



Kingdom Kids Ministries Manual

July 2016 Edition



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Introduction

Children are a blessing from God and deserve the very best teaching and learning environment possible. Our goal is to come alongside parents to help them train up their children so that they may always serve the Lord.

Children's ministry is vitally important for the following reasons:

First and foremost, the goal of our children's ministries is to instill in each child a Biblically-sound and firm foundation rooted in the absolute and infallible truth of the Word of God. We endeavor to demonstrate to the children a Godly example by how we live our lives in personal holiness, pleasing to the Lord.

Second, the children's ministries allow parents to fully focus on and receive from the worship and preaching in the church service so they will be better able to teach their children in the ways of God.

Third, children's church is a ministry to the pastor by providing a distraction-free atmosphere to impact the lives of adults for eternity.

Thank you for your willingness to serve.

Children's Church Pastor Rummel
Director of Children's Ministries

Qualifications

Doers (Helpers) – In order to serve in any Kingdom Kids Ministries classroom, doers must have been regularly attending AHC for three (3) months.

Teachers – Teachers must first serve as a Doer for three (3) months.

Background Check and Interview – All volunteers for Kingdom Kids Ministries are required to undergo an interview. Youth age 12 or 13 are not required to have a background check, however, all volunteers age 14 and older must undergo a background check prior to working with the children. If the background check is acceptable, the volunteer will be permitted to serve as a Doer or Teacher. All teachers and doers must meet the following requirements:

- Cannot have any sexual or violent felonies.
- Cannot have any assaults on minors, whether physical or sexual.
- Cannot be struggling with sexual thoughts towards children, or dealing with sexual addictions in any way including viewing pornography.
- Be in agreement with AHC statement of faith
- Be loyal to the pastors and leaders of AHC
- Be faithful to your assigned position.
- All workers need to arrive early to services as follows:
 - Sunday Morning – Arrive no later than 9:30 am
 - Wednesday Night – Arrive no later than 6:45 pm
- Be neat and modest in your appearance.
- Regard children as gifts for God, therefore treating each child in a loving, positive, kind and respectful manner at all times.

Types of Workers

There are several types of workers that make up the Kingdom Kids Ministries here at AHC.

Teacher:

The teacher is the person in charge of the classroom during the service they are serving. The teacher makes sure that the lesson is taught and the children are kept safe during their time in the classroom. The teacher also ensures that all the practical aspects of childcare are accomplished such as monitoring children with special allergies or needs, making sure each child's belongings are labeled, snack preparations, play time, changing diapers (Nursery), etc. The teacher can delegate any of these tasks to others working with them to ensure the classroom is run efficiently.

Adult Doer:

The duty of the Adult Doer is to assist the Teacher in any way possible. This may include preparing snacks, cleaning up toys, and labeling children's belongings.

Junior Doer:

Junior Doers are 12 thru 18 years old. The primary duty of the Junior Doer is to play with the children and to encourage the children to participate in the classroom activities. They assist the Teacher and Adult Doer in helping the classroom to run efficiently.

Suspect Abuse – Make the Call - ChildLine at 1-800-932-0313

Everyone is responsible for the safety and well-being of all children. If you suspect that a child in your care is an abused child, you are **required** by law to report it to the Pennsylvania ChildLine and Abuse Registry Intake Unit by calling 1-800-932-0313. Their phone number is also posted in every classroom. Intake personnel will take your report and you can remain anonymous, if you choose to, but please make the **CALL!!!**

Note: You are not required to report your suspicions to AHC Pastors, Teachers, etc.; however, you can do so and remain anonymous, if you choose to.

Security

The security and safety of the children entrusted to AHC Kingdom Kids Ministries is very important to us. The following instructions are to be followed with **no exceptions**:

Name Tags, Check-In stickers for parents and children (from the Kiosk) and the alertness of our volunteers are all part of the security system we have in place at AHC for the protection of the children. We also lock the church building doors and post gatekeepers at them to maintain a safe environment. **Every child** must have a Check-In sticker on them before being accepted into the classroom, with exception of the Junior Kids Church class. Only volunteers and children should be in the classroom, unless a parent with a crying child, who has the proper Parent Check-In sticker, needs to attend to their child. This exception is at the discretion of the teacher in charge.

We have a notification system on the sanctuary computer that allows us to notify a parent using the number on the Check-In sticker they were given when they checked their child in using the Kiosk computer. If a parent is needed, their number will show up on the TV's throughout the church. The parent should go to the classroom immediately for further instructions.

A Parent or Guardian can pick up their child at any time, by going to the classroom and giving their portion of the Check-in sticker to the teacher or helper, so they can match it with the child being taken. Teenagers are not allowed to pick up a child from any classroom.

