



OKOLONA CHRISTIAN CHURCH

# VOLUNTEER HANDBOOK

NURSERY - PRESCHOOL - ELEMENTARY



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A digital copy of this handbook and other volunteer information is available at  
<https://www.okolonacc.org/kids/> Password: occkids!

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## Welcome to Kids Ministry!

Welcome to Kids Ministry at Okolona Christian Church. We are so excited that you have volunteered your time, energy, and talents to serve God by serving His children. It is our prayer that a passion for this ministry grows within you and that a desire for God's Will in your life becomes your greatest need. I want you to know that your Ministry Team Leaders will be keeping you in their prayers as you continue in your ministry here.

There is nothing more special than touching the life of a child. There is nothing more rewarding than guiding a child to Jesus Christ. Working in Kids Ministry is one of the most important things that you can do.

“So will My word be which goes out of My mouth; it will not return to Me void (useless, without result), without accomplishing what I desire, and without succeeding in the matter for which I sent it.” Isaiah 55:11

This handbook was designed with you in mind. You will find the latest policies and procedures, as well as some helpful information inside. Please read and save this handbook, as it will be a valuable tool in the future. If you have any further questions, please contact us. We are always ready to help.

In Him,



Susan Ehret, Director of Kids Ministry



Tory Hibbs, Director of Elementary Ministry



Fawn Clark, Communications Specialist & Administrative Assistant



## **Volunteers Are Our Lifeline!**

### **Our Mission**

The mission of Okolona Christian Church, as based in Scripture, is to “Help Everyone Find and Follow Jesus.”

### **Children’s Ministry Values**

We are called to “Help Every Kid Find and Follow Jesus” through teaching, loving, and caring for the children in the ministry.

Our desire is to partner with parents/guardians in:

1. The Biblical instruction of their children so that all might come to know Jesus as their Lord and Savior.
2. To encourage kids in the living of changed lives as fully devoted followers of Christ.

### **General Expectations**

Children, parents/guardians, Ministry Team Leaders, and Okolona Christian Church Staff depend on your commitment to serve. Please be faithful to the commitment that you have made.

- “Love the Lord your God with all your heart and with all your soul and with all your strength.” Deuteronomy 6:5 NIV
- Love children and share the love of Jesus with them.
- Be actively involved in the care of all the children in your area. Please pray, read, sing, and talk with the children. The more involved you are, the greater your impact.
- **Arrive 30 minutes prior to your commitment.** Please make every effort to be on time; we cannot accept children until we have enough volunteers. Huddle Time is 30 minutes prior to service. Drop off your child 25 minutes prior to service. Be in place to receive kids 20 minutes prior to service.
- Find replacements when you are unable to fulfill your commitment. To find a replacement, check the list of volunteers for your area in the appropriate Realm group (Volunteers – Nursery, Volunteers – Preschool, Volunteers – Elementary). If an emergency arises, please contact the Director of Kids Ministry, Director of Elementary Ministry, or your Ministry Team Leader.
- Invite accountability to my commitments as other volunteers, children, members, and staff depend on everyone fulfilling their commitments.
- Keep a positive, godly example among the kids and volunteers showing poise and respect for everyone.
- Preserve dignity, respect, and truth on SOCIAL MEDIA platforms.
- Support decisions of OCC Kids Ministry Staff and OCC Staff overall. If you struggle with this, ask questions in a respectful manner to understand.
- Attend volunteer trainings and meetings.
- Have fun and be the best example of a Christian adult that you can be.



## **Safety and Security Guidelines**

It is important that when working with the parents/guardians we demonstrate friendliness. We are sometimes the first glimpse someone will have of Okolona Christian Church.

### **Guest Registration – Children**

Direct guests to the Welcome Desk at Door 3. Kids Ministry Volunteers will assist guests with check-in. Once an account has been created, a volunteer should accompany the family to the Nursery (1<sup>st</sup> floor), Preschool Theater (1<sup>st</sup> floor) or to the Elementary Auditorium (2<sup>nd</sup> floor).

