



BLYTHEFIELD HILLS
Baptist Church

Kids' Kingdom Manual

Revised August 2011

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2011.12 Kids' Kingdom Calendar

SEPTEMBER

- 7 Geared Up
- 11 New classes begin

OCTOBER

- 2 Praise Service | pm programming for birth-2s only
- 9 Studio K season opener
- 16 Kids Christmas Rehearsal begins in pm (Grades K-5)
- 30 Studio K

NOVEMBER

- 4-7 Dinner Theater

DECEMBER

- 4 Kids' Christmas Program
- 11 Studio K | Jingle Jam
- 12 Little Beginnings Christmas Celebration
- 18 Candlelight Service | pm programming for birth-2s only
- 25 Christmas | No pm programming

JANUARY

- 8 Studio K
- 29 Studio K

FEBRUARY

- 10 Virtual City | Event for Grades 3-5
- 19 Praise Service | pm programming for birth-2s only

MARCH

- 4 Studio K
- 25 Studio K & Senior Night

APRIL

- 8 Easter | no pm programming

MAY

- 6 Final Studio K
- 13 Mother's Day | no pm programming
- 22 Grade 5 Sendoff | last day in Kids' Kingdom
- 28 Memorial Day | no pm programming

*Visit the Kids' Kingdom calendar online for calendar updates throughout the year.

Mission

Assist parents in making disciples.

Strategy

There are three ways we carry out our mission - create kid-targeted environments, equip parents and provide shared family experiences.

KID-TARGETED ENVIRONMENTS

Our Sunday environments are safe and kid-targeted so that they engage the imagination and the heart.

The rooms are flooded with color, music and activities to inspire and excite. All volunteers are screened and trained.

Critical aspects of the environments we provide are message and community.

Message | The message of the Bible is taught in dynamic, memorable and interesting ways. Kids will walk away each week with relevant information, taught age-appropriately and applicable to their lives.

Community | Beginning at age three, children are placed in small groups with the same kids and a consistent leader. Their small group is a safe place where they can be known and loved, so they can explore their questions about God, the Bible and life.

EQUIPPING PARENTS

We believe parents are the #1 influence in a child's life. We work hard to combine the influence of church and home by equipping parents with tools to lead their children spiritually.

SHARED FAMILY EXPERIENCES

We provide opportunities for parents and kids to be together for a dynamic shared experience. This gives parents an opportunity to see first-hand what their kids are learning. It also gives a common memory to refer back to throughout the week in conversation.

Supervision Guidelines Summary

(see page 14 for a detailed child protection policy)

All volunteers who have direct contact with children in Kids' Kingdom, infants-Grade 5 **must** be approved. Approved volunteers have completed the Kids' Kingdom application, attended an interview and orientation, and a criminal history check has been completed by BHBC. ORIENTATION for new volunteers is MANDATORY.

Always follow the "two-adult rule".

- At least two approved, unrelated, adult volunteers must be with children at all times.
- Two approved, unrelated adult volunteers must accompany a child or a group of children to the bathroom.
See Bathroom Policy on page 15.

Stay Visible! Always make sure that you can be seen by other adult volunteers when with children.

Any volunteer who has concerns about the safety, welfare, or health of children being cared for at BHBC should notify a Coordinator or the Children's Pastor.

Please do not bring your own children with you to serve unless they meet the age requirement to volunteer and have completed the application process.

Teen Volunteer Age Requirements

Nursery

- Infants – All volunteers must be age 17 or older.
- Creepers – All volunteers must be age 17 or older.
- Early Walkers – Teen volunteers must be age 14 or older.
- Toddlers – Teen volunteers must have finished Grade 6*.

Two and Three Year Olds

- Teen volunteers must have finished Grade 6*.

Four and Five Year Olds through Grade 5

- Teen volunteers must have finished Grade 6*.

*usually age 12 or older

Sunday Check-in & Check-out Procedure

CHECK-IN

Parents may check-in their children no sooner than 15 minutes before the service.

Parents or familiar adult must check-in children. Talk to a Coordinator if you have a special circumstance.

