



Kingdom Kids Policy Handbook

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WELCOME

"Thank you for your interest in Kingdom Kids, our Sunday School program here at Manoa Community Church. Whether you are a parent whose child attends Kingdom Kids, a Kingdom Kids Team Member, or possibly both, I hope you will find this handbook both envisioning and orienting. Above all, my hope is that the content found within will create the basic structures that allow us to confidently and creatively apply the Gospel message to our children's lives each and every Sunday. I want all of our children to have fun and memorable experiences, but I know the Gospel is the only thing that can truly transform their lives. As the Apostle Paul describes it, it's the message of "first importance," and by the grace of God, it will remain the most important aspect of our children's ministry!"

In Christ Alone! - Bill Vesper, NextGen Director

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OVERVIEW

Kingdom Kids is the Sunday School program available to children, newborn through fifth grade, which runs simultaneously with our adult worship service. Besides being a fun way to brand our program and decorate our classrooms, we've chosen the theme "Kingdom Kids" because Jesus himself is quoted in Luke 18:15 "Let the children come to me, and do not hinder them, for to such belongs the kingdom of God." Here at Manoa, we want our to kids to know that they are God's Kingdom Kids! In the Gospels, the Lord Jesus explicitly taught us that the entire Bible is about Him (Matthew 5:17, Luke 24:25-27, John 5:39-40). So we've chosen a curriculum called The Gospel Project for kids which takes the students through the entire Bible in chronological order over the course of three calendar years. In Kingdom Kids, through the Gospel Project for Kids we show our children each week how the various stories in the Bible fit into the larger storyline of redemption through the Savior of the world, Jesus Christ! In addition to the teaching portion, each classroom has age-appropriate games and toys, create crafts, sing and dance to worship music, and of course, snack!

PARENTAL INVOLVEMENT

If members have their child(ren) enrolled in Kingdom Kids, **we request that at least one parent serve in Kingdom Kids**. Our desire is to partner with parents in discipling their children. Though we certainly want to do everything we can to lead children to Christ, the Bible places the responsibility to disciple children squarely on the shoulders of the believing parent (e.g. Deuteronomy 6, Ephesians 6). Therefore, we never want to create a program that cuts our parents out of their God-ordained role or inadvertently promotes passivity. It's the parent, not the church, that are charged to discipline and train up a child in the way he or she should go (Proverbs 22:6,15, Hebrews 12).

To help parents fulfill this responsibility in the home, **a link to Family Discussion Starters and a Family Activity based on the week's lesson** can be found on the weekly Manoa Memo email newsletter or requested anytime during the week via NextGen director.

TEAM MEMBER REQUIREMENTS

All Kingdom Kids Team Members must be in 6th grade or older and must be a member or an active attender of Manoa Community Church for at least 6 months prior to applying to serve in Kingdom Kids. The NextGen Director may make an exception to this requirement in consultation with the pastor and session. Anyone granted an exception must still follow all other requirements to serve in Kingdom Kids. Adults who have been convicted of sexual or physical abuse cannot serve in Kingdom Kids or any other church-sponsored activity for children. All team members are required to pass Pennsylvania's required triple background check and refusal of consent for a background check disqualifies a person from becoming a team member in Kingdom Kids.

To be approved to serve, all team members must first:

- Complete a Children's Ministry Application and, if 18 or older, pass the Pennsylvania required triple background check.
- Be interviewed by a member of the church staff or Kingdom Kids leader to ascertain interests, experience and talents.

All Children's Ministry team members must arrive 30 minutes prior to the start of their class, check themselves in at the Check-In Station and join the rest of the Kingdom Kids Team for a brief huddle and prayer (in the Older PK classroom, aka "Big Room") before heading to their particular classrooms or service areas (the weekly Check-In Support is recused from the meeting in order to be available in the Check-In Hallway immediately upon their arrival. All team members should have their Check-In "Sticker" as an "identification badge" visible at all times.

