

NLCC KIDS LEADER HANDBOOK



WELCOME TO THE TEAM!

You have joined an amazing team of energetic, enthusiastic, people who love kids and can hardly wait to see how God uses them to 'Connect children to the life-changing power of Jesus Christ, to love God and love others'!

Whether you are a frontline person, or serving behind the scenes, you are a vital part of Children's Ministry. Thank you!

You have a great responsibility, and a tremendous privilege, of sharing God's truth and love with the children and families of NLCC Kids ministry.

Jesus placed great importance on the teaching of children. He said in Matthew 19:14,

"Let the children come to me and do not stop them, because the Kingdom of heaven belongs to such as these."

Thank you for committing to teach and serve the children of North Langley Community Church.

Enjoy the journey!

CHILDREN'S MINISTRY MISSION STATEMENT

We exist:

To connect children (and families) to the life-changing power of Jesus Christ, to love God and love others.

QUALIFICATIONS FOR VOLUNTEERS

- All volunteers have accepted Jesus as their personal Saviour.
- All volunteers are required to complete a Volunteer Application form, Criminal Record Check(16+), read and sign to acknowledge the NLCC Child Protection Policy & Procedures, read and adhere to this Handbook, and be interviewed by a Children's Ministry staff member.
- Students age 12-15 must have parent permission to serve.
- All volunteers are required to attend NLCC for a minimum of 3 months before serving in NLCC Children's Ministry. (There may be certain cases which would be exempt from this condition. These individuals need special permission from the Children's Pastor).
- Youth in Grade 9 and older can serve as a Small Group Leader.
- Youth in Grade 6 and older can serve as a Small Group Assistant.
- A 5-year age gap is recommended between the youth serving as Small Group Leader and the students.

SUNDAY MORNING SCHEDULE

Walnut Grove	
8:30 / 10:30	Team Time! Connection & Prayer for Leaders
8:50 / 10:50	Leaders in Classrooms to receive kids / Collect Supplies for SG
9:05 / 11:05	Connection Time in Small Groups for NLCC Kids Jr & Kindergarten – Grade 5
9:10 / 11:10	K-5 LARGE GROUP TIME
9:15 / 11:15	JR LARGE GROUP TIME
9:35 / 11:35	JR's head to Small Groups for Activities & Craft
9:50 / 11:50	K-5 head to Small Groups for Activities & Discussion
	SMALL GROUP TIME <ul style="list-style-type: none"> • NLCC Kids Jr • Kindergarten - Grade 5
10:25 / 12:25	Pick Up / Pick Up (Kids Birth to Grade 1 MUST have parent signature!)

TEAM TIME

Team Time is an opportunity to pray and receive encouragement, morning instructions and supplies. Part of your commitment is to attend Team Time.

All volunteers are required to wear a NLCC Kids' nametag. This identifies you as a screened, authorized, leader in the classroom with children. 'VISITOR' tags are available for parents wishing to remain with their child, or potential leaders checking out the ministry.

Collect your Small Group classroom bin at Team Time. Please return activity supplies to the Supply Cart in the hallway at the end of the service.

Team Time ends at **8:50AM** and **10:50 AM** at Walnut Grove. You have 10 mins to collect supplies and be at the door to welcome children and receive sticker nametags, as kids are dropped off by parents.

CHECK-IN

Children need to be checked into all Children's Ministry program. Children check-in at the table in the foyer through a computer system.

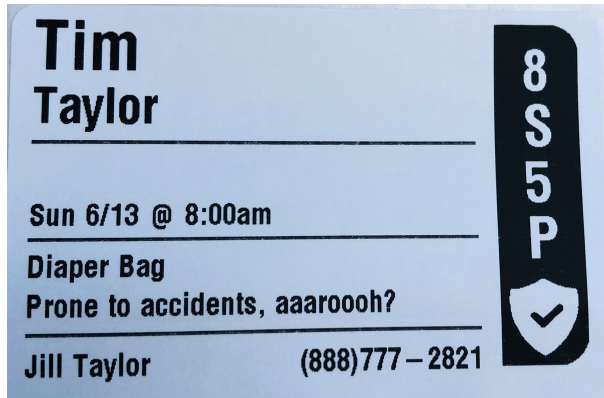
All children are dropped off at their classroom immediately after Check-in and welcomed by Small Group Leaders.

Children's nametags (right, sample pic.) are placed on attendance sheet on clipboards for each grade level, and in every classroom. Leaders sign-in on the attendance sheet.

Record the number of students present in the box at the top of the attendance sheet.

ALWAYS have your class list with you, including when you go to Large Group. If there is a fire, or other emergency evacuation, you will need the list to make sure all children are accounted for.

Return the check-in list and clipboard to the Team Time classroom at the end of service.



LARGE GROUP

All children should walk behind a Small Group Leader when going to and from Large Group. The Small Group Leader should be the first person in the room. Please do not allow the children to run.