### **Pick-Up Procedures**

Ask the parent/guardian to show the security tag and state the child's name. **DO NOT TAKE THE TAG.**

1. Find the child in the room and bring the child to the door with all their belongings.
2. Remove the tag from the child.
3. Match parent/guardian tag number to child's tag number again before releasing the child.
4. Fold tags in half (sticky sides together).
5. Put in the Tag Disposal Bag provided.

### **No Tag, No Child, No Exceptions**

If a parent/guardian arrives, but has lost the tag, ask them to go to the Welcome Desk and explain that they have misplaced their tag. Parents should have a text with the information needed to pick up their child.

- No one is allowed to take a child without security ID received at check-in.
- Child recognition does not count.
- Always refer the parent/guardian to the Welcome Desk, to see your Director or Ministry Team Leader and they will check the driver's license before releasing the child.

This may inconvenience the parent/guardian and take additional time, but the safety and security of the children is our primary concern.

### **Volunteer Check-in**

All volunteers must check in before entering the Children's Area.

- Arrive 30 minutes before services begin.
- Sign-in as a 9:30 am Misc Volunteer or 11:00 am Misc Volunteer — for the Nursery, Preschool or Elementary Area.
- Pick up and wear your printed volunteer tag.
- Stay in your area until the next group of volunteers is settled into the transition period.
- Volunteers are **NOT** allowed to take photos of **ANY** children.
- Requirement: All volunteers working with or around children must have an approved Security Application and a completed Certificate of Training on file with Okolona Christian Church.
- Substitute volunteers must be approved by the Director of Kids Ministry or the Director of Elementary Ministry prior to entering classrooms or large group areas.
- Children of volunteers not participating in programming are not allowed in classrooms or large group rooms unless they are approved workers and are listed on the attendance rosters for that program.

## **Restroom Safeguards**

- Clear restroom before admitting a child.
- Children should not use the restrooms while other adults are in them.
- Two volunteers must monitor restrooms while children are using them.
- Restroom doors should always be propped open.
- Volunteers remain in the hallway, outside the restroom, while the restrooms are in use.
- If a child needs help, two volunteers should step just inside the restrooms and encourage the child to come out to them.
- If child needs help inside of a stall, never close the stall door behind you.
- In an emergency, if adults are in the restroom, two adults should accompany the children into the restroom.
- If a child has an accident, text the child's parent/guardian.

## **Clean-Up Procedures**

Whenever you use a room, please return it to its original condition. There are many different programs that use the space that we occupy, and we need to be sensitive to their needs. Vacuum (if necessary), wipe down tables, and put away literature or toys that you use during your stay.

## **Snack Policy**

Only the snack that is provided by the Kids Department may be served. Many children in our program have allergies, some have diabetes, and we cannot risk their safety over snack food. This decision was made to help protect our children.

## **Parent/Guardian Visitors**

Parents/guardians are welcome to visit their child's classroom or worship service during any regularly scheduled programming time. They must do the following:

- Parents/guardians must sign-in at the Welcome Desk. Their name should be placed at the bottom of the classroom attendance sheet in the room they are visiting.
- Parents/guardians are to be given a Visitor Name Tag. Write their name on the tag. Parents/guardians must wear the tag the entire time they are in Kids Ministry.
- Visiting parents/guardians should not be allowed to freely mix with all the children, as they have not met the criteria set forth in Okolona Christian Church Security Policies. At no time should a parent/guardian fulfill any of the roles that are filled by volunteers. They **must not** be the 2<sup>nd</sup> person in the room, help with restroom breaks, etc. They are just there to observe the class with their child.
- Parents/guardians should remove their name tag when leaving the area.

## **Additional Guidelines**

We do want you to express love, concern, and care for all our children. These are good things that need to be expressed in appropriate ways.

- Always bend down and speak to a child at their eye level. Speak kindly and listen carefully.
- Take a child's hand and lead them to the area you need them to be in.
- Put your arm around a child who needs comfort or quieting.

- Take both hands of a child in your hands when you are expressing joy in seeing them or complementing them on their good behavior.
- Give a child a loving pat on the head, shoulders, or back to affirm.
- Hold a child by the shoulders or hands while giving instructions to redirect behavior.
- Hugging is acceptable but avoid lingering or overly affectionate contact.