TEAM MEMBER BEHAVIOR

We ask all team members to follow these rules:

- Dress modestly.
- Never be alone with a child.
- Never use inappropriate language.
- Have children sit next to you rather than on your lap (except for nursery).
- Never change a baby's diaper.
- Never accompany a child into a restroom.
- There must be at least one adult in the classroom at all times. — (If a team member needs to leave the classroom for any reason, they must call Hall Support to cover until their return.)

Team members should immediately report any seemingly inappropriate behavior they witness to their team leader or **call ChildLine at 1-800-932-0313**. ChildLine is a free hotline that **anyone can call to report suspected child abuse or neglect**. ChildLine is staffed 24 hours a day, seven days a week by trained child welfare professionals who can assess the concern and make a referral to the best agency to handle the concern, investigate, or provide additional support to the child and/or their family.

Children's safety is number one priority. *(See Mandated Reporters Section below.)*

MANDATED REPORTERS

Mandated Reporters are those people who are required by law to report suspected child abuse. The Pennsylvania Child Protective Services Law has expanded the definition of a mandated reporter and the list* now includes: "an individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child."

That means that all adults involved in any aspect of Children's Ministry, Youth Ministry, or other activities (i.e. Vacation Bible School) involving children and youth at Manoa Community Church are mandated reporters.

NURSERY TEAM

Below are nursery-specific guidelines:

- Page a parent to attend to a crying baby after 15 minutes..

- No team member is permitted to change a diaper. — If a child has had a bowel movement or if their diaper is visibly full or leaking contact the child’s parents immediately. (*See Texting A Parent below.*)
- If you need assistance use the walkie talkie to contact Hall Support.

For Child Pick-Up:

- At least two team members must stay in the nursery until all the children have been picked up by their parents.
- Empty all trash cans at the end of the service and replace liners. Leave the trash bags outside the classroom door in the hallway.
- Wipe down or spray all hard surfaces and plastic toys that have been handled (use Clorox wipes or Lysol spray).

CHECK-IN SUPPORT

Each week there is a designated Check-In Support team member. The Check-In Support responsibilities are as follows:

- Set up the “Self” Check-In Station iPads in the Kingdom Kids Check-In Hallway.
- Be logged in and ready to check-in others by 9:30am (Check-In Support is not required to attend the weekly 9:30 Kingdom Kids Huddle.)
- Greet all first-time guests and have them come to the Check-In desk so others can get by. Create a hand-written “temporary” tag instead of a printed one and assign them a random and unique three-digit code by hand (i.e. “001”) make sure to include the parents name and phone number on the temporary tag as well.
- Have all first-time guest fill out the Kingdom Kids intake form, gathering their pertinent contact information, and signing the release forms. Drop off guest forms to the NextGen office following the service.
- The Check-In Support team member is responsible for contacting parents during the service. (*See Texting A Parent below.*)
- Monitor the service and alert the Hall Support that the service has reached the “last song” so that the Hall Support can alert all the classrooms to expect parents to arrive shortly..

The Check-In Support team member also serves as the first line of defense for the children entrusted into the Kingdom Kids Hallway. Team members must therefore, always be vigilant and responsive during the entire service. They must also be willing and able to respond in-kind should there be a forceful attempt

to breach the secured zone. No one should take a short-cut through the Kingdom Kids Hallways during the service.

HALL SUPPORT TEAM

Each week there is a designated Hall Support team member. The Hall Support responsibilities are as follows:

- Arrive by 9:30 to attend the weekly Kingdom Kids Huddle.
- Make sure all rooms always have at least two team members present at all times — team members may call (using Walkie Talkies) anytime during service to request assistance.
- Monitor Kingdom Kids Hallways during the service to ensure safety and security.
- Monitor rooms to ensure team members are equipped with all the supplies — team members may call (using Walkie Talkies) anytime during service to request more supplies.
- Alert all classrooms with a “10-Minute” warning that the service is ending so that classroom team members can begin wrapping up class.
- Assist in “Checking Out” the classrooms at the end of the service.
- Being available during the service for any assistance needed from both Kingdom Kids team members and Kingdom Kids student or parents.

