



**SR Kids Ministry Volunteer Handbook
(VBS Condensed Version)**



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Welcome

First of all, THANK YOU so much for your willingness to serve with SR Kids Ministry. This handbook is designed to help all volunteers minister to and care for the children trusted to us. We want to create and to ensure for our families that their children are in a safe, effective and loving environment for them to grow in Christ and to learn more about His great love for them.

Once again, thank you again for being willing to volunteer and impact the lives of children at SRCC. We pray your opportunities to serve will be a blessing and joy for you through the Lord's guidance.

After reviewing the handbook, please sign, remove, and return the final page acknowledging your review of and agreement to the descriptions of policies and expectations.

Please let us know if you have any questions or concerns at any time.

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What We Believe at South Rock Christian Church

We believe in one God - Father, Son and Holy Spirit

We believe God is the creator of all things.

We believe in Jesus Christ, God's only Son and Savior of the world.

We believe in the Holy Spirit, who every believer receives at conversion.

We accept the Bible as the final authority for all matters of faith and practice.

We believe that man, created by God, willfully sinned and, as a result, is lost and without hope apart from Jesus Christ.

We believe that salvation - the forgiveness of sins - comes by grace through the blood of Jesus Christ.

We believe the Bible teaches that the pattern to receive Christ as Savior is to believe in Christ as God's Son and Savior of the world, to repent of personal sin, to confess Christ publicly, and to be immersed in water baptism.

We believe that the church, the body and bride of Christ, was founded on the day of Pentecost, and consists of all Christians worldwide.

We believe that God has ordained elders to exercise spiritual leadership and authority over this church.

We believe Christ followers are given spiritual gifts to minister to others.

SR Kids Ministry Requirements

Adult (18 years and older) must complete a consent form for a background check. This background check can be turned in using a printed form or completed securely online: www.southrockchristian.com/volunteerteam

Youth— 6th grade and older must be placed with an adult (over age 18). The adult must be present in each room at all times.

A common procedure is to maintain a “two adult rule” in specific settings or activities involving kids. Having another adult present is to protect individuals against accusations of misconduct as well as to specify courses of action in the case of allegations.

When any male volunteer is serving in Kids Ministry, the expectation is to have a non-related volunteer also present at all times.

Any couples who serve together, should also expect to have a non-related volunteer placed with them. Again, it is an important policy to protect all individuals in the case of any accusations.

Name tags & Volunteer Stickers: Name tags should be worn at all times while serving in Kids Ministry. By wearing a name sticker it will help everyone learn names, including parents, and help parents identify the teachers. Please check yourself in as a volunteer prior to entering the children's wing, and place your volunteer sticker where it is visible. Volunteer Lanyards are available and should be worn at all times for identification, if no sticker is available.

Arrival: All Volunteers will be prepared for and ready to greet families in their volunteer area at least 15 minutes before the service time they are scheduled. Please be sure an adult is always present in the room with kids, before, during and after service. Youth volunteers can be used as a “runner” when needed but should not be left unattended with kids present until another adult arrives.

SR Kids Ministry Requirements- Continued

Technology Usage: It is important that every volunteer's attention remains on the children at all times. A moment's lapse in attention could result in a serious accident, which, with appropriate supervision, may have been prevented. **Phones, tablets, and other electronic devices should NOT be used during your time serving with Kids Ministry.**

Full attention is expected to be on interactions with children, and greeting and engaging families before and after service.

We understand that sometimes you would like to take pictures of your classroom in action, please discuss that with leadership PRIOR to having your phone out or being used at all. We have some families with legal restrictions to photos being taken and it may not be allowable for that classroom setting.

If you have been given PRIOR approval with a review of children in attendance and photos or videos are taken on your personal phone, they are not allowed to be used/shared/distributed on social

media or through any electronic communications, this includes the parents of the children, without prior approval from the Nursery Coordinator or Kids Minister.

Any photos and/or videos taken should be sent directly to the Nursery Coordinator or Kids Minister to be shared with a parent or used for classroom activities. Please be mindful when sharing photos with a parent, many parents are understandably cautious of having photos taken of their child in social contexts. Also when taking approved photos it is important to limit shots with no other children included in the photos. (for example: in case a parent were to decide to share on social media when the photo is forwarded on, we may not have parent consent from other children included in the photo)

In every classroom there is a TV with a DVD player however we ask that those be used for specific curriculum situations as age appropriate for content and length. There is a library of DVD's available to borrow in the Resource Room as needed, please pre-approve use, content and time limits through the Kids Ministry Staff for any content you may wish to use in classrooms or Kids Church.

Safety and Environment

illness, please isolate them as much as possible and contact a volunteer at the Welcome Desk immediately.

Infection control:

- Hands must be washed after any contact with bodily fluid (i.e. wiping face/nose) and after changing a diaper. If you are changing multiple diapers in a row, please wash your hands in between. Gloves are recommended in these situations, and required when dealing with blood or vomit. Please discard gloves after each diaper change. Do not use the same pair of gloves to change multiple diapers. It is recommended that you wash your hands, even if you wear gloves.