**Avoid the following:**

- Kissing children or encouraging them to kiss you.
- Touching a child in an area that would be covered by a bathing suit (Except where assistance is needed in the bathroom, but always in the presence of another adult volunteer).
- Frequently carrying older children or having them sit on your lap.

**Sickness/Illness and Medications**

Children with the following should not be admitted into a room or remain in programming:

- Fever, diarrhea, and/or vomiting.
- Obvious rash or open uncovered sores.
- Symptoms of contagious diseases such as chicken pox, rubella, etc.
- Pinkeye

Children who develop symptoms after entering programming should be removed from other children. Children must remain in the company of at least two volunteers. Child's parent/guardian should be contacted immediately.

Medication is **NOT** to be administered by volunteers. This includes prescriptions that a parent/guardian requests to have administered on their behalf, medicated ointments of any type for cuts and scrapes, cough or allergy medication, or Tylenol or other analgesic. Medication is to be administered by parents/guardians only. Medications should not remain in the classroom or in the possession of a child. The only exceptions to children retaining medications in the classroom are asthmatics with inhalers, children with an Epi-pen, or those situations arranged for by the parents/guardians with the Director or Ministry Team Leader.

**Antibiotics**

If a child is being treated with antibiotics, they should be on the medicine for at least 24 hours before coming to the Nursery, Preschool or Elementary. Please do not recommend that sick children be taken to the cry room by the main auditorium.

**Acute Illness or Injury**

If a child has a seizure, has difficulty breathing, a severe laceration and/or bleeding, broken bones, dizziness/passing out, or an accidental injury occurs that you feel warrants medical attention, you or someone assisting you must contact the Okolona Christian Church Safety Office via radio (using channel 1), by church phone ext. 6518 or your cell phone 502-962-6518. Ask for a Medical Response Team to come to your location immediately. After an emergency help has been called for, page and locate parents/guardians. Remember, do not move an injured child. Do not leave an injured or sick child alone.

**Accidents, Serious Injury, or Illness**

Please have the Medical Response Team paged (by dialing 6518 on any church phone) in any situation where a volunteer thinks it necessary. Notify the Ministry Team Leader and Director as soon as possible. In the event of a serious emergency (stop breathing, seizure, etc.), please call 911. The Medical Response Team should be notified, as well as the Director.

### **Life Threatening Injury/Illness**

In the event of a serious emergency (ex. stops breathing):

1. Call 911
2. Call Medical Response Team
3. Call the Director
4. Page the child's parent/guardian

### **Fire Evacuation and Fire Drills**

In the event of a fire or fire drill, an alarm will sound. Please always refer to the evacuation policy in your classroom. Each child needs to be accounted for before we begin releasing children to parents/guardians. Be sure to take the Emergency Box and use the flags and cards once in the safe location.

- Gather up your children.
- Take your attendance roster with you.
- Do not linger to collect personal belongings.
- Children should exit the building, oldest children first, as they move more quickly causing less clogging of staircases and/or hallways leading off your floor and out of the building.
- Using the map located at the door of your classroom, locate, and use the exit route and staircase indicated.
- Once outside, proceed to a grassy area, away from the building and any glass windows. Meet at the southwest corner for instructions. Display flags and appropriate card.
- Do not cross paved areas or roadways if possible.
- Keep all your children with you. Once you have reached safety, take attendance.
- Wait for further instructions from your Director or Ministry Team Leader.
- Your Director, Ministry Team Leader or Security Team will provide you with all needed instructions once outside the building.
- If a parent/guardian wants to take their child during the process, note it on your roster and collect their guardian tag.

### **Severe Weather Procedures**

We are linked by radio to the Safety Team. All warnings to evacuate or move to cover will come directly from them to us. They will also tell us when the situation is resolved. In the event of a tornado or other such severe weather condition, proceed as follows:

- If you are in an exterior room, gather your group together and calmly organize for departure from your room to the nearest interior room.
- Proceed to that room as soon as you are able. Take the classroom attendance sheet with you.
- Keep your children with you. Take attendance once you have reached the interior room.

