

2021

**THE UNOFFENDABLES
A.R.M.Y.**
ARMED RIGHTEOUS MIGHTY YOUTH



Rock City Church Children's Department Training Manual

UNOFFENDABLES A.R.M.Y.



CHILDRENS MINISTRY DIRECTOR: JULIE TRAUT

Hello Team,

2021 is here! We have all been through a lot in the past year, many of us stretched beyond what we thought was our current capacity.

In the stretching and the testing has come a strengthening and a refining, drawing nearer to the Lord and learning to listen to His still small voice in the midst of the storm.

Learning to love Him and praise Him in the good times and the challenging times has become a way of life. There has been a sifting and the fact that you are reading this manual shows that you have not been sifted away from your assignment to reach the next generation here at Rock City Church.

We've heard many times during the pandemic that it is what happens after the contraction that matters. It's what happens now that the virus has run its course. How is your foundation? Are you more on fire, or have you allowed excuses to creep in to pull back from your commitment to God's house? It's time to dive in, head first! It's time to ROAR! It's time to become a Righteous-Overcomer-Awakening-Revival amongst the next generation.

God has called you, anointed you, and equipped you to serve Generation One, so do this with all of your heart, soul, mind, and strength.

I love you greatly and I am honored to serve your family! Blessings!

Love

Julie Traut
443-992-1317

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KINGDOM KADETS: NURSERY

Erica Novik
Ages: 6weeks-2yrs

6Wks-18mo Class
19mo-24mo Class

Class Opens:
10:00 am-Sunday
7:00 pm-Thursday



LITTLE LIEUTENANTS: JR. CHURCH

Stephanie Epps
Ages: 3yrs-5yrs

3 yr. Old Class
4 yr. Old Class
5 yr. Old Class

Class Opens:
10:00 am-Sunday
7:00 pm-Thursday



GODS GENERALS: POWER CLUB

JULIE TRAUT
Ages: 6yrs-11yrs

6-8yr Old Class
8.5-11yr Old Class

Class Opens:
11:30- No Class
On 1st Sunday



CREATIVE CHEIFES: THURSDAY SVC

DEBBIE SEWELL
Ages: 6yrs-11yrs

6-8yr Old Class
8.5-11yr Old Class

Class Opens:
7:00 pm-No Class
On 5th Thursdays



GENERAL REGISTRATION TIMES:

Sunday Service: 10:00am-11:00am
Thursday Service: 6:50pm-7:30pm

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WELCOME



Dear Children's Team,

We welcome you to the Rock City Church "**Unoffendables A.R.M.Y.**" Children's Department. Our department has a new name to reflect what God is doing in this next generation. You get to be a part of preserving a generation of youth who be equipped to be winners and not whiners.

Proverbs 22:6 says, "Train up a child in the way that he should go, and when he is old, he will not depart from it." As you serve in the Children's Ministry you are planting seeds that will produce a great harvest both now and in generations to come. The enemy does not want to see this generation fulfill their God-given purpose. Our children are future leaders and possess the potential to influence the culture for the Kingdom of God instead of darkness. They will rule over the culture and not be ruled by the culture. It's a new day for the church. We are coming out of Babylon and moving into a place where the church has a window of opportunity to reclaim areas surrendered to the culture. It's a new day for the church to have influence and a voice again, to raise a generation that roars instead of retreats.

It's time to shape the culture and not be shaped by it. It's a new day for our children to understand their purpose and be strategically trained to be winners, not whiners. This is the year of the sword. This is a Kairos season for the church to become strong, despite what world events happen around us. It's time for a strong generation to arise and emerge from among our ranks. It's time for our children to experience the signs, wonders, and miracles of God! It's time for full demonstration of the Power of the Holy Spirit. It's time for our children to learn their identity, walk in righteousness, walk in the power of the spirit, wage war against the enemy, fight for their destiny, and walk in victory in every area of their lives and the culture.

The Children's Department is committed to raising up an ARMY of youth that are "unoffendable:"

A= Anointed
R= Righteous
M= Mighty
Y= Youth

May God bless you as you invest into the next generation! It's time to raise up and **ARMY** of "unoffendable" youth that know their God and do great works to advance His Kingdom on the earth.

In Him,

Julie Traut
Children's Ministry Director



MEET THE UNOFFENDABLES



CAPTAIN UNOFFENDABLE
Unapologetic Bearer of
God's Truth



COMMANDER COMPASSION
Loves God and Loves Others



FAITHMAN
Believes God and all of His
Promises



SPIRITMAN
Represents the Holy Spirit
and Fruits of the Spirit



WORD WOMAN
Knows and Applies the
Word of God

VISION AND GOALS

"Train a child in the way he should go, and when he is old, he will not turn from it."
Proverbs 22:6 NIV

Rock City Church Children's Department, "Unoffendables," is committed to joining with parents, teachers, and classroom assistants to train up an **ARMY** of youth who advance the Kingdom of God:

A= Anointed
R= Righteous
M= Mighty
Y= Youth

We believe in ministering to children from birth to age eleven. Upon turning 12, our children graduate from Children's Ministry. These graduates complete First Principles Classes and become grafted into serving in the various Ministries of Rock City Church. As you look around our church, you'll see youth serving on the Performing Arts Team, Drama Team, Video Team, Pastoral Care Team, and Children's Team.

Did you know that a child's personality and character is often shaped by age three? During the course of a year, the Children's Department has the ability to impact the development of children for the Kingdom of God at least 104 times or roughly 30% of the 365 days in a year.

We believe that our efforts to impart the Kingdom of God into another generation will preserve a generation of children who will grow up to love the Lord with all of their heart, soul, and mind and impact their culture for Christ. We believe that God still uses and speaks to children. God shows us the importance of children and highly esteems them in His Word (Matthew 18:3).

Children will pray, worship, make crafts, perform skits, listen to Bible stories, and watch live performances. We believe that our children should receive opportunities to put into practice what they are learning in class: winning souls, worshiping, praying in the spirit, laying hands on the sick, giving to others, and leading. Our children visit local nursing homes and minister at special events such as block parties and other special occasions throughout the year.

Above all, we believe children can experience God's presence and can come to know Him in a personal way. It is our prayer that you and your children will hunger after God and experience His presence.

SPIRITUAL DEVELOPMENT GOALS

By the time a child graduates from Children's Ministry (ages 0-11) they will have had an opportunity to receive the following instruction:

- The 10 Commandments
- Stories and Characters of the Old and New Testament
- The Beatitudes
- The Gifts and Fruits of the Spirit
- Promises of God
- Miracles of Jesus, and Others (Elijah, Elisha, Peter, Paul...)
- Prayer
- Praise & Worship
- Giving: Tithes, Offerings, Seeds, Alms, First Fruits
- Prophecy
- Compassion for Others
- Evangelism
- Salvation
- Healing
- Righteousness
- Deliverance
- Prosperity
- Peace
- Child-Friendly Versions of Dynamic RCC Messages



"LET THE LITTLE CHILDREN COME TO ME..."
MATTHEW 19:14

CHILDREN & THE WORD OF GOD

Here are just a few things that the Word of God has to say about children:

- "A little child shall lead them..."
(Isaiah 11:6)
- "Out of the mouth of babes God has perfected praise."
(Psalms 8:2; Matthew 21:16)
- "...Children are a reward from Him...arrows in the hands of a warrior..."
(Psalms 127:3-5)
- Jesus welcomes them.
(Mark 9:36-37; Luke 18:15-17)
- They have the attitude and faith needed to approach God.
(Matthew 18:4; Mark 10:10; Luke 18:17)
- Several places in the Bible we can see children obeying and being used by God:
- **David** – Defeated Goliath; was later known as a man after God's own heart.
- **Samuel** – God spoke to him audibly as a child.
- **Samson** – Set apart unto God at birth for a specific calling
- **Josiah** – Ruled at the age of 8 and obeyed God

Our desire is to have our children hunger for an outpouring of God with signs, wonders, and miracles. We want our children to understand their valuable role in God's Kingdom so that NOTHING would be able to distract them from their destiny. When our children begin to understand their roles in God's Kingdom, they will arise with Kingdom authority and begin to take back territory for God in their culture.

ROCK CITY CHURCH MINISTRY REQUIREMENTS

Tithe

All new ministry participants must tithe on a consistent basis and can contact the RCC Finance office to obtain their giving code. God's Word commands His people to give tithes. Malachi 3:8-10 not only describes the importance of the tithe, it tells us very clearly where it is to be given, "the local church." *If you are not tithing or meeting ministry requirements, you'll be asked to step down from ministry. This means your children will remain with you until you correct things and are restored to the Children's Department.*

Regular Church Attendance

God's Word gives us a strong exhortation that we should be faithful and committed in our covenant relationship with the family of God. In order to be part of the vision of the local church and to build relationships within the church family, regular church attendance is vital at Rock City Church. This means that you are expected to be at church on Sunday and Thursday services. It should be noted that it is the heart attitude that demonstrates desire to gather with the saints. To be involved and grow in ministry one must demonstrate a commitment to both the church body and those in leadership (1 Thessalonians 5:12). *All RCC volunteers are required to attend the Heads of Ministry Greenbook Meeting and the Annual Children's Department Training.*

First Principles

Those who desire to be in a ministry must complete **all of the 19 First Principles** classes before being released to serve in **any ministry**. The First Principles classes are taught at **9:30 a.m. every Sunday**, directly before regular worship service. These classes have been designed to inform and instruct the believer on the basic doctrines of the Christian faith (Hebrews 6:1).

Christian Conduct at Rock City Church

In every area of life, including church life and ministry, the believer should strive to be an effective witness and representative of Jesus Christ. Part of being successful in any area of ministry is demonstrating the character of Christ and the fruits of the Spirit. This Christ-like attitude and behavior should be demonstrated in conversation and daily interaction through your life in church and out of the church. God's Word declares, "A tree shall be known by his fruit" (Matthew 12:33).

Policy for Children Under 12 Serving in Ministry

If the parents/guardians are **tithing members of the church**, a child will be allowed to join the ministry as a "trainee" only. When the child turns 12 yrs. old, he/she will need to take a break from the ministry until the child has completed First Principles and been baptized. At this point the child can become an official part of the church and ministry. *All those serving in ministry will undergo a training of how to best assist, and how to safely and properly handle young children. Children under 12 must have approval of the Children's Ministry Director to begin training and serving.*

YOUR MINISTRY COMMITMENT

When you commit to the Unoffendables Children's Ministry, you are expected to fulfil your commitment and uphold the standards of Rock City Church and the Children's Ministry at all times. If you fail to keep your commitment or uphold ministry standards you will be asked to discontinue serving in the Children's Ministry. The families and visitors of this house of the Lord are counting your "yes" to be a yes!

CHILDREN'S DEPARTMENT REQUIREMENTS

In addition to the ministry standards of Rock City Church, Children's Ministry volunteers must:

- Pass a background screening.
- Arrive to their scheduled shift on time and prepared: (Sundays 9:00 a.m. / Thursdays 6:30 p.m.). *Teachers and assistants are expected to join us at 9:00 a.m. for department prayer in the prayer room. We are praying in collaboration with the Worship Team.*
- Communicate known scheduling difficulties and unforeseen emergencies to your Department Head well in advance. Find a replacement for your scheduled shift and communicate this change to the Director and Department Head.
- Assist with child care coverage for meetings and special events. Vacation Bible School and Harvest Festival are mandatory events for all Children's Ministry Volunteers.
- Come prepared and prayed up. Don't just show up and try to wing-it. Our children deserve your best!



CHILDREN'S MINISTRY LEADERSHIP STRUCTURE

The Core Leadership Team consists of four Department Heads, their "Timothy" and a variety of Specialized Leadership Roles (SLRs). SLRs include the following: Special Event Leaders (VBS, Harvest Festival, Etc...), Decoration Leader, and Exhortation Leader. The four Department Heads are for: Nursery, Pre-School, Power Club (Sundays), and Kreative Kids (Thursdays). *All Core Team members are expected to attend 9:00 a.m. prayer on Sundays in the prayer room and monthly "Children's Impact Nights" (every 4th Monday).*

Each Department Head should be walking with a "Timothy," or trainee, who has the specific intention of eventually overseeing the department. A Department Head's "Timothy" should learn all aspects of the department's operation, so that he or she could eventually oversee the department. In addition to a department "Timothy," each Department Head should establish leaders over the following areas: Administration, Curriculum, and Resources.

