

Expectations

Pre Service

- Be familiar with the lesson for that morning. Know the bottom line so you can repeat it throughout the morning.
- Arrive 30 minutes before your service starts. This time will give you a chance to attend a pre-service huddle and pick up your name tag. Also you can get acclimated to the room and lesson.
- Use hand sanitizer upon entering the room.
- Follow check-in procedures

During Service

- Give children personalized attention and care.
- Sit with the 6-8 children in your Small Group and go through the prepared activities.
- Ensure safety at all times.

Post Service

- Follow check-out procedures.
- Disinfect room equipment and toys with provided wipes and spray.
- Clean up your area.
- Use hand sanitizer.

Additional

- **Dress Code:** Each time you serve, wear your current graceKIDS! shirt, volunteer nametag, and appropriately modest clothing. Please make sure shorts are mid-thigh

and skirts are below the knee. Remember you are working with children, which requires a lot of moving and bending over.

- **Absence:** Notify gK! Director or Volunteer Coordinator at least 5 days in advance of any scheduled role that cannot be filled.
- **Needs:** Notify your Coach or Director if you have any supplies missing from your room.
- **Injury:** In case of any accidents, minor or serious, let your Coach or Director know



Policies

Volunteer Policies

- At least two volunteers must be in a room at all times. For assistance, please talk to your Coach or Director.
- Each volunteer must completely fill out a gK! volunteer application and submit to a background check BEFORE they are allowed to serve.

Sick Children Policies

- For the well being of all, sick children should not remain in graceKIDS!
- If a child is displaying signs of sickness, such as fever, green or yellow discharge, pink eye, complaining of stomach pains, etc. Please notify your coach or director and they will locate the parents.

Crying Policies

- If a child is upset at the time the parent leaves, assure parents they will be notified if behavior persists.
- Before notifying a parent, every effort must be made to calm the child. If crying continues for more than 10 minutes ask your Coach for help.

Misbehavior Policies

- Corporeal punishment is never permitted.
- When a child misbehaves, appropriate action is to talk to the child about what they did wrong and why it is wrong.
- If behavior continues, give them a verbal warning. Let them know this is their second warning if they don't listen they'll be put in time out.
- If necessary, send them to a time out space.
- Contact your Coach for help if behavior continues.
- Please do not shame children or use any punishment method other than time out.

Toddler Bathroom Policies

- Small Group Leaders never need to take children to the bathroom alone. Please contact the Coach, Director, or Host team for bathroom assistance.
- Children may need help unbuttoning pants or holding their dresses. If they say they are able to go by themselves, let them go into a stall alone unless they say they need you. Otherwise, stand outside the stall to assist.
- At least two volunteers must be present when taking a child to the bathroom. This just as much for your safety as the child's.

Injury/Emergency Policies

- If a child is hurt, notify your Coach so they can get the first aid kit and injury report.
- If an incident has occurred only the Coach or gK! staff is to talk to the parent about the situation and fill out an injury report.

Procedure

Check In

- Greet and welcome family as they drop off child at the door.
 - We hope to create an environment that clearly expresses, "Parents, we value your child," and "Kids, we're glad you're here!" This is easy to accomplish when each volunteer truly believes that every person that walks through our halls is loved by God. The few moments in which you interact with a parent at drop-off and dismissal are key to expressing your love and concern. The hour you have with the child will help them believe, "This person likes me, thinks I'm valuable, and wants to see me again!"
- Make sure child is wearing their sticker tag when they enter the room.
- Look on tags for any allergies or special instructions and listen to the parent for any additional information.
 - *If child is in the nursery, fill out information on the Toddler Tattler
- Label any items they bring to the room, such as diaper bag, sippy cup, etc.
- If the child has allergies, make sure the parent fills out an allergy sticker.
- Do not let parents go past check-in table or hang out in the room.
- Notify Coach or Director if a diaper bag tag is needed.

