



2011

volunteer

Handbook

 **Christ's**
CHURCH AT MASON

Dear Kids Inc Volunteer,

Welcome! Thank you for your involvement with the Children's Ministries of Christ's Church at Mason. Please take the time to read the information in this handbook so that you will be prepared to teach and love the children God has sent to Kids Inc! Let's all work together to bring about growth in the lives of our kids at Christ's Church at Mason. We look forward to ministering with YOU!

At CCM, we want to help you teach kids about Christ, His love, and what it means to be a Christian. We're here for you every step of the way: from birth to 6th grade, baby dedication to How to Become a Christian class, school year and summer! We want to help you as we show kids how they were CREATED by God for something great!

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Kids Inc: Where parents partner with CCM to help guide children towards a relationship with their Heavenly Father.

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Volunteer Responsibilities

ALL volunteers must have a current, completed application on file with the Kids Inc Department of Christ's Church at Mason. A background check will be run through Shepherd's Watch/Lexis Nexis. Authorization to run this background check will need to be signed and turned in with the application.

This background check will be performed on all adults 18 and older. The background check will search for any criminal activity including arrests, convictions, or other information the local, state, or federal criminal enforcement agency may have that would affect the ability to safely work with children.

Tweens/teens who serve will have a separate application and approval process. Parents and a Children's, Middle, or High School Minister/Director will also need to submit a recommendation. See the application for further information.

JOB DESCRIPTIONS

Birth – Pre-K's

Before Sunday

- * PRAY for the morning you are scheduled to be with the children. This is a time when seeds are planted and nourished in our kids and their families each week.
- * Look over the curriculum that has been provided.
- * Find a sub for any Sunday that they may not be available to teach, as well as let Katie & Wendy know.

Attendance, Drop-Off, Pick-Up Procedures

- * 1st hour teachers are asked to be in the room from 9:15-10:40; 2nd hour teachers from 10:40-12:15.
- * Check children in and out on the attendance sheet. Take the attendance sheet with you wherever you go—muscle room, courtyard playground, etc.
- * An adult may only pick up a child if he/she has the correct numbered slip that matches the child's tag. Green tags are for visitors; white tags for regular attendees.
- * If a child's name is not listed on the attendance sheet, first check to make sure the child is being dropped off in the correct room for his/her age. If it is the correct room, add the child's name under the additions portion of the attendance sheets.
- * Children may bring a diaper bag, sippy cup, extra pull-up, etc to class. Have parents label everything with a pen or permanent marker.

Nursery/Toddlers

- * Play with children, read to them, offer snack, and inform parents and children's directors of any injuries or other problems.
- * Check children's diapers to be sure they are clean and dry. If not, please change them!
- * We do not mix bottles. Parents can either mix bottles before service or we can page them to come to the nursery and mix it themselves.
- * Strollers are available to use to walk around with children who need calmed down. We ask that you only walk children in the nursery and preschool hallways and not in the foyer or by the gym.
- * Men may NOT change diapers unless a woman is present.
- * Stocking feet are required for volunteers in these rooms. Shoes can be left behind the counter in the cubbies before entering the classroom. Socks are available if necessary.

2's

- * Play with children, read to them, offer snack, tell the Bible story (if applicable), and inform parents and children's directors of any injuries or other problems.
- * Check children's diapers to be sure they are clean and dry. If not, please change them!
- * Parents can now put potty training stickers on their children. Remember to ask children who are in the training process if they need to use the restroom. We have clothes and extra pull-ups available in the closet across from room 112 in case of accidents.

Preschool

- * Play with children, read to them, offer snack, tell the Bible story, and engage children in the activities relating to the Bible story from the curriculum.
- * If a child is hurt, injured or upset or you have any other problems, notify Katie or Wendy. If necessary, inform parents of any problems or concerns when they pick up their child.
- * Preschool praise occurs during the 11:00 hour. The praise leaders need your help keeping kids engaged. Children are not required to sing, but they should stand and listen. If

Classroom Clean Up

- * Nursery/Toddlers: before leaving, please put larger toys against the wall, put smaller dirty toys and laundry in the dirty laundry basket (nursery), and sanitize changing tables and activity tables.
- * Two's/Preschool: Before leaving the classroom, we ask that all toys are put nicely back on the shelves. Crayons, markers, craft supplies, snacks, cups, Bibles, etc are to be put underneath the CCM cabinet. Preschool toys can be put in the buckets and placed in the CCM toy cabinet. Please try to keep cabinets organized. If you have time, Lysol wipes are in the cabinet for toys to be sanitized.
- * Remember that these rooms are used for preschool and childcare during the week and other activities on the weekends. Rooms need to be mostly clean for the teachers on Monday morning.

SCHOOL AGE (K-6th Grades)

Look over the curriculum that has been provided. PRAY for the morning you are scheduled with the children. This is a time when seeds are planted and nourished in our kids and their families each week.

K-6th grade 1st Hour

- * All kids are in grade appropriate rooms lead by 2 volunteers.
- * Arrive to the classroom by 9:15 am at the latest
- * Check kids in and out as they are being dropped off and picked up.
- * Use the curriculum/materials that are provided.
- * Find a sub for any Sunday you may not be available to teach as well as letting Amanda know.
- * Pray for the kids and their families in their class during the week .

K-2nd grade 2nd Hour

All K-2nd kids come together for worship.

They sing songs, watch video clips and learn about the Bible in relevant and fun ways each week.

- * All kids are in grade appropriate rooms lead by 2 volunteers.
- * Arrive to the classroom by 10:40 am at the latest.
- * Check kids in and out as they are being dropped off and picked up.
- * Use the curriculum/materials that are provided.
- * Find a sub for any Sunday you may not be available to teach as well as letting Amanda know.
- * Pray for the kids and their families in their class during the week.

3rd – 6th grade 2nd Hour

First all the kids come together to hear the weeks message and for worship. They sing songs, watch video clips and learn about the Bible in relevant and fun ways each week. The kids are then broken down into both boys and girls small groups according to grade with the small group leader.

- * Arrive to the gym by 10:45 am at the latest and take attendance.
- * Use the curriculum/materials that are provided.
- * Find a sub for any Sunday you may not be available to teach as well as letting Amanda know.
- * Pray for the kids and their families in their class during the week.
- * Help the group talk through what they've learned and how they might apply that to their lives.
- * Build a relationship with the group members.

Children with Special Needs

Arms Wide Open (AWO) is the Special Needs ministry of CCM. There is a separate training for volunteers who work with this ministry on a regular basis. Listed below is some basic information regarding how the AWO ministry works with the Kids Inc Children's Ministry.

Jenna Kuntz is the AWO Director and is available on Sunday's in room 114.

- *Some of the children in your class may have been diagnosed with a special need while others may just be starting the process. At CCM we do our best to keep children mainstreamed as much as possible. Some children may have a buddy with them. The AWO buddy will take care of that child's needs.
- * Other children with special needs that do not have an assigned AWO buddy, can always be taken to the AWO room (114) if a situation occurs that you are unable to handle. The AWO Director is available during both services to take care of these specific children.
- * If you think a child in your class may have a special need, but you haven't been informed of it, feel free to talk to a Children's Director or the AWO Director. We ask that you do not mention your concerns with the child's parents.
- * Many children in our classes have specific food allergies. If a child in your class is allergic to either snack that we provide, please wash your hands before serving that child to avoid any dust or crumbs from your hands coming into contact with that child's snack. (Note that neither the pretzels nor goldfish we use are made in close contact with peanuts. Children with peanut allergies will be fine eating this snack.)

Nametags

All volunteers are to wear nametags identifying them as a part of the Kids Inc team. Parents who wish to stay with their child during class must have a RED nametag that is obtained from the Welcome Center. Nametags will be located in the bin each week. Please return the nametag at the end of the session so it will be ready the next session you serve.

Nametags are color coded identifying levels of responsibility.

RED is for visitors—no one on one contact with children in the classroom/bathroom.

YELLOW is for adults that have not been background checked (typically a sub) and/or volunteers under 18.

GREEN is for adults who have been background checked. They may take children to the bathroom.

Child Check In Procedures

All children birth through 6th grade are checked in to class through the touch screen system. Several screens are located throughout the building.

Each child will have a label that includes (see sample)

Child's Name and classroom

CURRENT Date

Family ID # (to be used to contact parents in worship services)

Parents/Guardian's name and phone number and location

Special needs/allergies/other important information

Here's what you need to do as a volunteer:

- 1) Check to be sure every child coming in the classroom has a label on with the current date on it.

It is important to be sure that all children ENTERING a classroom have a name tag. If they don't have the computer generated tag, they should have a GREEN visitors tag. If they have neither, please send them to the Welcome Center in the preschool wing.

No child should be in your classroom without a printed or visitor nametag!

2) Ask for and check the pick up tag from the parent.

- a. Please don't release children unless there is an adult with the pickup tag that matches.
- b. The date and family number must match the child's nametag.

Taking Attendance

Upon arrival, check each child in on the attendance sheet.

Use a 1 to indicate that a child is here on Sunday during 1st hour.

Use a 2 to indicate that a child is here on Sunday during 2nd hour.

It is CRUCIAL that you take attendance BOTH hours. This helps us with accuracy.

Ratios

In order to uphold child safety policies, there must be a minimum of 2 adults in every classroom. The following ratios will try to be observed:

Nursery	1 adult to every 2 babies
Toddlers	2 adults to every 4 toddlers
Two's - Five's	2 adults to every 14 children
School Age	Minimum of 2 adults per class

Substitutes

If you are going to be absent when you are scheduled to work, please try to contact a sub from the substitute list or trade with another person on the team that works during the opposite month. Please also contact Katie (preschool) or Amanda (school age) as well.

Resource Room and Supplies

Commonly used supplies such as crayons, Play Doh, crayons, scissors, pencils, markers etc. will be kept in your classroom. There are cabinets labeled CCM for this purpose. Supplies will be provided for you by the church. If you know in advance that you will need additional supplies or craft items, please notify one of the Children's Directors.

The Resource Room is located upstairs next to the 4th grade classroom. There is a die cut machine and laminating equipment available in that room. Paper for these items are in the supply closet next to the 3rd grade classroom.

A copy machine located on the first floor near the main office. The code is located on the machine. This is for classroom use only.



Shared Space

Kids Inc is proud to share our children's rooms with Weekday Ministries (Mason Christian Preschool and The Landing) as well as other events during the year. Please be sensitive to others who will be using your room. Please do not leave until your room is straightened and everything is put back in the appropriate places. If you have toys that need to be washed, please place them in the sink.

If you notice things out of place or broken items in your classroom when you arrive on Sunday morning, please notify one of the Children's Directors immediately for assistance.

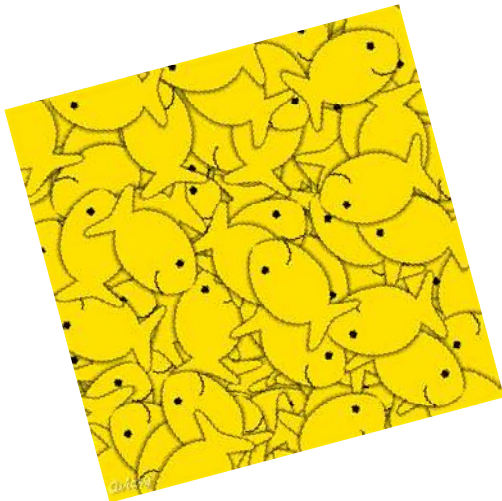


Snacks

Snacks and water are provided for the Preschool children each Sunday. Crawlers and toddlers are generally served Cheerios[®] while the other preschoolers are served Goldfish[®] and/or pretzels and water. Paper towels, cups and the snack will be in each room. Additional cups are located in the closet between the nursery and Yellow room.

Due to the increase in allergies, we ask that NO OTHER snack be served to the children without prior approval from the Children's Director at least one week ahead of time. Occasionally snacks that correlate with the lesson are provided. In those cases, a sign will be posted outside the classroom door.

We ask that snacks be served during the transition time between 10:45 - 11:00. Be sure children wash their hands before snacking. Place snacks on paper towels and serve water in plastic cups.



Child Abuse Policy

The following chart gives indicators and symptoms of abuse. If you think there is any reason to be suspicious, please talk with one of the Children’s Directors.

Physical Abuse	Physical Indicators	Behavioral Indicators
Physical Neglect	<ul style="list-style-type: none"> Unexpected bruises (in various stages of healing), welts, human bite marks, bald spots Unexplained burns, especially cigarette burns or immersion burns (glove like) Unexplained fractures, lacerations or abrasions 	<ul style="list-style-type: none"> Self destructive Withdrawn and aggressive – behavioral extremes Uncomfortable with physical contact Arrives early or stays late as if afraid to be at home Chronic runaway (adolescents) Complains of soreness or moves uncomfortable
Sexual Abuse	<ul style="list-style-type: none"> Abandonment Unattended medical needs Consistent lack of supervision Consistent hunger, inappropriate dress, poor hygiene Lice, distended stomach, emaciated Torn, stained or bloody underclothing Pain or itching in genital area Difficulty walking or sitting Bruises or bleeding in external genitalia Venereal disease Frequent urinary or yeast infections understanding of sex Threatened by physical contact, closeness 	<ul style="list-style-type: none"> Regularly displays fatigue or listlessness, falls asleep in class Steals food, begs from classmates Reports that no caretaker is at home Frequently absent or tardy Self-destructive School dropout (adolescents) Withdrawal, chronic depression Excessive seductiveness Role reversal, overly concerned for other children Poor self esteem, self devaluation, lack of confidence Peer problems, lack of involvement Massive weight change Suicide attempts (especially adolescents) Hysteria, lack of emotional control Sudden school difficulties Inappropriate sex play or premature understanding of sex Threatened by physical contact, closeness

Child Guidance Policy

The Kids Inc Child Guidance Policy has 3 basic concepts:

1. Respect God
2. Respect Teachers
3. Respect Others

When a child is having difficulty adhering to these, use the following:

1. Move the child to a different situation. Try to interest the child in something else.
2. Remove the child to a Time Out but no more than 5 minutes. The general rule is 1 minute for the age of the child.
3. Take the child from the classroom to the hallway to talk with the child privately. Be sure you are in a visible location in the hallway if you are alone with a child. Never take a child to a secluded location.
4. If the problem persists, discuss with one of the Children's Directors.

Some basic guidelines:

1. Be positive, not negative in your speech.

Positive Examples

"Please walk."

"Please keep your hands on your lap."

Negative Examples

"Please don't run."

"Please don't touch your friend."

2. Change activities often and set realistic expectations.
3. Treat a child with respect.
4. Use your environment to help set limits. Example: If a certain toy is causing problems, remove the toy. Break your room into smaller units and centers.

Safety Policy

General Safety Guidelines

Classroom doors will be locked for safety. If you leave the classroom, the door will need to be left open to indicate that no one is in the room. If you accidentally close the door, you will need to contact a Children's Director to unlock the doors for you.

No child shall ever be left alone or unsupervised at any time.

Parents are responsible for the safe arrival and departure of their children. All children must be accompanied to and from the classroom at arrival and departure times. No child should be left in a classroom without the acknowledgment of the teacher.

Spray aerosols should not be used when children are present.

Broken toys and other unsafe objects should be removed from areas where the children are cared for and reported to one of the Directors.

Harmful materials should be kept out of the reach of children.



Bathroom use

Always prop doors open, and wait outside when a child is using the bathroom. If a child needs help, one teacher may assist but never go into the stall with a child alone. Call for backup/assistance if necessary.

Health, Hygiene and Infectious Disease Policy

Parents should keep a child at home with any of the following symptoms and/or illnesses,



- Fever greater than 99.6
- Runny nose (colored mucus)
- Questionable rashes
- Coughing
- Diarrhea
- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)



If a child is being treated with antibiotics, they should be on the medication for at least 24 hours before returning to a Kids Inc classroom.

These same guidelines apply to any Kids Inc Volunteer.

First Aid

CCM has a nurse on call each Sunday. A basic first aid kit is located in the two kitchenettes in the preschool and school age wings. For other than basic first aid needs, please contact one of the Children's Directors for assistance.



There is a basic first aid guide located in the emergency packet near each classroom door. Refer to this for assistance. Please do not call 911 BEFORE notifying the nurse on call or one of the Children's Directors.

AED (defibrillator) located throughout the building. The nearest one to the school age wing is in the kitchenette cabinet. The nearest one to the preschool wing is located in the REGULAR kitchen near the gym.

EMERGENCIES

An evacuation plan is located near door of each classroom. Take some time to familiarize yourself with the escape routes listed. There are several exits in the building and there may be one closer to you than you realize. In every emergency, remain CALM. Be sure to keep your attendance sheet/book with you at all times.

What to Do in Case of Fire



- **Get out immediately!**
Use evacuation crib to transport up to eight (8) babies, quickly.
- **Crawl low under smoke!**
You may want to practice this with your class ahead of time.
- **Test every door!**
Close the door as you leave a room and feel closed doors before you enter a room. A hot door probably means the room on the other side is in flames. If so, use your second escape route.
- **Gather with other caregivers and children outside.**
- **Should anyone's clothing catch fire remember to stop, drop, and roll to put out flames.**
- **If you get trapped:**
Close doors between you, the children, and the fire. Fill the cracks around doors using towels, blankets, sheets, etc. Cover vents, too. Wait at a window and signal for help with a flashlight or by waving a piece of light-colored cloth, such as a cloth diaper or crib sheet. If you can get to a phone, call the fire department, and tell them exactly where you are.

Do not allow parents to take children until the all clear has been given. This will help us maintain accurate records and lessen confusion.

Severe Weather

Familiarize yourself with the building map and follow the guidelines in the evacuation plan—they are different for each classroom based on location.



Lock Down Situation

FIRST AND FOREMOST: ASSESS THE SITUATION THEN FOLLOW PROCEDURE AS MUCH AS POSSIBLE! Always contact a Children’s Director if you see someone or some activity that does not look familiar.

- The Children’s Director will contact local law enforcement agencies (Mason Police Department).
- The Children’s Directors will notify each classroom. The code word is “LOCKDOWN”. Upon hearing the code word, teachers will immediately shut the classroom doors (if not already shut) and turn off the lights. Directors will contact each classroom to verify attendance and that all children present are accounted for and in the classroom at that time. Attendance books should be with teachers at ALL times.

Always know who and how many kids are OUT of the classroom at any given time (office, bathroom, etc.) so that information can be given to a Director in the event of a lockdown situation.

- Teachers will gather children to one corner of the classroom/area and engage in a book or other activity to keep them occupied. Be sure to turn off the lights and stay away from the doors. Remain calm and try to carry out this procedure with as much control as possible. Attempt to make this a “part of the routine” and just something that needs to be done at this time. Reassure the children that they are ok if they get scared, sing songs, pray, etc. Carry a book, cards, etc. with you at all times that you can keep everyone occupied.
- When the threat is over, the Children’s Director will notify the classroom teachers by announcing the code word “CLEAR” to each classroom.