Children's Ministry Director:

The **Unoffendables** Director is responsible for the successful training of Department Heads, vision casting, organizing, and oversight of Children's programs for age birth to 11 years old. The responsibilities include, but are not limited to: delegating responsibilities to Department Heads and leaders; reviewing schedules of volunteers, ordering and distributing curriculum; monitoring and ordering supplies, equipment and the condition of classrooms; recruiting new volunteers for the department; and processing volunteer background screenings. The Director will meet regularly with the Department Heads to train and equip them and discuss the various aspects of the ministry or plan for the year's events. Lastly, the Director is responsible to see that a healthy spiritual atmosphere where children are receiving an impartation and revelation of what the Lord is saying and doing in the Church.

Children's Ministry Department Heads:

Department Heads oversee various ministry aspects of a specific age group within the Children's Ministry. There are four departments: Kingdom Kadets (Nursery 6 months-2 yrs. old), Little Lieutenants (Pre-School 3 to 5 yrs. old), God's Generals (Elementary 6-11 yrs. old) and Creative Commanders (6-11 yrs. old). God's Generals meet on Sundays. Creative Commanders meet on Thursdays.

Department Head Responsibilities:

Department Heads are responsible for identifying and training a “Timothy” in collaboration with the Director. Department Heads and their “Timothy” are responsible for overseeing and developing leaders in the following areas for their department: Administration, Curriculum, and Resources. Although each Department Head takes responsibility for recruiting leaders, he/she is ultimately responsible for ensuring that all responsibilities for each area (administration, curriculum, and resources) are covered. Department Head’s responsibilities include, but are not limited to, the following:

- Communicating to Children’s Ministry Director
- Engaging in a leadership capacity in all Children’s Dept. sponsored activities
- Ensuring that a schedule and lesson plan overview has been submitted to the Director by no later than the 2nd Sunday for review
- Distributing monthly schedules and lessons to teachers on 3rd Sundays
- Ensuring that teachers and assistants are continually recruited
- Ensuring that all newly recruited teachers have a background screening & training
- Develop relationships with volunteers, parents, and children by introducing yourself to new families and making “welcome” calls.
- Attending Sunday morning prayer (9:00 a.m.) and monthly meetings
- Attending Core Leadership meetings & RCC Church Leadership meetings when called
- Identifying and/or developing curriculum for department use
- Plan & implement developmentally appropriate trainings for your team
- Obtaining resources needed for lessons and submitting requests for supplies
- Ensuring that classrooms are ready, and volunteers are present for their shifts
- Ensuring that someone has checked behind rooms used for cleanliness
- Monitoring that all department expectations are being upheld: dress, health, teaching, etc.

Department Leadership Roles

Each Department Head will recruit leaders over specific aspects of each department. These leadership roles include, but are not limited to, the following roles: Administrative Leader, Curriculum Leader, and Resource Leader. Responsibilities for each department leadership role are outlined in the next section.

A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go but ought to be.

Rosalyn Carter



Administrative Team

The Administrative Team Leader oversees department scheduling, recruiting volunteers, and family outreach to both new and established families within the Children's Department.

- Submits a monthly volunteer schedule by the 2nd Sunday and distributes the schedule to all volunteers by no later than the 3rd Sunday.
- Communicates to the Department Head that all volunteers for the upcoming service have been confirmed (at least 2 days prior to the scheduled service).
- Recruits new teachers and teachers for special events that need childcare.
- Develops ways to bless the families in our department, including fellowship opportunities and acts of kindness.
- Calls absent families to check on their well-being and communicate updates to the Director/Department Head by no later than Tuesday evening.

Unoffendables Curriculum & Planning Team

The Curriculum Team Leader is responsible for researching and developing engaging, spirit-lead curriculum that emphasizes the Kingdom of God, God's Word, Leadership, and Impacting Nations.

- Meets every 3rd Sunday evenings @ 6:00 p.m. at a one of the team member's homes (rotates)
- Identifies and develops units and long-range plans.
- Ensures that weekly lessons are planned well in advance, so that teachers have ample time to prepare. *Lessons due weekly on Wednesdays.*
- Identifies and incorporates developmentally appropriate games and activities into lessons.
- Communicates upcoming themes to Decoration Team.

Resource Team

The Resource Team Leader is responsible for developing a team of volunteers who will assist with seeking donations and partnerships for the department.

- Researches and applies for grants to benefit activities for children.
- Seeks and forms partnerships with local businesses.
- Seeks in-kind donations of snacks, paper products, cleaning supplies, craft items, and prizes for the department.

Decoration Team

The Decoration Team Leader ensures that hallways and classrooms are decorated.

- Identifies and executes decoration plans connected to special events or themes.
- Ensures Departments are keeping their classrooms decorated.
- Looks for ideas/resources to decorate walls and classrooms.
- Recruits decoration teams for special projects.

TEACHER RESPONSIBILITIES

Classroom Teachers are expected to take the lead for ensuring that a meaningful lesson is well prepared in advance and that a safe and orderly classroom environment is maintained. Classroom Teachers must:

- Arrive for your scheduled shift on time!!!
 - **Sundays 9:00 a.m.** (**We expect you to join us for prayer when you are serving. However, you are welcome to attend prayer every Sunday!*)
 - **Thursdays 6:30 p.m.**
- Preparing all materials needed for lessons in advance
- Incorporate engaging, meaningful lesson components and activities as much as possible
- Submit Media Review Request Forms to Department Head at least 2 weeks in advance for review. This is for showing videos or video segments (DVD, VHS, You Tube, etc....) to children
- Give clear and specific directions to assistants
- Greet parents at the door to sign-in their child and obtain special instructions from parents (food allergies, potty training, health concerns, etc....)
- Ensure that classroom management strategies are being used by all volunteers
- Ensure that food allergies are reviewed before snacks are distributed
- Lead praise and worship
- Ensure that all items on the clean-up checklist are completed before leaving
- Complete the Lesson Summary Sheet to update the Department Head of any questions, concerns, need for supplies, testimonies, injuries, etc....
- Follow directions from the Children's Ministry Director or Department Head
- Never leaving the children unattended (unattended= without an adult Children's Ministry worker present)
- Find a replacement teacher from the monthly schedule if an emergency should cause you to not be able to cover your scheduled shift and communicate this to the Director and Department Head
- Only use cell phones in the classroom for issues concerning the Children's Ministry.
- Visits for kids and workers only with approval from the Children's Ministry Director. We need to be mindful of who is around the children at all times.



ASSISTANT RESPONSIBILITIES

Assistants are expected to follow the Teacher's directions and take initiative for ensuring that the classroom environment is safe and orderly. Assistants are also responsible for the following:

- Arrive for your scheduled shift on time!!!
 - **Sundays 9:00 a.m.** (**We expect you to join us for prayer when you are serving. However, you are welcome to attend prayer every Sunday!*)
 - **Thursdays 6:30 p.m.**
- Follow the direction and instruction of the teacher
- Lead activities with the children while the teacher greets or dismisses children
- Be proactive with enforcing the classroom management procedures
- Assist with leading praise and worship
- Assist with completing items on the clean-up checklist before leaving
- Escort children to the restroom. Only females can assist children with using the bathroom or change diapers. Females must be 18 yrs. old to change diapers).
- Follow directions from the Director or Department Head
- Never leaving the children unattended (unattended= without an adult Children's Ministry worker present)
- Find a replacement teacher from the monthly schedule if an emergency should cause you to not be able to cover your scheduled shift and communicate this to the Director and Department Head
- Only use cell phones in the classroom for issues concerning the Children's Ministry.
- Visits for kids and workers only with approval from the Children's Ministry Director. We need to be mindful of who is around the children at all times.

DRESS CODE

All Children's Ministry volunteers are expected to wear loose fitting, modest clothing that enables them to interact and play with the children and their department uniformed shirt. Jeans may only be worn for special events, like Harvest Festival. The Director will designate and communicate events where jeans can be worn.

Ladies

- Ministry T-Shirt
- Wear comfortable dress pants, shoes, and a nice blouse or dress shirt. No wrinkles.
- Skirts and dresses are permitted and must go down past the knee in length.
- Underwear and cleavage should not be visible. No spaghetti straps or revealing clothing.
- No shorts, jeans, sweat pants, leggings or tight-fitting clothing.

Men

- Ministry T-Shirt
- Wear dress, casual, or khaki pants without wrinkles.
- No shorts, jeans, or sweat pants.
- Wear dress or polo shirts.
- Neckties are not required.
- Pants should be worn at the waist.
- Underwear should not be visible.
- No tight-fitting clothing

GENERAL DEPARTMENT POLICIES

SIGN-IN PROCEDURES

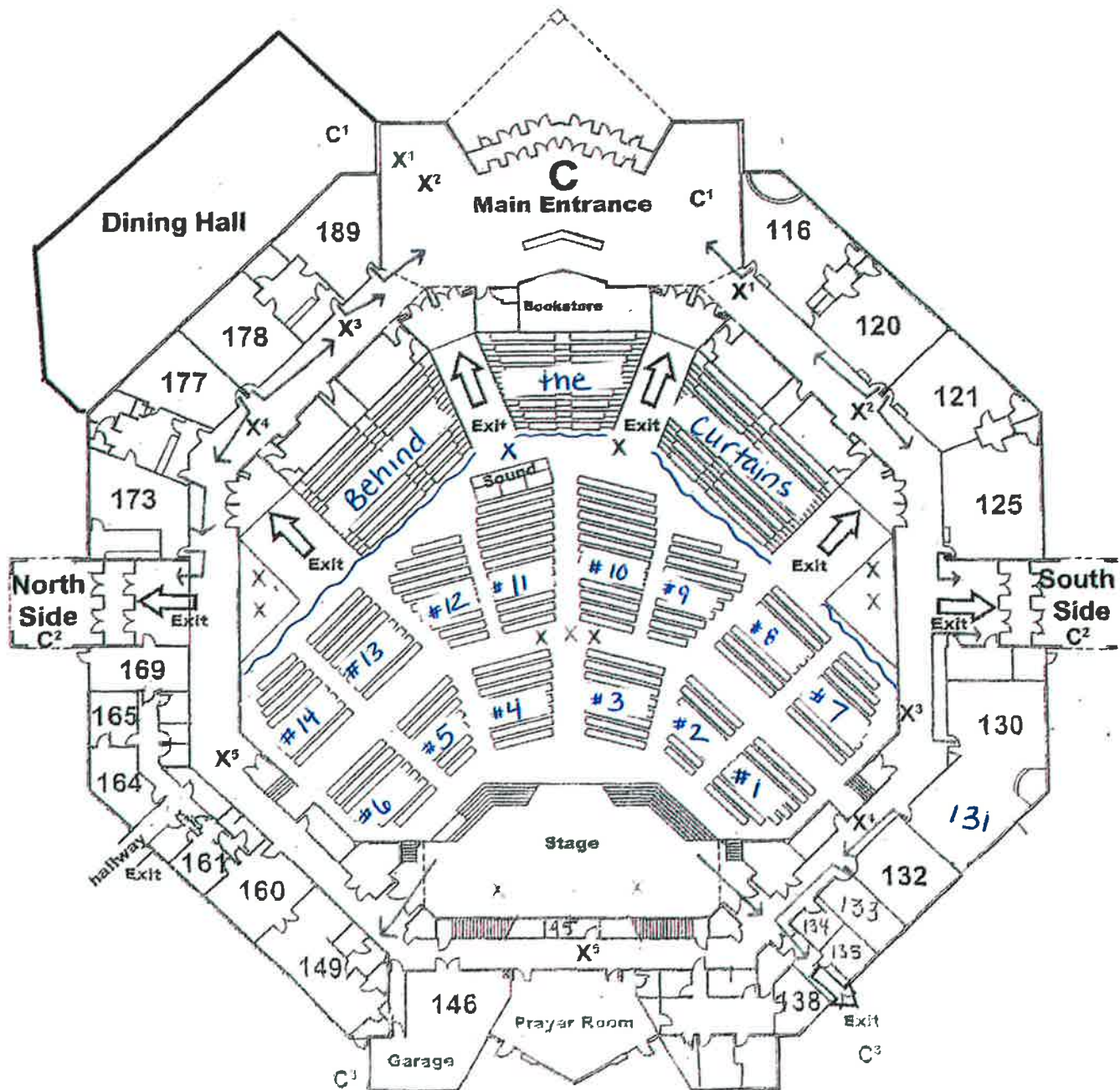
- All parents will sign in their children at the Children's Kiosk in the Narthex.
 - Sign-in Times:
 - Sundays 10:00-11:00 a.m.
 - Thursdays 6:45-7:30 p.m.
- Parents will provide their child's name, phone number, e-mail address, and any allergy information or specialized notes for the classroom teacher.
 - The volunteer registering the child for class will place their initials next to the child's name.
- Parents will a personalized label (*visitors receive a wristband, pager, and have notes taken on their appearance in case they need to be located during service*) that has their child's assigned number and individual labels or wristbands for each child. Labels and wristbands should only be placed on the children and the parents at the Children's Kiosk.
- Inform visitors of classroom locations, emergency flag colors, and the purpose of the wristband. The purpose of the wristband is to ensure children are only released to the parent(s)/ guardian(s) that signed them in for class. We will ask for photo identification at checkout if a wristband is missing.
- Parents should drop off their children at their appropriate classroom(s) after signing them in for class; however, on Sundays, all 6-11-year-old children report to class at 11:30 a.m. To minimize disruption, we will not admit children after 11:45 a.m. *On Thursdays, children will not be admitted to class after 7:30 p.m.*
 - Unregistered children who do not have wristbands or id badges will not be allowed to attend class.
 - Label all personal belongings before placing them in the classroom storage area.
 - Ask the parent if he/she has any allergy concerns or special instructions.
- After sign-in has ended, **only** visitors will be accepted into the classrooms for late enrolment. We never turn away visitors!
 - If an RCC parent would like to discuss their tardiness, please contact the Children's Ministry Director.