Any additional information for that day must be provided at check-in (i.e. parent location if not in auditorium, nap-time, etc...).

The Number Security System will be used.

- Nursery-Grade 2 | Parents will pick up a number tag set as they drop off their child. One number card goes in the back of the child's name tag and the parent keeps the other number card.
- Grades 3-5 | Parents may sign a waiver if they would like their child to be released without being picked up by an adult. If no waiver is received the same policy for Nursery-Grade 2 is followed.

CHECK-OUT

Nursery-Grade 5 children will only be released to a familiar person with a number card that matches the child. In the nursery it must be an adult that picks up the child. This does not apply to children in Grades 3-5 whose parents have completed the waiver form.

If a number card has been lost, the parents will be asked to provide photo ID and wait until positive identification can be made or until all the other children have been picked up.

The Kids' Kingdom team will work towards making check-in and check-out as efficient and convenient as possible. However, safety of the children is the primary concern and all necessary steps will be taken to protect them.

VISITORS

Visitors will check-in at the Kids' Kingdom Welcome Center and will receive a temporary tag.

A permanent name tag will be made when it has been determined by the family or Kids' Kingdom Team that the family will attend regularly.

NAMETAG ALERTS



This sticker will be placed on the front of a nametag if there is an allergy or medical situation. See back of nametag for additional instructions.



This sticker will be on the front of a nametag if there is a custody issue or special release instructions. See back of nametag for additional instructions.

Contacting Parents in Case of Emergency

To reach a parent on Sunday morning:

- The child's number is displayed on the LED box located at the front of the Worship Center.
- The call box is located at the nursery check-in desk and can be requested by 2-way radio or the Coach.
- If the child does not have a number notify a Coach or staff member for assistance.

When a parent is needed on Sunday evening:

- They will be contacted by phone or found in the building.
- Parents must inform Kids' Kingdom team how to contact them in case of an emergency whenever a child is checked into Kids' Kingdom.

Facility Use Guidelines

If you plan to use or work in any room you must schedule it with the office ahead of time.

Leave all rooms as you find them. It is OK to rearrange furniture, but please put things back as you found them. If you make any mess, please clean it up.

Please pick up all papers or items left by your group before you leave.

Use blue poster putty only to hang items on walls. NO tape.

Please DO NOT use the following items on carpeted areas:

- Play dough
- Glitter or confetti
- Red, orange, or purple punch/dye
- Tape on carpets (Velcro tape is available in the Resource Room)
- Cookies with cream in the center

Children are the responsibility of the parents when in the building during non-programming hours.

Miscellaneous Safety Issues

Use staples on bulletin boards. Some children like to play with the tacks or may put them in their mouths.

A guest services person will be on duty to assist visitors and help make Kids' Kingdom a safe place.

It is recommended that children wear their shoes.

Coffee is not allowed in any classroom.

Absolutely no latex BALLOONS are allowed anywhere in the building due to allergies.

Kids' Kingdom is "Peanut Allergy Aware" while moving toward a "Peanut Free Environment".

Due to severe peanut allergies among our children, we desire to be proactive in protecting them against exposure to peanuts and peanut oils. We will work to minimize the risk of exposure for our children through:

- Educating parents
- Having no foods containing peanuts in Kids' Kingdom areas
- Ensuring that all volunteers wash their hands prior to serving
- Informing our volunteers of the treatment plans for children with peanut allergies

While we do not believe we can be 100% peanut free, we do firmly believe we can minimize the risk of exposure for our children. To help protect children with allergies, please be aware of the following guidelines:

- In birth-3s areas, all diaper bags must be kept out of the room and hung on the hooks under the counter.
- No snacks or beverages can be brought into that area. Even a trace amount could cause anaphylactic shock.
- Please avoid eating peanut products before you come to church. If you do, please wash your hands with soap and water and be sure your clothing is free of peanut traces.
- Upon your arrival to church, please be sure to wash your hands before you enter the classroom.