If a Parent Check-In sticker is lost during the service, the teacher must notify the Administrative Pastor or the Kingdom Kids Ministries Pastor and the following steps will be followed:

- Both parents must be present before the child is released. If the spouse does not attend AHC and isn't present, said spouse must be notified by phone and approval given for the child to be released into the spouses care. This is at the teacher's discretion.
- The Kingdom Kids Ministries Pastor retains the right to hold a child until the consent has been given by the Administrative Pastor or Senior Pastor to release the child.

Security Alerts

Sometimes there are special Security Alerts posted on the whiteboard in the classroom about a particular child and the family situation. It instructs the workers as to who can pick up the child and who can't. These can be very delicate matters and are handled, as discreetly as possible, to ensure the privacy of the family involved. Ushers and Gatekeepers are aware of each security alert and are notified when children at risk are in the building.

Snack Time Children's Church and Junior Kids Church

Be aware of children who have allergies. No snacks are to be given in Children's Church or Junior Kids Church without prior approval from the Kingdom Kids Ministries Pastor.

Classroom Supplies and Forms

The following items are available to assist the workers in taking care of the children:

- First Aid Kit – 2 locations: A kit in the nursery mounted on the wall between the sink and paper towel dispenser. A First Aid Cabinet is in the closet between the ladies room and the kitchen, in the left side of the cupboard hanging on the right wall.
- Emergency Procedures, Fire Evacuation plan, Accident /incident Forms are located in each classroom.
- How-to Instructions for choking and seizures are posted on each classroom wall.
- Service CD's are available to all workers at no cost. Request one from the sound person for that service.
- Camera is located in the Nursery room in the cabinet above the sink for all classrooms to use when documenting injuries, etc.
- Super-Sorb for cleaning up vomit or blood
 - Nursery – Located in the cabinet under the sink
 - Children's Church – Located in the desk's bottom right drawer.
 - Junior Kids Church – Located in the right closet, when facing the closets.

Classroom Set-up Procedures

The following are the classroom procedures which are to be completed every service.

- Wipe off tables with Disinfectant wipes.
- If possible, place a welcome activity on the table for the children to do when they arrive.
- Turn on the CD player so there is children's praise songs playing in the background.
- Wash or use hand sanitizer to clean your hands when arriving.
- Nursery Only – Make sure you have enough diaper changing supplies and if you do not tell the Kingdom Kids Ministries Pastor.
- Nursery Only – Wipe off counter tops and baby changing table with Disinfectant wipes.

The following are guidelines to follow when working in the classroom:

Your Purpose:

- To protect and keep each child safe
- To help children grow in their relationship with God and their classmates.
- To reflect and demonstrate the love of God to each child.
- To participate as a team with the other workers in ministering to the children.
- To encourage a positive learning environment with in your class
- To display a responsible and caring attitude to parents as a representative of AHC Church.

Please do the following in class every service

1. Introduce yourself to the children and any workers who do not know you.
2. FOCUS – The children should always be your focus and the center of your attention. Turn off your cell phone and put it away. No one should be talking or texting on their cell phone while in the classroom.
3. Know the Bible Lesson for the day.

Classroom Set-up Procedures (con't)

4. Smile – Welcome children and their parents. Greet them with a “hello!” and tell them your name, if they do not know you. Speak kindly to the child and let them know you are glad they ARE HERE. If a child is reluctant to let Mom and Dad leave, get down on their level and try to engage them on conversation. Offer reassurance, while encourage the parents to leave and let them know you will alert them, if necessary, using the number on their name tag, and then get the child interested in a toy or the welcome activity, if there is one out.

NOTE: *Junior Kids Church* classroom setup can be done when the classroom is available.

Nursery workers should also do the following in class every service

1. Label- Make sure all diaper bags, sippy cups, bottles are labelled.
2. ALL workers should keep the room picked up between classroom activities. The room should never be cluttered with toys on the floor. It makes it hard to walk around for the children as well as the adults. Remove broken toys and alert the Kingdom Kids Ministries Pastor of any items needing repair or that pose a potential danger to the children in the classroom.
3. Check all children’s diapers 30 minutes before the end of class and if needed, change them. Place a diaper changed sticker on the child.
4. BEFORE A CHILD LEAVES - Make sure ALL handouts, crafts, diaper bags, blankets, bottles, etc. go home with the child when they are picked up by the parents.

Curriculum

An age appropriate lesson will be prepared by the Kingdom Kids Ministries Pastor or someone they delegated to prepare lessons for the month. Volunteer workers are encouraged to assist the teacher in presenting the lesson in fun and creative ways that will teach the fundamental teachings of the Bible.

Visitors in the Classroom

Workers are not allowed to bring a friend into the classroom to help while they work. Only persons who have undergone a background check for the Kingdom Kids Ministries are allowed in the classroom. If a person has not undergone a background check, they may not come in the secured children’s area.

