

Kingdom



KIDS

Children's Ministry Guidelines



The South Florida Church of Christ desires to provide a safe environment for all children who attend church activities. Preventive steps will be taken to promote the safety of children and those who volunteer to work with them. Accordingly, the church adopts these guidelines and procedures to reduce the risk of child sexual abuse or physical injury to a child from occurring while attending church activities. It is important that you become familiar with this information!

Registration — Child Sign In

The Lead Teacher will select a “Greeter” to welcome the children and assist the parents in registering the children for class.

- The same person should remain the Greeter for the entire rotation, becoming familiar with parents and children.
- As with all volunteers serving, a Kingdom Kids shirt must be worn while registering children.
- Use only authorized Kingdom Kids registration forms.
- Start with line number 1 and issue a Kingdom Kids parent card for each child registering in the class.
- Clearly complete each space of the form without skipping lines.
- Print the child's name clearly before handing the clipboard to the parent for signature.
- Be sure to indicate the day's snack on the top of the form prior to registration. Parents must “okay” the snack for their child.
- If a child has allergies or special needs, be sure to indicate this in the comment section of the form.
- If that parent is **not** picking up the child at the end of class, the name of the person who will pick up the child must be clearly printed in the appropriate space.
- Provide each child a name tag when entering the class.
- When picking up their children, parents should note the time and present the appropriate Kingdom Kids card.
- The Lead Teacher as well as all volunteers in the class must sign in and out at the bottom of the registration form. Be sure to indicate “Time In” and “Time Out”.
- The completed registration form for that day's class, parents cards & classroom sign must be turned into the KK Coordinator for appropriate record keeping.

Age Groupings & Adult / Child Ratios

- **Infants:** Age 6 months to 23 months. One adult for every two infants.
- **2 and 3 Year Olds:** At least one adult for every four children.
- **4 through Kindergarten:** At least one adult for every five children.
- **1st and 2nd Grade:** At least one adult for every six children.
- **3rd, 4th & 5th Grade:** At least one adult for every eight children.
- **Preteens:** Children in the 6th, 7th & 8th grades. At least one adult for every eight children.

Proper supervision— No class may operate or receive children with less than two adults inside the classroom.

Security Team and Safety

- All teachers and crew members must wear a Kingdom Kids shirt with logo while serving.
- Security Team members will wear a **red** Kingdom Kids shirt with logo.

The Security Team will act as ushers and safety monitors of the Children's Ministry classrooms and hallways. All classrooms will be inspected for potential hazards prior to the arrival of any children. The Security Team will assist children in the event they must leave the classroom for whatever reason. **The “Two Adult” rule will be enforced at all times.** Preschoolers will be escorted by two female members of the Security Team if a bathroom break becomes necessary, using the Ladies Room only. Be aware of unusual persons and/or events that may require your attention! Stay alert at all times!

Curriculum in the Classroom

Let this be written for a future generation, that a people not yet created may praise the Lord. Psalm 102:18

This psalm is our theme in the Children's Ministry. Remember that children are an important part of God's kingdom. It is our goal that the curriculum, along with your guidance, will teach the children to cherish and choose God and his kingdom.

- The Lead Teacher will regularly receive new units of curriculum along with copied reproducibles. Each unit contains approximately four to seven lessons. Please follow the curriculum calendar in order to stay on schedule.
- Lessons for 2 year olds through the fifth grade have been designed for use in a "center" approach. An activity center is comprised of a teacher with a small group of children focused on one specific activity. During a class, children will rotate to all centers. Each lesson contains a pre-class activity followed by three activity centers. Each center lasts from ten to twenty-five minutes. You will also need to plan time in the class for singing, reviewing the class rules and snack breaks.
- The Lead Teacher should designate crew members to lead each activity center: Bible Story, Craft and Scripture Memory. Discover your crew member's talents and use them to the best of their ability to make a great class!
- Be spiritually focused — read the lesson several days before class. You may find that this will be a great quiet time idea for you. Make sure you have your heart and mind spiritually focused before you teach the children. Pray for the children in your class by name and remember their needs.
- Communication among the crew members is essential for a successful and unified class. Don't simply "wing it" on Sunday morning. You will find that great friendships will be forged with crew members as well as the children and parents!

Supply Tubs

Regular classroom supplies should be maintained in the class Supply Tub. Make sure the tub is well stocked and regularly replenished with needed classroom materials. Request these supplies from your coordinator.

Please ensure that you have all the specific supplies you need for the class. Please make special requests for specific additional supplies at least one week in advance of your class.

Your personal items should not be stored in the Supply Tub. Medication, sharp objects, chemicals, tools, matches, small items that may be swallowed should not be placed in the Supply Tub nor available to the children in the classroom.

Bring a couple of extra children's Bibles for children who forget their own Bibles or children visiting without Bibles.

Discipline in the Classroom

When the class is well planned and organized, crew members and children will find the time together very enjoyable. Children learn best when they have a regular schedule and they know what is expected of them. Review the class rules regularly with the children.

Some examples of rules you may want to review with your class are the following:

- Raise your hand before speaking.
- Do not talk while someone else is talking.
- Keep your hands and feet to yourself.
- Be respectful.
- Obey the first time.

If a child does not follow a rule, remind the child of the rule. If the child continues to disregard the rule, respectfully place the child in "time out". Understand that "time out" is not punishment but simply an opportunity for a child to gather him or herself. The length of "time out" should be age appropriate, never longer than one minute for each year of age. Preteens should not be placed in "time out". If a child is still unable to follow the class rules, their parents should be summoned in order to speak with the child. It may be necessary for the child to leave the class and sit with their parents in service.

Teachers should NEVER spank or hit a child. Derogatory language should not be used such as "you're a bad boy" or "you're a stupid girl". No improper or offensive physical contact with a child is permitted!

Small children, under the age of three, should be treated differently. Use music, toys and pictures to redirect their behavior. **Do not allow a small child to cry more than five minutes.** Ask that one of the parents come and comfort the child.

The Youth Ministry classes are to be conducted with doors open unless windows into the classroom are available.

Emergencies and Incident Reports

- In case of any medical problem, teachers must contact the Youth Ministry Leader on duty. A First Aid kit must be available for emergencies. Only a child's parents may administer medication. **If a serious or life threatening situation arises, call 911 immediately!** The Youth Ministry Leader must complete an Incident Report with the assistance of the witnesses of the event.
- In case of a fire alarm or similar unexpected event, all teachers must quickly and efficiently bring the children out of the facility to safety with the class registration (sign in) sheet. A roll call should be made to ensure that all children have exited the facility. Follow instructions given by the Youth Ministry Leader or Officer in charge. When cleared to re-enter the classroom, a roll call should be conducted again in order to account for each child.