



# Turning Point Church His Kids Children’s Ministries Policy and Procedures 2016

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## **Welcome!**

We are so glad that you want to serve in the area of Children's Ministries.  
Thank you for your heart and hard work in this area.

## **Mission Statement and Bible Verse**

Mission Statement: Helping kids know and love Jesus!

Bible Verse: See what great love the Father has lavished on us, that we should be called children of God! [...] ~I John 3:1

## **Classes and Age Groups**

### Our Classes:

- Nursery – Ages 1 through 3
  - Room 2
  - First and Second Service
- Preschool/Kindergarten – Ages 4 through Kindergarten
  - Room 1
  - Second Service
- Primary – First and Second Grade
  - Rooms 8 and 9
  - Second Service
- Intermediate – Third through Fifth Grade
  - Room 7
  - Second Service

Classroom Age/Grade Accommodations: All children will be placed in the His Kids' classroom that corresponds to their grade level, with the exception of Nursery, which is based on age/birthdate. Only if a child is not able to comprehend the curriculum for his/her grade (or age in the case of Nursery) an exception may be made based on a decision by the His Kids' directors. This accommodation will only be considered by parent request. Social preferences and behavioral challenges are not considered as exceptions. All other grade level changes occur the first Sunday of September, with the exception of Nursery.

## **Part 1: What's my job?**

Qualifications for all positions: All workers holding the following positions must have the following qualifications:

These positions include:

- Lead Teacher
- Assistant Teacher (Primary and Intermediate)
- Substitute Teacher
- Paid Staff [Supervising Teacher and Associate Teacher(s)]
- Paid Preschool/Kindergarten Staff
- Assistant Nursery Teachers

The qualifications include that workers must:

- Be born again.
- Regularly attend Turning Point Church.
- Complete Entry Point 1.
- Pass TPC's background check.
- Work under the leadership of the Children's Ministry Team leadership.
- Give adequate notice to leadership when you will be absent.
- Know His Kids policy and procedures.

Lead Buzz Curriculum Teacher (Preschool/Kindergarten, Primary, Intermediate)

- Present the curriculum.
- Arrive a minimum of 15 minutes before class.
- Lead the workers in the Leader Devotions included in the curriculum.
- Familiarize yourself and other workers with the lesson plan for the day.
- Ensure all materials are in place.
- Mark the scriptures before class to will be read in the lesson.
- Queue the CD.
- Greet children as they come into the room.
- Ensure the children know the names of all the adults.
- Present the lesson as written and follow the time guidelines.
- Show your enthusiasm as you present the lesson with energy. Lead the singing with the CD. Model participation.
- Ensure that restroom safety and child release procedures are followed.
- Provide direction to the Assistant Teacher and others working with you.
- Pack the curriculum materials back in the tub neatly. This curriculum will be reused.
- Ensure that the classroom is clean and orderly before leaving.

Assistant Buzz Curriculum Teacher (Preschool/Kindergarten, Primary, Intermediate)

- Arrive a minimum of 15 minutes before class.
- Participate in the Leader Devotions.
- Assist the lead teacher with preparation under his/her direction.
- Greet children as they enter, and help them move into the room for the beginning of the class.
- Help keep order.
- Set the timer for the various curriculum activities.
- Help children read the scripture. If a child does not read or reads poorly, read it for him/her while the child follows with a finger.
- Participate in the singing and model enthusiasm.
- Assist the teacher as needed.
- If a child is below 3<sup>rd</sup> grade, escort that child with another adult to the restroom.
- Prepare the Take Home materials from each child's packet.
- Ensure that each child has the card when the child leaves the classroom or give the card to the parent.
- Help maintain the homework pack materials.

Substitute Teacher

- Follow the job description of the person for whom you will substitute.

Paid Supervising Teacher: Oversees Sunday His Kids' programming, with support from His Kids' Directors and is the Lead Nursery Teacher for all services.

Paid Associate Teaching Staff

- Teach the lesson.
- Be in your room a minimum of 20 minutes before class.
- Lead the workers in the Teacher Devotionals included in the curriculum.
- Review the lesson plans with the other workers.
- Queue the CD before class.
- Greet children and direct them into the classroom. If in the Nursery, lift children over the gate. Don't open the gate. There ALWAYS needs to be two His Kids' teachers in the classroom before letting any children into the classroom. There are no visitors ANY classroom. Parents can see into the room from the hallway.
- Tell the children your name.
- Be sure the procedures for safety and health are followed.
- Do not accept children who are ill or not the appropriate age/grade for your class.