TEAM MEMBER SUBSTITUTION

If you cannot serve your assigned Sunday, **you are responsible to contact another team member on your team that serves on a different Sunday and switch days with them.** You can find their contact information by going to manoa.org/kingdomkidscontacts. If, after earnest effort, you are unable to secure a substitute, contact the NextGen Director by the Wednesday prior to the day you will be gone. If a last-minute emergency comes up follow the same substitute procedure and try to find a substitute. If you are unable to find a substitute the morning of a service, contact the NextGen Director and notify them immediately.

BATHROOM POLICY

Team members should set aside dedicated times for bathroom breaks during the service to lessen the likelihood of children asking to use the restroom throughout the service. Suggested times are during natural transitions in programming, ie. after activity time, before starting the bible lesson. No

children's worker may take a child into the bathroom alone. If a child needs any assistance in the restroom, or has an accident and needs a change of clothing, a team member must call the Check-In Desk via the walkie talkie and request that the child's parents be notified to come and assist their child (see Texting A Parent section below). If a child is in distress or needs immediate assistance in the restroom, a team member should call the Hall Support to accompany them in order that the team member is not alone with the child. This is to protect our children, but also to protect team members from any accusations against which there may be no other witnesses. In the case of a true medical emergency, call 911 immediately, then walkie the Hall Support and Check-In Desk to notify the child's parents (see Texting A Parent section below).

** If an incidents does occur, fill out an incident report and submit it to the NextGen Director's office following the service. (Blank incident reports can be found in the classroom binders or one can be requested from the NextGen Director's office.)

STUDENT BEHAVIOR

General Rules for students to follow:

- Respect all Kingdom Kids Team Members
- Follow instructions from all Kingdom Kids Team Members
- Stay in (or with) class until checked out by a parent or guardian after the service.
- Respect all other Kingdom Kids students
- No fighting, or bullying
- No cursing or other inappropriate language
- Respect the classroom, classroom furniture and classroom supplies

DISCIPLINE POLICY

If a student exhibits any of the following behaviors, including, but not limited to:

Inappropriate physical contact, verbal threats or attacks, bullying, fighting, harassing, physical or verbal threats against teachers and team members, inappropriate language, remarks, or comments, classroom disturbance, or any type of recurring behavior that prohibits the teacher from teaching or the rest of the class from learning or worshipping — than the following will occur:

1. First infraction, a student will be warned of his/her behavior and informed that the next step will be that they will be removed from the classroom.*

2. Second infraction, a student will be asked to take a (supervised) break outside of the classroom for a time determined by the teacher/team member on duty.*

3. Third infraction, a parent will be contacted via text (see Texting A Parent section below) and the student will be asked to leave the class for the remainder of the church service. (If the behavior becomes a pattern, the student may be asked not to return to Kingdom Kids for an extended period of time.)

* Teachers/team members have the authority to decide if a behavior is severe enough that Steps 2 or 3 be immediately enforced.

All forms of corporal punishment are to be left up to the discretion of parents at home. **No team member should ever touch a child during discipline.** If the misbehavior persists inform the NextGen Director and they can discuss any further steps with church leadership.

** If an incidents does occur, fill out an incident report and submit it to the NextGen Director's office. Blank incident reports can be found in the classroom binder or requested from the NextGen Director.

SICKNESS POLICY

Do not admit any child exhibiting symptoms of fever, green runny nose, constant sneezing, coughing, vomiting or diarrhea. Should a problem arise over this policy, request the help of the NextGen Director.

CHECK-IN

Prior to drop-off at the classroom, a parent/s or guardian/s must check their children into Kingdom Kids at the Kingdom Kids Check-in desk, and receive name badges with ID numbers, and accompany them to their classroom. Older siblings (6th grade or older), with permission from their parents, may also check a child in and accompany them to their classroom. **Under no circumstances should a child check themselves into Kingdom Kids.** No exceptions.

If known allergies are included in the child's Planning Center profile, they will be printed on the name badge.

To begin receiving children into the room a minimum of two team members must be in the room, one being an adult.