SANCTUARY SEATING CHART

SECTIONS 1-14

Please ask parents to located the section where they will be sitting during service.
This will help improve our ability to locate parents if they are needed.



CHILDREN'S MINISTRY PARENT PAGER SYSTEM

- All families with children who are in diapers or potty training will receive a "Parent Alert Pager." *Visitors will also be assigned a pager to ensure that they are easier to locate if needed.*
- Parents to leave their car keys with the Children's Registration Team, so that they remember to return their pager at the end of service.
- If parents are needed at their child's classroom, their pager will vibrate and flash with red lights. Their pager will not stop alerting them until they respond.
 - *Please note: If your pager is lost or damaged, there will be a \$25 replacement fee.*

HOW TO ACTIVATE A FAMILY'S PAGER

- Use your walkie talkie to notify the security team that a parent needs to be paged. Please convey the number of the parent's pager and the parent's name.
- A member of the security or Children's Leadership Team will page the parent at the Children's Ministry Kiosk by pressing the number of the pager and the send button.



(x30)

PICK-UP PROCEDURES

All parents must display their wristband or printed sign in badge to the teacher in the classroom to pick up their child. If a parent has misplaced his/her wristband or badge, he/she will be asked to display photo identification. Only photo identification of the person who registered the child for class will be accepted.

NUMBER SYSTEM

Each child that is signed in for class is assigned a specific number at the Children's Kiosk. In the event that a parent is needed to come to the child's classroom and cannot be located by an usher or Children's Ministry worker, the child's number will be placed on the screen inside the sanctuary. Using the sanctuary map and parent description notes on the classroom rosters will help ensure that we are able to easily locate parents. Placing a number on the screen should be an absolute last resort measure, because we do not want to be a disruption to the word of God being preached.

VISITS TO CLASSROOMS

There might be an occasion where a visitor would like to observe a classroom before deciding whether or not to register his/her child for Children's Ministry. If a parent would like to visit a classroom, please notify the Children's Director. The Director will either accompany the parent to the classroom or assign a Department Head to give the parent a tour of the Children's Ministry. For safety and security purposes, a visitor may only observe a class for up to 10 minutes with their assigned Children's Ministry guide. When giving a guided tour to a parent, please do not offer any personal information about any of the children. If you are unable to answer a particular question asked by the visitor, please direct the parent to the Children's Director or a Pastor. Parents who are members of Rock City Church are welcome to volunteer in their child's classroom on a monthly basis as long as they are in compliance with the ministry standards of Rock City Church.

CLASSROOM RATIOS (THESE ARE OUR TARGET GOALS, NOT SOLID NUMBERS)

The following children to adult ratios are recommended to maintain a safe classroom environment. In the event of an emergency that requires complete evacuation of the Children's Department, members of the Emergency Response Team will be deployed to assist with evacuating babies from the nursery.

- **"Kingdom Kadets" Nursery (0-36 months)**
 - 4 babies= 1 adult teacher or assistant (18 and over)
 - 2 babies= 1 teen assistant (12-18 yrs. old)
- **"Little Lieutenants" Jr. Church (3-5 years)**
 - 10 children= 1 adult teacher or assistant (18 and over)
 - 5 children= 1 teen assistant (12-18 yrs. old)
- **"Gods Generals" or "Creative Commanders" Power Club (ages 6-11)**
 - 15 children= 1 adult teacher or assistant (18 and over)
 - 5 children= 1 teen assistant (12-18 yrs. old)



SNACK POLICY

All food and drink provided for the children shall be selected, stored, and prepared in a sanitary manner. **Do not bring or serve food products containing peanuts or tree nuts! Popcorn is never to be popped in the church building!** Parents can pack their own snack for their child in Nursery and Jr. Church. **Do not share snacks between kids.** If a child does not have a snack, you can ask the parent if the child is allowed to receive snack from the general classroom supply. When feeding children, please strictly adhere to the following procedures:

- Please adhere to the snack times specified on your class schedule (Preschool/Elementary)
- Parents are invited to pack a lunch or snack for their child. Many do so. Please make sure each child's food items are labelled with his/her name. *During evening services, we do not have time scheduled to serve dinner to our pre-school and elementary age classes. Parents should ensure that their child has eaten dinner prior to their arrival to class. Time is scheduled for a light snack for our preschool classrooms. Elementary classes do not have snack time.*
- *If you have brought a special snack or treat for the class, please ask each parent (during drop-off) if their child can have the food item. All outside food for class sharing must be nut-free.*
- Review the sign-in sheet for any allergies or special instructions from parents
- Prepare and distribute food with minimal human contact (i.e. with gloves or napkins)
- Only use paper products and plastic ware once
- Wash all dishes, utensils, or cups before using them

BOTTLE FEEDING TIPS

When caring for infants and toddlers, please ask the parent/guardian when the child was last fed. Just because a baby cries, that does not mean that the child is hungry. Please check the feeding time on the sign-in sheet. Babies 6 months and under should be burped after every one ounce of milk taken. Older babies should be burped after every two ounces of milk.

DIAPER CHANGING

Only women over the age of 18 are authorized to change diapers of children ages 0-36 months. Children 3 yrs. old and above will need to be changed by their parents in the main restrooms. We do not have changing stations in the preschool classrooms. Please adhere to the following procedures when changing diapers:

- Gather a clean diaper, wipes, and cream/powder from the child's crate and place at the changing table. Put on disposable gloves. Line the changing table with changing paper.
- Lay the child on the changing pad. Never leave a child unattended, not even for a second!
- Remove the soiled diaper and thoroughly wipe the child's bottom from front to back with wipes until clean.
- Place the soiled diaper in a plastic bag along with your gloves. Close and knot the bag and throw it in the trash.
- Apply any cream or powder as specified by the child's parents.
- Disinfect the changing area with disinfectant spray and wash your hands.
- Repeat this process for each child. This will prevent the spread of germs.

BATHROOM POLICY

Little Lieutenants (Ages 3-5)

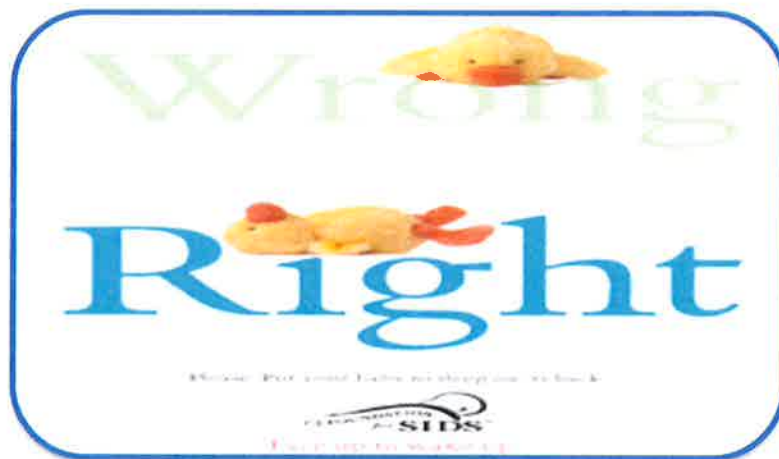
Only women over the age of 18 are allowed to assist with bathroom duties. If a child age 3 years old and above has had a bathroom accident or needs assistance that involves wiping, the child's parents will be notified for assistance. Teachers and assistants are **not allowed** to enter the classroom bathroom or bathroom stall with a child for any reason. Children should use the bathrooms located inside of the classroom. Never send a child alone in the hallway.

Gods Generals (Ages 6-11)

Children should use the restroom prior to arriving for class. If a child does need to use the restroom during class, he/she should be escorted by a Children's Ministry volunteer to use the bathrooms located in the hallway closest to the classroom. The volunteer is to remain outside of the bathroom and wait for the child to finish using the restroom. Males and teens are **not allowed** to enter bathroom or bathroom stall with a child for any reason. If a child has had a bathroom accident, please use your walkie-talkie to request the assistance of the child's parent from the Director or Department Head.

INFANT SLEEPING POLICY

All babies will be placed on their back to sleep. *In addition to this, babies should not be left in car seats to sleep. There have been several asphyxiation deaths recently due to this.* Placing babies on their back to sleep helps reduce the risk of SIDS (Sudden Infant Death Syndrome). Under no circumstances should a blanket be placed on top of the crib or over a baby's head or face. This could cut off the baby's air supply. When using the cribs in the nursery, please place a clean sheet on the mattress and ensure that the safety bar on the crib has been closed and locked. This will prevent the baby from falling out of the crib.



CHILDREN'S DEPARTMENT WELLNESS POLICIES & PROCEDURES

**THE
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DEPARTMENT HEALTH STANDARDS

*WE ARE CURRENTLY FOLLOWING MSDE RECOMMENDATIONS FOR ILLNESS. CHILDREN WHO ARE PRESENTING SYMPTOMS MAY NOT ATTEND CLASS ALONG WITH SIBLINGS. CHILDREN WHO HAVE HAD TWO SYMPTOMS IN THE PAST 10 DAYS WILL NEED A PHYSICIAN'S CLEARANCE TO RETURN. IF ONLY ONE SYMPTOM IS PRESENT, THE CHILD MAY WAIT UNTIL THE SYMPTOM HAS RESOLVED FOR AT LEAST 24 HOURS WITHOUT MEDICATION, UNLESS THAT SYMPTOM IS A COUGH. A COUGH IS THE ONE SYMPTOM THAT WILL WARRANT A PHYSICIAN'S CLEARANCE TO RETURN. TEMPERATURE CHECKS AND A HEALTH QUESTIONNAIRE WILL BE COMPLETED AT THE KIOSK.

The Children's Department does not provide specialized care for **children** who are sick; however, Room 189 is available to hear the service if your child that is not feeling well. We will **not** accept children into the classroom that have any of the following symptoms:

- ☐ Fever associated with illness, not teething, over 98.6 or 99.6 (rectal)
- ☐ Vomiting or diarrhea within the last **48 hours**
- ☐ Skin rashes or eruptions of unknown origin, including impetigo, measles, chicken pox, etc.
- ☐ Coughing associated with respiratory infection, including the common cold, bronchitis, etc.
- ☐ Runny nose (**any color**) or draining ear. If your child has a persistent runny nose that is the result of an allergy issue, please provide a doctor's note to the Director
- ☐ Conjunctivitis or pink eye, including (**any color**) discharge or drainage
- ☐ Parasites, any form of lice, mites, or ringworm

If your child has had symptoms of illness or infection, please wait until your child has fully recovered before bringing him/her back to class. If a child returns to class too quickly, he/she may spread the illness or infection to other children, or become more susceptible to a new infection from another child. **We will not accept children that have visible mucus discharge or appear to be ill. Medications required to overcome an infection indicate that a child may be contagious and should not be in the classroom.** Children's Ministry volunteers are **not allowed** to administer medication.

God's Word says in James 5:14, "Is any one of you sick? He should call the elders of the church to pray over him and anoint him with oil in the name of the Lord." Church elders are available after each service to pray over both children and adults who are not feeling well.