- Present the lesson as written and follow the time guidelines. The youngest children, if in the Nursery, may need/want to sit on workers' laps.
- Show your enthusiasm as you present the lesson with energy. Lead the singing with the CD. Model participation. Encourage dancing, movement, clapping, and singing.
- Serve snack. (Nursery only)
- Oversee toy play at the end of the lesson. (Nursery only)
- Remove all toys that are put in a child's mouth. Sanitize them immediately or set them aside to be cleaned at the end of the class. (Nursery only)
- Provide direction to the Assistant Teacher and others working with you.
- Move to the doorway 5 minutes before class ends.
- Call for the assistant teacher to bring a child over as the parent comes to the gate for the child. Do not let parents into the room.
- Turn your hours into the church accountant to be paid.

### Assistant Nursery Teacher

- Assist the teacher during the lesson.
- Assist the children at check-in and check-out.
- Assist the lead teachers during classroom set up, and pack the classroom materials at the end of the class.
- Arrive in the classroom a minimum of 20 minutes before class.
- Assist the lead teacher with preparation under his/her direction.
- Greet children at the gate. Lift them in. Don't open the gate. Point them into the room for the beginning of the class. There are no visitors in the nursery classroom. Parents can see into the room from the hallway.
- Show your enthusiasm as you present the lesson with energy. Lead the singing with the CD. Model participation. Encourage dancing, movement, clapping, and singing.
- If someone can't be drawn into the activity, move him or her away from the group doing an organized activity. Assist the teacher as needed.
- Set the timer for the teacher for various activities.
- Facilitate the children to play with toys after the lesson.
- Set the timer for 5 minutes before the end of the church service.
- Escort children with another adult to the restroom. Use the walkie-talkie to request a security person if there is not another adult to accompany the child with you or request that the parent meet you if toileting help is needed.
- Prepare the Take Home materials from each child's packet.
- Help children with their coats 5 minutes before the end of service. Keep them busy and away from the door. Take each child over as the teacher calls for him/her.
- Ensure that the classroom is clean and orderly before leaving.

- Give the Take Home sheet to the parent when the child leaves the classroom.
- Ensure that the classroom is clean and orderly before leaving.

### The Children's Ministry Team

- The Children's Ministry Team (or "His Kids' Directors") provides oversight to all children's ministry functions. It provides support and supervision to staff, workers, and functions involving services for children. The team includes one paid Managing Director and two non-paid Directors. Pastor Tim supervises and works with the Children's Ministry Team.

## **Part 2: Who's in with our kids?**

### Workers

- Workers must wear the official "His Kids" apron and a nametag with his/her name clearly written.
- Workers must pass a background check before they can work in the His Kids children's ministry.
- Workers must be born again.
- Workers must have completed Entry Point 1 class.
- Workers must attend the His Kids workers' training.
- Anyone under the age of 18 or still in high school will not serve in the His Kids classroom settings.

### Visitors

- No visitors are allowed in any of the His Kids classrooms.

## **Part 3: What do we teach?**

### Curriculum Expectations

- You are expected to follow The Buzz and/or Gospel Light curriculum and its activities; you may not substitute other curriculum or activities in its place.
- In the case of church going over the expected end time, the curriculum provides activities that can be extended. Learning the Bible verse by singing with the CD and/or reviewing previous verses and songs are two ways of extending the lesson. Nursery can extend its programming through activities like play or coloring after the lesson has been completed.

## **Part 4: How do we operate?**

### **Check-In**

- All children must be checked in with the electronic system before attending classes. Note: The check-in ministry is supervised by Pastor Tim and the Greeter's Ministry.
  - If the system is down, stickers will be handwritten with the following information:
    - Child's name/parent name/ID #
    - One ID # sticker
- A His Kids' worker must match child's sticker for child to be dismissed with the child's adult.
  - What if a parent loses his/her sticker?
    - Step 1: Page a His Kids director.
    - Step 2: Have the child identify the adult, if they are able to talk by asking them "Who is this person?"
    - Step 2: If the child is in the nursery or has a pager assigned to them, match the adult's name to the child's pager and proceed to "Step 3."
    - Step 3: If the child is not assigned a pager, the adult must show ID and sign the child out by writing down the name of the adult, the child, and the information on the ID (i.e. driver's license number) and give it to a His Kids director.