Allergies and Special Needs

Any child that has a food allergy, such as dairy or peanuts, will have an “ALLERGY ALERT” sticker placed on their back. This information will also need to be put on the Special Need Alert white board in the classroom with each child’s name. Write what specific food allergy they have and/or any special needs with instructions for workers to follow. Read the posted signs when you arrive, so you will know what to do to keep the child safe.

Monthly Schedules

It takes a lot of dedicated people – parents and volunteers – to make the classroom run smoothly. The Church Secretary makes a monthly schedule available by the third week of the preceding month. The schedule is posted in the Coordinators office, each classroom, and at AHC’s website at www.aharvest.org/volunteer-schedule/. Click on the date and ministry to find your name. It is very important that you contact the Church Secretary by calling 834-5444 x2 or any other way they have instructed you to, as soon as possible, if you cannot make your assigned schedule.

Male Volunteers

We are so blessed to have men (teens and adults) interested in ministering to AHC children. Some of these children do not have a godly male role model to look up to in their lives. Having a male worker in the classroom can help fill a void for some of these children. Additionally, some of our children actually prefer to be near a male caregiver. The men in our classes bring another element to the ministry that a woman alone can't provide.

For the protection of our male workers, the following policies have been implemented. They are to be followed by all male workers, with no exceptions.

- Do not take children into the restroom
- Never be the only adult in the classroom with the children
- Nursery Only – Do not change diapers

Dress Code

During the course of a typical class, workers will have been on the floor to play with a child, will have raised their hands during praise and worship, will have had a runny nose wiped on their shoulder, and will be in contact with many parents. Therefore, proper dress must be modest, comfortable and have staying power. (Be able to stay where it is supposed to!) Women: No high heeled shoes are to be worn in the classroom.

The following list is the MINIMUM guidelines and should be checked BEFORE getting to church:

1. Bare skin test. Stand up in your outfit. Raise your hands above your head. Your stomach should still be covered. Now bend over and touch your toes. Your chest area should still be covered. Now sit on the floor, bend over a bit, reach back and feel the area above your pants or skirt. Your back should still be covered.
2. No tops with spaghetti straps are allowed.
3. Because the worker must get on the floor, skirts, dresses and shorts must be to the knee or longer in length. This is to ensure modesty.

Please do not wear high heels. Wear flats, tennis shoes or shoes with low heels. Remember, you are working with young children and need to be able to move around quickly. If you do not meet these minimum guidelines you may be asked to not serve that day.

Training and Fellowship Meetings

While the primary purpose of the Kingdom Kids Ministries is to provide a safe and secure environment for the children to learn about God, it is imperative to provide times of training and fellowship for the workers. Training meetings will be scheduled by the Kingdom Kids Ministries Pastor or Administrative Pastor, as needed. Each training meeting is designed to cover elements of Childcare with hands on training when appropriate. Occasionally guest speakers are scheduled to train workers on a particular subject, i.e. Children with special needs, CPR/First Aid training, etc.

Restroom Policy

Please follow these guidelines when taking a child to the restroom.

- Keep the door open, even if they are independent and try to close the door – it must stay open
- Let the child do as much as they can by themselves
- Only females may assist children in the restroom
- Men, for your protection, do not assist a child in the restroom

Healthy Kingdom Kids Ministries Policy

Every worker must wash their hands or use hand sanitizer upon entering the room before class begins. Wash your hands or use hand sanitizer again after using the restroom or wiping a child's nose. Nursery workers should wash their hands or use hand sanitizer before handling food or bottles and after changing EACH child's diaper.

How to wash your hands:

- Use warm running water and soap
- Wash front and back of hands
- Wash for 15-30 seconds
- Dry with paper towel

Children should not be accepted into the classroom, if they have any of the following symptoms or ailments (list is posted outside each classroom):

- Fever (other than teething)
- Flu-like symptoms
- Excessive runny nose (associated with an illness)
- Vomiting (If a child vomits while in the classroom, the parent should be located and the child should be returned to the parent for the remainder of the service.)
- Excessive diarrhea
- Unexplained rashes
- Pink eye (When in doubt, do not admit the child.)
- Head Lice (child should be free of all nits)
- Any other conditions not listed that are highly contagious. If you are not sure, ask the Kingdom Kids Ministries Pastor.

No child having symptom(s) of a contagious illness will be allowed into the classroom. In order to provide a safe, healthy classroom for all our children, we ask that all children be free of the following symptoms without medications for the past 24 hours:

- Sore Throat
- Constant cough
- Any unexplained rash
- Any skin infections
- Pink eye or other eye infections
- Head Lice (child should be free of all nits)

These rules apply to all workers also. If you have any of these symptoms do not come to serve, rather let the Administration Pastor or Kingdom Kids Ministries Pastor know as soon as possible.

