

Philosophy of Grace Kids Ministry

We are excited to have you a part of our Grace Kids Ministry Team. We believe that this is such a vital ministry in the life of our church and it takes dedicated people like yourself with a heart for these children to make this more than just a program. So no matter where you choose to serve, Tiny Tots, Sunday School, Kids Club or Summer Activities we look forward to ministering with you!

Our philosophy of Grace Kids Ministry is to teach your children a high view of God by presenting them God's Word on a weekly basis. We believe that a child's greatest need is for the Savior. That is why the gospel will be presented to your children on Sundays, at Kids Club, and even during special musicals and camps. We strive to choose teachers for your children that love their Lord and Savior with all their heart, mind, soul and strength, and that dedicate themselves to preparing and praying for your children.

Preschool Ministry Guidelines for Grace Kids

Our desire in children's ministry at Grace Bible Church is to create a place where children and adults can participate in ministry by providing a safe and secure learning environment to teach them about the greatness of their God. These preschool guidelines apply from birth to 4 years old.

Basic Guidelines for Safe Ministries

We would ask that only trained caregivers be present in the preschool rooms during any church sponsored ministry. There will always be at least 2 adult caregivers present when caring for children 12 and under. Adults that are 18 and older will be able to serve in Wee Tots and all Young Adult caregivers may serve in all other preschool ministries.

Please remember that hand washing is very important when you are caring for our little ones.

Arrival and Absence

It is important that you plan to arrive before parents begin to check in children. Our new check-in system requires more time for parents, so they are arriving earlier in order to be able to make it to their ABF or service on time. We ask you to be ready to go by the following times:

- 1st service no later than 8:40 am
- 2nd service no later than 10:10 am
- Sunday evening no later than 5:45 pm
- Wednesday evening no later than 6:30 pm

If you will be late, please let your Team Leader know.

If you are unable to serve on your scheduled time, please find an approved replacement and inform your Team Leader of the change.

Check-In and Check-Out

Tiny Tots check-in and check-out is done by the Team Leader and Coordinator. If you should need to help with the 3 and 4 year old check-in and check-out, you will be given a demonstration of how the system works on your training day. Simple directions for check-in and check-out are posted at each computer kiosk as a reference if needed.

Preschool Diaper Changing and Restroom Guidelines

We desire to provide a safe and healthy environment for our children, which require us to have specific policies in this area. For your protection, as well as the protection of other children, we ask that gloves be worn when changing diapers and caring for other bodily fluids of our preschool children.

- Men will not be allowed to change diapers or take children to the restroom.
- When changing diapers, please place a disposable blue pad down before laying the child on the changing station. Please use disposable gloves that are provided for you at the changing stations. Young Adult caregivers will not be allowed to change diapers.
- When taking toddlers to the restroom, 2 female adult caregivers will accompany the child. If only 1 female adult caregiver is available, then she will stand outside the restroom stall and enter only at the request of the child or in the case of an emergency / accident with the door propped open. Please inform another adult if you need to enter the stall.

Health Guidelines

It is our desire that only healthy children be brought to our preschool ministry, but as we know that can sometimes change rapidly. If you should notice any of the following symptoms, please contact the parents so they can come and remove their child from the room.

- Fever of over 99
- Nausea, vomiting or diarrhea
- Significant, persistent nasal drainage (green or yellow in color)
- Excessive cough
- Rash (with the exception of diaper rash)
- Pink eye or eye infection

If you have been caring for the sick child, please wash your hands well before caring for another child.

Discipline

In the event that a discipline issue should arise with a child, we encourage you to use this as a training time for the child or children. Take the child / children aside and briefly explain what they did wrong and what the right way to handle the situation would have been. If an issue continues, please let your Team Leader know so that they may inform the parents.

Injuries

Any accidents will be handled by adult leaders. If the accident leaves a bump, bruise, cut, etc, please notify the Team Leader, Teacher, or Coordinator and notify them of the situation so they can inform the parent(s) of the accident. An Incident / Accident Info Form will need to be filled out. A First Aid kit is located in your classroom.

Room Sanitization

We ask that you please sanitize changing tables, tables and toys at the end of the second service on Sunday morning, Sunday evenings and Wednesdays. Toys that have been chewed on should be washed in hot soapy water before being played with by another child. Swings and exersaucers should be sanitized before being used by another child. Please use the *Clorox Anywhere* spray, let stand for 2 minutes, and then wipe down all surfaces before being used again by another child.

Conclusion

Thank you again for your desire to serve the body of Christ here at Grace Bible Church through Children's Ministry. It is our greatest desire that we exemplify the love of Christ in all that we do and say with other caregivers, teachers, team leaders as well as our precious children and their families. If you should ever have any questions or concerns we would encourage you to contact your Team Leader or Coordinator to discuss those things with them. We look forward to serving the Lord with you and to encourage you in any way we can!