ILLNESS PROCEDURES

“AND HE TOOK THEM UP IN HIS ARMS, LAID HIS HANDS ON THEM, AND BLESSED THEM.” MARK 10:16

If a child becomes ill or complains of not feeling well in class, volunteers are expected to adhere to the “Response to Illness” procedures. If a parent needs to pick up a child early from class, please remind them that Room 189 is available to continue listening to the service and that RCC Elders are available after each service to pray for healing.

Response to Illness Procedures

- **Allergic Reaction:** If you suspect that a child is having an allergic reaction, immediately use your walkie-talkie to contact the **Security Team**. Use the “medical emergency” code #7 when calling for help. If severe, call 911 immediately. Send your assistant to the Children’s Director.
- **Asthma Attack/Choking:** If you suspect that a child is having an asthma attack or is having difficulty breathing, immediately use your walkie-talkie to contact the **Security Team**. Use the “medical emergency” code #7 when calling for help. If severe, call 911 immediately. Send your assistant to the Children’s Director.
- **Complains of Illness:** If a child complains about feeling ill or you suspect that he/she is not feeling well, please use your walkie-talkie to request that the parent pick up the child. If you notice a pattern of illness, please bring this to the attention of the Director.
- **Diarrhea:** If a child complains of having diarrhea or you notice that a baby has loose, watery stool when changing his/her diaper, please use your walkie-talkie to request that the parent pick up the child.
- **Fever:** If you suspect that a child has a fever, use your walkie-talkie to request that the parent pick up the child.
- **Persistent Cough, Sneeze, or Runny Nose:** If you notice that a child has a persistent cough, sneeze, or runny nose, please use your walkie-talkie to request that the parent pick up the child.
- **Vomiting/Bathroom Accident:** If a child has expelled bodily fluids in the classroom, please move the other children away from the affected area(s). The teacher should use the walkie-talkie to radio for assistance from RCC janitorial team, then assist with cleaning off the children that have been affected by the incident. The other classroom volunteer should continue the lesson or activities away from the incident.

INJURY PROCEDURES

"AND HE TOOK THEM UP IN HIS ARMS, LAID HIS HANDS ON THEM, AND BLESSED THEM." MARK 10:16

We are responsible for the safety and well-being of the children that have been entrusted into our care. If a child is injured in class, volunteers are expected to follow the injury procedures and complete an "Injury Report." **All injuries should be communicated to the Director, Department Head, and Security Team immediately! (3 for 3)** First Aid kits are located in each class.

Enforcing these policies in your classroom will prevent injuries:

- Inspect the classroom before the children arrive for broken or dangerous items
- No running in the classroom
- No standing on chairs, tables, or furniture
- Remove furniture or toys that are broken or in need of repair
- Do not allow children to throw objects

Injury Response Procedures

- **Cuts, Scrapes, Scratches:** If a child receives a cut, scrape, or scratch while engaging in activities, please clean and bandage the affected area. When bandaging wounds, please follow these procedures:
 1. Put on disposable gloves
 2. Rinse and gently pat the wound dry
 3. Apply antibacterial cream
 4. Secure a bandage over the affected area
 5. Inform the Director of the injury
- **Head, Back or Neck Injury:** If you suspect that a child has sustained a head, back, or neck injury, use your walkie-talkie to contact the Emergency Response Team using the "medical emergency" code. **DO NOT** attempt to move the child. Try to keep the child still until help arrives.
- **Physical Contact:** If a child is hit, kicked, pinched, or bitten by a classmate, please complete a "Disciplinary Form" for the child that is responsible for the injury and follow these procedures to treat the injured child:
 1. Ask the injured child to show you the area where he/she was injured
 2. Apply ice to any areas that are red, inflamed, or in pain
 3. If skin is broken, follow the procedures for treating cuts
 4. Assess the severity of the child's injury to determine whether or not the injured child's parents need to be contacted immediately or informed of the incident at dismissal. If the child's injury warrants the parent to be notified immediately, please use your walkie-talkie to request the parent come to the classroom.
 5. Inform the Director of the injury immediately.

ABUSE PREVENTION

ABUSE PREVENTION POLICY

- No teacher should ever be alone with a child behind closed doors. We want to protect our children and our volunteers. It is inappropriate for any workers to be alone with a child in their care. Additionally, never leave a child unattended or unsupervised.
- When changing a baby's diaper, please wear gloves and keep the bathroom door open. If a child (ages 3-11) has had a bathroom accident, please contact the parent to change the child. A volunteer will never touch children on any area of their body that would be covered by a bathing suit.
- When praying for children you may only touch them on their hands, arms, shoulders, or heads.
- Men are not allowed to have children sit on their laps or on their shoulders.
- A new worker must complete all 19 First Principles classes and receive a criminal and sex offender background screening. Not allowing an individual to easily join the Children's Ministry is a deterrent for predators. "A predator will be repelled if he can't start right away," says attorney Richard Hammer.

WHAT IS CHILD ABUSE?

"Abuse" means the physical injury of a child by any parent or other person who has permanent or temporary care/custody or responsibility for the supervision of a child. "Child" means any individual under the age of 18 years old. "Sexual abuse" is any act that involves sexual molestation or exploitation of a child. Sexual abuse includes: incest, rape, sexual offense, sodomy, and unnatural or perverted sexual practices.

REPORTING CHILD ABUSE

If a volunteer has reason to believe that a child has been subjected to abuse, the volunteer shall notify the Director **immediately**. Offenders are likely to continue their behavior unless intervention occurs. If a child confides in you and discloses abuse, believe him or her. Listen attentively and without shock or hysterics. Reassure the child that he or she has done the right thing by telling and is not to blame for the abuse; however, don't make promises of secrecy you can't keep.

ABUSE SYMPTOMS

Physical Abuse

- Unexplained bruises, burns, fractures, or abrasions (often in various stages of healing).
- Marks that look like human hands or bites
- Consistent lack of supervision
- Consistent hunger, inappropriate dress, poor hygiene, or unattended medical needs
- Self-destructive behavior
- Extremes of aggression or withdrawal
- Moves with discomfort and shies away from physical contact
- Wears inappropriate clothing for the weather to cover body
- Reports that no caretaker is at home
- Fatigue and listlessness
- Steals or begs for food

Emotional Abuse

- Delayed physical development
- Speech disorders
- Substance abuse
- Developmental delays
- Withdrawn, depressed, or listless
- Inability to trust adults or peers
- Passive or aggressive behavioral extremes



Sexual Abuse

- Torn, stained, or bloody underwear
- Irritation of the mouth, genital, or anal area
- Venereal disease or frequent infections
- Difficulty sitting or walking
- Inappropriate sex play, acting out, seductiveness, or promiscuity
- Sudden changes in school performance, appetite, or self-worth
- Excessive clinging, fear of being left alone, or impaired trust
- Withdrawal, depression, or hysteria
- Suicide attempts or running away

MINISTERING TO CHILDREN

THE UNOFFENDABLES A.R.M.Y.

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MINISTRY TIME

This section is designed to provide you with ministry strategies for the various age groups that you serve in the Children's Ministry. The Holy Spirit does not have an age; therefore, children of all ages in our department are ready to receive an impartation from the Lord. The following suggestions are ways that you can minister to the children that you teach in an effective way.

LEADING A CHILD TO CHRIST

If you gave your life to the Lord as a child, you can probably remember the exact place and age when you decided that you wanted to follow Jesus. As believers, we are responsible for ensuring that the next generation knows Christ in a real and personal way!

Why is it Important?

Children are very receptive to the truth of God. Statistics show that 85% of conversions occur between the ages of 4 and 14 years old. If we train up children in the way that they should go, they will not depart from it when they are old. God wants to use children establish His Kingdom on this earth!

Scriptures to Help a Child Understand Salvation

- ☐ Everyone has sinned and needs to be forgiven (Romans 3:23).
- ☐ Sin separates us from God and there can be no sin within God's family (John 3:8-10).
- ☐ Sin carries a punishment, but salvation brings eternal life (Romans 6:26).
- ☐ In spite of our sin, God loves us (John 3:16).
- ☐ The only way to receive forgiveness is to ask God to forgive us through Christ as we confess our sins (John 3:16).
- ☐ If we ask to be forgiven God will forgive us and make us a part of His family (I John 1:9).
- ☐ After determining that the child understands these things, ask if he would like to pray and ask God to forgive him. If this is his desire, either lead him in a prayer, with him repeating it aloud after you, or invite him to pray in his own words.
- ☐ You should also encourage the child to give thanks for his salvation. Perhaps take the time to do that along with him.
- ☐ The child needs to be encouraged to tell someone else about his decision.
- ☐ Should a child choose not to pray, reassure him of your love and of Christ's love.

PRESENTING SALVATION TO CHILDREN

How Do I Present Salvation?

- ☐ The message of God's love and forgiveness may be presented anywhere, any time, and to anyone who will listen. Help children understand that by accepting salvation, they are becoming part of God's family.
- ☐ A one-on-one or small group setting is simply to relate how you accepted Christ. In a large group setting it might be good to announce that the purpose of this presentation is to explain God's love and forgiveness and that there will be an opportunity provided for them to respond.
- ☐ It is important to make sure that the presentation is easily understood.
- ☐ Use stories, object lessons, and connections between salvation and real-life.
- ☐ Older children can lead their peers to Christ. Younger children can repeat a sinner's prayer.
- ☐ Frequently, a child will respond to an appeal because others are. This may present a situation in which the child does not fully understand what he is doing. **DO NOT** turn them away! Explain the plan of salvation as best you can, pray with the child, and leave the rest up to God.
- ☐ When a child responds to an alter call. **ASK** the child, "Why did you come down front?" This can help you understand where a child might be in their knowledge of Christ. If the child has already given their life to Jesus, pray in agreement with them for their prayer request.

After a Child Receives Salvation

- ☐ Inform the child's parent of his/her decision to receive salvation upon dismissal
- ☐ Encourage the child to pray (talk to Jesus) and read God's Word (Encourage parents of younger children to begin reading God's Word to them)
- ☐ Share the good news with the child's parent/guardian(s)



LESSON EXPECTATIONS

The key to implementing a successful lesson is prayer, preparation and effective delivery. We have listed a few guidelines to follow when planning lessons for your class:

- ☐ Pray over your lesson and invite the Holy Spirit to give you thoughts and wisdom for how to deliver your lesson.
- ☐ Decide that you're going to be enthusiastic and excited about what you are teaching. Your energy level will either make what you are teaching come alive or make the children wish they were elsewhere.
- ☐ Look for ways to invite the children to become part of the lesson. Try to use group activities that get as many children as possible involved.
- ☐ Look for teachable moments or real-world connections to help children connect Biblical truths with the world around them. We must adjust our precepts to meet the needs of this current generation.
- ☐ Avoid using traditional figures such as Santa, Jack-o-lanterns, Easter bunnies, or other magical or whimsical characters. Use Christ-centered and Biblical characters and terms.
- ☐ Consider the developmental appropriateness of what you are planning for that age group.
- ☐ Submit a Media Request form two weeks before your scheduled lesson if you plan to incorporate a movie or online video. Media should be used to enhance our lessons, not substitute for poor planning.
- ☐ You may have spent time organizing your lesson and during the class the kids get fidgety. Don't take it personally! Have you prayed? Receive the correction and make the adjustment. If needed, take authority over the rebellion and get control of your class.
- ☐ Complete a Children's Ministry Checklist at the end of your lesson to document what worked well, what didn't work well, and what you would do next time to enhance your lesson?

LESSON PLANNING PROCEDURES

1. Review your lesson upon receiving the topic or lesson plan.
2. Focus on what you want the children to learn.
3. Pray and ask God what He wants to say to your children
4. Pray for the children that you will be teaching.
5. Read the story from the Bible first before you read the curriculum story.
6. Bring stories and activities to life using media, sights, sounds, and smells.
7. Add hands-on activities, crafts, and games to compliment your lesson or theme.
8. Plan with others. Use those who have creative gifts and abilities for ideas.
9. Do not let routine cause your creativity and ability to hear the Holy Spirit become dry.
10. Reflect after each lesson: What worked? What didn't? What could you do better next time?

STORY TELLING STRATEGIES

- ☐ Use pictures, visuals, puppets and props! Use your hands to show descriptive references.
- ☐ Dress up! Pretend to be the character in the story.
- ☐ Express yourself! Show emotions. Try using a variety of tones and pitches.
- ☐ Get the children involved! Have them help you tell the story.
- ☐ Ask questions! This keeps children engaged and measures their understanding.
- ☐ Use the Bible! Children love looking up and reading verses from scripture.
- ☐ Be there! Tell the story as if you were there.