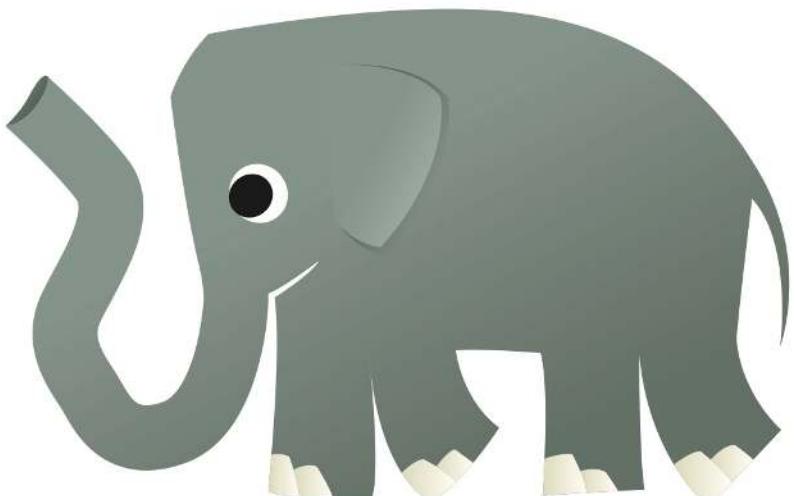
Check Out

- Parents will come to the door of the room to pick up their child. Have their personal items and brown bag filled with ParentCUE, activity pages and prizes ready to hand to parent.
- The Small Group Leader must match the numbers on the parent's tag to the child's tag on the check-out sheet BEFORE they can leave the room.
 - A parent CANNOT pick up a child if they don't have the matching tag. If the parent tag is lost, only a gK! staff member can approve child check out.
 - If a parent needs to hold on to their tag to pick up another child, have the parent sign the check-out sheet after a volunteer has verified that the numbers match.

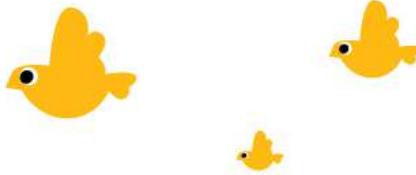
Please send guests without tags to
the Family Ministry desk in the
foyer.

Please interact with parents in a
careful and professional manner.

Any behavioral or incident issues
need to be addressed by a Coach
or gK! staff member.



Diaper Changing Procedures



Prepare

- Get a clean diaper from either the child's bag or from the room supplies.
- Grab gloves, baby wipes, and hand sanitizer.
- Put on gloves.
- Lay clean plastic mat on changing table.
- Lay changing line down.
- Before you bring the child to the changing table, tell the child what you are about to do.
- Never show disgust at a child's diaper.

Change

- Lay baby or toddler on changing table (talking to child while changing them helps)
- ALWAYS keep one hand on the child
- Remove dirty diaper and place in diaper disposal container or child's "wet bag" (usually a zippered cloth bag with wipeable lining) if the child wears cloth diapers.
- Use baby wipe to clean diaper area, wiping from front to back.
- Put clean diaper on child.
- Button, tie, or zip outfits back on and place child back on floor.

Clean

- Wipe down plastic covering on the table with a disinfecting wipe.
- Remove gloves and place in trash.
- Use hand sanitizer.
- After the last service, remove bag from the diaper disposal bin and replace with a new trash bag.

CURRICULUM FORMAT

EARLY CHILDHOOD

MAKE IT FUN

Each teaching lesson begins with Small Group activities that are fun and welcoming. These activities are designed to make the children feel drawn into the room. Not only do they help the children become more comfortable in their room, they also introduce new concepts they need to understand the Bible story.

MAKE IT TRUE

After a fun time with friends, children are led to a Large Group time for worship and Bible story. Whether you have Large Group in a room or open space, this is when children come together to hear the truth of God's Word. This element also prepares them for the time that they one day will be in adult worship services.

During worship, children are encouraged to openly express their love for who God is and praise Him for all He has created. Worship time also equips leaders to teach the month's memory verse.

