

Norcross First United Methodist Church

Creation Kids Children's Ministry Parent Handbook



“Start children off on the way they should go, and even when they are old they will not turn from it”. Proverbs 22:6 (NIV)

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**Welcome to Norcross First United Methodist
Creation Kids Children's Ministry**

Welcome to NFUMC Creation Kids Children's Ministry! We hope you find your experience here to be both inviting and meaningful. Our Children's Ministry Team at NFUMC is committed to partnering with families to give each child an opportunity to know who Jesus is, to have the opportunity to enter into a relationship with Him and to grow in their faith so they will become strong, faithful disciples of Christ. Our desire is to partner with you in teaching your children the truths from God's word and training them to set their hope in Christ alone so they might walk in His Ways.

This handbook is designed to assist you in finding answers to the most commonly asked questions about our children's program. We hope you will find it beneficial. Our desire for this handbook is that it would serve as a valuable resource to you as you navigate your way through our children's ministry area.

We look forward to watching our youngest ones grow in faith, hope and love through Jesus. Together we can make a difference in building God's Kingdom.

Blessings,



***Rev. Terri Hoyer
Associate Pastor***

Our Mission for our Ministry:

It is our goal that every child has an opportunity to know who Jesus is, to have the opportunity to enter into a relationship with Him and to grow in their faith so they will become strong, faithful Disciples of Christ.

This mission is extended to each child as they worship, serve, grow and connect in the love of Jesus Christ. Christ is the center of who we are and what we do.

Worship - lead our children into a **lifestyle of worship**.

Serve- share with children how **saved people serve others**.

Grow- show children how as **we grow** in the love and knowledge of Christ **we become changed**.

Connect- **connect** with children and their families so we are not traveling alone.



OUR PROGRAMS

Sunday Morning

Birth – 2's

Nursery available from 9:20 – Noon

Preschool (3's/4's)

Extended Care (9:20 – 10:45)

Sunday school (10:45 – Noon)

Elementary (Kindergarten – 4th Grade)

Children's Worship/Sunday School (9:20 – 10:30)

Elementary children worship with their parents during the 11:00am services.

Creation Kids Worship Bags are provided outside the Sanctuary and Chapel for the children to use during the services. The activities included in the bag coincide with the Pastor's sermon that Sunday.

Wednesday Night Bible Club

Kindergarten – 5th Grade

7:00 – 8:00pm

During Bible Club we take a hands-on approach to learning lessons from the Bible through games, cooking and creating art!

Wednesday Night Nursery

Nursery is provided for birth through 4 year olds for parents who are participating in Wednesday Night Adult Classes.

Nursery is available from 6:45 – 8:15pm

Wednesday Night



Norcross First offers a comprehensive music program for children from birth through 5th grade. It is designed to encourage children to grow in faith, serve in worship and praise through song.

Singing provides the foundation for the choirs. Rehearsals include learning new songs, drumming, playing instruments, movement and drama. Our goal is to help each child find his or her own unique voice in arts and worship.

The choir year runs from September thru late April. These choirs sing for various worship services throughout the year and combine their efforts for a Christmas Children's Program and present a musical in the spring.

Teeny Tykes (Birth – 2 years old)

6:30 – 7:00pm **Must be accompanied by parent*

Melody Makers (Ages 3 – 1st Grade)

6:15- 7:00pm

Carol Choir (2nd – 5th Grade)

6:15 – 7:00pm

Children's Handbell Choir Glory Ringers (3rd – 5th Grade) 7:15 – 8:00pm - TBD

Ringling hand chimes and handbells is a fun way to make beautiful music to God.

What Can You Expect From Our Nursery

Who is the nursery for?

On Sunday mornings our nursery is available for infants through two years of age.

During our Wednesday Night Activities the nursery is available for infants through 4 year olds for parents who are participating in a Wednesday Night Class.

Nursery is also offered for other events throughout the year. The age varies depending upon the event. Details of the nursery being offered will be part of the advertising of the particular event.

Who works in the nursery?

NFUMC currently has three paid Nursery Caregivers on our staff. Background checks have been done as well as Safe Sanctuary Training.

We also have partnered with an outside agency for over ten years that provide additional caregivers, when needed. The agency also provides extensive background checks and training.

On Sunday morning we normally have one paid caregiver in each of our nursery rooms to provide consistency to our parents. The remaining staffing of each room is done through volunteers.

How the nursery is kept safe?

Nursery procedures have been designed to keep the health and the well-being of children a top priority. When both volunteers and parents follow nursery procedures correctly, we can assure the safest possible environment for the children. By following the guidelines in this handbook, you are partnering with the nursery in creating the safest possible arrangements for your child, so read closely!