WEBSITE RESOURCES

[HTTP://WWW.RCCKINGDOMKIDZ.COM/TEACHER-TOOLS.HTML](http://www.rcckkingdomkidz.com/teacher-tools.html)

GENERAL WEBSITES

- ☐ www.abcjesuslovesme.com
- ☐ www.kidology.org
- ☐ www.childrensministry.com
- ☐ www.kidssundayschool.com
- ☐ www.ministry-to-children.com
- ☐ www.discipleland.com
- ☐ www.truthforkids.com
- ☐ www.education.com
- ☐ www.atozteacherstuff.com

CRAFT & ACTIVITY WEBSITES

- ☐ www.dltk-kids.com
- ☐ www.kidsites.com
- ☐ www.abcteach.com
- ☐ www.craftforkids.com
- ☐ www.enchantedlearning.com
- ☐ www.kidscraftweekly.com
- ☐ www.allkidsnetwork.com
- ☐ www.handsonaswegrow.com
- ☐ www.crayola.com

EARLY CHILDHOOD WEBSITES

- ☐ www.earlychildhoodnews.com
- ☐ www.brillbaby.com
- ☐ www.teachmetotalk.com
- ☐ www.education.com
- ☐ www.teachpreschool.org
- ☐ www.preschooexpress.com
- ☐ www.first-school.ws
- ☐ www.123child.com
- ☐ www.prekinders.com
- ☐ www.letteroftheweek.com

ELEMENTARY WEBSITES

- ☐ www.teachervision.com
- ☐ www.edhelper.com
- ☐ www.lessonplanet.com
- ☐ www.teacherplanet.com
- ☐ www.teachingheart.net
- ☐ www.activityvillage.co.uk
- ☐ www.greatgroupgames.com



DEVELOPMENTAL STRATEGIES

Infants (0-18 months)

- Sing or play soft music to them.
- Speak faith filled words.
- Pray over each and every one as you hold, carry, or change them.
- Babies grow when they explore with their eyes, ears, mouths, noses, and fingers. Your classroom environment and décor should be interactive and stimulating.
- Make toys come to life by moving them and giving them a voice. This will help baby's imagination develop.
- If baby is tired and needs rest, let him/her rest.
- NEVER speak harshly to an infant or handle them in a rough manner.
- ALWAYS have a smile on your face. Infants are very visual and respond to the looks on your face as well as the sound in your voice.
- Infants learn best through repetition; therefore, it is recommended to repeat songs, prayers, and lessons with your infants. Babies need repetition to learn and remember new information.

Toddlers (18-36 months)

Toddlers pose a unique challenge for parents and teachers. They are full of life, energy, and curiosity. Here are a few strategies that will help you understand how to effectively minister to toddlers:

- Focus on a specific topic for your lesson and get excited. It's been said that teaching toddlers is 25% content and 75% theatre.
- Make your lesson exciting by incorporating all of the senses if possible. Young children need to see, smell, hear, taste, and touch what you are telling them.
- Use pictures, objects, and artifacts to make your lesson interesting.
- Have praise time! Toddlers love to make noise. They can sing, dance, clap, march, etc.
- Allow them to pray out loud even if they only utter sounds that may be undetectable to you.
- Teach them to pray for one another when someone gets hurt.
- Allow toddlers to help with clean-up
- Make sure you are prepared. If a child has to wait for you to gather materials, he/she will lose interest. Have all materials that need to be cut and prepped before you begin your lesson.
- Monitor the attention span of your children. If you see your child becoming bored or disinterested, stop and come back to the lesson later.

Pre-Schoolers (3-5 years old)

Pre-schoolers need a variety of activities to keep them interested. Lessons for pre-schoolers should incorporate language, physical activities, art and social interactions. This is a great age for circle time and dramatic play.

- Provide opportunities for creative, dramatic play. Children love to dress up and pretend.
- Incorporate music. Use songs, dances, movements, and musical instruments.
- Make your lesson exciting by incorporating all of the senses. Young children need to see, smell, hear, taste, and touch what you are telling them.
- Use pictures, objects, and artifacts to make your lesson interesting.
- Use a variety of art projects (drawing, painting, clay, collages)
- Include activities that build fine motor skills (lacing, cutting, beading, puzzles).
- Include activities that build gross motor skills (jumping, dancing, moving).
- Include activities that build academic as well as spiritual skills (ABCs, writing, reading).
- Allow the children to pray often for each other and prayer topics.
- Incorporate social skills in a group setting (learning to share, give, and be polite).
- Require the children to assist with cleaning up after activities.
- Make sure you are prepared. If a child has to wait for you to gather materials, he/she will lose interest. Have all materials that need to be cut and prepped before you begin your lesson.
- Break up the lessons with free play or center time to keep the children from becoming overstimulated. Do not schedule lesson activities for more than 15 min. or you will lose the attention of your children.



DEPARTMENT SCHEDULES

THE UNOFFENDABLES A.R.M.Y.

ARMED RIGHTEOUS MIGHTY YOUTH



KINGDOM KADETS SCHEDULE

| Times | Activities |
|--------------------------|--|
| 10:00-10:45 6:45-7:00 | <ul style="list-style-type: none"> ●Teaching assistant will lead the children in free-play activities while teacher greets parents at the drop-off counter ●Receive children: Record each child's identification number, name, and specific instructions. Send families that have not registered to the kiosk ●Label all food containers and personal belongings with the child's name/number |
| 10:45-11:00 7:00-7:15 | <ul style="list-style-type: none"> ●Teaching assistant will lead the children in games, puppets, or other hands-on activities related to the lesson or theme |
| 11:00-11:15 7:15-7:30 | <ul style="list-style-type: none"> ●Teaching assistant will lead praise and worship songs with the children |
| 11:15-11:30 7:30-7:45 | <ul style="list-style-type: none"> ●Drop-off ends at 11:15 a.m. or 7:30 p.m. Teacher will gather the children and review the Children's Department Expectations, wash hands, and pray to prepare for snack time |
| 11:30-12:00 7:45-8:15 | <ul style="list-style-type: none"> ●Serve snack to children. Ensure that all food considerations, parent instructions, or allergies have been reviewed before distributing the food ●Monitor that children are only eating their own food. Eating another child's food could be very dangerous for a child who has severe food allergies |
| 12:00-12:30 8:15-8:45 | <ul style="list-style-type: none"> ●Gather children for daily lesson and activity. The lesson activity could include a craft, coloring page, or other fun activity to reiterate the lesson taught ●Teacher will begin changing diapers as children complete their lesson activity with the teacher's assistant |
| 12:30-1:00 8:45-9:00 | <ul style="list-style-type: none"> ●Teacher's assistant will lead the children in games, coloring, or free-play ●Teacher will ensure that all diapers have been changed and begin packing up belongings for pick-up. Teacher will complete the daily summary sheet for each child |

Note: Please be prepared for service to either end earlier or later. The flow of the service can be detected by the activity in the hallway outside of the room.

WELCOME KINGDOM KADETS (6- 36 MO.)

We are so excited to have the opportunity to minister to your child. We wanted to take a few minutes to share some important information about our Children's Ministry.

What Happens During Class?

- Children will play, have a time for snack, sing praise & worship songs, pray, hear a Bible story and scripture, make crafts, and learn about the Kingdom of God!
- Snack: You are welcome to bring a snack for your child. All classrooms are nut-free.

Registering Your Child

Registration & Class Start Times:

- Registration is open from 10:00 a.m. to 11:15 a.m. on Sunday Mornings and from 6:30 p.m. to 7:30 p.m. on Thursday evenings.
- To minimize classroom disruptions, all classes close promptly at 11:30 on Sundays and 7:30 p.m. on Thursdays. Children will not be admitted to class after these times.

Children's Ministry Kiosk:

- All families must register at the Children's Ministry Kiosk located inside of the Narthex.
- You will receive an identification badge for your child as well as a Parent badge with a matching identification number. You must have your parent badge to pick up your child.
- Children must be present with their personal care items (diapers, wipes, bottles, snacks, etc.) to be registered by their parent/guardian. If you have not brought a snack for your child, please check with the classroom teacher to verify the snack item being served.

Nursery Pagers:

- All families will receive a "Parent Alert Pager."
- We ask that you leave your car keys with the Children's Registration Team, so that you remember to return your pager at the end of service.
- If you are needed at your child's classroom, your pager will vibrate and flash with red lights. Your pager will not stop alerting you until you respond.
 - Please note: If your pager is lost or damaged, there will be a \$25 replacement fee.

Safety Procedures

- The safety of your child is our top priority. Classroom doors will remain locked during services.
- Children will not be released to parents without proper identification. Individuals under the age of 18 may not pick up siblings for parents.
- You may be asked to show photo identification when entering a classroom.
- In the event of an emergency drill or evacuation, teachers and the Emergency Response Team will escort all children to the grass near the Church Administration office (see map). You will be notified and released by a member of the RCC Emergency Response Team to pick up your child. Please be sure to follow their directions.



"Little Lieutenants" Ministry Schedule

| Times | Activities |
|--------------------------|--|
| 10:00-11:15 6:45-7:30 | <ul style="list-style-type: none"> ●Teaching assistant will lead the children in free-play or creative activities while teacher greets parents at the drop-off counter ●Receive children: Record their identification number, name, and specific instructions (note any allergies or potty training) ●Encourage parents to store children's belongings in the classroom cubbies |
| 11:15-11:30 7:30-7:45 | <ul style="list-style-type: none"> ●Drop-off ends at 11:15 a.m. or 7:30 p.m. ●Children will clean up their toys ●Teacher will gather the children for circle time that will include: attendance, greeting the children, reviewing Children's Department behavioral expectations, reviewing the memory verse and presenting a brief overview of the lesson. |
| 11:30-12:00 7:45-8:00 | <ul style="list-style-type: none"> ●Worship and offering |
| 12:00-12:30 8:00-8:15 | <ul style="list-style-type: none"> ●Present lesson to children. |
| 12:30-12:45 8:15-8:30 | <ul style="list-style-type: none"> ●Wash hands or use hand sanitizer. ●Serve snack to children. Ensure that all food considerations, parent instructions, or allergies have been reviewed before distributing the food |
| 12:45-1:00 8:30-8:45 | <ul style="list-style-type: none"> ●Craft or lesson follow-up activity |
| 12:30-1:00 8:45-9:00 | <ul style="list-style-type: none"> ●Teacher's assistant will lead the children in games, coloring, or free-play ●Clean up |
| Dismissal | <ul style="list-style-type: none"> ●The teacher is the only person allowed to dismiss the children after he/she has verified that the parent's wristband matches the child's wristband. ●The teacher will stand by the gate to prevent a child from prematurely exiting the room. The assistant will engage the children in an activity at the table during dismissal. |

WELCOME LITTLE LIEUTENANTS (3-5 YEARS)

We are so excited to have the opportunity to minister to your child. We wanted to take a few minutes to share some important information about our Children's Ministry.

What Happens During Class?

- Children will play, have a time for snack, sing praise & worship songs, pray, hear a Bible story and scripture, make crafts, and learn about the Kingdom of God!
- Snack: You are welcome to bring a snack for your child. All classrooms are nut-free.

Registering Your Child

Registration & Class Start Times:

- Registration is open from 10:00 a.m. to 11:15 a.m. on Sunday Mornings and from 6:30 p.m. to 7:30 p.m. on Thursday evenings.
- To minimize classroom disruptions, all classes close promptly at 11:30 on Sundays and 7:30 p.m. on Thursdays. Children will not be admitted to class after these times.

Children's Ministry Kiosk:

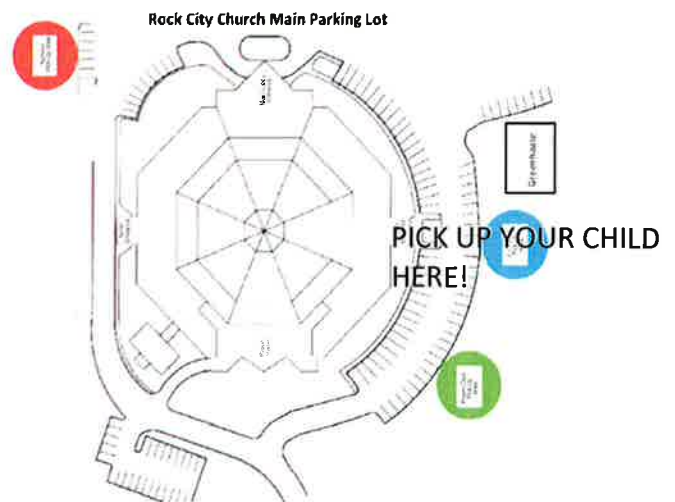
- All families must register at the Children's Ministry Kiosk located inside of the Narthex.
- You will receive an identification badge for your child as well as a Parent badge with a matching identification number. You must have your parent badge to pick up your child.