- Calmly wait for additional information from your Director or Ministry Team Leader. Children should remain with you until you are given information that the storm has passed.
- Children should not return to their classrooms until the “all clear” information is given.



## Responses to Situations Involving Possible Child Endangerment

### Observation of Potential Child Abuse

#### Online Training Course

1. To begin the online training course please visit or click this link, <https://www.okolonacc.org/kids/>
2. Password: occkids!
3. Follow the online training course instructions.
4. Watch the entire video.
5. Please contact the Director of Kids Ministry or Director of Elementary Ministry with any questions.

### Person in an Inappropriate Area

If an unknown person is observed in an inappropriate area.

You, the observing person, should do the following in this specific order:

1. Get someone to accompany you. Two is always better and safer than one.
2. Initiate contact with the person and tactfully assist in getting them to an appropriate area. **If you do not know the person, DO NOT ASSUME that it is OK for them to be in that area.** (ASK: Do you have children in this wing? Is there anything that I can assist you with?) Try to walk toward the exit to the wing as you talk.
3. You or someone assisting you must contact the Safety Office via radio (using channel 1), by church phone ext. 6518 or your cell phone 502-962-6518.
4. Inform the Safety Office that the person should be observed. Provide the Safety Office with the person's current location and a description, including clothing, sex, size, hair color, approximate age etc.

The Safety Office shall, in this specific order:

1. Attempt to locate the person on the camera system and keep the person under observation to the extent possible.
2. Notify the Safety Team, providing a description and location, so that the safety rover can locate and observe.
3. Notify the law enforcement member and the police officer directing traffic.

### Observation of Non-Violent Crime in Progress (i.e., theft)

If a person is observed committing a non-violent crime such as theft.

The observing person shall, in this specific order:

1. Contact the Safety Office via radio (using channel 1), church phone ext. 6518 or cell phone 502-962-6518.
2. Inform the Safety Office of the crime. Provide the Safety Office with the person's current location and a description, including a clothing description.

The Safety Office shall, in this specific order:

1. Gather safety/police officers to assist and direct them to your area.
2. The Safety Team will attempt to locate the suspect on the camera system and keep this person under observation to the extent possible.
3. The responding officer will deal with the suspected offender.

### Observation of Potentially Disruptive Person

If a person displaying behavior of concern is observed.

You, the observing person shall, in this specific order:

1. Contact the Safety Office via radio (using channel 1), church phone ext. 6518 or cell phone 502-962-6518.
2. Inform the Safety Team of that which you have observed by saying 1) “There is a person displaying concerning behavior”, and 2) give a description of the person (clothing, sex, size, hair color, approximate age).
3. If there is no imminent threat to the observing person’s safety, the observing person should contact the potentially disruptive person and, to the extent possible, the potentially disruptive person should be steered away from crowded areas, but still within view of other persons.

The Safety Office shall, in this specific order:

1. Gather safety/police officers to assist and direct them to your area.
2. The Safety Team will attempt to locate the suspect on the camera system and keep this person under observation to the extent possible.
3. The responding officer will deal with the suspected offender.

### **Child Care Volunteers’ Response When a Violent Situation Requiring Lockdown Occurs:**

The safety and security of the children is paramount. Safety people will be sent immediately to the wing to secure the doors. In the meantime, volunteers should do the following:

1. Move all children from the hallways, rooms without locks, i.e., restrooms into classrooms/Preschool Theatre/Elementary Auditorium.
2. Close all classroom doors and lock or otherwise secure them. Take tables, flatten them, and put at least two up against the door where the glass is. If the room has a third table, put it in front of the door. For extra weight, stack chairs in front, up against the tables. Close the drop curtains.
3. Move children to the side of the room, farthest away from the glass.
4. **DO NOT reopen** the door for any reason from the inside.
5. Children shall not be allowed to leave until the violence is terminated.
6. Stay in place until the notified by the Safety Team.

### **Remember**

- A violent situation could be a ruse intended to distract childcare workers.
- The intent of the person is to distract you from keeping track of the children in your care so that a child may be taken by an unauthorized person.
- Therefore, it is imperative that all safety procedures related to child “pick-up” be explicitly followed.