-If a child does vomit in the classroom or have a potty accident please notify someone at the Welcome Desk for specific cleaning procedures. Keep the rest of the children away from the infected area. Make a note to identify to the cleaning staff where the accident occurred. There are "This area needs sanitized" signs available.

Children with symptoms of illness/infection should not be in the classrooms.

-Symptoms may include: unusual fatigue and irritability, coughing, sneezing, cloudy or colored discharge from the nose, matted and reddened eyes, rashes, fever over 100.4 degrees, vomiting, diarrhea, inflamed mouth or throat. (thermometer is located at the Welcome Desk.)

- If a parent drops off a child with one or more symptoms, or if you suspect an

- **Yuck Bucket:** All classrooms have a plastic tub labeled "yuck bucket". This is the place to put all toys that have come in contact with bodily fluids, usually saliva. Place anything that has been mouthed, chewed on, sneezed on, etc. in the designated "yuck bucket" for cleaning. At the end of your class, please spray these items with the cleaning solution provided. Once toys are sprayed and have been able to air dry, they can be placed on shelves for use. If unsure of toy cleanliness... please place in "yuck bucket" until sanitation can be properly done.

- **First Aid:** First aid kits are available in all classrooms (small red box contains band-aids, gloves, antiseptic wipes) as well as at the Welcome Desk. A Full First Aid Kit is located in the resource room. In the event of an emergency, volunteer at the Welcome Desk immediately. Never leave an injured child unattended.

- **Child Abuse:** We recognize that child abuse is a serious concern and problem in our society. The safety and well-being of children is a priority in SR Kids Ministry. Any suspicion of abuse should be reported to the Kids Minister or Nursery Coordinator as soon as possible. We will take any allegations of child abuse very seriously and take the necessary actions. We are responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.

Safety and Environment

-Continued

- **Environment:**

- Report any broken toys or equipment to the Kids Minister or Nursery Coordinator.
- Any Volunteer in C-102 (Red Room) is required to either remove their shoes and/or wear the shoe covers that can be found in the classroom.

- **Emergency Procedures:**

- Please see the SR Kids Emergency Procedure poster located in every classroom for specific procedures in the event of a tornado or fire emergency and be ready to follow and guide children with any emergency instructions presented.

- **Incident Reporting:**

- In the circumstances of minor incidents occur such as biting, scratching, falls, discipline concerns or anything else when a parent should be made aware, please contact the Nursery

Coordinator or the Kids Minister.

- An adult in the room is expected to be the one to communicate with parents under the direction of the Nursery Coordinator and/or the Kid's Minister in order to describe the steps that were taken to help the child and respond to the situation. Please be discreet in having such conversations with families.
- All volunteers who witnessed or interacted in circumstances that required parent communication should provide input for documentation the Incident Form available in the Room Use Folder in each classroom.

Bathroom Use:

- When taking a child into a restroom the upper door is to always remain open far enough that other workers can see in. Children who can use the restroom on their own can go in by themselves with an adult volunteer outside of the restroom door.

Discipline Procedures

The word discipline means “teach” and the process of discipline is to help teach children appropriate ways to meet their needs, self-regulate behavior, and to stop inappropriate behavior.

Volunteers with SR Kids ministry are to NEVER physically discipline a child.

Volunteers with South Rock Kids Ministry WILL teach our children by:

-Setting clear limits (At circle time we put our hands in our lap and eyes on the teacher).

-Redirecting inappropriate behavior (Let's sit and play cars instead of climbing on the table).

-Offering choices (You can do sit on the carpet here, or next to me, but we're not going to run around the room.)

-Acknowledging feelings (I can tell you are angry. What can we do to make you feel better?)

-Talking through situations (Tell me what's going on so I can help you.)

-A brief separation from the group is acceptable when a child's behavior puts them or other children at risk. If this occurs, the teacher may place the children in a supervised area away from the group. This time out practice will only be used for children two years or older and will not exceed one minute per year of the child's age. Example- a separation of 3 minutes for a child 3 years old, or when the child has regained a calm state.

If after all of the above attempts have been made and the child is still having a difficult time, the parents can be called. At that time please contact the Kid' Minister or Nursery Coordinator for further follow up with the family to communicate with the parent any challenging behaviors that the child is showing.

In all of our Kids Ministry areas and interactions our goal is to provide a safe, loving and Christ-centered learning environment. We will encourage the values of caring, sharing and loving among all of the children in our ministry.

Policy and Procedure Handbook (*VBS Condensed Version)
Acknowledgement and Agreement

By my signature below, I acknowledge that I have read and agree to abide by the policies and procedures stated in the SR Kids Ministry Volunteer Handbook*.

This handbook may be modified as needed. Notification of updated procedures/policies will be communicated and additional acknowledgement/agreement may be required.

Signature: _____

Printed Name: _____

Date: _____

____ (Please initial) I give consent for any photographs taken to be used for church purposes on printed and electronic sources (precaution will be made so that children's names will not be readily identifiable unless approved as needed)

PLEASE SIGN and RETURN THIS PAGE ONLY
(you may keep copy of handbook for review and reference)