

LIFEPOINT CHURCH

KIDSPPOINT DREAM TEAM HANDBOOK

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WELCOME

We are so excited to have you on this team! At Lifepoint Church we exist to lead people far from God into a full life in Christ. In Kidspoint, we do that by helping kids develop a passionate, genuine, and active relationship with Jesus.

We believe that every person's spiritual journey, kids included, consists of four steps:

KNOW GOD

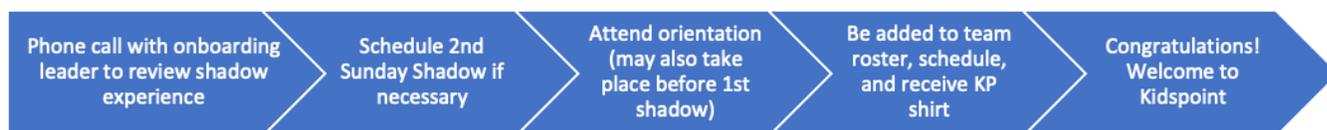
FIND FREEDOM

DISCOVER PURPOSE

MAKE A DIFFERENCE

Regardless of the team you serve on, you play a critical role in guiding children along this journey. This incredible mission takes people of all giftings coming together to be the body of Christ and allowing God to work through each of us as we serve in Kidspoint. Thank you for being part of this team and impacting not only children, but entire families through your commitment. We can't wait to see what God will do in and through you as you begin to serve in Kidspoint.

ONBOARDING PROCESS



Onboarding Steps for Kidspoint Dream Team:

- Attend Join the Team
- Confirm interest in serving on Kidspoint team
- Interview with Kidspoint Director or Coordinator
 - Potential Dream Teamer may not be in a Kidspoint environment without first completing this step.
- Background Check link sent
 - Potential Dream Teamer may not be in a Kidspoint environment without an approved BGC in place.
- Schedule Sunday “shadow” experience and orientation

Sunday Shadow

- Introduction and celebration of new Dream Team members (at rally or in serving environment)
- Review:
 - Environment policies and procedures
 - Emergency evacuation locations
 - Serving schedule
 - Arrival times
 - Checking in
 - Connect with coach or environment leader
 - Dropmark

Mid-week Touchpoint

- By Thursday after first shadow, Leader will reach out to potential Dream Teamer to have a touchpoint call to:
 - Confirming environment was right fit
 - Schedule orientation (unless completed at/before first shadow)
 - Dropmark - how to use and prepare
 - Confirm schedule
 - Rally time
 - KP shirt policy
 - Communication pathways (slack channel, etc.)
 - Advised who to contact for prayer, needs, or If unable to serve (connect with coach)
 - For Student Ambassadors, contact to parents and with responsibilities and requirements

2nd SUNDAY

Only if needed

- Only scheduled if potential KP Dream Team member would like to try a new environment
- Follow same schedule as 1st Shadow Sunday

2nd/3rd SUNDAY

Official First Serve

- Congratulations, you are now part of the Kidspoint Team!
- The Dream Team will receive a copy of the Dream Team Handbook, Safety Policies and Procedures, Emergency Action Plan, and a serving t-shirt.

Continued Training

Ongoing training will take place throughout the year to help equip Dream Team on their specific role.

ORGANIZATIONAL STRUCTURE

KIDSPPOINT ROLES

WELCOME: Greet families and check kids in // register and host first-time families.

LITTLES: Provide a safe and loving environment for children birth-3 years and share God with them on an age-appropriate level.

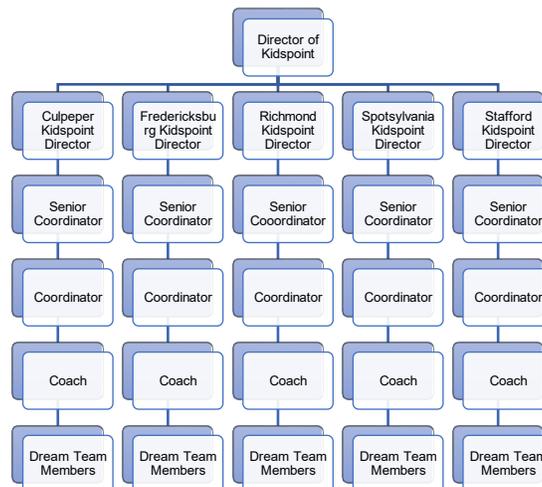
MIDDLES: Develop relationships with kids as they learn about God & His love for us and apply Biblical truths to their lives.