## **Nursery Information**

We must ALWAYS have two volunteers in the room with the children.

### **Ratios**

For the safety of the children, adult/child ratios have been established.

- 1:3 for the Crib Nursery (maximum of 13 children)
- 1:3 for the Crawler Nursery (maximum of 13 children)
- 1:5 for the Toddler Nursery (maximum of 12 children)
- 1:5 for the Tots Nursery (maximum of 13 children)

The smoothness of check-in is dependent upon the prompt arrival of the volunteers. No room can be opened unless there are two volunteers with children in the room and volunteers to receive children, therefore please arrive 30 minutes before your scheduled service hour. Remember, if we do not have volunteers, we cannot provide care for the children.

If the room does not have enough volunteers, please contact the Ministry Team Leader. A child could be reassigned; a volunteer could be moved, or a floater could fill in.

### **Foods**

#### **Crib and Crawler Rooms**

- Parents/guardians must provide prepared bottles and feeding instructions. Bottles can be warmed by running under hot water. Volunteers will not mix bottles.
- Children may be given snacks from home. **BE VERY CAREFUL** so another child does not consume another child's snack.

#### **Toddler and Tots Rooms**

- The only food given to the child is what we provide (crackers and water).
- Snacks should not be given from home, as a child with food allergies may accidentally take the snack and consume it.
- Children with special diet restrictions see the Ministry Team Leader or Director.

### **Emergencies – Fire**

If a fire alarm goes off, the area must be evacuated. Follow Fire Evacuation stated above.

#### **Crib and Crawler Rooms**

- Place babies in the Evacuation Cribs, located in the back hallway outside of the Preschool Resource Room. Use your best judgment to evaluate how many children can safely be placed in one crib.
- Roll the Evacuation Cribs to the exit shown on the evacuation escape plan, located in your room.

#### **Toddler and Tots Rooms**

- Locate emergency box.

## **Diaper Time**

Every child should have his/her diaper checked and changed every hour.

### **Method 1**

1. All volunteers must wear gloves and can wear a smock while changing diapers.
2. Place a sheet of waxed paper on the changing table before placing the baby on the table.
3. After making the change, do not touch any surface.
4. Place the dirty diaper and wipes in the plastic bags provided for disposal purposes.
5. Carefully remove gloves and place them in the bag.
6. Seal bag and put in trash can.
7. Put Hand Sanitizer on the baby's hands.
8. Wash your hands.
9. Wipe down the changing table with a Clorox Wipe.
10. Let it air dry, if possible, do not wipe dry.
11. Use Hand Sanitizer on your hands.

### **Method 2**

1. All volunteers must wear gloves and a smock while changing diapers.
2. Place baby on the table.
3. After making the change, do not touch any surface.
4. Place the dirty diaper and wipes in the plastic bags provided for disposal purposes.
5. Carefully remove gloves and place them in the bag.
6. Seal bag and put in trash can.
7. Put Hand Sanitizer on the baby's hands.
8. Wash your hands.
9. Clean changing table of any kind of soil.
10. Spray with 10% bleach, let air dry 1 minute before wiping dry with a paper towel.
11. Use Hand Sanitizer on your hands.

**Note:** 10% bleach solution should be kept in marked spray bottle and is made by adding 9 oz. of water and 1 oz. of bleach. Extra care must be taken to protect volunteer's clothing.

## **Bathroom & Clean-up Time**

### **For Toddlers who are being potty trained:**

1. Please take children to the bathrooms located in the Preschool Hallway – these are the closest.
2. Exterior doors should always be propped open.
3. Two volunteers must accompany the children to the bathroom. **DO NOT** shut the door. Never should one volunteer be in the bathroom with children alone.
4. If the child needs help, encourage the child to come to the hallway.
5. If a child has an accident, please page the parent/guardian.
6. Male volunteers should never accompany little girls to the bathrooms. They are, however, permitted to change diapers.