Team members, before parents drop off their child:

- Ask them to take their child to the bathroom, if they have not already done so.
- **Ensure children do not bring in any outside snacks, due to potential allergies (unless it is a special food needed because of dietary restrictions or food allergies), and no outside toys to mitigate fighting over toys.**

- 5-Minute Grace Period — If a child struggles at drop off, the Kingdom Kids team member/s will work to make them feel comfortable and promote inclusion with the rest of the class. But, for the safety and concern of all students, if a child continues to struggle for more than 5 minutes, a parent will be texted. — See *Texting A Parent and Parents During Service sections below*.

CHECK-OUT

Check-out procedures require that one of the team members in the classroom drops everything and comes to the door as soon as parents start arriving. **At the classroom door, team members must only release children to a family member or guardian who presents a matching ID number badge** (i.e. the 4 digit code is the same on the parent's and child's labels). Remind parents to take their child's coats from the coat racks outside of the classrooms, and their child's crafts from the craft wires.

Lastly, before assuming all the children have been picked up, check and "hiding spots", like the classroom closets and bathrooms to ensure that no child is left behind. If a child is left in the classroom for an unreasonable amount of time, team members can walkie the Check-In Desk or Hall Support for assistance in locating the child's parent/s or guardian. **Team members should NEVER leave a child in a classroom alone to wait for their parents.**

Team members BEFORE LEAVING THE CLASSROOM MUST:

- Put away all toys
- Wipe tables with bleach wipes - make sure tables are free of any marks from pens, pencils, markers, glue, etc.
- Put chairs up on table
- Sweep floor of any trash or crumbs
- Put all trash in trash can and tie up the trash bag and place in the hallway outside of the classroom.
- Make sure all supplies (including iPads and Walkie Talkies) go back onto the supply carts and your supply cart is returned to the Older PK ("The Big Room")
- Shut off all lights, monitors/TVs, and A/C units

IPADS

iPads are provided to each classroom in order for the teacher to log onto the Ministry Grid website (using the log in information they previously created) to utilize the digital version of the Gospel Project For Kids curriculum, as well as YouTube in order to play one of the approved music videos from the Kingdom Kids Playlist for worship during class. Team members are NOT PERMITTED to show any other online content, via YouTube or any other website, outside of the approved curriculum, without the previous approval of the NextGen Director.

WALKIE TALKIES

Each classroom has a walkie talkie. This communicates across classrooms as well as to the Hall. Support and Check-In Desk. Use the walkie talkie to request classroom assistance, supplies, parental assistance as needed.

TEXTING A PARENT

If a child needs parental attention, use the walkie talkie to notify the Check-In Desk. Relay the following information:

1. Child's Name
2. Classroom Name
3. Parent's Phone Number (located on the child's name badge "sticker")

For example, say: "Joe Smith, in the Nursery is inconsolable. Please text his parent at 000-000-0000 to pick him up." The Check-In Desk TEAM MEMBER should text the child's parent immediately using the "Broadcast" feature of Gloop on the Check-In desk computer in order to avoid texting from their personal device. If the parent does not respond in a reasonable amount of time, the Check-In team member should call Hall Support, and the Hall Support team member will seek to find and retrieve the parent from the sanctuary. Once the parent arrives at the Check-In Desk the Check-In team member can direct them or accompany them to their child's classroom.

PARENTS DURING SERVICE

If a child needs parental attention, and is texted by the Kingdom Kids team, they must remove their child from their classroom to attend to them. If a child needs a diaper change the parent is permitted to change their diaper in the Nursery or the Family Care Room. If a child is struggling to acclimate or needs consoling the parent should assist their child in the hallway, the Family Lounge/ Sensory Corner in the Kingdom Kids stairwell, or the Family Care Room downstairs, to give support to their child. If the child struggles to reenter the classroom, the child must remain with their parent(s) until the end of the service. **Parents are not permitted to stay in a classroom with their child(ren)** as a precaution for safety concerns. All adults present in Kingdom Kids classrooms are required to obtain a Pennsylvania required triple background check and be a scheduled team member

MEDICAL RESPONSE

We will begin providing periodic medical training for all our children's team members. In the event of a minor injury (e.g. cuts, scrapes, very minor burns, etc.) there is a First-Aid Kit available on the supply carts for the rooms that use them; in the Older PK the First-Aid Kit is on the shelf in the supply closet. In the Nursery the First-Aid Kit is on the changing station. There are also additional first-aid kits in the Deacon's Room located in the sanctuary foyer, the kitchen in Fellowship Hall, and the "kitchen" area in the Student Center.