BIGS: Develop relationships with kids as they learn about God & His love for us and apply Biblical truths to their lives and provide kids with an engaging and high-energy experience focusing on worship and the Bible.

KIDSPPOINT PLUS: Partner with children who need extra love and attention and/or have special needs.

CLUBHOUSE: Serve the kids of our Dream Team by providing a fun and relational secondary environment for them.

ADMIN: Serve through a variety of responsibilities such as mid-week environment or team preparation, database administration, helping with special projects, etc.



Director of Kidspoint

The Director of Kidspoint is ultimately responsible for oversight of the vision of Kidspoint for our

Church. He or she works with families to oversee the pastoring of kids from birth through fifth grade. This person directs all teams in the accomplishment of goals, smooth running operations, and strategic solutions designed to help kids know God.

Kidspoint Director – Campus

The Kidspoint Director oversees the Kidspoint Department for their campus. They are responsible for Sunday execution, resourcing, recruitment, training, and growth of the Kidspoint Dream Team. Their passion should include leading a team that cultivates environments to help children encounter Jesus and accept Him as their Savior. The Kidspoint Director fosters relationships with families, partnering with parents in the spiritual development of their children. The Kidspoint Director has dotted line reporting to the Director of Kidspoint, and a hardline of reporting to the Campus Pastor.

Senior Coordinator

The Senior Coordinator oversees the coordinators of their assigned areas and reports to the Kidspoint Director. They are responsible for keeping open lines of communication between them and their Coordinators, as well as providing care, prayer, and guidance to them. Senior Coordinators are there to equip and assist the coordinators in advising, leading, caring, and communicating, as well as to be a champion and influencer of the culture of Lifepoint Church.

Coordinator

The coordinator focuses on their specific environment and reports to the Senior Coordinator. Environments include Bigs, Middles, Littles, Clubhouse, and Welcome Team. The coordinator is responsible for keeping open lines of communication between themselves and their coaches, as well as providing care, prayer, and guidance to their Coaches. Coordinators are there to equip and assist the Coaches in advising, leading, caring, and communicating with the team. The coordinator is a champion and influencer of the culture of Lifepoint Church.

Coach

The Coach focuses on their Environment Leaders (Team) and reports to the Coordinator. They are responsible for keeping open lines of communication between themselves and their team. Providing care, prayer, and guidance to the team are also part of the duties of the Coach. Coaches equip and assist the leaders/team in advising, leading, caring, and communicating. Coaches assist the coordinators in being a champion and influencer of the culture of Lifepoint Church for the team.

Dream Team Member

The Dream Team member serves weekly or biweekly with a focus on their environment and the children or families within that environment. Partnering with parents to help children know God, they provide a safe, fun, relational, and Jesus centered place for the children in their care.

OUR CULTURAL VALUES

These values define our college and church culture at large, embraced by both our staff and Dream Team.

LOVE GOD

Principle: INTIMACY IS PRIORITY

Description:

- Our relationship with God is the most important thing about us.
- We abide in the Spirit to bear supernatural fruit.
- We commit to prioritizing and cultivating spiritual disciplines.

Principle: CHARACTER OVER TALENT

Description:

- Who we are is more important than what we can do.
- Our integrity is produced through our intimacy with Jesus.
- We give our all with pure motives.

Principle: CONFIDENT IN CALLING

Description:

- We are called by God to sacrificially love others.
- Our assignment will change, but our calling remains secure.
- Our confidence comes from God's love; we have nothing to prove.

LOVE PEOPLE

Principle: CHOOSE HONOR

Description:

- We perceive everyone as treasured by God.
- We honor ourselves, our peers, our leaders, and those we serve.
- We look to give honor away rather than receive it.

Principle: LIVE GENEROUSLY

Description:

- Freely we have been given, and so freely we give.
- We live open-handed with our resources: time, energy, talent, and finances.
- We live open-hearted with our love: people are the point.

Principle: DEVELOP LEADERS

Description:

- We are developers, not doers: we bring people along.
- We look for potential, create opportunities, and empower purpose.
- We measure success by the value we add to others, not the value we get.

BE LIFE-GIVING

Principle: MY SPIRIT, MY CHOICE

Description:

- Choices lead, feelings follow: we choose joy.
- We are the thermostat, not the thermometer.
- We do hard work with light hearts.

Principle: CELEBRATE INTENTIONALLY

Description:

- We praise each other's efforts and success.
- We party on purpose (and as often as possible).
- We express gratitude freely.