Parent Pagers:

- If your little one is still potty training, you will receive a pager to be notified if your child needs to be changed. Our pre-school classrooms do not have changing facilities.
- We ask that you leave your car keys with the Children's Registration Team, so that you remember to return your pager at the end of service.
- If you are needed at your child's classroom, your pager will vibrate and flash with red lights. Your pager will not stop alerting you until you respond.
 - Please note: If your pager is lost or damaged, there will be a \$25 replacement fee.

Safety Procedures

- The safety of your child is our top priority. Classroom doors will remain locked during services.
- Children will not be released to parents without proper identification. Individuals under the age of 18 may not pick up siblings for parents.
- You may be asked to show photo identification when entering a classroom.
- In the event of an emergency drill or evacuation, teachers and the Emergency Response Team will escort all children to the grass near the South Entrance/Greenhouse (see map). You will be notified and released by a member of the RCC Emergency Response Team to pick up your child. Please be sure to follow their directions.



WELCOME GOD'S GENERALS (6-11 YEARS)

SUNDAY MORNINGS

| Activities to Incorporate (Times will Vary) |
|--|
| <ul style="list-style-type: none"> ●Take Attendance ●Pray ●Provide Lesson Overview ●Teach Lesson ●Visit Stations ●Memory Verse ●Crafts ●Worship ●Prayer /Closing ●Ice Breakers |

Note: Please be prepared for service to either end earlier or later. The flow of the service can be detected by the activity in the hallway outside of the room.

WELCOME CREATIVE COMMANDERS (6-11 YEARS)

THURSDAY EVENINGS

| Times (PM) | Activities |
|------------|---|
| 6:45-7:15 | ●Free Play: Games, Read, Draw |
| 7:15-7:30 | ●Devotions: Bible Study & Prayer (Drop-off ends at 7:30) |
| 7:30-7:45 | ●Homework & Reading Time |
| 7:45-8:45 | ●Specialty Activity Station Rotations (Classes will vary depending on the week) |
| 8:45-9:00 | ●Clean-up, Lesson Closure, Free Play |

Note: Please be prepared for service to either end earlier or later. The flow of the service can be detected by the activity in the hallway outside of the room.

WELCOME GOD'S GENERALS (6-11 YEARS)

We are so excited to have the opportunity to minister to your child. We wanted to take a few minutes to share some important information about our Children's Ministry.

What Happens During Class?

- Children will play games, sing praise & worship songs, pray, hear a Bible story and scripture, make crafts, and learn about the Kingdom of God!
- Snack: We do not have snack time in Word Warriors. However, there may be weeks when a teacher brings a treat for the children.

Registering Your Child

Registration & Class Start Times:

- Registration is open from 10:00 a.m. to 11:15 a.m. on Sunday Mornings and from 6:30 p.m. to 7:30 p.m. on Thursday evenings.
- All 6-11 yr. old children should report to Word Warriors at 11:30 a.m. Word Warriors is held in the Power Club classroom. Children will not be admitted to class after 11:45 a.m. to reduce classroom distractions.

Children's Ministry Kiosk:

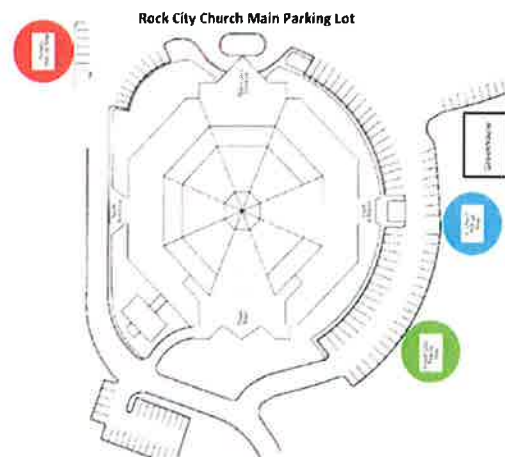
- All families must register at the Children's Ministry Kiosk located inside of the Narthex.
- You will receive an identification badge for your child as well as a Parent badge with a matching identification number. You must have your parent badge to pick up your child.

What to Bring:

- Word Warriors should bring the following items to class: Word Warriors Journal, Offering, and Bible (digital is fine, but we are not responsible for lost, damaged, or stolen electronic devices).
- Captains Cash: Children earn Captains Cash by bringing their Bible, bringing a friend, following classroom rules, and winning class games/contests. The Kingdom Store is open every 1st and 3rd Sundays for the children to spend their Captains Cash on prizes.

Safety Procedures

- The safety of your child is our top priority. Classroom doors will remain locked during services.
- Children will not be released to parents without proper identification. Individuals under the age of 18 may not pick up siblings for parents.
- You may be asked to show photo identification when entering a classroom.
- In the event of an emergency drill or evacuation, teachers and the Emergency Response Team will escort all children to the grass near the South Entrance/Greenhouse (see map). You will be notified and released by a member of the RCC Emergency Response Team to pick up your child. Please be sure to follow their directions.



CLASSROOM MANAGEMENT & DISCIPLINE PROCEDURES

THE UNOFFENDABLES A.R.M.Y. *ARMED RIGHTEOUS MIGHTY YOUTH*



CLASSROOM MANAGEMENT

It is important to communicate Children's Department behavior expectations to your children. Children will rise to the expectations that are set. It is important that expectations are clear and consistent; therefore, the Children's Department has a new set of behavioral expectations for all children. Although the standard of the behavior expectations will remain the same throughout each department, the way that these standards are communicated and reinforced with the children will vary to fit the developmental needs of each age group. When enforcing behavioral expectations, please be mindful that children often have discipline issues when they are looking for attention, tired, bored, or simply do not understand how they are expected to act.

Our Children's Department expectations are that all children will **R.O.C.K.!** These are the standards that will be taught and reinforced with our children:

R= Respect others

O= Obey the 1st time

C= Compassion for other

K= Keep hands, feet, and objects to themselves

NEW!! "Captain's Cash"

Captain's Cash can be redeemed every 1st Sunday at the Children's Kiosk.

Captain's Cash can be earned by:

- Bringing a Friend
- Brining Your Bible
- Good "Leadership" Behavior in Class
- Memorizing Weekly Bible Verses
- Winning Games/ Contests
- Assisting the Teacher



Classroom Management System

CLIMB THE LEADERSHIP LADDER (Ages 3-11)

"How Am I Leading?"

- **Behavioral Expectations**
 - Our children have 4 easy to remember behavioral expectations to follow while in class: R.O.C.K. (Respect Others, Obey the 1st Time, Care for Others, Keep Hands, Feet, & Objects to Yourself)
- **Classroom Cuing Systems**
 - **RO-CK:** Teacher calls "RO," and students call "CK." This alerts the children that their attention is needed. Model this call to action by having the children become quiet and attentive when they hear "RO" being called by one of the teachers or assistants.
 - **Clap-A-Pattern:** Clap a pattern and have the children clap back (practice this with the children during each class)
 - **"If You Can Hear My Voice":** Begin a sentence with this statement followed by a specific direction. Continue to give action assignments with this sentence starter until you have close to 100% audience participation.
 - **Praise Statements:** Begin to thank and positively reinforce children who are complying with your behavioral expectations
 - **Proximity:** Move in the direction of children who have yet to follow your expectations, sometimes your presence is enough to get the child back on track. It also will enable you to more effectively issue a direct warning if need, because you'll be closer to the child.
- **How to Implement**
 - Begin each class by reviewing the behavioral expectations, cuing signals, and classroom management system (leadership spectrum).
 - Discuss what the behavior expectations mean (R.O.C.K.)
 - Practice classroom cuing systems with the class
 - Consistently use these strategies. Remember, your helping establish the positive climate and expectations of the department, not just your own individual class.
 - Review each level of the spectrum and the reinforcements & consequences.
Remind children that the store is open on 1st and 3rd Sundays.
- **It's Not Working**
 - We realize that there is not a cookie-cutter approach to managing children's behaviors. Try to learn the antecedent for each child's "behaviors." You'll find that if you can take care of the "root" issue that you can decrease the number of negative outbursts. When you've done all else, please press that walkie button to ask for help. We're here to support you. This doesn't reflect an inability to "manage your classroom." Sometimes it takes the team!


Leadership Spectrum

NEW: We have changed the behavior management system, because we want to have a more positive tone in the room. We want the emphasis to be on those who are leading and making positive choices, instead of the few that our not meeting the classroom expectations!

This is a visual behavior management system, where children can track their daily leadership growth. All children's names will be placed on laminated shapes. Shapes should only be attached to the wall using blue adhesive putty (sticky tac).

The "Leadership Ladder" is divided into the following categories: "Think About It," "Ready to Learn," "Great Effort," "Excellent Choices," and "Outstanding." Each level is associated with either a consequence or positive reinforcement for good leadership choices.

Leadership Ladder Consequences & Rewards

| | |
|---|--|
|  <p>OUTSTANDING</p> | <p>Description: Child has shown 3 or more notable acts of leadership during class. Reward: Child will earn 5 Captains Cash.</p> |
| <p>Excellent CHOICES</p> | <p>Description: Child has shown 2 or more notable acts of leadership during class. Reward: Child will earn 3 Captains Cash.</p> |
| <p>Great EFFORT</p> | <p>Description: Child has shown 1 or more notable acts of leadership during class. Reward: Child will earn 2 Captains Cash.</p> |
| <p>Ready to LEARN</p> | <p>Description: Child has met all of the 4 classroom expectations: R.O.C.K. Reward: Child will earn 1 Captains Cash.</p> |
| <p>Think about it</p> | <p>Description: Child is not following one or more of the class expectations Consequence: Child receives a verbal warning. If the child does not improve, the next step will be a loss of privilege</p> |

BEHAVIOR EXPECTATIONS & DISCIPLINE

As children follow the Children's Ministry behavioral expectations, they should receive positive reinforcement for their actions. Positive reinforcement may consist of: verbal praise, stickers, certificates, leadership roles, or Kingdom Cash (ages 3-11).

Decreasing Classroom Management Concerns

- ❑ **Be Prepared** -Run through your day. Every component. Every Transition. What do you want it to look like and sound like?
- ❑ **Communicate Expectations** -Make sure children understand what you expect. Make sure your directions are simple and easy to understand. Try having a child repeat them to check for understanding.
- ❑ **Model** - Model what you expect. Social skills do not always come natural for children. Children who have ASD benefit from social skills modelling.
- ❑ **Understand Behaviors** -Recognize that behavioral manifestations have both a natural and spiritual component. Pray. It sets the atmosphere for your day.
- ❑ **Be Aware** - Many incidents involving misbehavior or injuries are preventable with efficient monitoring of your class. Avoid leaving students unattended, out of sight, or disengaged.
- ❑ **Triggers** - Observe and plan for triggers that activate negative behavior. Here are a few:
 - Subtle taunting or physical contact from classmates
 - Being put on-the-spot to do something the child feels insecure about (i.e. reading aloud to a group, answering a question)
 - Situations at home
 - Feeling left out
 - Boredom or uncertainty of directions
 - Lack of positive reinforcement from others
- ❑ **Buddy System** - Partner children who are having difficulty following expectations with another child who demonstrates willingness and capability to model what is expected.
- ❑ **Offer Choices** - This will help keep children engaged and excited about what they're learning. (i.e. children could be given the option to draw or write their thoughts about an assignment).
- ❑ **Self-Monitoring** - For older children with known ADHD, inattentive, or on-going behavioral concerns, establish a self-monitoring system to help them monitor their compliance with the classroom expectations (a modified version of this can be used for younger children).
- ❑ **Reduce Distractions** - Seat children that have difficulty focusing where they will not be easily distracted.
- ❑ **Use Proximity** - Move around the classroom and posture yourself where you suspect behaviors are becoming off-target. Your presence will decrease the negative behavior from continuing.
- ❑ **Use Signals** - Use signals to capture the attention of your class or individual children. The signal for quiet in the Children's Department is two fingers raised above your head. Clapping patterns may also be used to gain the attention of a group during a noisy activity.