Before arriving

Parents are responsible for all of the following prior to arriving at the nursery:

- Label children's items (diaper bag, coats, cups, bottles, pacifiers)
- Prepare formula or bottle, if needed
- Communicate any special instructions for your child for that day on the sheet located at your child's classroom door.
- Determine your child is healthy (see Health Policy Guideline – page 13)

Sunday drop-off procedure

Prior to bringing your child to their class you must check in at our KidCheck Kiosk. Every child must have a printed name badge before entering a classroom. For the safety and well-being of all children, PARENTS SHOULD NOT OPEN THE NURSERY DOOR. The Nursery Caregiver and/or Volunteer in the room will come to the door to receive your child.

The less traffic coming in to the nursery, the easier it is to calm anxious children and prevent children from sneaking out of the nursery. We greatly appreciate your assistance in trying to minimize traffic in the nursery for the safety of the children.

PLEASE NOTE: Parents are not to leave the church at any time after dropping off a child in the nursery.

Sunday pick-up procedure

To pick up your child, the parent must return with the Guardian pick up name badge that was printed when they checked in through KidCheck. This ensures children are only removed from the nursery by their caretakers. Parents are asked to pick up children promptly after the service is over and are encouraged to make sure they have all belongings before leaving the nursery.

Wednesday Evening Check-in and Check-Out

The same procedure used on Sunday morning should also be used on Wednesday night.

Special Event Nursery

At times the check in/check out procedure is different than Sunday morning or Wednesday night. Depending on the size of the nursery we will use a sign in sheet in lieu of KidCheck. If the KidCheck Kiosk is not operating, go directly to the nursery and sign in accordingly at the door.

Special Concerns in the Nursery

Food and Drink

Infants will be fed formula, milk, juice or water as provided by parents in their bottles. Only plastic bottles clearly labeled with the child's name are to be brought to the nursery. Please indicate the time the bottle is to be given when the child is signed in.

When your toddler has graduated from a bottle to a sippy cup, please be sure to place their name on the cup. We will provide water.

Snacks provided are usually goldfish, cheerios, animal crackers or graham crackers. We normally provide snacks during the transition period (10:30 – 10:45am) on Sunday morning for those children who are staying both hours. Snack is not provided during the 11:00am hour.

ALWAYS REMIND THE STAFF OF FOOD ALLERIGIES when dropping off your child. If the parent would like the child to refrain from snack time, please indicate that under “special instructions” on the sign in sheet.

Medications cannot be given by our Nursery Staff. Medications are not to be put in the child's bottle.

- Our Nursery Staff is willing to feed your child their bottle if you indicate that on the Special Instructions Sheet.
- Mothers who are nursing may do so in the Quiet Room located near our Infant Room.

Changing Table/Cribs

When a child is having their diaper changed at the changing table the Nursery Staff will wear gloves and place a blue disposable pad on the changing table prior to placing the child on the table to change the diaper. After the diaper has been changed, the gloves, soiled diaper and blue pad are disposed off.

When clean sheets are placed in the crib, a small sign will be laid on top that reads, "These sheets are clean!" Whenever a child is placed in the crib, the sign is removed. Sheets will be removed after a child has used the crib.

All sheets are removed at the end of the nursery and washed.

Potty Training

Until your child is completely potty trained we ask that you use disposable pull ups while they are in our nursery. Potty training children will be taken to the restroom located in each of the nursery rooms. We encourage you to take your child to the restroom prior to leaving them in the nursery. Please remind our Nursery Staff on the Special Instruction Sheet that your child is potty training and needs to be reminded to use the restroom.

Healthy Children

*Please see page 13

Notifying Parents

In the event of a concern or emergency, a text message will be sent to the parent phone number registered in KidCheck or one of our Staff will come to the area indicated the parent will be while the child is in our care to retrieve the parent.

Guidelines and Procedures
Check in and Dismissal Policy

Sunday School, Programming or Childcare Check-in begins at the following times:

**ALL PARENTS MUST REMAIN ON CAMPUS WHEN A CHILD IS
PLACED IN OUR CARE**

<u>Service/Classes</u>	<u>Drop Off</u>	<u>Pick Up</u>
Sunday 9:30am	9:20am	10:40am
Sunday 11:00am	10:45am	Noon
Wednesday Night	Times vary depending on which activity the child is participating in. Please refer to the time schedule on page 5 for the events.	

****Please be courteous of our volunteer’s time and pick your child up at the close of the service or class.****



KidCheck is a secure children’s check-in system for the security of children while placed in our care.

Signing up for KidCheck is easy and free! Every family should have an account.