Principle: BE RESILIENT

Description:

- We recognize that spiritual warfare requires endurance.
- We take things to heart, but not personally.
- We expect challenges, embrace change, and remain flexible.

PURSUE EXCELLENCE

Principle: STAY SHARP

Description:

- We develop our anointing through spiritual disciplines.
- We are committed to and hungry for growth.
- We take personal ownership of our development.

Principle: WE ARE OWNERS, NOT RENTERS

Description:

We edify the Church and are committed to its advancement.

- We are sons/daughters: we have trust and permission
- This is our house, our legacy: we care for every part.

Principle: ONE TEAM, ONE FIGHT

Description:

- We choose collective purposes over personal preference.
- We pursue accountability and feedback in order to grow.
- We are interdependent: collaboration is key.

Through our words and actions, our values are taught in Kidspoint every weekend. We want the kids we impact to internalize them and use them in everyday life. As a leader in Kidspoint, your words, choices, and relationship with God will be closely observed and mirrored by the kids and families you influence. We want you to live these out too! We teach our core values (Big Four) every week in the Bigs environment:

- **LOVE GOD** because He first loved us
- **LOVE OTHERS** because God loves ALL people
- **DO YOUR BEST** because God gave His best for us
- **HAVE FUN** because God gave us joy

OUR LEADERSHIP COMPETENCIES

Cast Vision

- Communicate the mission
- Connect people to it
- Inspire them to join

Communicate Clearly, Often, and Honestly

- Create clear expectations
- Provide consistent feedback
- Tell the whole truth (give your last 5%)

Create Opportunity

- Bring others with you
- Look for potential
- Empower people

Cultivate an Environment of “We”

- Be loyal to the team
- Embrace collaboration
- Love sacrificially

Convey an Attitude of Hunger

- Always be evolving
- Pursue innovation
- Ask insatiable questions

EXPECTATIONS

Dream Team Member

A person who has discovered their purpose and is making a difference on the Dream Team.

Wins

The Dream Team member focuses on serving on their team in the environment and reports to their Coach. They are responsible for communicating openly, on time, and honestly.

Expectations

1. Serves in a rhythm of “serve one, attend one.” Based on the service times at your campus, and your availability, this could mean serving weekly or bi-weekly. Your leader will help to determine the best serving rotation for your unique role and availability.
2. Your leader will reach out to check on you by phone, text, or email. Please communicate back to your leader promptly.
3. You will also have a one-on-one check-in meeting with your leader at an interval you establish with your leader. This time allows you to communicate with your leader and develop personally and in your role. Please think about where you desire to grow, come to the meeting with questions, and share what you are doing with the feedback you have received. You will be given various opportunities throughout the year for ongoing training.
4. Remember that we all have a sphere of influence and play a part in helping others take their next step. So, while we are serving and fulfilling a role, we should always bring someone along with us to join the team. If each person constantly has eyes to see people join them on the Dream Team, we will be in a consistent motion of recruiting new people.
5. Depending on your role, you may be asked to sign an honor code.

Hours and Meetings

- 2-3 Hours/Week
 - Serves weekly or bi-weekly
 - Weekly check-ins with Coach
 - Sunday prep meetings
 - Trainings as needed

CCB Training and Access Required

- Ability to use KP Dream Team scheduler
- Ability to use Slack for general communication

Dream Team Coach

ROLE DESCRIPTION

The Coach stewards the vision and equips leaders and teams, serving as a direct connection to the Coordinator and team members. They maintain communication, provide care, offer prayer, and support leaders in advising and caring for their teams. As stewards of their area, Coaches embody Lifepoint's values and champion its culture. They foster an atmosphere where leaders feel supported, teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The Coach reports to the Coordinator.

GENERAL COACH EXPECTATIONS

1. Develop, disciple, care for, and train environment leaders/team
2. Filter and share all important information to environment leaders/team
3. Assist Coordinators in identifying *NEW* leaders/team members
4. Ensure environment is executed with excellence (refer to policies and procedures)
5. Consistent weekly communication with team members

DEPARTMENT SPECIFIC EXPECTATIONS

1. Work with Coordinator to fill serving gaps
2. Ensure all team members have checked-in to serve
3. Ensure team has all resources necessary to serve
4. Lead a team rally/prayer prior to serving
5. Assist with set-up and tear-down tasks
6. Keep roster up to date
7. Assist in training new team members
8. Connect with parents during check-in/check-out

HOURS AND MEETINGS

1. 6 HOURS/WEEK
2. Monthly 1-1 meeting with Coordinator
3. Weekly check-ins with team

4. Monthly 1-1 meetings with leaders/rising leaders
5. Trainings as offered

CCB TRAINING AND ACCESS REQUIRED

1. Ability to use Dream Team scheduler
2. Ability to navigate environment groups in CCB/LEAD app
3. Ability to use Slack for general communication

Dream Team Coordinator

ROLE DESCRIPTION

The Coordinator stewards the vision and equips Coaches, serving as a direct connection to the Coach and Senior Coordinator. They maintain communication, provide care, offer prayer, and support Coaches in advising and caring for their teams. As stewards of their area, Coordinators embody Lifepoint's values and champion its culture. They foster an atmosphere where Coaches feel supported, teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The Coordinator reports to the Senior Coordinator.

GENERAL COORDINATOR EXPECTATIONS

1. Develop, disciple, care for, and train Coaches
2. Filter and share all important information to Coaches
3. Assist Senior Coordinators in identifying *NEW* Coaches
4. Ensure environment is executed with excellence (refer to policies and procedures)
5. Consistent weekly communication with Coaches
6. Support Coach or Dream Team member as needed

DEPARTMENT SPECIFIC EXPECTATIONS

1. Ensure Coaches have all resources necessary to serve
2. Support Coaches in content and delivery of rally
3. Oversee set-up and tear-down tasks
4. Ensure new team members are connected to their Coach and are receiving training
5. Inspect care and resourcing of Dream Team
6. Assist Senior Coordinator/Director in the oversight of services/capacities

HOURS AND MEETINGS

1. 8 HOURS/WEEK
2. Monthly 1-on-1 meeting with Senior Coordinator
3. Weekly check-in with Coaches
4. Monthly 1-on-1 meeting with Coaches (in-person is preferred)
5. Meetings as necessary for specific environments
6. Training as offered

CCB TRAINING AND ACCESS REQUIRED

1. Ability to use process queues
2. Ability to use Dream Team scheduler
3. Ability to navigate environment groups in CCB/LEAD app
4. Ability to use Slack for general communication

Dream Team Senior Coordinator

ROLE DESCRIPTION

The Senior Coordinator stewards the vision and equips Coordinators, serving as a direct connection to the Coordinators and Director. They maintain communication, provide care, offer prayer, and support Coordinator in advising and caring for their teams. As stewards of their area, Senior Coordinators embody Lifepoint's values and champion its culture. They foster an atmosphere where Coordinators feel supported, teams are empowered and resourced, and everyone is aligned with Lifepoint's mission and vision. The Senior Coordinator reports to Director.

GENERAL SENIOR COORDINATOR EXPECTATIONS

1. Develop, disciple, care for, and train Coordinators
2. Filter and share all important information to Coordinators
3. Support Coordinator duties as needed
4. Assist Director in identifying *NEW* leaders and team members
5. Ensure environment is executed with excellence (refer to policies and procedures)
6. Consistent weekly communication with Coordinators
7. Senior Coordinators are the primary example of carrying the vision of the House
8. Live out Lifepoint core values and competencies

DEPARTMENT SPECIFIC EXPECTATIONS

1. Ensure team has all resources necessary to serve
2. Support set-up and tear-down tasks
3. Assist Director with onboarding
4. Inspect care, resourcing, and training of dream team
5. Assist Director with oversight of services/capacities

HOURS AND MEETINGS

1. 8-15 HOURS/WEEK
2. Bi-weekly 1-on-1 meeting with Director
3. Monthly 1-on-1 meeting with Coordinators
4. Weekly check-in with Coordinators
5. Meetings and Trainings as needed

CCB TRAINING AND ACCESS REQUIRED

1. Ability to use process queues

2. Ability to pull process queue reports
3. Ability to navigate environment groups in CCB/LEAD app
4. Ability to use Dream Team scheduler
5. Ability to use Slack for general communication

PROCESSES, SYSTEMS, AND RESOURCES

SLACK –

- *This app is used for all department and campus-wide communication (think a beautifully organized group chat that actually helps you stay connected!)*

DROPMARK –

- *Find our weekly content and training resources at kidspoint.dropmark.com*

CCB –

- *This is our church database; Dream Team members are only responsible for communicating their serving schedule through it. No downloading is needed, just respond to the weekly email.*

ADDITIONAL RESOURCES –

- *Website – lifepoint.org/kidspoint*
- *Facebook – facebook.com/lckidspoint*
- *Instagram – [@lckidspoint](https://instagram.com/lckidspoint)*
- *Email – kidspoint@lifepoint.org*

SAFETY POLICIES AND PROCEDURES

Working with Dream Team Members/Students Under 18 Years of Age

The following is standard information that pertains to all Dream Teams at Lifepoint Church.

Lifepoint Church has a policy of mandatory reporting. If a Dream Team member has reason to suspect that a child is abused or neglected, the matter must immediately be reported to a staff member by phone or in person. The *Guide for Suspected Child Abuse* has more information regarding this policy.

While working with young people, at times you may become aware or suspect that a student is harming/has desire to harm himself/herself or others. In these situations, speak with a staff member immediately so that assistance can be provided before the student leaves. Avoid promising a student that what they share with you is confidential or secret because at times you may need to share the information with someone who can help them. It is very important to report any suspicions (potential or proven) and allow staff to evaluate the situation.

All Dream Team members must ensure that communication and interactions (in person, via calls/texts, social media interaction, etc.) with students are not hidden/out of view from others, especially during one-on-one conversations. Physical contact should always be publicly appropriate and contextually suitable (example, high fives, side hugs), and never in a manner

that could be interpreted as inappropriate or intimate. Parents must always approve of any mentoring or discipling relationships with students.

Kidspoint Dream Team Age Requirements

- **Littles (infants)**
 - Required Dream Team Age: 18 years or older
- **Littles (toddler – 3 years)**
 - Required Dream Team Age: High School or older
 - Some exceptions may apply for Middle School students serving alongside a parent; see your Kidspoint Director for more information. In the case of a Middle School student serving in this environment, he or she may be asked not to pick up or carry children.
- **Middles and Bigs**
 - Required Dream Team Age: 6th grade or older
 - Students should be at least two grade levels above the children in the small group they are serving.
- **Clubhouse**
 - Required Dream Team Age: 6th Grade or older
- **Kidspoint Plus**
 - Required Dream Team Age: 16 years or older
- **Welcome Team**
 - Required Dream Team Age: High School or older
 - Some exceptions may apply for Middle School students serving alongside a parent; see your Kidspoint Director for more information. Students under the age of 18 may not operate the check-in computers due to exposure to people's personal and sensitive information.

Safety Policies Overview

Safety is a top priority in Kidspoint. The best way to earn trust with parents is by adhering to all of the Kidspoint safety policies. Below are our big five policies, which you can remember with the acronym BANNN.

Bathroom/Diaper Change Policy:

- If a child requires a diaper change or assistance in the bathroom, only a background checked adult team member can help the child. Be sure the bathroom door remains open and that you are always visible to another background-checked team member.

Appropriate Affection:

- The following forms of affection are considered inappropriate with children in Kidspoint: kissing, hugs from behind, allowing a child in first grade or older to sit on your lap, massages, wrestling, piggy-back rides, unwanted affection of any kind.

Never Alone:

- There must always be two background checked adults present in the room. No one should ever be alone with a child or a group of children, including no adult alone with a student who is serving. Additionally, as an added layer of security, we don't permit

spouses, siblings, or a parent/child dream team member to be the only adults in a room together to ensure the safety of our children and maintain accountability in the room.

Name Tag:

- Anytime a child is in our care, we will ensure that they are wearing an ID sticker from the Welcome Team and that his or her first and last name are written on the group roster. When a parent checks a child out, they must present a matching ID sticker. If a parent has lost or misplaced their matching sticker, a member of the Welcome Team can assist them in providing a new one. Additionally, all Dream Team members serving in a Kidspoint environment are required to wear their printed name tag received at check-in.

No Photos:

- Only Lifepoint Photography Team Members and Lifepoint staff are permitted to take pictures within Kidspoint. Kidspoint Dream Team members should not take pictures of the children.

Mandatory Reporting:

Lifepoint church is legally bound and follows a policy of mandatory reporting. If a Dream Team member has reason to suspect that a child is abused or neglected, they must report the matter immediately to a staff member.