Even within the whole of our church, it is helpful to be aware of these tips. Peanuts or peanut oil on our hands or shoes can be transferred to doors, rails, floors, etc. and can put a child at risk.

In Case of a Missing Child

The Kids' Kingdom Welcome Center and Guest Services must be notified on the radios. Volunteers (including ushers) must immediately cover all exits to make sure that no one leaves or enters the building.

A description of the missing child (hair color, age, build, clothes) must be given over the radios as well as time and location of the last time the child was seen. "9999" should be posted on the LED box in the auditorium.

Three volunteers must immediately check the parking lot. If, after three minutes the child has not been found, parents must be notified.

First Aid Policy

IN CASE OF AN INJURY

For open wounds, obtain vinyl gloves from the first aid box in the hallway. Carefully wash the wound.

Band Aids are available in the med kits.

Ice packs and washcloths are available at the Kids' Kingdom Welcome Center and in the First Aid kit in the hallways.

Report injuries to parents at check-out.

In case of illness or a severe injury, the parents should be notified immediately if possible.

Avoid direct contact with blood, vomit and excrement.

An "Incident Report" must be completed for all bumps, bruises, cuts, illnesses, etc. Incident Reports are found in the first aid boxes or the binders in the nursery. Complete the form in its entirety and return it to the Children's Ministry Assistant (main office) or to your Coordinator.

IF PROFESSIONAL MEDICAL ASSISTANCE IS NEEDED

Contact a Coach immediately OR request help on a 2-way radio OR

- Have the nursery display "0911" to inform emergency medical team.
- For extreme emergencies, call "911" on the phone as well.

Illness & Infection Control

Children with fevers, green runny noses or any noticeable infection will be asked not to participate in Kids' Kingdom programs until they are healthy.

Please keep your child home if they have been vomiting within the last 24 hours, if they have been exposed to chicken pox within the last 10 days, or if they have been exposed to other contagious diseases and are within the incubation period.

If your child develops a serious, contagious condition after recently being at church, PLEASE notify the church immediately. Examples – lice, strep throat and chicken pox.

In order to minimize the spread of any infectious disease within the Kids' Kingdom ministry and to ensure the health and safety of all children and volunteers, we ask that everyone in Kids' Kingdom adhere to this policy.

No personnel should dispense medication of any kind.

CONFIDENTIALITY OF MEDICAL INFORMATION

If information regarding a child who has an immunodeficiency, whatever the cause, is available to a Kids' Kingdom staff member, the staff member will make this information available only to those volunteers who need to know.

Discipline Policy

DO'S AND DON'T'S

Do not spank or physically strike a child.

Do not shame or speak harshly to the children.

Do use forced restraint only when a child is out of control and in danger of harming himself/herself or another. It should be done in the presence of another volunteer.

Do communicate with parents. If there are any concerns or potential discipline issues please talk with parents immediately for insight, support and accountability.

Do establish clear boundaries with kids. They want and need to know what is expected of them. Kids' Kingdom rules are: Respect Everyone (listen, respect those in authority over you) and Be Responsible (be safe for your sake and those around you).

PROCEDURE FOR HANDLING MISBEHAVIOR

First offense – First Verbal Warning such as “That’s your first warning” (explain what was wrong with the behavior).

Second offense – Second Verbal Warning such as “That’s two” (explain that this is the last warning and tell what will happen next).

Third offense – Time-Out (removal from activity; talk to parents).

Severe offense – Immediate removal from activity, notify the Coordinator and parents.

REMEMBER

Children begin each Sunday with a clean slate. However, if behavioral issues continue, more serious consequences (such as dismissal) may be needed. Talk to your Coordinator in this situation.

There are lines of authority that exist to support you.

Coach → Coordinator → Children’s Pastor

DISCIPLINE IN DEPTH

Purpose for discipline:

- Train children to develop self-control
- Disciple to be Christ-like
- Guide towards right behavior

Reasons for misbehavior:

- Ignorance of rules
- Conflicting rules from home or school
- Frustration
- Boredom
- Displaced anger from other stressful or painful situations

STRATEGIES

Respect children and expect the best out of them.