### **Check-Out**

- All children, one year old through second grade, must be picked up by a person using his/her matching ID sticker; workers must match the sticker every time a parent comes to pick up his/her child.
- Dismiss children after service is over in Intermediate class – no parent pick-up is required.
- If a parent does not come to pick up his/her child, workers should take them to the Nursery.

## **Part 5: How do we communicate with parents?**

### **Paging Parents**

- The pager system and instructions for use will be in each classroom.
- All nursery children will be assigned a pager. Parents of older children may request a pager. Only one pager should be assigned per family.
- Those children whose parents have checked out a pager, must have the pager number written on the back of the child's His Kids sticker.
- Parents must return the pager when they check-out their child. Pagers must be returned to the classroom it was checked out from. When the

parent comes to check-out their child, workers can verify that the parent has returned the correct pager using the pager number on the back of the child's check-out sticker.

- If a parent fails to return the correct pager, page for the correct pager's return and write down the name of the parent, child, and pager number and give that information to a His Kids director.
- Parents will be paged when their child needs them. These times include:
  - Diaper changes
  - Onset of signs of illness
  - Loss of control over body functions
  - Inconsolable sadness (not to exceed three minutes)
  - Disruptive or dangerous behavior

### Program Information

- For parents seeking information about His Kids Sunday school or ministry activities, they may refer to the church website or the parent brochure available at the check-in desk.

Media: His Kids' occasionally takes photos and/or videos of His Kids' participants, classes, or events. Parents will be offered a form to "opt-out" of His Kids using their child's image for program purposes, on the day photos or videos will be taken.

## **Part 6: How do we keep our kids healthy?**

### Limiting Spread of Illness

- We want to keep you and children healthy while attending our church. Therefore, children showing signs of illness cannot be admitted to the nursery or classrooms. These symptoms include a fever within a 24-hour period before class, a runny nose, a cough, a contagious rash, or other signs of illness.
- If a child needs help with nose blowing, wear gloves. If a child blows his/her nose, the child needs to sanitize with a hand sanitizer or wash hands afterward.
- Staff will wash or sanitize their hands before handing out snacks.
- Children will wash or sanitize their hands before eating snacks.

### Nursery Sanitation

- Any spills or accidents within the area will be cleaned up and sanitized ASAP.
- Hard-surfaced toys that have come in contact with body fluids must be sanitized before they are returned to the common area.

### Snacks

- Only store-bought, ready-to-eat snacks (no homemade) will be served.
- Wipe down eating surfaces before handing out snacks.
- Students must be seated at the clean snack area to eat.
- Workers must wash their hands before distributing snacks.
- Workers (not children) must serve/distribute snacks.
- We cannot guarantee allergy-free snacks or snack environment.
- Offer grace before eating.
- Snacks must be served on a plate or coffee filter.
- Offer water in paper cups or their personal Sippy cup, by parent request.
- Offer napkins with snacks.

### Personal Items

- Encourage parents to limit their child's personal items.
- Personal cups must be clearly labeled.
- Personal snacks cannot be accommodated unless there is a dietary concern.

### Potty/Diapering Procedure

- If a primary, preschool/kindergarten, or nursery child (re. those who do not have a potty in their classroom) needs to be escorted to the restroom, one adult needs to accompany them. Two adults must remain in the classroom at all times, so page a director or the parent for a restroom escort. Parents must show a matching sticker before taking their children to the restroom.
- Intermediate children do not require an escort to the restroom.
- In the preschool/kindergarten classroom, a toilet for young children will be in the classroom and children will not need to be escorted to a restroom outside of the classroom.
- If a child needs help with toileting hygiene, the parent will be paged to meet the child at the toilet. Although security can accompany, only the workers can help with dressing and fasteners; workers should not help a child with personal hygiene. If a child needs help with personal hygiene, a parent should be paged.
- No child will be diapered by workers.
- Parents will be paged to diaper their child in a designated diapering area. After diapering, the child can be returned to class.
- If a child has a bathroom-related accident, parents will be paged to help their child. Staff will wear gloves to clean the area.
- If you discover that a child needs her parent's help while in the nursery restroom, page the parent. A nursery worker will match the parent and child stickers before escorting the parent to the restroom to help the child. Once the child has been helped, a nursery worker will escort the parent out promptly.