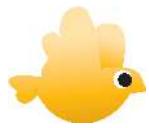
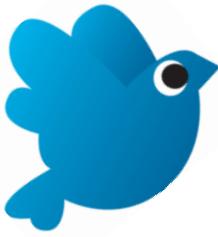
During the Bible Story, depending on your age group you will either read out of the Children's Bible provided (1's and 2's class) or watch the Bible Story Video (3's-5's class) in designated area.

MAKE IT STICK

Children return to their room to participate in a variety of Small Group activities that will help them apply what they have learned. These activities may be crafts, games, or even yummy snacks. Each activity reinforces that month's Bottom Line in a fun and interactive way. Throughout this time of the lesson the Bottom Line is repeated to be sure each child knows the truth of God's love.

MAKE IT REAL

Three- through five-year-olds are led into a Small Group time where they can personalize the lesson and have a time for prayer. In Small Groups, relationships grow as children are encouraged to share their thoughts about the Bottom Line, connect the lesson to the gospel and talk to God in their own words.



EARLY CHILDHOOD LINGO

First Look: This is the name of our curriculum for Early Childhood. It helps our toddlers and preschoolers get their first look at their Heavenly Father.

Activity Page: These are special pages to help the teaching in Small Groups (like game cards, Bible Story cards, cartoons, coloring pages, etc.)

Basic Truth: One of the three things about God that preschoolers need to know. Each month's lesson will focus on one of these four Basic Truths:

1. God made me.
2. God loves me.
3. Jesus wants to be my friend forever.

Bottom Line: This is the key concept you'll be teaching over and over throughout the month. You'll stay on one Bottom Line for a month so that preschoolers really get it. You'll be saying the Bottom Line often in order to help preschoolers know and understand this idea.

Key Question: The Key Question is used all month. Ask this question and listen for the preschoolers to answer with Bottom Line.

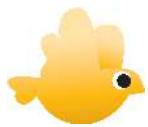
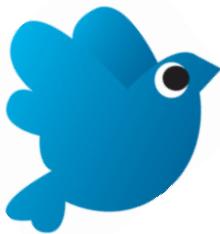
Memory Verse: Preschoolers will hear, see, and say the memory verse and begin to both understand and memorize it. To make sure preschoolers really get it, you'll teach the same memory verse all month long.

Bible Story Focus: The Bible Story Focus is just for leaders, changes weekly, and is a particular aspect of the Bottom Line. The Bible Story and most of the activities point toward this focus. You won't say the Bible Story Focus to preschoolers, but it will help shape the week's content.

Make It Fun: These activities are designed to make the children feel drawn into the room. Not only do they help the children become more comfortable in their classroom, they also introduce new concepts they need to understand the Bible story.

Make It Stick: These activities may be crafts, games, or even yummy snacks. Each activity reinforces that month's Bottom Line in a fun and interactive way. Throughout this time of the lesson the Bottom Line is repeated to be sure each child knows the truth of God's love.





Make It True: After a fun time with classroom friends, children are led in a time of worship and Bible story. Whether you have Make It True in a classroom or a designated Large Group space, this is when children come together to hear the truth of God's Word.

Make It Real: 3 through 5-year-olds are led into a Small Group time where they can personalize the lesson and have a time for prayer. In Small Groups, relationships grow as children are encouraged to share their thoughts about the Bottom Line and talk to God in their own words.

ParentCUE: This is a handout we use to partner with parents. In graceKIDS! we know that the parents are the most important influence in a child's life and we use parent cues to equip them to reinforce what we teach at church at home. These cues leverage moments that exist in the rhythm of their day (meal times, drive times, bath times, bed times etc.)

Phrases to Use:

Rooms instead of classrooms

Small Group Leaders instead of teachers

graceKIDS! programming instead of Sunday School/Childcare/ Daycare

- Even though we meet in schools, we stay away from using any school-related lingo to describe what happens on Sunday mornings. This is done so that children do not see church as an extension of school or something that they HAVE to do. We want to teach children that it is fun and a privilege to know about Christ.