Meet their needs – kids need clear boundaries and need to understand consequences.

Provide choices – if possible, make it a win-win situation.

Give focused attention – be sensitive to feelings, love your students, use eye contact, give appropriate physical contact, plan focused attention with individual students.

RESOURCES

Capehart, West & West. "The Discipline Guide for Children's Ministry". Group Publishers.

Cloud & Townsend. "Boundaries with Kids". Zondervan.

FAQs

ABSENCES

What should I do if I am going to be absent?

Every person on the team matters! When a volunteer is absent unexpectedly, it puts a strain on the entire team. Please follow these guidelines:

- Let your Coach and other team members know of your absences two weeks in advance when possible.
- If you are a teacher, helper or small group leader, you should first ask your Coordinator for a list of substitutes and their phone numbers. Let your Coordinator know who will be taking your place.
- For last minute absences, please do the following:
 - Sunday Mornings | call and leave a message on the Kids' Kingdom hotline 866.9597 x123 after 7:30am.
 - Sunday Knights | call the Coordinators at home (Michelle Walsh, 361.6695) by 3:45pm or leave a message on the KIDS' KINGDOM volunteer hotline 616.866.9597 x123 if it is after 3:45pm.

EMERGENCY EVACUATIONS

What do I do if the fire alarm goes off?

Know your suggested evacuation route ahead of time.

- Emergency evacuation plans are located in each classroom near the exit.
- Make sure each student knows the route as well.
- Stay calm.
- Quickly gather your class.
- Nurseries may use evacuation cribs (with blankets).
- One infant per adult.
- Two toddlers per adult.
- Preschool use evacuation ropes (use when going to the bathroom every time for practice).

Bring your attendance folder for roll call.

Turn off the lights and close the door when you leave.

Quickly and safely proceed to the designated location.

Note | All parents will be instructed to NOT get their children from their classrooms, but to meet them outside near the back side of the church. Parents should then check-in with the volunteer staff for each classroom before they take their children.

What do I do in case of a Tornado?

Tornado Warning: Tornado may be imminent (tornado is actually on the ground or funnel rotation has been indicated by radar). Take shelter with children. Follow the procedure posted in your room in order to take shelter during a Tornado Warning.

Tornado Watch: The conditions in the area specified are capable of producing a tornado or severe weather. Be ready to take shelter if necessary.

Visitors

How do I help families who are visiting Kids' Kingdom?

Think "Welcome Center" first. All visiting families need to go first to the Kids' Kingdom Welcome Center for infants - Grade 5. Families will register their children, have questions answered and be escorted to the classroom for each child.

If a visitor has not first checked in at the welcome center, take them to the welcome center to register.

Bottom line – make sure visitors feel welcomed and cared for.

When visitors decide to become regular attendees they must fill out the proper forms at the Kids' Kingdom Welcome Center.

On-site and Off-site Activities

What should I do if I want to take my class outside?

Communicate with Coach or BHBC Staff that you'll be going outside.

Bring the attendance list with you so you have a record of who is present in case of emergency.

Leave a sign on the door indicating where you will be so a parent who needs to leave early can find the class.

Follow the regular guidelines of staying together. No adult should be alone with a child.

OFF-SITE ACTIVITIES

What should I do if I want to take my small group off-site?

BHBC encourages connection with children outside of normal programming hours. However, in order to keep our children and Kids' Kingdom staff safe and above reproach we have developed the following policy:

All events (off-site and on-site) outside of normal Kids' Kingdom programming times must be approved by Kids' Kingdom staff PRIOR to planning and communicating to families. An approval form must be filled out completely and turned into the appropriate Kids' Kingdom staff no later than two weeks prior to the event.

All on-site and off-site events for a group of children must be requested using the "Event Request Form." This request form as well as a student medical/permission waiver can be found online at bhbconline.org or a Kids' Kingdom staff can assist you.

A Facility Use Application must also be filled out and submitted ahead of time if the event will be held at BHBC. Contact Deb Schelhaas x129 for building use information.

Events may not conflict with normal programming or other church-sponsored events.