- ❑ **Corrective Criticism-** Center corrective criticism between compliments. This helps when dealing with children that are very emotionally fragile or sensitive. Tell the child a positive about what they are doing, insert what needs to be corrected, and encourage the child that he/she is able to make the change.
- ❑ **Energy Outlets-** Find opportunities for children with a lot of energy to use it. For example, jump, sing a song loudly, crawl, play a movement game (with control of course).
- ❑ **Eye Contact-** Have children look at you in the eye when speaking to them. This helps ensure that they are focusing on what you are saying (keep in mind that some children who have ASD may not be able to do so, don't force the issue with a child).

If a child is having difficulty following the Children's Department Behavioral Expectations, please use the following progressive strategies to re-direct the child back to appropriate behavior:

1. Remind the child of the behavioral expectation being violated. This can be done by anonymously reminding the group of the expectation or speaking one-on-one with the child who is having difficulty. The child should get a reminder of what following the behavior expectation look like and sounds like.
2. If the child continues to willingly violate the behavioral expectation a loss of a privilege may be determined by the teacher.
3. If a verbal reminder or loss of privilege doesn't resolve the problem, or the child has intentionally, physically injured another child, a brief time away from the group activity is needed. During this time away, the child should be in the classroom in a visible location. The time away from the group should not be greater than the child's age; therefore, if a child is 5 years old, no more than 5 minutes. If a child has been injured, no matter how small, an Incident Form must be completed and the Department Head and Children's Director notified via walkie-talkie. In this instance, you will also complete a Behavior Incident Form.
4. If the child has not calmed down or repeatedly refuses to follow directions after verbal redirection, time away, and a loss of privilege, please request assistance from the Children's Ministry Director via walkie-talkie.

WHAT TO AVOID

When re-directing children's behavior, please avoid the following negative discipline strategies:

- ❑ Do not insult or humiliate a child
- ❑ Never push, grab, hit, or spank a child!
- ❑ Never threaten a child that they cannot return to class!
- ❑ Do not let a child out of your sight!

CHILDREN'S DEPARTMENT FORMS

THE UNOFFENDABLES A.R.M.Y. *ARMED RIGHTEOUS MIGHTY YOUTH*





Closing Checklist for Kingdom Kadets Team

Lead Teacher's Name: _____ Date: _____

Assistants: _____

Please ensure that items on this checklist are completed prior to leaving. The person completing the task should place their initials in front of the task. Please turn in this checklist and your classroom rosters to the Children's Director's mailbox located in the Pastoral Care office near the copier.

- ☐ _____ Put all toys away in their appropriate location or storage bin
- ☐ _____ Return all lesson supplies and materials to the supply cabinet
- ☐ _____ Place used sheets, aprons, bibs, rags, etc. in the laundry crate to be laundered
- ☐ _____ Clean counters and changing area with disinfectant spray or wipes
- ☐ _____ Wipe down the high chairs (including underneath the high chair pads)
- ☐ _____ Wash, dry, and return any dishes used to their appropriate place
- ☐ _____ Wipe out sinks and microwave
- ☐ _____ Empty refrigerator. Nothing can be left
- ☐ _____ Sweep, vacuum and mop floor
- ☐ _____ Empty the trash by taking it to the dumpster at the end of the parking lot.
- ☐ _____ Turn off the lights and close the door
- ☐ _____ Drop off your checklist and attendance rosters to the Children's Director's mailbox

List Supplies Needed: _____

List Items Broken/Need Repairs: _____

Lesson Reflection:

What made your lesson meaningful for the children: _____

What could you do differently next time: _____

Testimonies: _____

Prayer Requests: _____

Lead Teacher

Date

Department Head

Date



Closing Checklist for Little Lieutenants Team

Lead Teacher's Name: _____ Date: _____

Assistants: _____

Please ensure that items on this checklist are completed prior to leaving. The person completing the task should place their initials in front of the task. Please turn in this checklist and your classroom rosters to the Children's Director's mailbox located in the Pastoral Care office near the copier.

- ☐ _____ Put all toys away in their appropriate location or storage bin
- ☐ _____ Return all lesson supplies and materials to their appropriate storage location
- ☐ _____ Ensure that all crates, books, cabinets, and closets are neatly organized
- ☐ _____ Ensure that cubbies are cleared and nothing is left on the countertops
- ☐ _____ Clean counters and tables with disinfectant wipes or spray cleaner
- ☐ _____ Ensure that bathroom is clean: toilet flushed, sink wiped, floor swept
- ☐ _____ Wash, dry, and return any dishes used to their appropriate place
- ☐ _____ Wipe out sinks and microwave
- ☐ _____ Sweep, vacuum and mop floor (We must mop on Thursday evenings)
- ☐ _____ Empty the trash by taking it to the dumpster at the end of the parking lot
- ☐ _____ Turn off the lights and close the door
- ☐ _____ Drop off your checklist and attendance rosters to the Children's Director's mailbox

List Supplies Needed: _____

List Items Broken/Need Repairs: _____

Lesson Reflection:

What made your lesson meaningful for the children? _____

What could you do differently next time? _____

Testimonies: _____

Prayer Requests: _____

Lead Teacher

Date

Department Head

Date



Closing Checklist for God's Generals & Creative Commanders

Lead Teacher's Name: _____ Date: _____

Assistants: _____

Please ensure that items on this checklist are completed prior to leaving. The person completing the task should place their initials in front of the task. Please turn in this checklist and your classroom rosters to the Children's Director's mailbox located in the Pastoral Care office near the copier.

- ☐ _____ Return all lesson supplies and materials to their appropriate storage location
- ☐ _____ Ensure that all crates, books, cabinets, and closets are neatly organized
- ☐ _____ Ensure that chairs and furniture moved is put back in its original location
- ☐ _____ Vacuum or mop if needed
- ☐ _____ Empty the trash by taking it to the dumpster at the end of the parking lot
- ☐ _____ Turn off the lights and close the door
- ☐ _____ Drop off your checklist and attendance rosters to the Children's Director's mailbox

List Supplies Needed: _____

List Items Broken/Need Repairs: _____

Lesson Reflection:

What made your lesson meaningful for the children? _____

What could you do differently next time? _____

Testimonies: _____

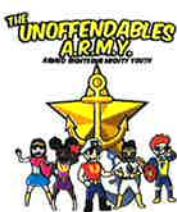
Prayer Requests: _____

Lead Teacher

Date

Department Head

Date



Children's Ministry Discipline Report

Child's Name: _____ Date of Incident: _____

Dear Parent,

This letter is to inform you about a recent disciplinary concern that we had with your child and describe the actions taken by our Children's Department volunteers to help re-direct your child's behavior.

Our goal is to support parents as they nurture and care for their children. If there are any particular strategies or suggestions that you have for our volunteers to use with your child, please be sure to share this information with the Department Head or Children's Ministry Director. Thank you for your support and assistance!

The following behaviors were demonstrated in class by your child:

- | | |
|---|--|
| <input type="checkbox"/> Attempting to Leave the Room | <input type="checkbox"/> Kicking |
| <input type="checkbox"/> Biting Others | <input type="checkbox"/> Lying |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Profanity |
| <input type="checkbox"/> Destroying Property | <input type="checkbox"/> Screaming/Yelling at Others |
| <input type="checkbox"/> Disrespect | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Excessive Talking | <input type="checkbox"/> Teasing/Bullying Others |
| <input type="checkbox"/> Fighting | <input type="checkbox"/> Tantrums |
| <input type="checkbox"/> Hitting | <input type="checkbox"/> Throwing Objects |
| | <input type="checkbox"/> Other: _____ |

Explanation: _____

We would like you to know that we took the following action to re-direct your child's behavior:

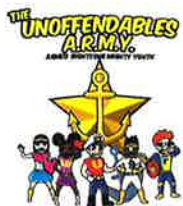
An accumulation of three discipline reports within 45 days will result in your child being unable to attend class for two weeks. You will also need to schedule a face-to-face meeting with the Children's Ministry Director before your child can return to class.

Head of Ministry

Date

Parent

Date



Unoffendables Media Request Form

Type of Media Requested: _____ Rating: _____

Date Requested: _____ Date Needed: _____

Department Viewing Media: _____

Title: _____ Author: _____

Purpose: _____

Requested Completed By: _____

Department Head Signature: _____

Request Approved: YES NO Reason: _____

Unoffendables Media Request Status

Media Title: _____ Viewing Date: _____

Request Status

- ☐ Your request to used the media listed above has been approved
- ☐ Your request has NOT been approved at this time.



Children's Ministry Injury Report

Child's Name: _____ Date of Injury: _____

Dear Parent,

This letter is to inform you of an incident that occurred in class. Below, you will an explanation of the cause of the incident as well as our Children's Ministry volunteer's response to assist your child. Please discuss any concerns that you have about this incident with the Children's Ministry Director.

Your child sustained the following injury in class today: _____

Description of how the injury occurred: _____

We would like you to know that we took the following action in response to your child's injury:

Head of Ministry Date

Parent Date

ROCK CITY CHURCH
CHILDREN'S DEPARTMENT
EMERGENCY PLAN & PROCEDURES

**THE
UNOFFENDABLES
A.R.M.Y.**
ARMED RIGHTEOUS MIGHTY YOUTH



CHILDREN'S DEPARTMENT EVACUATION PROCEDURES

All children's workers must be knowledgeable of this portion of the emergency plan to ensure the safe and efficient evacuation of the children in the event of an emergency. All workers must be aware of the exits near their classrooms. Each classroom must have a walkie-talkie, an emergency flag, a lantern, and a flashlight, all checked and fully operational.

PREPARATION & EVACUATION:

- A. When children are registered, let their parents know their child's flag color. Explain to them that in the event of an emergency, they will be able to locate their child by identifying the flag color. Flag colors are:
 - a. Nursery "Kingdom Kadets" (0-36 months) – Green
 - b. Jr. Church "Little Lieutenants" (3-5 years old) – Red
 - c. Power Club "God's Generals" (6-11 years old) – Red
- B. When directed the Children's Department Director or a member of the Emergency Response Team to evacuate, line the children by the door in single file. Green Team Members #3 and #4 will respond to the nursery to help evacuate infants and toddlers.
- C. If a fire or similar emergency is inside of your classroom, DO NOT wait for notice to evacuate. Inform the Children's Director and get the children out of that room immediately following the posted emergency exit routes away from the fire.
- D. If the fire alarm goes off, keep the children calm by speaking in a calm manner.
- E. If the power is out, use the emergency lantern or flashlight that is in all of the classrooms.
- F. **Evacuation:** When evacuating, bring the following items: Class Roster, Emergency Bag, Classroom Emergency Flag, and Walkie-Talkie.
- G. Move the children as they are. Leave personal belongings behind (purse, bags, etc.).
- H. Take Attendance. Report any missing children to security using your walkie-talkie.
- I. The Emergency Response Team Central Command Captain will verify that all of the children have been safely evacuated.
- J. All teachers and classroom assistants will remain with their children until every child has been released to his/her parents.
- K. Teachers will only release children to the person wearing the wristband matching the child's wristband received during the registration process. If a parent has misplaced a wristband, guardianship must be verified using photo identification before the child is released.



DEFINITIONS

Emergency Codes -

Code 1 – Fire

Code 2 – Gun/Weapon

Code 3 – Hostage

Applies to All Sections:

Code 4 – Bomb

Code 5 – Structural Damage

Code 6 – Power Outage

Code 7 – Medical Emergency

Symbols -

The following are symbols which you will see throughout this document and on the maps:



= Location of Fire Extinguishers



= Location of Medical / First Aid kits



= Exit through here!