## **Sippy Cup Cleaning Instructions**

1. Fill the sink with water. Pour in ½ cup of bleach (use sippy cup to measure).

2. Put in cups and lids, let set for 10 minutes.
3. Empty water in sink (use a glove when letting water and bleach out of the sink).
4. Fill up the sink with warm water with some dish soap and wash cups and lids.
5. Set on drain tray to dry.

### **Toy Use and Cleaning**

1. Put only as many toys into circulation as there are children to use them.
2. Watch children as they play. If a toy is put into a little one's mouth, it must be removed from circulation as soon as the child discards it.
3. Spray the toys with disinfectant spray (3-4 second spray, 6-10 inches from the surface of the toy, that covers the entire surface).
4. Place the toy in the basket provided (it will be on your countertop).

**Note:** Walkers, jumpy seats, etc. must be wiped down with Clorox Wipes and allowed to air dry 10 minutes before use for another child.

### **Helpful Hints for Difficult Times**

We strive to make the Nursery a happy place. However, children can sometimes become unhappy when they are separated from their parent/guardian. If this is the case, please remember:

- Try to distract the child and refocus their attention on something or someone else.
- Try a pacifier if one is available.
- Try a walk in the Nursery, do not leave the Nursery area.
- If the child continues to cry, for more than 10 minutes, page their parent/guardian.
- For older children, directions should be firm, but brief.
- Shouting or yelling indicates that you have lost control.
- Try flicking on and off a light, then move to an activity which will help to slow them down.
- Always watch your example, children are great imitators.



# Preschool Information

## Programming Options

### Large Group 9:30 am and 11:00 am

Preschool children arrive at the “Preschool Theater” on Main Street for a morning of fun. They start off with a welcome activity then move on to worship time. The children are presented Bible stories and high energy worship by our kid-friendly Large Group Team. The children are taught in a fun, multi-sensory method. Use of visuals, sound effects, exciting characters and colorful staging keep the children engaged throughout this experience. After Large Group, the children go to their classrooms for crafts, snacks, guided activities and play time with friends.

### Small Group – 11:00 am

Preschool children remain in their classrooms for a fun, multi-sensory faith experience. Our nurturing volunteers present the Bible stories with use of crazy costumes, colorful visuals, fun sound effects and music. The children finish their time off with crafts, snacks and play time with friends.

### Classroom and Large Group

- Eyes on speaker
- Ears listening
- Lips are closed
- Hands and feet are quiet
- Backs up straight

## Behavior/ Discipline Guidelines

### 1. Start with a Gentle Reminder.

Oftentimes a gentle reminder is all that a child requires to change their behavior. A look, a gentle touch on the shoulder or a verbal warning in a soft loving voice are ways to remind the child of what appropriate behavior is. In younger preschoolers, redirecting their focus is sometimes all that is needed.

### 2. Warning

A warning is a sterner approach. Make sure that the child has eye contact with you, and that they understand what you are saying. Always state the offense and the consequences of repeating the offense.

### 3. Move

A child who is continually disrupting their neighbors should be moved. In some cases, children only need to be moved from each other. In others, children may need to spend time in “time out.” In the large group setting, time out is when a child is moved to “Harry the Hot Seat.” In a small group setting, time out could be established as a chair against the wall away from other children.

#### **4. Remove**

After the above methods have been tried and failed, the child needs to be removed from the classroom. The child should be placed with the Ministry Team Leader. They will provide care for the child until the child realizes what was unacceptable about their behavior. The child needs to apologize to their teacher before returning to class. If a child needs to be removed from class a second time, the parent/guardian will need to be contacted to pick the child up.

#### **5. Dialogue**

A dialogue needs to be created between the volunteer and the parents/guardians. Teachers can oversee telling the parents/guardians of any progress that the child has made, or any observations that the teacher may have. If a disciplinary problem needs to be addressed, the Ministry Team Leader will discuss that with the parents/guardians.

## Elementary Information

### Children

- One-Service Children
  - Attending Elementary Worship at the 9:30 am or 11:00 am service will have one service time printed on their tag.
- Two-Service Children
  - Attending Elementary Worship and an additional class will have two service times printed on their tag.
- Parent/guardian checks child in, places the sticker with the child's name and service times on the child, and keeps the guardian tag.
- The volunteer greeting children will check to make sure there are tags on each child.

**Remember: No Tag – No kid!**

### Dismissal

Elementary Worship only (9:30 am or 11:00 am service) departs to the parents/guardians through the Exit Door.

- Child's name will be announced at Elementary Door 1 of the Elementary Auditorium.
- Parents will go to Elementary Door 2 and hand their security tag to a volunteer.
- The volunteer will match the parent/guardian's tag number to child's tag number before releasing the child.
- The volunteer will fold tags in half (sticky sides together) and see the child out the door and to the parent/guardian.
- Put in the Tag Disposal Bag provided.

### Two-Service Children

Children staying for both services should be escorted by volunteers from their first-service location to their second-service location. Children should not change locations alone.

### Elementary Additional Classes

Parents/guardians will pick their children up from their classroom. Parents/guardians will wait outside until the child is released to them.

Children will depart from their classroom.

- The volunteer will match the security number to the child's security number on tag before releasing the child.
- Fold tags in half (sticky sides together) and see the child outside the door and to the parent/guardian.
- Put in the Tag Disposal Bag provided.

**Remember: DO NOT RELEASE THE CHILD.** Parent/guardian must have the correct Security Tag to pick up child. If the parent/guardian does not have a Security Tag (physically or digitally), they must report to the Elementary Welcome Desk for a Driver's License Check.

### Classroom Management

## **Correcting Behaviors**

- If a child is being disruptive/disrespectful or is otherwise misbehaving, start by gently speaking to the child to redirect their behavior. Do not yell at the child or discipline them in front of their peers. Feeling humiliated may become a long-term impression of church for that child.
- If there is a situation where you have given two warnings to a child about behavior and it has not changed, then you can move that child to an area away from the rest of the class until they correct their behavior.
- Within 5 minutes you need to notice something the child is doing well and mention it to the child. No child should leave for the day with discipline as their last interaction with a volunteer.
- If there is a pattern of unwanted behavior, or if you have tried multiple times to redirect the child, let the Ministry Team Leader or Director know about the problem so that they can intervene. A conversation with parents may be necessary.

## **Rewarding Behaviors**

- When there are situations where a child is going above and beyond in the classroom (helping, cleaning up, encouraging others, etc.) Bible Bucks and/or Ball Pit Balls can be used as a reward or volunteers can notify the Director of Elementary Ministry to send a “Caught Being Kind” card.

## **Helpful Tips**

- In June, on Promotion Sunday, produce some rules for your classroom and refer to them when students forget their rules.
- Kids like to be active; if you notice everyone is getting restless, get up and move.
- For students who need (meaning it will help them to focus, not something to play with) some sort of fidget toy, let Director of Elementary Ministry know and she can get whatever is needed for that student.

## **Discipline**

Sometimes discipline becomes a necessity despite your best efforts to guide your students. Discipline should be administered in increments to guide a student into making the right choices on their own. However, if very serious infractions occur, immediate strong measures may be called for. The following steps are recommended:

1. Gently remind or redirect behavior.
2. NEVER discipline an individual from the stage.
3. Warning
4. Move
5. Removal

If this becomes the case, the Director of Elementary Ministry needs to be found and will take care of the situation.

Children with ADHD, ADD: These students may need a period away to quiet down and refocus. A short walk can benefit them. When they are back in control of their impulses, they should be allowed to return to the classroom. An apology to their teacher may be in order.

**Note: Under no circumstance should physical discipline or loud vocalizations be used.**

**Sign Off Sheet**

Please sign and return this page to Okolona Christian Church Director of Kids Ministry or Director of Elementary Ministry when you have completed reading this booklet.

I have received the OCC Kids Ministry Volunteer Handbook of Okolona Christian Church and have completed reading the entire handbook. If I have questions, I will discuss them with the Director of Kids Ministry or Director of Elementary Ministry.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Thank you for your time, love, and devotion to the Kids Ministry at Okolona Christian Church. You make the difference! Your help is invaluable and without you, we could not have done this! The children may or may not remember, but God knows your servant's heart. Thank You!