We do not encourage overnight events. However, permission can be requested for non-coed events for children in Grades 4 and older. These events will be considered on a case-by-case basis and must be approved by the Children's Pastor.

A signed permission form is required for all participating students. These can be secured from the office, your Coordinator or from bhbconline.org.

Two Kids' Kingdom approved, unrelated adults must be present at all times. Any other parent or volunteer who will be attending the event must fill out a Special Events Application at least one week before the event. Recommended ratio is

one adult for every six children.

It is recommended that a Kids' Kingdom approved parent is also present at the event.

It is also recommended that parents drop-off and pick-up children instead of transportation being provided by Kids' Kingdom staff.

Supplies

How do I get basic supplies for my classroom?

The church has a well-stocked Resource Room available to all Kids' Kingdom volunteers. It is located in room 312 which is near the Kids' Kingdom Welcome Center. Specific requests can be requested through the Resource Room or Kids' Kingdom staff.

What about TVs and DVD players?

There are several TVs and DVD players available for use. They must be checked out in the church office at least four days in advance. Last minute requests will be honored when possible.

What about CD and tape players?

If your room is not equipped with a CD player, several are available in the Resource Room for week-to-week use. If a CD player is needed for more than one week at a time, please check with your Staff Coordinator.

Reimbursements

Can I get reimbursed for purchases I make?

Limited funds are available for extra supplies not provided in the Resource Room. **All supplies must be approved by Kids' Kingdom Staff before they are purchased.** To receive a reimbursement, you must fill out a Check Request Form (in the church office) and turn that form and all receipts into the Children's Ministries Assistant.

Detailed Child Protection | Guidelines and Procedures

SCREENING VOLUNTEERS

A single incident of child molestation can devastate a child and potentially seriously harm a church. The good news is that we at BHBC can take relatively simple, yet effective, steps which significantly reduce the likelihood of child sexual abuse in our midst. Providing a safe and secure environment for the children who are entrusted to our care must remain a high priority at all times.

Therefore, BHBC requires that all who are involved or wish to be involved in the oversight of children must go through our screening process, which involves the following:

- Qualify under the six month rule by attending BHBC regularly for a minimum of six months. Teen volunteers must attend for a minimum of one year before volunteering.
- Complete an application for children's ministries including references and criminal history check.
- Undergo a 30-40 minute interview.
- Attend a mandatory Kids' Kingdom Orientation.

SUPERVISING VOLUNTEERS

BHBC holds to the “two-adult” rule. This rule says that two approved, unrelated adult supervisors must be present during any church activity. **Under NO circumstances should a single volunteer be alone with a child.**

BATHROOM GUIDELINES

When taking **preschoolers** to the bathroom there must be at least two approved, unrelated adult volunteers. When assisting preschoolers, stand outside the bathroom, propping the door open. If the child asks for help, go inside to help, but leave the door propped open.

Children in **Grades K - 5** must be escorted to the bathroom by two approved, unrelated adult volunteers who should check the bathroom to see that it is unoccupied before the child goes inside. The volunteers should remain outside until the child is done. Do not allow any other adults in the bathroom while a child is inside. Direct them to a main restroom in the atrium.

UNDERSTANDING CHILD SEXUAL ABUSE

Child means a person less than 18 years of age.

Child sexual abuse is: any sexual activity with a child whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent or another child provided the child is four years older than the victim (National Resource Center on Child Sexual Abuse, 1992).

Child sexual abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the actions. Child sexual abuse is a criminal behavior that involves children in sexual behavior for which they are not personally, socially and developmentally ready.