= Route to follow



= Locations of Generators



= Available Landline



= Emergency Equipment

EMERGENCY EXIT PLAN

REMAIN CALM AND MOVE TO YOUR
ASSIGNED LOCATION
IN AN ORDERLY MANNER



Fire Extinguisher



Emergency Equipment



Generator



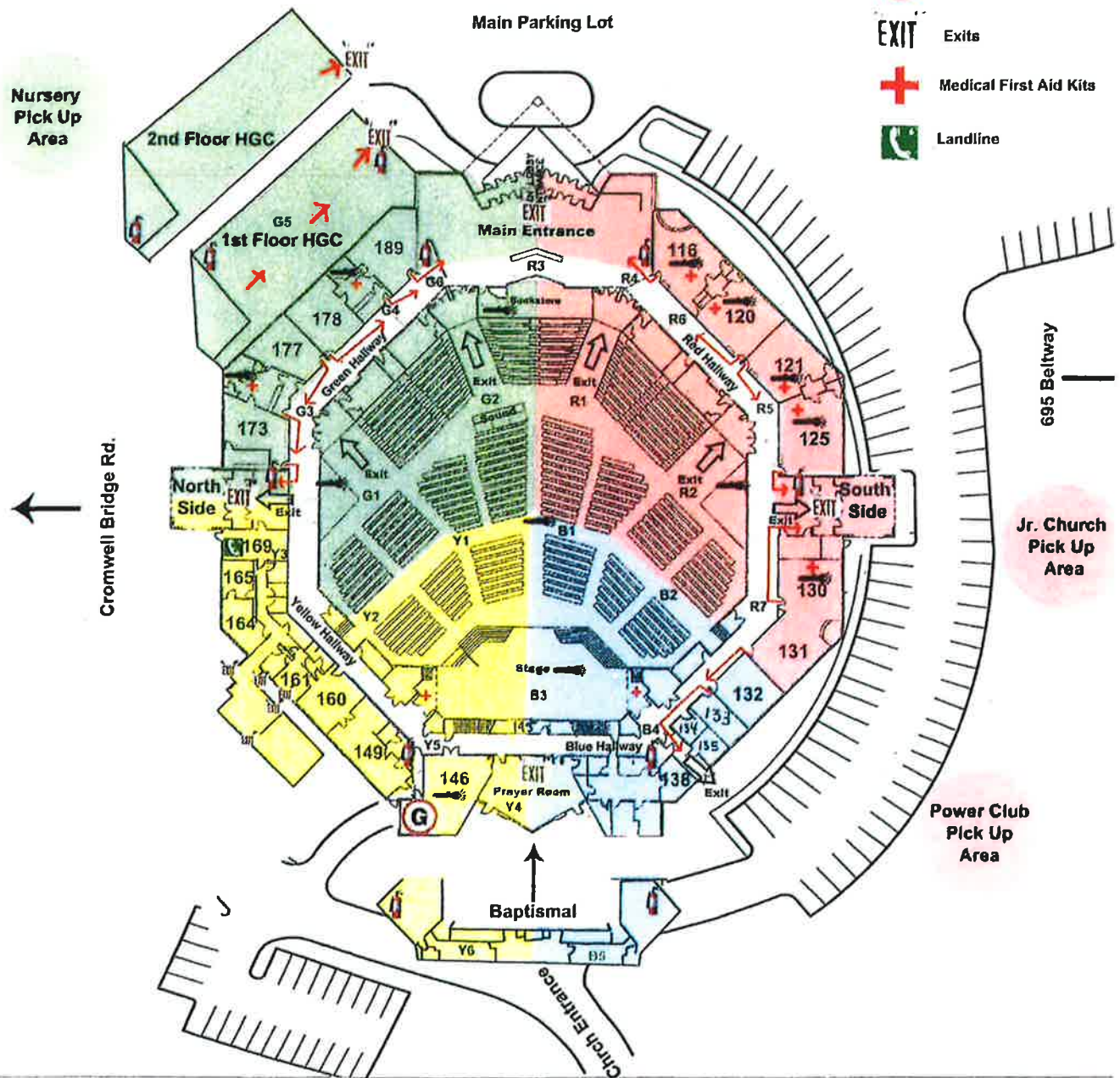
Exits



Medical First Aid Kits



Landline



OUTSIDE GREEN

EMERGENCY EXIT PLAN

REMAIN CALM AND MOVE TO YOUR
ASSIGNED LOCATION
IN AN ORDERLY MANNER



Fire Extinguisher



Emergency Equipment



Generator



Exits



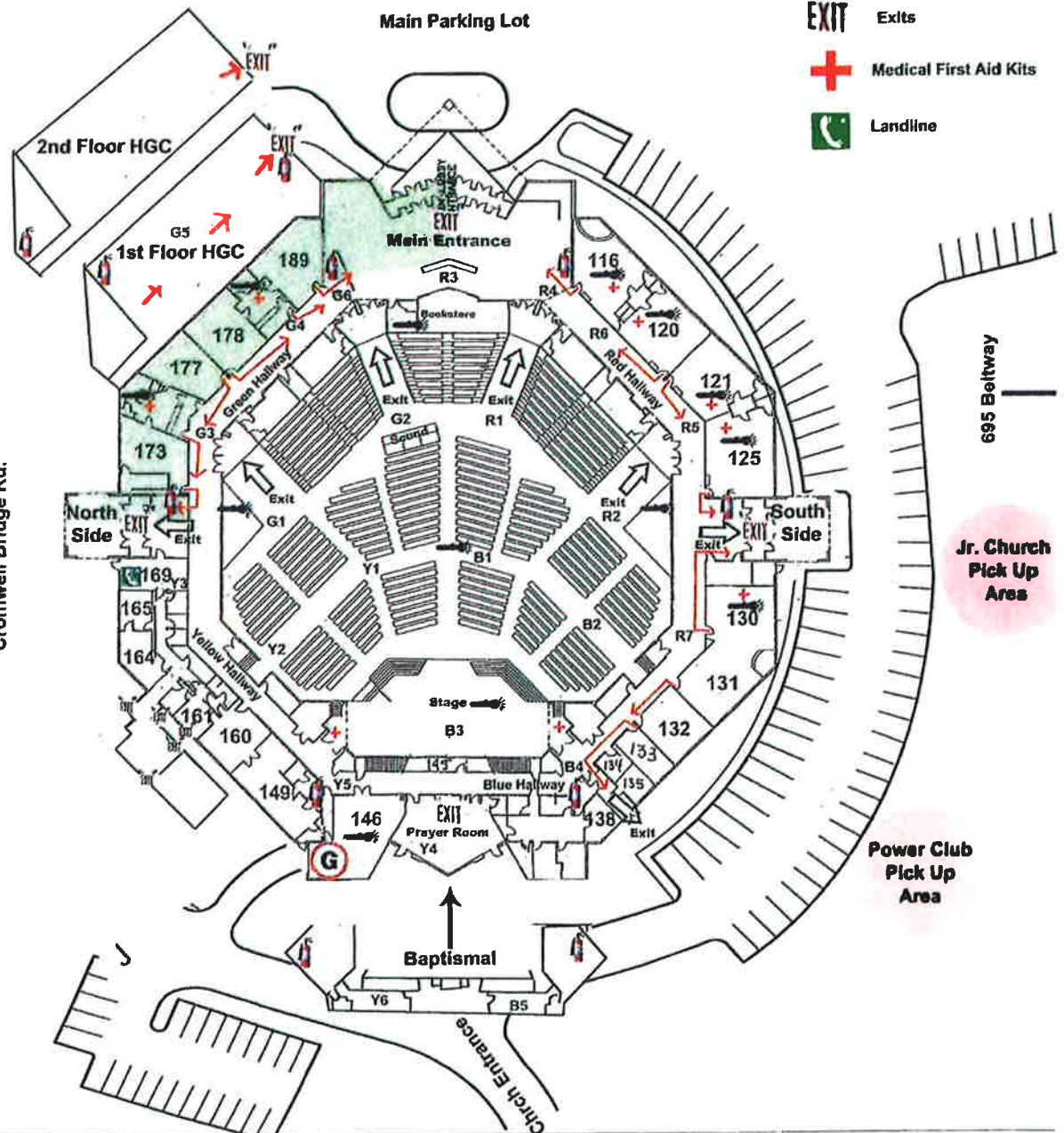
Medical First Aid Kits



Landline

Nursery
Pick Up
Area

Cromwell Bridge Rd.



OUTSIDE RED

EMERGENCY EXIT PLAN

REMAIN CALM AND MOVE TO YOUR
ASSIGNED LOCATION
IN AN ORDERLY MANNER



Fire Extinguisher



Emergency Equipment



Generator



Exits

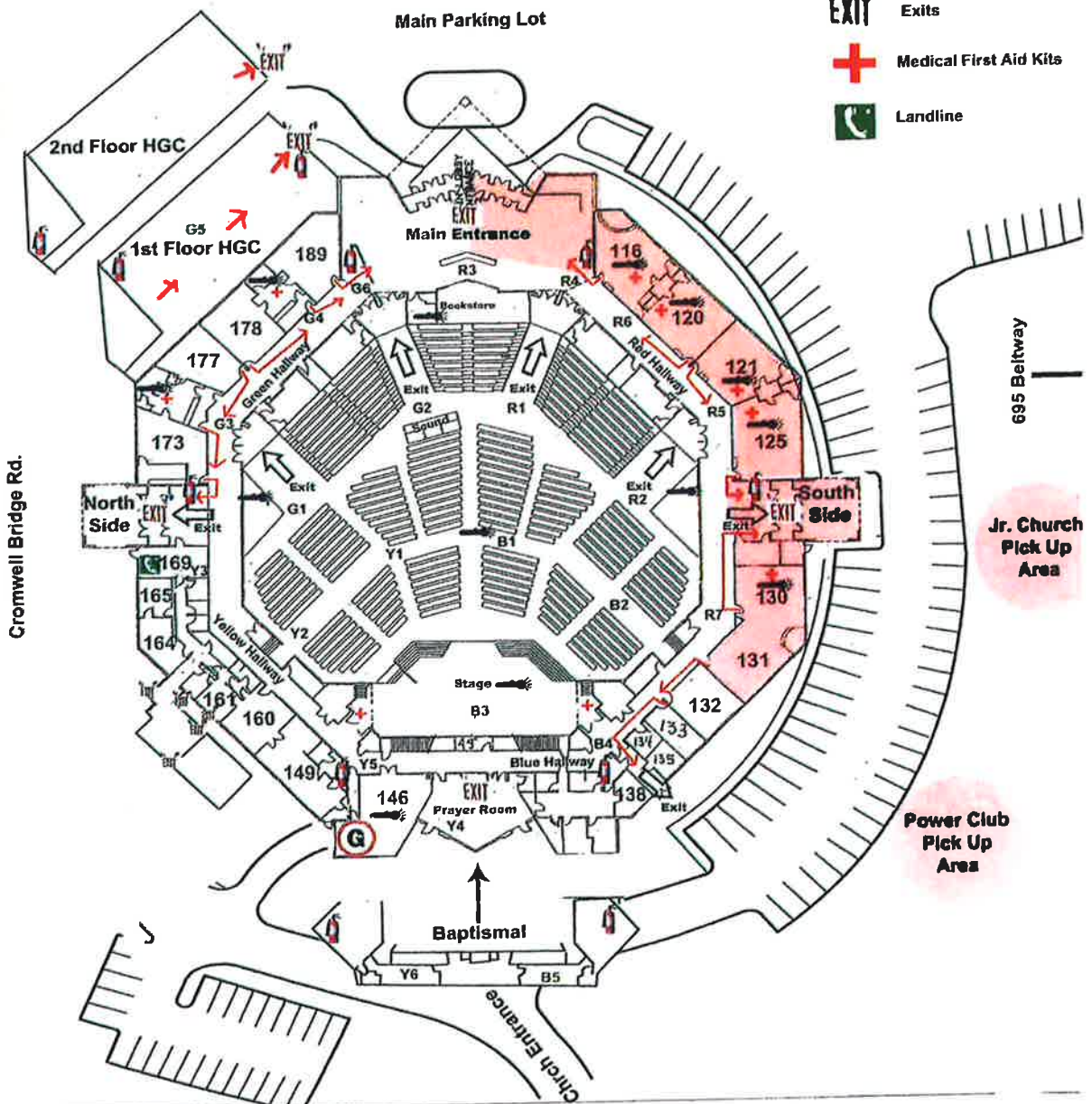


Medical First Aid Kits



Landline

Nursery
Pick Up
Area



CPR/FIRST AID CERTIFIED

- Bettina Hicks
- Brianna Hicks
- Debbie Baker- RN
- Debbie Sewell
- Dr. Chinwe Ihenatu
- Hope Agen-Davis- RN
- Jade Dawkins (summer only)
- Jamal Steele
- Julie Traut
- Kris Traut



Children's Ministry Survey

Name: _____ D.O.B. _____ E-mail: _____

Home Phone: _____ Cell Phone: _____ Department: _____

Mailing Address: _____

What purposes or calls of God do you see on the children that you teach?

What skills do these children need to be successful in their future world?

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

What tools and resources can we use to equip them?

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |