

FCCO Kids' Ministries Mission Statement and Core Values

Mission Statement:

To assist families in leading kids into a personal relationship with Jesus and to become fully devoted followers of Christ.

*Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit and when you walk along the road, when you lie down and when you get up.
Deuteronomy 6:4 – 7*

Core Values:

1. Equip Families . . . to be the primary faith trainers of their children.

*“Train a child in the way he should go,
and when he is old, he will not turn from it.” Proverbs 22:6*

2. Present a Christ-Centered Life Change . . . by providing opportunities for children to be spiritually transformed through a personal relationship with Christ.

*“I tell you the truth, whoever hears my word and believes him who sent me has eternal
and will not be condemned; he has crossed over from death to life.” John 5:24*

3. Be Child-Targeted . . . in creatively teaching the Bible to help plant God's truth in the hearts and minds of our children.

*Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.” Matthew 19:14*

4. Serve Families with Excellence . . . through our God-given gifts and resources in a physically, emotionally, and spiritually safe environment.

“Be shepherds of God's flock that is under your care, serving as overseers – not because you must, but because you are willing, as God wants you to be . . . eager to serve; not lording it over those entrusted to you, but being examples to the flock.” 1 Peter 5:2, 3

5. Teach the Bible As Relevant and Application-Oriented . . . filled with truth that applies to children in their lives today and always.

*“Do not merely listen to the word, and so deceive yourselves.
Do what it says.” James 1:22*

FCCO KIDS' MINISTRIES

BIBLE TRUTHS

Infants/Toddlers

- God loves me

Preschool

- God made me
- The Bible is true
- I can talk to God

Kindergarten-Grade 4

- I can trust God no matter what
- God created me for a purpose
- I can have a relationship with Jesus Christ

Grades 5-6

- Follow Jesus
- Love God and others
- Share the gospel

VOLUNTEER RESPONSIBILITIES

Before becoming a volunteer:

- Attend FCCO for 6 months
- Complete a criminal check form
- Attend an orientation training

After becoming a volunteer:

- Be on time, lessons and rooms should be ready 15 minutes prior to start time
- Wear your nametag when serving
- Call children by name
- Know and follow safety and security procedures
- Be mindful of how many children are in your care and nearest emergency exit
- Be on time, keep your commitments
- Wear modest, comfortable clothing and shoes, no low cut, cropped, revealing tops, no undergarments showing
- Do not allow anyone except scheduled volunteers into the classroom with you
- Give children in your care your undivided attention
- Do not use your cell phone while serving
- Never leave your assigned room or group of children during your shift
- Be aware of allergies or medical conditions in your group
- All Kids' Ministries rooms are nut free
- Follow and enforce Wellness Policy
- Notify KM staff if you develop any communicable disease within 48 hours of serving
- Be aware of kids with special needs and implement any individualized plan
- Call the Welcome Desk when there is a special need in the room
- Use incident reports when necessary
- Guide and encourage youth helpers in appropriate ways of assisting
- Ensure your area is cleaned up at the end of your shift
- You must avoid:
 - Kissing a child, coaxing a child to kiss you, tickling, extended hugging
 - Touching a child in any area that would be covered by a bathing suit except when assisting a young child with toileting
 - Carrying an older child or having them sit on your lap (preschool and up)
 - Seductiveness or suggestive contact
 - Any touching used to express power or control over a child or is done for the pleasure or satisfaction of care providers
- Glorify God in all you say both at church and out of church, the things you post on social media, and how you act, you are a role model to the kids and families you serve

EARLY CHILDHOOD VOLUNTEER RESPONSIBILITIES

- Rooms cannot open until two volunteers are present, one must be over 18
- Be familiar with check-in and check-out procedures and follow them
- Infants under 6 months should stay in the care of parents
- Welcome each child by name as they arrive and help them engage in an activity so parents may separate more easily
- Only scheduled volunteers may be in the classroom
- Ask parents to label all of their child's belongings
- Children in the infant and toddler rooms have their information on the white board, please help first time drop offs to write appropriate information
- Read and follow any directions left on the sign-in sheet or white board
- Keep half doors closed at all times
- Youth helpers under the age of 18 are not allowed to hold infants under 1 year
- Family members may serve together in the same room if another non-relative serves as well
- Youth helpers and adult male volunteers are not allowed to change diapers or help with toileting
- Diapering is to be done on the changing tables in the open area of the classroom
- If a child requires assistance while in the bathroom, door must be left 18 inches ajar while they are being helped
- Volunteers need to wash their hands after each diaper change
- Changing tables need to be wiped down with disinfectant wipes after each diaper change
- Soiled diapers are to be placed in the diaper pail located next to each changing table
- Children in diapers should have their diapers checked and changed if needed each hour, this is recorded on the sign-in sheet so other volunteers and parents will know
- Snacks are to be eaten at the table, only snacks from the snack cabinet or provided by the parents are to be served
- All Early Childhood classrooms are NUT FREE
- Children in the infant room should only be fed what is provided by their parents OR what is written on the white board, if it is not written, they CAN NOT have it
- Volunteers may drink coffee from a non-spill mug kept on the counter out of the reach of children in their care
- If you need to page a parent, cell phone numbers of KM staff and Welcome Desk volunteers are posted in room
- Early Childhood volunteer schedules are posted in each classroom, if you cannot serve during your scheduled time, please follow these steps:
 1. Switch with another volunteer who serves in the same room as you
 2. Call a sub from the sub list, **adults must switch with another adult**
 3. Contact a KM staff member ASAP to let her know who is covering for you

Room/Age of Children	Child:Staff Ratio	Room Max
Infant Care: (6-12 months)	*2:1 Volunteers must be over 18	8 infants
Toddler Care: (12 mos-3 years)	4:1	12 toddlers
Younger Preschool Care: (3 year olds)	6:1	18 children
Older Preschool Care: (4-5 year olds)	8:1	16 children
Mixed Age Groups	Average the age of the children and follow that ratio, *infant ratio should always be maintained	Follow room capacity limits posted in rooms

WELCOME DESK RESPONSIBILITIES

- Arrive 20 minutes before service time begins
- Welcome each family entering the building with a smile
- Greet children by name when possible
- Assist new families in registering children (see directions below)
- Ensure that all children entering the Kids' Wing are signed in (they should have a name tag on)
- Only volunteers and families with security tags may enter the wing
- Page parents when needed
- Call security team or KM staff when needed
- Support volunteers, keep an eye on the room monitors and offer to help when needed
- Keep Kids' Wing secure by closing door ten minutes after start time
- If friends come to the desk to visit with you, let them know you will connect with them after your shift or when no one else is around
- Infants under 6 months should stay in the care of parents
- Please refer to the information on the Welcome Desk or easel giving the current schedule, sometimes elementary kids start upstairs with their families and then get dismissed

SIGNING KIDS IN AND OUT

- Welcome the child when they arrive
- Check that the child has a name tag, if they don't, direct parents to the Kids' Lobby to get one
- Help parents sign the child in on classroom attendance sheet
- Each child should only be released to the parent/guardian with the security tag, check that the numbers match
- Older siblings, 7th grade and up, may pick up with the security tag
- Cross child's name off the attendance sheet when they leave
- If the parent does NOT have their security tag, kindly ask the parent to get it, if they are unable to locate it, find a KM staff member to help
- Even if you know the family, you must ask to see the security tag

NEW CHILD REGISTRATION

- Have parents fill out a registration form, multiple children can be included on one form
- Fill out name tag stickers for each child, give parents the security part of each tag
- Show parents the paging # for their child and explain paging system
- Explain pick-up procedure, that they will need to show security tag for number to be matched to pick up their child
- Explain to parents that they will be entered into the online database, and at their next visit they can use the check-in system
- Walk the family to the child's room, show them where and how to sign their child into the classroom
- If you can't leave the desk, seek out a familiar parent or volunteer to assist the new family

CLASSROOM MANAGEMENT

- **Know who is in charge** It's you, the adult, children need to know there is an adult in charge to feel safe
- **Be prepared** Know your material before you arrive so that you can keep the kids engaged while they are with you
- **Set boundaries** Children should know the rules and expectations while in your room, during large group time 2 or 3 basic rules should be reviewed on a weekly basis
- **Be positive** Be sure to compliment a child when he/she is following the rules and listening well
- **Model desired behavior** Give the children a chance to see you or another child do or say something the right way, model respect through words and actions
- **Use "redos"** When a child speaks or acts inappropriately, give them a chance to use the correct behavior
- **Make an effort** to deal with the behavior individually
- **Offer choices** when possible
- **Get support** Call the Welcome Desk for an extra set of hands
- **NEVER**
 - use corporal punishment
 - attempt to control a child's behavior by actions that are shameful or belittling
 - yell at a child
 - isolate a child
 - grab a child

EMERGENCY PROCEDURES

- **Call 911 in a life threatening emergency!**
- FCCO has a security team and there are team members wearing beepers every day, to get a security team member's help, use the "panic" buttons located throughout the building, this will alert a team member to your location, become familiar with the location of the buttons
- **FIRE ALARM** If a fire alarm sounds, assume the danger is real and evacuate immediately!
 - Take the children in your care and the class attendance sheet with you outside
 - Classroom volunteers: evacuate your room and go directly to the ballfield, if the ballfield is inaccessible (due to snow) go to the very back of the parking lot, it is important to keep the parking lot near the building free for emergency vehicles
 - Once outside, take attendance to ensure all children are accounted for
 - NO CHILDREN are dismissed to parents until all children have been accounted for, parents who arrive before this time may wait with the group
- **LOCKDOWN** In the unlikely event of a dangerous person inside or around the building, the priority is to keep the children safe
 - Hide the children as best you can, follow the detailed plan posted in each classroom
 - Help children to feel safe and remain quiet
 - Use your best judgment to remain safe, at times this may mean evacuating through a door or window, other times staying where you are.

WELLNESS POLICY

FCCO Kids' Ministries is committed to keeping a safe, healthy environment for everyone.

All volunteers will adhere to the following policies:

- Proper hand washing
 - when arriving in room to care for children
 - before handling food
 - after diapering or using the bathroom
 - after contact with any bodily fluids
 - volunteers are not permitted to administer any medication to a child
- Keep rooms and equipment sanitary
 - use Clorox wipes to clean tables before & after eating
 - clean toys as needed
 - all mouthed toys should be placed in the sink to be disinfected
 - all cups, bottles and pacifiers should be labeled with the child's name
 - use disinfectant spray on doorknobs, chairs and high touch areas when leaving classroom

All parents will adhere to the following policies:

- Children with any of the following symptoms in the past 24 hours cannot be admitted to our rooms:
 - Runny nose
 - Excessive coughing
 - Fever
 - Vomiting
 - Diarrhea
 - Sore throat
 - Discharge in or around the eyes
 - Questionable rash
 - Any communicable disease (mumps, chicken pox, impetigo, etc.)
 - Parasites: lice, mites, etc.
 - Fungus: Ringworm
 - Any illness that prevents a child participating in class

Any updates will be communicated through email and posted notices in the Kids' Wing. CDC guidelines will be followed regarding communicable diseases.