If the injury requires additional assistance, call the Hall Support for help. If the injury requires emergency attention call 911 immediately, then call the Hall Support, and begin writing down everything that is being done, including times, until the paramedics or police arrive.

** If an incidents does occur, fill out an incident report and submit it to the NextGen Director's office. Blank incident reports can be found in the classroom binder or requested from the NextGen Director.

FIRE ALARM

The church facility is equipped with an audible fire alarm. Should the fire alarm sound you must evacuate the children. The primary evacuation route for the preschool hallway (preschool and nursery) is out of the classrooms and to the left, down one flight of stairs and out the doors to the Sunny Hill Lawn, adjacent to Sunny Hill Lane. Grade-school students will also go to Sunny Hill Lawn, but they will go to the right out of their classrooms, turn left, go up one flight of stairs, and then exit the doors to Sunny Hill Lawn. If either route is blocked or unsafe, proceed to take the children to closest marked exit.

When evacuating your group, take a head count of everyone prior to leaving. Please take another head count once you arrive to the final evacuation destination. Once a year we schedule a Silent Fire Drill. Should it rain during a planned Silent Fire Drill, the drill will be rescheduled.

MEDICAL AND LIABILITY RELEASE

Upon enrollment to Kingdom Kids, we have all parents or guardians complete our intake form, which includes medical and liability release statements. The statements are as follows:

Medical Release

I understand that in the event medical intervention is needed, every attempt will be made to contact the persons listed on this form immediately. In the event I cannot be reached in an emergency, I hereby give my permission to the physician or dentist selected by the activity leader to hospitalize, to secure medical treatment, and/or order an injection, anesthesia, or surgery for my child as deemed necessary.

I understand that my insurance coverage for my child will be used as primary coverage in the event medical intervention is needed. I understand all reasonable safety precautions will be taken at all times by Manoa Community Church and its agents. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold Manoa Community Church, its leaders,

employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form.

Liability Release

In consideration for being accepted by Manoa Community Church (the Church) for participation in Children's Ministry (Kingdom Kids) we, (I), being 18 years of age or older, on behalf of my child(ren) hereby release and agree to hold Manoa Community Church and the directors harmless, of any nature whatsoever which may be incurred.

I (We) hereby agree as follows:

1. I assume full legal and financial responsibility for my child's participation in Children's Ministry.
2. I grant the Church, its employees, agents, and representatives the authority to act in any attempt to safeguard and preserve my child's health or safety during his/her participation in Children's Ministry. This includes authorizing medical treatment on my behalf and at my expense and returning my child home at my own expense for medical treatment or in case of an emergency.
3. Accident and health insurance is recommended. I understand that Manoa Community Church encourages me to have appropriate insurance coverage.
4. I shall conform to all applicable policies, rules, regulations, and standards of conduct as established by the Church to ensure the best interest, comfort, and welfare of everyone.
5. I voluntarily indemnify and hold harmless the Church, Board, Employees, team members, their respective officers, and agents from any and all liability, loss, personal injury, sickness or death, as well as property damages, costs, or expenses, of any natures (including attorney's fees) whatsoever arising out of my participation in Children's Ministry and which do not arise out of the negligent acts or omission of an officer, employee, and agent of the Church, Board employees, and team members, while acting within the scope of their employment or duties for the Church.
6. I acknowledge that I have read this document and understand and accept its terms.

**We require all parents or guardians to sign the form prior to admitting their child.

For more information on any of the above, please contact the NextGen Director —

NextGen Director - Bill Vesper - bill@manoa.org

This Handbook passed a Manoa Community Church Session-approved motion on — ___/___/___