children enthusiastically by name, ask them are they ready to have a great time.)
- Know parents by name.
- Say yes with a willing heart to a parent's instructions and follows as best as you can.
- Do not parent children.
- Do not parent parents.
- Praise children in front of their parents.
- Thank parents for the opportunity to spend time with their children (no matter their behavior.)

Bathroom Policy

- Our Elementary class allows for children to use the restroom individually once they ask for permission. Adults will not accompany them into the bathroom. Bathrooms are within range of the classroom and visibility is high.
- If a child requires help with a button, snap, belt, etc., an adult female should assist the child, regardless of the child's gender. Any assistance must be done outside of the bathroom stall, and in view of another volunteer.
- All bathrooms in the children's area are reserved for exclusive use by children on Sunday mornings. No adult should use these bathrooms. Volunteer team members may use restrooms before or after service and are expected to maintain cleanliness after use.
- Ensure that no one is in the bathroom before allowing children to enter.
- At no time will children of opposite gender enter the bathroom facility together.

Elementary Schedule

9:00AM & 10:30AM

7:45am – 8:15am

Classroom Set-up

See Set-up Procedure Sheet
Leaders assign tasks, runs through schedule, lesson and any other important information

11:30pm – 12:00pm

Clean and Tear Down

Sweep
Sanitize
Reset classroo

8:15am – 8:25am

MBC Kids Huddle & Prayer

8:30am – 8:40am

All Volunteer Prayer w/ Pastor Tony

8:45am – 9:10am // 10:15am – 10:40am

Check-in

Check-in activity (if applicable)
Go over “RAPP Rules”
Go over bathroom procedure

9:10am – 9:25am // 10:40am – 10:55am

Point Time

Point activity

9:25am – 9:50am // 10:55am – 11:15am

Proclaim Time

Lesson

9:50am – 10:00am // 11:15am – 11:25am

Practice Time

Reinforcement Activity

10:00am – 10:15am // 11:10am – 11:25am

Check-out

Health and Wellness Procedures

Worker-to-Children ratios

- 6 – 13 months: 1 worker for every 3 children (ideal)
 1 worker for every 5 children (max)
- 14 – 29 months: 1 worker for every 4 children (ideal)
 1 worker for every 6 children (max)
- 30 months – 3yrs: 1 worker for every 6 children (ideal)
 1 worker for every 8 children (max)

NOTE: MB Kids leadership has the right to evaluate the needs of each room and to exceed or improve the max or min numbers listed in the above ratios.

Incident Reports

- For injuries sustained by a child, an incident report (owe report) must be filled out and given to the parent. A pastor or lay-team member should be present when this information is given to parents.
- Anytime a child experiences physical harm a member of the lay-team must be called to examine the child. When in doubt, please err on the side of calling a leader. Examples:
 - Bite marks
 - Bleeding
 - Bumps
 - Bruises
 - Scrapes and cuts
 - Rash

Existing Sickness

We desire to provide the safest possible environment for children. For the protection of all the children in our ministry we ask parents to keep children out of children’s ministry if they display any of the following symptoms. **If you have any questions about the health of a child please call a member of the leadership team.**

- * Runny nose
- * Cold (symptoms in last 24 hours)
- * Fever
- * Rash see explanation on page 5
- * Persistent cough
- * Sore throat
- * Communicable diseases (like chicken pox)
- * Nausea
- * Vomiting
- * Diarrhea
- * Pink eye (conjunctivitis)
- * Any other sign of illness

If children have non-contagious symptoms we kindly ask parents to obtain a note from the doctor to help us properly care for their child as well as others. **If this issue should arise in your room, please call the (on call volunteer or Nursery/Toddler Cord.) before talking with parents.**

When Sickness Arises During Ministry

Children can at times become ill suddenly. Should a child exhibit any signs of illness, please do the following:

1. Isolate child (crib)
2. Notify the "On Call or Nursery/Toddler Coordinator" volunteer
3. They will determine whether a child's parents are to be called
4. If parents are called, the parent will be provided with an incident report completed by the Nursery/Toddler Leader during that ministry hour.
5. Set aside all items that were used or could have been used by sick child and inform Nursery/Toddler Coordinator.

***NOTE: In the event of a potential child illness, the Nursery/Toddler Cord. has the final say as to whether the parent is called and/or the child is removed.**

***NOTE: Do not give medications to children, this includes diaper rash cream. Kindly ask parents to return to the nursery to administer medications, if needed.**



Main Campus | 1 Hope Drive, Tustin, CA 92782

Main Office | 15455 Redhill Ave., Suite B, Tustin, CA 92780