Setup Instructions

1. Visit <https://go.kidcheck.com>
2. Select the link to create a free KidCheck account
3. Fill in the requested fields, and agree to the terms of use

Adding Children and Guardians

1. Locate the “Kids” tab. Select the link to add a new child, and input your child’s information and upload photos. Select the save button when you are done.
2. Locate the “Guardians” tab. This is where you will input additional guardians whom you would like to be able to pick up the children you’ve listed. Add their information and upload photos. Remember to click save when you are done

Once you’ve created your account, simply use your 10 digit phone number to check-in.

Checking in and out

When on our campus, every child must be checked in through KidCheck. There are designated computer check-in stations located in the Gathering Area (2) and near the Weekday Preschool Office (1). Please place the printed name badge on your child so it is visible for teachers to see child’s name.

Only parents or guardians who have the Guardian pickup name badge will be allowed to pick up a child from his/her class. Individuals must be at least 18 years of age to pick up a child and must have the matching name badge.

Safety Policy

NFUMC and volunteers who work with children or youth are required to have a yearly training regarding our Church’s Safe Sanctuary Policy. This policy is a set of guidelines that helps prevent the opportunity for the occurrence and/or the appearance of abuse of children or youth and helps protect workers from false accusations and/or suspicions.

*There are always at least two volunteers supervising the children in all classroom and offsite events.

- Children 4th grade and under are escorted to the restroom by a teacher.
- Background checks are required for staff and volunteers who will be working with the children.
- The Safe-Sanctuary Policy is available upon request.

Health Policy

If your child has a food allergy, diabetes, asthma, or any other medical condition which may affect your child's participation, please be sure to indicate this on your child's information in KidCheck.

The following is our Sickness Policy. We ask all families to adhere to our guidelines:

If your child has any of the following symptoms, please keep them home:

Fever in the past 48 hours

Persistent cough

Uncontrollable runny nose

Vomited or had diarrhea in the past 24 hours

Rash, lice, or nits

Eye infection

Sore throat

Let's keep all of our kids healthy!

If your child has any of these symptoms or develops them in our care, we will politely ask you to take your child home.

Expectations of Children

“Love the Lord your GOD with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is love your neighbor.” Matthew 22:37-39

The 3 C’s for acceptable behavior are *Courteous, Cooperative, and Careful*:

Courteous

1 Peter 2:17 *“Show proper respect to everyone.”*

- Listen to your leaders
- Listen while others are sharing or asking questions
- Keep your hands to yourself
- Use kind words
- Participate in discussions

Cooperative

John 15:12 *“Love each other as I have loved you.”*

- Wear your KidCheck name badge
- Greet your friends with love as they arrive
- Participate together in class through prayer, presence, gifts, service and witness

Careful

1 Corinthians 12:25 *“We should have equal concern for each other.”*

- Let your parent check you in through KidCheck
- You don’t want to make your friends sick so stay home if you are sick
- Take care of God’s house

The 3 D's for unacceptable behavior are *Dangerous, Disrespectful, and Disruptive*.

Consequences for the 3 D's

- If a child is not following these guidelines his/her leaders will give one reminder of the rules
- If misbehavior continues the leader will have a private conference with the child
- If misbehavior still continues, the leader will contact the Children's Pastor to come and talk with the child
- If a child is having trouble adjusting to the expectations of the class, parents will be asked to attend the program with their child for a minimum of two weeks to reinforce appropriate behavior.

Expectations of Parents

Every adult in our church is asked to support the church through their prayer, their presence, their gifts, their service and their witness. When you enroll your child in our Creation Kids Children's Ministry Program, we depend on all parents to assist in some way.

You can be involved in touching the lives of God's precious children through any of the following opportunities:

Nursery – Volunteers are needed to care for our infants and toddlers. A minimum commitment of once a month is required. You may choose to serve during the 9:30 or 11:00 hour.

Preschool Teacher - Volunteers lead children in activities, group discussion, follow lesson plan, and do opening/closing prayer. Curriculum and training is provided. Commitment would be twice a month. You may choose to serve during the 9:30 or 11:00 hour.

Preschool Teacher Assistant – Volunteers assist the lead Preschool Teacher and interact with children during activities, group discussion, help keep children engaged while teacher leads discussion and activities. Commitment and hours needed are the same as the Preschool Teacher.

Elementary Teacher - Volunteers assist in activities and group discussion. Curriculum and training is provided. Commitment would be once a month. The elementary program is offered during the 9:30 hour.

We hope this handbook provides you with helpful information. If you have any questions, suggestions, or concerns please feel free to contact:

Staff Contact Information

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