If you suspect a child is sick during class, contact the Administration Pastor or Kingdom Kids Ministries Pastor, so they can alert the parents.

Cleaning Vomit Procedures

Please follow these procedures when cleaning vomit on the carpet: **(Super-Sorb and dust pan are available in each classroom)**

1. Sprinkle **Super-Sorb** on top of the vomit. Let it sit for 3 minutes.
 2. Sweep up the vomit and **Super-Sorb** with hand held broom and dust pan.
 3. **DO NOT USE A VACUUM CLEANER TO CLEAN UP THE WET MIXTURE!!!**
 4. Dispose of waste in a trash bag and remove bag from the room.
 5. Spray the affected area with disinfecting spray.
 6. Wash off the broom bristles and dust pan with water and soap. (Do not return the broom and dust pan to the storage area until you have cleaned them!)
 7. Return the CLEAN hand-held broom and dust pan to its storage area
- *Super-Sorb** is located in all classrooms.

When to Leave the Room

The classroom is a very busy place. It is important for all workers to arrive and depart in an orderly manner. When you are scheduled to work in a classroom you need to stay with your class for its entirety. The children should always be the worker's main focus. *A worker should never leave the class to get a cup of coffee or food.*

Words You Speak

Please remember to watch your words during class time. **Proverbs 18:21a** "the tongue has the power of life and death..." There is power in your spoken words. You can ruin the entire atmosphere of a class by your words (please, no gossiping, backbiting or complaining). Your speech toward the children should always be kind and loving. When disciplining or correcting a child, be firm and loving, but never shame or embarrassing the child into submission. This also applies to the words you speak to other volunteers. We want you to enjoy working with the other workers, but this is not the time to catch up on what has been going on in your life, good or bad. Little ears are always listening to what you are saying and little eyes are always watching what you are doing. Be mindful of why you're in the classroom and stay focused on that.

Classroom Clean-up Procedure

- Vacuum the classroom, if it is noticeably dirty. Our cleaning people may not get in to clean before the next service.
- Wipe off table with disinfecting wipes.
- Erase the white board.
- Turn off television, CD player, electric heater, (if it is in use) or any other electrical devices.
- Turn off lights when leaving.
- Alert the Administrative Pastor or Kingdom Kids Church Pastor of any items that need repaired of may be dangerous to children in the classroom.
- *Nursery Only* – Remove trash and put in dumpster.
- *Nursery Only* – Spray trash can with disinfecting spray and replace liner.
- *Nursery Only* – Spray or wipe off toys used during class time with disinfectant cleaner and put them in their appropriate bins or on the appropriate shelf.
- *Nursery Only* – Wipe off counters, cribs (if used) and changing table with disinfecting wipes.

Discipline Policy

The workers may not discipline any child by smacking their hands, spanking their bottoms, or by putting them in the corner. If a child is behaving badly (or is about to), a worker needs to stop the action, tell the child “No” or “May not”, give the child new instruction on how to act (i.e., wait patiently, say please instead of yelling, etc.), and redirect the child to another activity and praise the child when they obey. We want to use as much verbal and positive correction as possible, along with praising the child when their behavior is appropriate.

All classes have a 3-strikes and you’re out policy; however, this is dependent on the offense. If the child exhibits excessive behavior that requires stronger discipline at any time, the teacher has the option of removing the child from the classroom and then will notify the Usher, who will alert the parents. If needed, they will alert the Administration Pastor or Kingdom Kids Ministries Pastor, also.

Such behaviors include: (Note-this is for children who know the following is wrong)

- Biting
- Hair-pulling
- Hitting
- Kicking
- Repeated behavior that does not improve with verbal correction
- Tantrum (uncontrolled crying or screaming accompanied by flailing of arms and legs)

1st Offense: Write their name on the white board and tell them (where they are) what the wrong behavior was that they did to get their name written on it. In the Nursery, tell the child the behavior that was wrong and redirect them.

2nd Offense: If the bad behavior happens again during the same service, the teacher or worker should remove the child from the situation, then put the child in a chair at the table for a few minutes next to you. Discuss the proper way to behave with the other children and ask the child why they are behaving this way.

3rd Offense: If the bad behavior happens again during the same service, the teacher should remove the child from the classroom and have the Usher contact the parents. If needed, they will alert the Administration Pastor or Kingdom Kids Ministries Pastor, also. If neither of the Pastors is available, the teacher can give the child to the parents. The parent will be told details of the offenses and told that the child may not return to the class for the rest of the service, but may return to class the following week.

First Aid & Emergencies

The Nursery classroom is equipped with a First Aid kit on the wall beside the sink and there is also a First Aid Cabinet in the cleaning closet between the Ladies restroom and the kitchen. “What to do if someone is choking” and “What to do if someone is having a seizure” signs on the wall in each classroom.

Workers should use gloves when blood is involved in cleaning a child’s wound.

Accidents happen. Some accidents require a parent to be alerted. If any of the following occur, send a worker with the child’s Check-In sticker number to contact the Head Usher. The Usher should go directly to the parents and not use the alert system on the sanctuary computer.

- Any accident that leave a visible mark.
- Any accident where there is blood.
- Any accident that involves an allergy alert child that has ingested an allergen.
- Any accident that leaves the child crying for more than a few minutes, even if there is no visible injury.

First Aid & Emergencies (con't)

- Any accident that leaves the child limping or dazed.
- Any accident where a child is complaining of a pain more than five minutes after the accident occurred.

Alert the Head Usher immediately, by sending a worker. Have them call 9-1-1, if the following accidents occur:

- A child starts choking and cannot be helped quickly with intervention.
- A child is knocked unconscious.
- A child starts to have serious trouble breathing, especially if they are an allergy alert child. They may be having a fatal allergic reaction.

In all instances an Accident/Incident Report **MUST** be completed and a picture taken with the camera (located in the Nursery in the cabinet above the sink). One copy of the report is to be given to the parent(s) and one copy should be given to Kingdom Kids Ministries Pastor, who will keep it on file. Contact the Administration Pastor and the Kingdom Kids Ministries Pastor every time an Accident/Incident occurs.

Fire Evacuation Plan

A Fire Evacuation Map is posted in every classroom

Infant Room - Babies

In case of fire, workers should hold all babies and carefully make your way to the closest exit. The Nursery Teacher should grab the attendance sheet on the way out. Proceed to the Three Crosses in the parking lot. Teacher will check the children present against the attendance sheet to make sure all children have been evacuated who were present. All parents must present their Check-In sticker in order to pick up their child. Only the Lead Teacher may give a child to the parent in this emergency situation. If parent DOES NOT have their Check-In sticker, the parent must report to Administration Pastor or the Kingdom Kids Ministries Pastor BEFORE the child is released.

Toddlers Room - Ages 2-4

Locate the classroom rope hanging on top of the cabinet in the Nursery. Have each child hold onto the rope with one hand. One classroom worker should be in the front of the line and one classroom worker should be at the back of the line. The front worker leads the line to the nearest exit and to the Three Crosses in the parking lot. Once all the children are far enough away from the building, have them sit down. Teacher will check the children present against the attendance sheet to make sure all children have been evacuated who were present. All classroom workers stand around the children. Instruct the children to keep holding onto the rope while sitting. (This will give them something to do and hopefully keep them from running off.) All parents must present their Check-In sticker in order to pick up their child. Only the Lead Teacher may give a child to a parent in this emergency situation. If parent DOES NOT have their Check-In sticker, the parent must report to Administration Pastor or the Kingdom Kids Ministries Pastor BEFORE the child is released.

Children's Church Room

In case of fire, classroom worker carefully make your way to the closest exit making sure all children are with you. The Children's Church Teacher should grab the attendance sheet on the way out. Proceed to the Three Crosses in the parking lot. Teacher will check the children present against the attendance sheet to make sure all children have been evacuated who were present. All parents must present their Check-In sticker in order to pick up their child. Only the Lead Teacher may give a child to the parent in this emergency situation. If parent DOES NOT have their Check-In sticker, the parent must report to Administration Pastor or the Kingdom Kids Ministries Pastor BEFORE the child is released.

Fire Evacuation Plan (con't)

Junior Kids Church Room

In case of fire, classroom worker carefully make your way to the closest exit making sure all children are with you. The Junior Kids Church Teacher should grab the attendance sheet on their way out. Proceed to the Three Crosses in the parking lot. Teacher will check the children present against the attendance sheet to make sure all children have been evacuated who were present. All parents must present their Check-In sticker in order to pick up their child. Only the Lead Teacher may give a child to the parent in this emergency situation. If parent DOES NOT have their Check-In sticker, the parent must report to Administration Pastor or the Kingdom Kids Ministries Pastor BEFORE the child is released.

Tornado Severe Weather Procedure

In the event of a tornado, push tables up against the inside wall of your classroom. Teachers, workers, and children should get underneath them. If your classroom has a window, move your children to the closest room without a window and have children sit on the floor.

Active Shooter Procedure

Roles and Responsibilities of those in Ministry.

AHC Gatekeepers: Gatekeepers are our first line of defense from threats coming in to the building and will alert the Head Usher.

Head Usher: The Head Usher is responsible for the safety of the children by ensuring that the Kingdom Kids Ministries Pastor and all teachers are immediately alerted to an Active Shooter. They will either personally notify the Kingdom Kids Ministries Pastor and all teachers or they may assign another Usher to help make sure all classrooms are properly alerted.

Lead Teachers: Once the classroom Lead Teacher is alerted they will announce "Active Shooter" to the other workers. The following procedure should be followed immediately:

Infant Room - Babies

As quickly and quietly as possible:

- Lock the Infant room door.
- Gather all infants to the interior of the classroom wall close to the diaper changing table and lay them on the floor.
- Retrieve the attendance sheet and put it in your pocket. This is needed for when the classroom is evacuated, so all children present can be accounted for.
- Build a barricade around you and the children using rockers, cribs, swings, and baby beds.
- Sit on the floor behind the barricade and leave the babies lying on the floor close to you.
- **Do not open your door for anyone!** Remain seated and quiet with the children behind the barricade.

Toddler Room - Ages 2-4

As quickly and quietly as possible:

- Lock the Nursery room door.
- Gather all children to the interior of the classroom wall close to the changing table
- Have them sit on the floor.
- Retrieve the attendance sheet and Goldfish, put attendance sheet into your pocket. This is needed for when the classroom is evacuated, so all children present can be accounted for.

Active Shooter Procedure (con't)

- Build a barricade around you by turning the tables on their sides and sliding them in front of you and the children.
- Stack chairs in the front of the tables
- Sit or lie down on the floor with the children.
- **Do not open your door for anyone!** Remain seated and quiet with the children behind the barricade.

Children's Church Room

As quickly and quietly as possible:

- If safe to do so, evacuate all children and as you leave grab the attendance sheet and put it in your pocket. Take them to the Three Crosses.
- If not safe to evacuate, block the door. Grab the attendance sheet and put it in your pocket. Build a barricade around you by turning the tables on their sides and sliding them in front of you and the children.
- Stack chairs in the front of the tables
- Sit or lie down on the floor with the children.
- **Do not open your door for anyone!** Remain seated and quiet with the children behind the barricade.

Junior Kids Church Room

As quickly and quietly as possible:

- If safe to do so, evacuate all children and as you leave grab the attendance sheet and put it in your pocket. Take them to the Three Crosses.
- If not safe to evacuate, lock the exterior door and block the hallway door. Grab the attendance sheet and put it in your pocket. Build a barricade around you by turning the tables on their sides and sliding them in front of you and the children.
- Stack chairs in the front of the tables
- Sit or lie down on the floor with the children.
- **Do not open your door for anyone!** Remain seated and quiet with the children behind the barricade.

After the intruder has been apprehended:

Classrooms that have not been evacuated:

- Responding officers will establish a safe evacuation route.
- Remain in your barricaded state until an officer of the law enters your classroom.
- The officer may instruct you to put your hands on your head. The children will mimic your actions. So remain calm and quiet and do as you are told.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel – follow their direction.
- If allowed, ask for permission to get the classroom rope (if applicable) for the children to hold on to as they evacuate the building.

Active Shooter Procedure (con't)

After evacuation by authorities or if already evacuated:

- After the evacuation, you may be taken to a staging or holding area for medical care, interviewing, or counseling. **Remember the children are still in your care.**
 - Have them sit down in the holding area and verify all children are present using the attendance sheet. All the classroom workers should stand in a circle around the children. If parents are to retrieve their child, collect their Check-In stickers and verify that the right child is going to the right parent. Do not let another parent take anyone else's child, even if they know the child well or are good friends with his parents.
 - Do not leave the children until directed to do so by the Administration Pastor or the Kingdom Kids Ministries Pastor or until all children have been picked up by their parents. If parent DOES NOT have their Check-In sticker, the parent must report to Administration Pastor or the Kingdom Kids Ministries Pastor BEFORE the child is released.

NURSERY ONLY PROCEDURES

Snack Time and Sleeping

A white board is provided with any of the children's special instructions. These could include allergy alerts, feeding and sleeping times and any other instructions the parents may have.

Snacks are provided in each service. The snacks can only be Goldfish or Cheerios and the beverage will always be water. Please check the allergy alert board before giving children a snack and if you have any questions ask the teacher or Kingdom Kids Ministries Pastor. Get to know each child and their special needs.

Before snack time, wash the children's hands using a Baby wipe. Children should always eat their snacks at the table and not be allowed to walk around the room holding their snack and eating. Say or sing a short prayer with the children before snack time.

Infants or toddlers often require a nap during the morning services. Again any special instructions about sleeping for a child can be found on the Special Need Alert board in the classroom. The parents can indicate the child's preference for sleeping (side, back, stomach). Health specialists recommend placing babies on their backs to sleep and not wrapping them too tightly. Always raise side rails on cribs and be certain they are securely locked.

Diaper Changing

ONLY FEMALES ARE ALLOWED TO CHANGE DIAPERS. Every child who comes into Nursery gets their diaper changed as needed but 30 minutes before being given back to their parents.

Diaper changing time is a great time to do one on one ministry with a child. It is a good time to speak the posted profession over the child, tell them they are a special gift from God, pray for them or sing to the child. Don't just lay the baby on the changing table, change their diaper and move on. Seize this moment to minister to them.

In order to ensure that every child is changed, below is a suggested list of procedures to follow:

1. Wash your hands or use hand sanitizer.
2. Check the supplies at the diaper changing table
3. Ensure that you have the child's correct diaper ready. IF they do not have diapers use the ones provided by the church.

Diaper Changing (con't)

4. Select a child and start changing. **REMEMBER – NEVER, EVER LEAVE A CHILD ON THE CHANGING TABLE UNATTENDED FOR EVEN A SECOND! Don't ever turn your back on a child!**
Keep all eyes and attention focused on the child lying on the changing table.
5. Put a "Diaper Changed" sticker on the new diaper.
6. After the child's diaper is changed and the child is redressed. Pick up the child, look the in the eye and put a smile on your face and say, "the child's name" and tell them that "Jesus loves you! And you are special to God" Put the child down.
7. Wash your hands or use hand sanitizer.
8. Select the next child and repeat. After the last child, wash your hands or use hand sanitizer.

Potty Training

We describe a child as potty-trained, if the parent can drop off the child with no special instructions about taking the child to the bathroom. The potty trained child will tell the worker they need to go to the bathroom.

If a child needs to be asked if he needs to go to the bathroom, or if the parent tells you to take the child at certain times or time intervals, the child is not potty-trained.

The Nursery worker will see that the child is taken when needed to help with the potty-training process on a case-by-case basis.

Crying Kids and Worried Parents

When you have parents who are worried about their child crying during the class:

- Tell the parents we will work with their child the whole service, if the parents want us to. However, if the parents want to be alerted after a certain time limit, that is ok too. Write it on the white board.
- If a child is crying uncontrollably and you do not have any instructions on how long to let the child cry, alert the parents and ask how they would like to proceed. If after the second try the child is still uncontrollable the parents will have to sit with the child in the main sanctuary.

End of Service Time

About 5 minutes before the parents arrive, begin getting the kids and their belongings ready to go home.

- Using wet wipes, wipe off the children's faces and hands.
- Make sure all the children have their socks and shoes on.
- Put all bottles, pacifiers and blankets back in the appropriate diaper bags.
- Pick up as many toys as you can so the room does not look cluttered when the kids are picked up.

Start a pick-up time activity, such as reading a book to the class, or playing a quiet game. All workers are required to verify the child's Check-In sticker number matches the parent's sticker, before releasing the child.

KINGDOM KIDS MINISTRIES

MONTH:

Nursery Team - Sunday			
Date	Teacher	Helper	Helper

It takes a lot of dedicated people - parents and volunteers - to make the Kingdom Kids Ministries run smoothly. The AHC secretary makes a monthly schedule available by the 3rd Sunday of the preceding month. The schedule is posted in the Coordinators office, the Nursery and Children's Church classrooms, and our website at www.aharvest.org/volunteer-schedule/. Click on the date and the classroom, then find your name. It is very important that you let the AHC secretary know as soon as possible if you cannot make your assigned schedule.

Nursery Team - Wednesday			
Date	Teacher	Helper	Helper

Children's Church Team - Sunday			
Date	Teacher	Helper	Helper

Children's Church Team - Wednesday			
Date	Teacher	Helper	Helper

Junior Kids Church Team - Sunday			
Date	Teacher	Helper	Helper

Worship Team			
Date	Worship Leader	Back-up Singer	Back-up Singer

*Volunteers should arrive no Later than 9:30 am for Sunday and 6:45 pm for Wednesday.
If you cannot make your scheduled date, please contact Pat Shupe at (717) 599-8256.*

AHC's Kingdom Kids Ministries Accident/Incident Form

Child's Name: _____

Date: _____ Time: _____

This is what happened:

Here is how we treated your child:

If you would like to discuss the above accident/incident please call us or talk directly to the teacher or to Children's Church Pastor the Children's Church Pastor.

Teacher's Name: _____ **Phone #:** _____

Children Department Pastor: _____ **Phone #:** _____

*Top copy is given to the Parent and the bottom copy is kept for our records.
If a child has a seizure, please complete the Seizure Documentation Form and give both forms to the Parents.*

Seizure Documentation Form

STUDENTS NAME

DATE

NAME OF PERSON COMPLETING FORM AND STAFF POSITION

When did the seizure start

 AM

 PM

When did the seizure end

 AM

 PM

SYMPTOMS OF THE SEIZURE (CHECK ALL THAT APPLY)

What did you notice happening during the course of the seizure?

- ☐ Rapid jerking body movements
- ☐ Body limbs stiffened and shaking began
 - ☐ Right side of body only
 - ☐ Left side of body only
- ☐ Jerking of the face or limbs that lasted more than a second or two
- ☐ Student cried/squealed out
- ☐ Student made gurgling or grunting noises
- ☐ Student fell to ground and had a seizure and injured self
- ☐ Student fell to ground and had a seizure no injury occurred
- ☐ Student had loss of bladder control
- ☐ Student had loss of bowel control
- ☐ Student had rapid eye movements
- ☐ Student cyanotic (looked bluish grey in color)
- ☐ Student's body went limp
- ☐ Student was smacking lips
- ☐ Student walking/wandering
- ☐ Student had other repetitive movements
- ☐ Student looked like they were staring and unable to respond in a manner that made sense
- ☐ Student was picking at clothing
- ☐ Student lost consciousness (not aware of what was going on)
- ☐ Student had shallow breathing
- ☐ Student stopped breathing

LIST OTHER SYMPTOMS NOTICED DURING THE SEIZURE

WHAT WAS THE STUDENT DOING BEFORE THE SEIZURE HAPPENED?

(IF THE STUDENT WAS INJURED DURING THE SEIZURE INDICATE THE TYPE OF INJURY SUSTAINED)

DID THE STUDENT APPEAR TO BE ORIENTED AFTER THE SEIZURE STOPPED?

(Did the student know where they were and what was going on)

IF THE STUDENT IS NOT ORIENTED WITHIN 5 MINUTES OF HAVING THE SEIZURE, HOW LONG DID IT TAKE FOR THEM TO BECOME ORIENTED?

INDICATE IF NURSE NOTIFIED, 911 CALLED, GUARDIAN/CAREGIVER NOTIFIED

Abundant Harvest Church Special Needs Ministry

Child Information Form

Thank you for filling out this form. We respect your family's privacy. The information in this form is shared with those involved in caring for your child so they will know and understand any special care needs.

Child's Name: _____ **Birth Date:** ____ / ____ / ____ **Gender:** ☐ M ☐ F

Address: _____

Father's Name: _____ **Cell Phone:** _____ **Email:** _____

Mother's Name: _____ **Cell Phone:** _____ **Email:** _____

Home Phone: _____

Medical Care

Does your child have a specific disability/diagnosis?

Description in lay terms:

Is your child taking a medication with possible side effects we should be aware of? ☐ No ☐ Yes

Name of medication and possible side effects:

Seizures? ☐ No ☐ Controlled ☐ Uncontrolled **Frequency:**

If seizures occur, please describe:

Respiratory problems? ☐ No ☐ Yes Please describe: _____

Food/Drinks we should not give your child: _____

Does your child have any allergies that we should be aware of? ☐ No ☐ Yes *Please list:*

Assistance needed when eating/drinking? ☐ No ☐ Yes *please describe:*

Toileting: ☐ Independent ☐ Wears diaper/pullups ☐ Requires assistance *Type:*

Mobility: ☐ Walks independently ☐ Uses wheelchair ☐ Uses braces or orthotics

Any positioning or mobility concerns:

Needs a one-to-one aide? ☐ No ☐ Yes

Please provide any important care instructions:

Speech and Cognition

The child communicates in the following ways:

☐ Non-verbal, but vocalizes ☐ Says words ☐ Talks in sentences, but may be hard to understand

☐ Talks near or at typical level for age *Other:*

Hearing problems? ☐ No ☐ Uses Hearing aid ☐ Uses sign language

Vision problems? ☐ No ☐ Yes *Please describe:*

Following directions: ☐ Is unable to follow directions ☐ Follows simple one-step directions
☐ Follows two-step directions ☐ Has no trouble following directions

Social and Behavioral

Child's understanding of God/relationship with Christ:

Past Sunday School/Church experience:

What are your child's strengths?

What are your child's weaknesses?

What things or activities does your child like?

What things or activities does your child dislike?

Any special fears?

Behavioral tendencies: ☐ Temper tantrums ☐ Running away ☐ Yelling ☐ Biting ☐ Hitting
☐ Refusal to follow directions ☐ Pushing ☐ Aversion to touch ☐ Withdrawal

Other:

How do you handle this/these behavior(s)?

What suggestions do you have for including your child? *(For example, sit closer to the teacher, don't ask him to read aloud, avoid loud noises and so on.)*

We should contact you if:

Please provide any other information that might be helpful for us to know:

Please sign below giving your consent for emergency medical treatment in case of emergency or accident.

Parent/Caregiver: _____ **Date** ____ / ____ / ____

Complete this form and return it to Nursery or Children's Church Coordinator.

Abundant Harvest Church

**My diaper was
changed today! 😊**

Jesus Little Lambs Nursery

Please insert the child's name in the space and speak this profession over the child as you are changing their diaper

May integrity and
honesty be _____
virtue and protection.

Psalms 25:21

May integrity and uprightness protect me, because my
hope, Lord, is in You!