## Allergies

- It is up to the parent to take steps to ensure that we have the information we need to keep their child safe.
- Parents must visit the His Kids Check-In Table in order to have their child's allergy appear on his/her nametag.
- The Nursery serves a simple snack on a weekly basis. Other classes may occasionally offer a snack. Parents must inform their child's His Kids' teacher if they do not wish for their child to eat snack.
- We cannot ensure an "allergen-free" snack or environment.

## **Part 7: How do we deal with disruption?**

### Discipline

- All children misbehave from time to time. These behaviors can typically be handled with positive reminders ("Please remember to keep your hands to yourself." "Please wait to share until the last person is finished talking." "Please speak to each other kindly." "Use an indoor voice.")
- Be sure to use positively recognize children who respond to directions and behave appropriately.
- If a child is not responsive to these positive reminders and/or displays extremely disruptive behavior: stay calm, do not raise your voice, and page the parent immediately. Let the child know his/her parent has been paged.
- If a child displays behavior that could harm himself or herself or another person, page the parent immediately. Have a worker escort the child away from other children while he/she waits for his/her parent if needed to maintain a safe environment. Please use common sense; if you can easily prevent or amend the situation, do that first.
- As a worker, you should not discipline a child. Instead, you should page his/her parents to come for their child. We do not enforce consequences other than paging a parent.
- His Kids does not permit corporal punishment on the Turning Point campus, property, or during church events.
- In instances when a child acts out with serious aggression or serious inappropriate behavior, the His Kids' Directors will collaborate with the child's parents to establish an action plan and/or resolution in light of the child's behavior.

### Worker Communication

- If you have an issue with a fellow worker that concerns His Kids ministries, pray about the situation first.

- If you still have an issue after praying, seek an appropriate time and place to talk to the person directly in a way that would please Christ and reflects Christian love for a brother/sister.
- If you have done your best to resolve the issue between yourselves and the issue cannot be resolved between the two of you, ask one of the Children's Ministries Team members to help resolve the conflict.
- "Jesus knew their thoughts and said to them: 'Any kingdom divided against itself will be ruined, and a house divided against itself will fall.'  
~Luke 11:17

## **Part 8: What do we do in case of an emergency?**

### General

- Know the literal number of children in your class. If you must leave the classroom, be sure you have the full count before you leave.

### Missing Child

- If you discover a child is missing, immediately send someone to the front entrances get help locking down the building and page a director.
- The parent of the missing child should be paged immediately.
- If the child is not found in a matter of minutes, you must call 911 and security should search the grounds.

### Fire

- Children line up at the door.
- After a head count, close the door as you exit.
- Exit by the closest unblocked exit.
- In case of smoke, crawl out on your hands and knees.
- If you are on the first floor and flames or smoke are blocking the door, exit through your classroom window on the first floor.
- If you are on the second floor and flames or smoke are blocking the door, keep your door closed and open windows. Cluster by the windows and wait for rescue.
- Once outside, move to the far side of the parking lot.

### Lockdown

- Lockdowns occur for various reasons. A missing child, a threatening person, or police actively outside the building are some examples of these reasons.
- Immediately shut the classroom door and lock the door.
- Do not open the door for anyone until you have been given an all-clear signal

- Turn off the lights and have students get low and out of view of any windows or doors.
- No talking or cell phone calls.
- Wait for an “all clear” message before releasing children by their matching identification numbers to their parents.

### Earthquake

- At the first tremor, tell children to “lie down near a table, don’t look out the window, and cover your head with your arms.”
- The children will be watching you to see what you do, so lie down near a table immediately.
- As soon as the shaking stops, exit the building immediately. Watch out for hazards, such as fallen power lines and broken glass.
- Keep your class together and gather at the far side of the parking lot.
- Release children by the matching identification numbers to their parents.

### Required by Law

- If a child is in danger, call 911. If you know or suspect a child was abused or neglected, it is your obligation to report your suspicions to CPS (1-866-363-4276) within a 24-hour period. It is your legal obligation to report known or suspected abuse or neglect (RCW 26.44.030).
- Notify a member of the His Kids Children’s Ministry Team. Discretion will be used for confidentiality within the church leadership.



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