Volunteers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs:

- Physical signs may include:
 - Lacerations and bruises
 - Irritation, pain or injury to the genital area
 - Difficulty with urination
 - Discomfort when sitting
 - Torn or bloody underclothing
 - Venereal disease
- Behavioral signs may include:
 - Anxiety when approaching church or nursery area
 - Nervous or hostile behavior toward adults
 - Nightmares
 - Sexual self-consciousness
 - “Acting out” of sexual behavior
 - Withdrawal from church activities and friends
- Verbal signs may include the following statements:
 - I don’t like (a particular Volunteer)
 - (A Volunteer) does things to me when we’re alone
 - I don’t like to be alone with (a Volunteer)
 - (A Volunteer) fooled around with me

Reporting Procedures for Volunteers

When a child alleges/admits to being sexually abused, or when there are sufficient physical behavioral or verbal signs of such possible abuse, all volunteers must report this information to a pastor of BHBC immediately.

When a child alleges/admits to receiving any other form of physical abuse, or when there are sufficient physical, behavioral, or verbal signs of such possible abuse, all volunteers must report this information to their respective supervisor immediately.

Any violation of BHBC's policies of child protection by a volunteer must be reported to the respective supervisor immediately.

A REPORT IS CALLED FOR IF A CHILD

Verbally complains about, or mentions in passing, specific acts of abuse or neglect.

Verbally complains about, or mentions in passing, vague reference to having to do bad things or having bad/secret things done to him/her.

Alludes to abuse or neglect in writing, in prayer requests or in drawings.

Has an injury (e.g. a patch of missing hair, a burn or a bruise) that cannot be adequately explained or which the child attempts to hide or deny.

Has an inordinate number of unexplained injuries.

Has an age-inappropriate interest in or knowledge of sexual matters.

Is frequently dirty, smelly or inadequately dressed, bad teeth, or hair falling out, is undernourished, does not receive appropriate medical care for injuries.

Any claims of abuse by children must be taken seriously and reported immediately, within the first 24 hours, to the Children's Pastor.

Summary of Appropriate and Inappropriate Contact with Minors

SUPERVISION

Appropriate

Minimum of two, approved unrelated adult volunteers must be present at all times.

Supervision with witness of any contact of same or opposite sex.

Release of a child only to a familiar person with a proper security tag.

Inappropriate

A volunteer alone with a child.

Sustained time with same or opposite sex without supervision or witness.

Release of a child to a person without a proper security tag.

DISCIPLINE

Appropriate

Praising good behavior.

A firm gentle voice addressing the "offense".

Look for a positive or alternative activity for the child to succeed.

Confidential parental discussions where necessary.

Age-appropriate "time outs" or temporary removal from an activity.

Inappropriate

Corporal punishment of any kind. Do not spank or use any harsh physical contact.

Any words or tone that would cause a child to think he/she is the "problem" rather than a specific behavior being addressed (e.g. yelling at a child).

Using words or gestures that could cause feelings of condemnation or shame in a child (e.g. "crybaby", "naughty" and "you know better than that").

PHYSICAL CONTACT

Appropriate

Physical contact of:

- Non-demanding, gentle touch of shoulder, hands, arms, head, back.
- Sitting child on leg or next to you.

Physical contact which expresses affirmation and is **not** done for the satisfaction or by force of a care provider.

Inappropriate

Physical contact of:

- Kissing.
- Demanding hugs/kisses.
- Touching chest, genital region, upper legs, buttocks, waist, stomach, sitting child in center of your lap.
- Sitting child between your legs.
- Opposite sex piggy back rides.
- Seductive or suggestive contact.

Physical contact of any kind which is done for the satisfaction or by force of the care provider.

BATHROOM PROCEDURE

Appropriate

Infant | Toddler | 2s & 3s

Diapering should be done in diaper stations and in the close proximity to other care providers; bathroom doors must remain open. Only adult, female volunteers may change diapers.

2 - 5 year olds

Two, unrelated adult volunteers escort and the bathroom doors should remain open.

Kindergarten - Grade 5

Two, unrelated adult volunteers escort and the bathroom doors should remain open.

Inappropriate

At ANY age

Being alone with a child – especially in the bathroom.

Infant | Toddler | 2s & 3s

Diapering in a secluded area or without the presence of other care providers; bathroom doors closed.

2 - 5 year olds

Closed door situation with a child.

Kindergarten - Grade 5

Sending two children by themselves. Volunteer accompanying children alone, closed door situations.

Notes