Ratios

In addition to our “never alone” safety policy, environments closely monitor and adhere to defined safety adult to child ratios. Our goal is to maintain vision ratios that allow children to find freedom through small groups and provide a healthy serving environment for Dream Team. We maintain the following child to adult Dream Team ratios:

environment	vision	safety
Littles (Infants)	2:1	3:1
Littles (Toddlers & Threes)	4:1	6:1
Middles	6:1	9:1
Bigs	6:1	12:1
Clubhouse	8:1	11:1

All above ratios listed are Child : Adult Dream Team Member

EMERGENCY SITUATIONS

Each room/group should have a red drawstring bag to take with them in the case of relocation due to an emergency. A yearly inspection of each safety bag is encouraged to ensure all items needed are available/up to date. The bag contains:

- *Small First Aid Kit*
- *Flashlight*
- *Bed sheet or blanket (for the children to sit on at the evacuation location)*
- *Room/Grade Level Sign (for easy identification of groups)*
- *As appropriate, a few small toys such as playdough or coloring books with crayons*

Code Blue

In the event of any Kidspoint emergency requiring the assistance of the Security Team, a Kidspoint leader should use the radio on the Security channel and say, “Code Blue” along with the environment name. When the Security Team responds, the team member can give more details. Examples of situations requiring the security team include medical emergencies, a missing child, an irate parent, or any situation the Kidspoint Team does not feel comfortable or safe handling on their own.

Evacuation

During onboarding, see a Campus Map for the Kidspoint Evacuation Area at your campus. Be familiar with the quickest and safest evacuation route. Yearly training will be available for emergency situations at every campus.

Each room/grade level leader should bring:

- A written and accurate roster of the children in their group
- Red emergency bag

Preparing children to evacuate:

- **Little's:** Put infants and toddlers into all available Pack n' Plays, cribs, and strollers. Utilize walking ropes and/or hula-hoops for mobile toddlers.
- **Middle's and Big's:** Encourage children to line up. If available, use walking ropes for younger children.

At the Evacuation Area: Keep children with their room/grade groups. This will help checkout to run as smoothly as possible.

- Check your roster to be sure that all children are accounted for once you reach your evacuation area. Notify your coach as soon as possible if you are missing a child.

Shelter in Place / Lock Down

In the event of an incident requiring shelter-in-place (inclement weather, violent person, hazardous materials in air, etc.) you will be notified by Kidspoint Staff and/or the Security Team.

- Follow the same procedures listed above regarding what to bring with you and how to move children from one area to another if needed

- Be familiar with the rooms around you so that in the event of a shelter-in-place you can quickly direct leaders as to where they should go
- Doors should remain closed; only Kidspoint Director or Security Team Member should be allowed to enter or exit the environment
- Continue to monitor your radio for further instructions
- Remain in your shelter-in-place location until a recognized authority directs you to move

GUIDELINES

Incidents and Reporting

The procedures below should be followed if an incident were to occur in Kidspoint.

Life Threatening

These situations are those that have resulted in:

- Loss of consciousness
- Significant blood loss
- Difficulty breathing

Alert the Kidspoint Director and Security Team and immediately call 911. Be prepared to give the 911 operator as much information as possible about the child, situation, and location. The Kidspoint Director will promptly call the parents out of the worship experience. Fill out an Incident Report online at lifepoint.org/reporting.

Non-Life-Threatening

These situations are minor accidents resulting in a bump, bite, bruise, scrape, etc. These injuries can be handled in the room or the hallway just outside.

An adult leader should examine and then determine treatment. Decide whether to contact the parent(s) immediately or to have a conversation during pick-up; if you are unsure, please contact your coach or Kidspoint Director for guidance. Fill out an Incident Report online at lifepoint.org/reporting.

The Security Team is available should their attention or help be required. Typically, the Security Team will have a medically trained professional on-call to attend to these needs.

Incident Reports

- These should be completed for any physical accident or behavioral issue. One can be completed at lifepoint.org/reporting.
- The Kidspoint leader who witnessed the incident needs to fill out an incident report before leaving for the day. Record the situation and details to the best of your recollection.
- Be honest with the parents about the situation that occurred; reassure them of our desire to provide them with the best care possible. Recognize that parent(s) may be upset but do not let that deter you from being honest with them.
- Offer your apology or concern. Do not offer any medical advice to parents.

Parents in the Room

A primary value of Kidspoint is to provide a safe environment for the children attending each week. If a parent would like to stay in Kidspoint with his or her child to see what they experience or help with separation anxiety, we will allow them to do so, but they must follow Kidspoint guidelines and only stay for 1-2 visits. We will give the parents a written nametag and the Security Team must be notified. Parents may not care for any other child in Kidspoint.

THANK YOU!

We are so very excited to have you on the team in Kidspoint! What you are doing is so vital to this generation and those to come. Serving in Kidspoint is not about what we want from you, but about what we want FOR you. Psalm 11:25 NIV says, "Whoever refreshes others will be refreshed." God has given each of us the responsibility of building the church and in Kidspoint we are doing just that!