Sit with your children during Large Group so you can manage any discipline issues with your small group. Large Group teachers are not able to do this when they are teaching a lesson. Participate in singing and set an enthusiastic example for your kids!

Come prepared and review your lesson prior to Large Group. Large Group is a time for you to participate and show kids what's expected of them.

Physical contact such as tickling, placing children on your shoulders, touching a child in any area that would be covered by a bathing suit, or any other 'Inappropriate Touch' as outlined by NLCC's Child Protection Policy, is not allowed.

SMALL GROUP

When you return from Large Group do the provided Small Group activities first, and then have free playtime if time permits.

Do not allow children to climb on, or sit on stacked chairs. It is not only dangerous because they could fall and get hurt, but sitting on stacked chairs damages the chairs.

For your protection, a volunteer should not be alone in a room with a child(ren) with the door closed. For this reason, we have 2 Small Group Teachers in a room, and/or teams of teachers. If you find yourself alone with children, for example the other teacher takes a child to the washroom, please open your classroom door.

For NLCC Jr. classes, please use child safety gates when doors are opened. Safety gates are kept in each classroom (except rooms 100 and 101 at Walnut Grove, which have half-doors).

Pray together before dismissal, and encourage children to share prayer requests and/or answers to prayers. Participation in Prayer is a spiritual discipline that is an important part of a child's spiritual formation.

Ratios: leader/child (Suggested)

- 1:2 Infants (birth to 12months)
- 1:3 Toddlers
- 1:5 Preschoolers
- 1:7-10 Elementary Age (K-Grade 5)

Paging Families - In the event that a family member is needed, parents can be contacted by using our Signal the Parents site and displaying the child's security code. Parents can be signaled by using the tablets provided (JR's are located in the 2-yr-olds rooms and the hallway, K-5 is located in the sound booth). Parents can also be signaled by small group leaders via cell phone. The small group leader must log onto the NLCC Guest Wi-Fi and then go to nlcc.ca/signal. Then select SIGNAL SITE. Type in the security code found on the child's nametag label. For the Juniors, add JR to the end of the code.

The screenshot shows a digital form titled "Parent Call". It features a text input field containing the security code "B4J6-jr". To the right of the input field is a "Send" button. Below the input field, the text "Output Preview" is visible.

PICK-UP

All children are to be picked up by a parent or authorized caregiver who is over the age of 16. There are no exceptions. Children are not to leave the classroom by themselves or meet with their families in the foyer. Children birth to age 6 require parent signature for sign-out.

Please verify that the security code on the parent's sticker matches the code on the child's nametag. NO person can pick up a child without the matching security code sticker in their hand.

Once you have returned your Small Group supplies please stack chairs, turn off the lights (only after 2nd service), lock the door and close it.

ABSENCES & SUBSTITUTES

If you are going to be absent, please follow these procedures:

Step 1: Most Small Group Leaders serve on a two week on, two weeks off rotation. Switch with a Small Group Leader that is on a different week rotation. Try to do this in advance. Contact information for other leaders are provided for this purpose.

Step 2: If you cannot find another person to switch with, email the appropriate campus staff before Friday. Most staff are off on Fridays.

WALNUT GROVE

Joy Sarju, *Children's Pastor*, joys@nlcc.ca

Suzie Warneke, *Children's Ministry Preschool Director*, suziew@nlcc.ca

YORKSON

Scott Turner, *Children's Ministry Director*, scottt@nlcc.ca

Please be intentional about planning ahead! There are times when illness and emergencies happen, and you may have to cancel serving at the last minute. Please attempt to find yourself a replacement, and email the appropriate staff to inform them of your emergency or sickness.

SMALL GROUP LEADER INFORMATION

MEMORY WORK

Every month children have a Bible verse they will be learning. Encourage the children to memorize the Bible verse using the activities in our curriculum as a tool, or bring your own creative ideas to help kids hide God's Word in their hearts!

PARENTAL CONTACT

Connect with parents as they come to collect their kids! Also, feel free to phone the parents of your Small Group to introduce yourself and let them know that their child is in your Small Group. Some Small Group Leaders write a short intro about themselves so that the parents can get to know them. Ask the Children's Ministry team for the phone numbers.

Get to know which parent belongs to which child at the door, and share something positive about the child from your time with them! Encourage parents to work through the Take-Home

paper or any other parent info.

BATHROOM POLICY

NURSERY

For children who are toilet-trained, follow the procedure below for Preschool children. If the child wears diapers, the parent/caregiver should be paged to change their child's diaper when needed. There are no exceptions. See NLCC's Child Protection Policy or Nursery Volunteer Handbook for more information.

PRESCHOOL - GRADE 2

If just one child must go to the washroom, the adult volunteer should escort the child to the washroom and prop the outside door open. The volunteer should then remain outside the washroom door, and wait for the child to escort him or her back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.

Never be alone with a child in an unsupervised washroom, and never go into a washroom cubicle with a child and shut the door.

When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. Cubical door must remain open. If this is not possible, inform another adult when taking a child to the washroom and when you return.

GRADE 3 - 5

Children may go to the washroom on their own, one at a time. Please do not allow children to go to the washroom in groups. Children should get permission from their leader to go to the washroom, and should return after a reasonable amount of time.

ABUSE

NLCC has zero tolerance for abuse, harassment, and neglect. All disclosures of any abuse must be reported for legal and moral reasons. See NLCC's Child Protection Policy for more information. Please report any disclosure to a Children's Ministry staff member.

SMALL GROUP LEADER ASSISTANTS

It is a goal for NLCC Kids Ministry that every Small Group Leader has an assistant (teenager or adult). Leaders are encouraged to find an assistant, someone who would work well with you. It is very valuable to train/mentor someone on how to be a Small Group Leader, so when your group grows it can easily be divided, and the trained Small Group Assistant can confidently lead a group.

GUIDELINES REGARDING BEHAVIOUR

DO

- Create a safe, loving, environment to cultivate trust and community.
- Be respectful of children and their needs.
- Establish and communicate realistic expectations; creating rules and consequences together.
- Be fair and consistent with all children.
- Be prepared! Have activities well planned to avoid times of confusion & disorganization.
- Focus on positive actions.
- Be aware of children with special needs.
- Emphasize prevention rather than constantly dealing with crisis.

DO NOT

- Force students to sit too long – allow for activity changes.
- Physically discipline or verbally abuse a child.
- Physically pick up a child (grades 4 and up) or tickle children.
- Touch a child around the bathing suit areas.
- Use negative threats such as “You’ll never get to heaven if you act like that”.
- Punish the whole group for the mistake of one.
- Isolate children through a ‘time out’.

If you have a discipline problem, consider the following:

- Are the rules fair, acceptable, understood (discussed), and reasonable?
- Talk to the child privately and review the expectations and behaviour. Discuss with the child how the behaviour should change, and offer choices that are acceptable to both parties.

If you are struggling with a child, it is essential that you find a Children’s Ministry staff or Coach to assist in creating a positive solution. There is usually a reason behind every behaviour, and often Small Group Leaders don’t have a lot of time to attend to one specific child who is struggling. Our staff is here to support leaders in these situations to provide help to the child and free the leader to attend to the bigger group.

Keep challenging children in your prayers as we never know what causes their behaviour. Challenges may be from situations at home such as divorce, problems at school, or special needs. You are encouraged to pray faithfully for all our kids and families.

STEPS FOR CORRECTING NEGATIVE BEHAVIOURS:

STEP 1: REMIND

“Your job right now is to work on your craft. Once you are done you can play.”

STEP 2: REDIRECT

“It looks like you need to take a break from crafts. Let’s find somewhere to play until you’re ready to finish your craft.”

- Using positive reinforcement, accompany the child from the activity and guide them to a more calming area. Staying with the child will turn the situation into a positive experience for them. Never isolate a child for negative behaviour.
- After you have reminded and redirected a child, if the undesired behaviour persists, you need to find a staff member who can spend some time with this child.

STEP 3: REMOVE CHILD & FIND A STAFF MEMBER OR COACH

“Your body is showing me that you need a break from small group. I’m going to find someone who can sit with you while you are taking your break.”

- Find a Children’s Ministry staff or Coach. It is critical that an adult be with the child during this time. Never isolate a child for negative behaviour.
- After the child and the staff member/adult has decided that they are ready to rejoin the group, they may do so without any further discussion about the break.

EMERGENCIES

FIRE

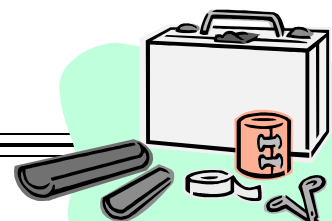
Familiarize yourself with your classroom, and be aware of hallways and exits near your room. Study the Emergency Exit Route plan posted near your classroom door, and be familiar with your escape route. In the event a fire alarm should sound, lead your children out of the building (in a line with one adult at the front and one at the back of the line). Take your Check-In attendance clipboard with you to the designated meeting area outside.

Check that all children checked in are present with you. Remain together until an “All Clear” is given. Do not return to your classroom until you have been instructed to do so.

FIRST AID



A First Aid kit is available on each floor for small emergencies and accidents:



- Upper floor Children's Ministry Cart
- Main floor Kitchen & Office Photocopy Room
- Nursery
- Room 117B (Basement)

An oxygen tank, AED, and additional First Aid supplies are in the back of the Sanctuary.

If you have First Aid training let a staff member know, so we can make a list of people.

Only parents can administer medication (including Aspirin or Tylenol). Do not allow parents to leave a child who is obviously sick.

IN CASE OF A MEDICAL EMERGENCY:

1. You and another person remain with the injured child
2. Send someone to get a staff person
3. Call 911 if necessary
4. Work with the staff to complete an 'Incident Report' form
5. Children's Ministry staff will notify parents