



# Team Member Handbook

2026

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# Welcome to Children's Ministry

Welcome to SCBC Children's Ministry! As a team member, you play a vital role in the body of Christ as you minister to children in our safe environment. Thank you for the time, energy and love that you are investing in our children's lives. Your role as a disciple will encourage them to know God personally, grow to love Him more and desire to walk with Him for a lifetime. We have no doubt that God will be faithful to water each and every seed planted and to bring about fruit that will last!

This handbook provides you with the policies and procedures that are particular to our children's ministry. Please take the time to familiarize yourself with this very important information.

## Mission & Vision

The mission of SCBC Kids ministry is to introduce children to Jesus Christ, call them to trust in him, and teach them to obey all that he has commanded. We envision children pursuing life in Christ.

## Purpose

The purpose of SCBC Kids ministry is to glorify God through partnering with parents as we inspire each child to know, love, and obey God for His glory.

*We will tell the next generation the praiseworthy deeds of the Lord, His Power and the wonders He has done... Then they will put their trust in God and would not forget His deeds but would keep His commands. Ps. 78:4*

## Message from the elders

Dear SCBC Kid's team members,

In the gospel of Matthew Jesus exhorts his disciples to "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." (Matt. 19:14) Jesus loves children and he desires that they would come to him, and you have the awesome privilege of bringing them to him each Sunday! Did you know that the greatest number of non-Christians at SCBC on any given Sunday are found in the children's ministry? What a thought! And consider this, God is using your preparation, presence and care for these little ones to plant and water the seed of the gospel in their hearts in the hope that one day we might all rejoice with the angels in Heaven as they trust the Savior. (Luke 15:7). Your work is of eternal value.

We, as the elders of SCBC, thank God for each one of you and your commitment to serve these precious souls the Lord has entrusted to our care. Your church family appreciates all that you do to teach and train SCBC's next generation of members, parents, teachers, volunteers, deacons, elders, missionaries, evangelists, etc. Who knows how God might use the children whose lives you touch each week? Please know that you have our prayers and our support as you faithfully serve our Lord and his church.

In Christ,  
The elders of SCBC



# General Guidelines

## Approved Team Members

Only approved team members may work in SCBC Children's Ministry. Team member requirements:

1. Attendance at SCBC for at least six months
2. Must be a member of SCBC **or** must be at least 13 years of age and at least 1 parent is an active member of SCBC
3. Completed and approved criminal background check, if 18 years & older. Background checks are completed every 2 years

**Note:** Youth volunteers are removed from the ministry team immediately upon turning 18 years old, if not members. Provisional membership is available beginning at age 14 to allow for membership upon 18<sup>th</sup> birthday. Youth volunteers are encouraged to pursue provisional membership.

## Adequate Supervision

There must always be adequate supervision to ensure the safety of the children:

- **Rooms with cameras (Nursery,- K):** one (1) approved team member must always be in the classroom.
- **Rooms without cameras (1<sup>st</sup>-3<sup>rd</sup>) or if the classroom cameras are not working:** two (2) approved team members must always be in the classroom.

## Identification

You will need to wear your volunteer check-in sticker and your SCBC shirt any time you are serving.

## Scheduled absences

- We have moved to a paper sign up that will be on a clipboard every Sunday in the children's lobby. Please make every attempt to sign up. Please know if you do not sign up, we will put you in a spot where there is a need.
- The goal is to get the schedule in subsplash one month in advance.
- In the event that you are unavailable to volunteer in the children's ministry, on a particular date, please let the children's church director know one month in advance.
- If a conflict arises on your scheduled date, plan ahead and arrange to trade with someone. Notify the children's ministry director of this change.
- Remember there must be at least one adult (18+) scheduled in the classroom. This means that a youth volunteer may not swap with an adult volunteer unless there is another adult scheduled in the same room.
- It is your responsibility to make sure your replacement has the proper curriculum lesson.

## Emergency absences

- We understand that illnesses and emergencies by their very nature are sudden and unplanned. Please attempt to find a replacement as soon as possible.



- In the event that you are unable to find a replacement, notify the children’s ministry director ASAP.

## Health and Wellness Policy

In an effort to provide a healthy and safe environment for everyone, we ask that children and adults not be in the classrooms if they have any of the following symptoms or illnesses:

- Conjunctivitis (pink eye)
- Diarrhea (for any reason)
- Vomiting (within the past 24 hours)
- Fever within the past 24 hours
- Infection of any type
- Lice
- Measles, Mumps, chicken pox, similar rash
- Runny nose with color drainage. (teachers will use discretion regarding clear drainage)

If any of these symptoms are noticed in a child, please promptly page the parents/guardian and ask them to revoke their child from class. For the health and safety of all our children and staff, there will be no exceptions to this policy. If you have any questions about the symptoms you notice, please talk to the Children’s Ministry Director.

If you discover, either through the parent or through conversation with other adults, that a child has been exposed to, or is being treated for lice, please make sure that the Children’s Ministry director is informed. Please do not talk with others about the matter. We do not want to cause any harm to the family that has been dealing with lice or cause other people to panic.

If a child is being treated with antibiotics, he/she should be on the medicine for at least 24 hours before coming to any of the children’s ministry classrooms.

Thank you for helping us to provide a healthy environment for each of our children and staff.

## Allergies

Check children’s name tags at the start of each class for any allergies. Children may not bring food from home into the classroom. *This protects children and staff from exposure to foods that may cause an allergy.*

The approved list of snacks is outlined in each classroom section later in this document.

Note: the 1<sup>st</sup>-3<sup>rd</sup> class may sometimes offer treats (lollipops etc) at dismissal.

## Bathroom Procedures

- Only team members that are 16 years old or older may assist children in the bathroom.
- Always keep the bathroom door open while assisting a child. When possible, men should help boys and women should help girls.
- Encourage independence and use the “hand over hand” technique. If a child asks for or needs assistance with wiping themselves, do not do it for them. Wear a glove and place your hand over theirs, guiding their hand to do the wiping. This encourages the child to become competent in self-care. It also protects you from



- any charges of improper “touching” which can result when young children misunderstand the difference between proper and improper touch.
- Place any soiled clothing in a plastic bag for the parents. Handle any accidents as discreetly as possible. Pull-ups can be found in the nursery.
  - When in doubt about any situation, call the child’s parent/guardian for assistance.

## Emergency Procedures

### In the event of an emergency, call 911.

Team members are to call 911 directly, if a child or adult:

- Is unresponsive
- Is not breathing
- Has no pulse
- Has excessive bleeding
- Is having a seizure
- Is having any other medical crisis

After you have called 911, immediately notify parents and Children’s Ministry Director(s).

## Mandated Reporters

All suspected child abuse and neglect must be reported to the 24-hour Division of Family Services (DFS) Child Abuse and Neglect Report line at 1-800-292-9582. You may also call any Law Enforcement Agency or 911, but not in lieu of contacting DFS. You are not required to provide proof. Anyone who makes a good faith report based on reasonable grounds is immune from prosecution. Whoever violates shall be liable for civil penalty.

### Instructions for Reporting Suspected Child Abuse/Neglect

1. Make a report to DFS at 1-800-292-9582
2. Inform the director of children’s ministry that you have reported suspected abuse.
3. Inform BOTH an elder at SCBC and the children’s ministry director that you have reported suspected abuse.

## Incident Reports

An incident report is a record of an accident, injury, behavior, or other incident that requires a child to stop normal activity and receive first aid or other special attention.

Knowing when to fill out an incident report form can be tricky. The below list outlines some common reasons to fill out an incident report, though is not exhaustive. Generally, “When in doubt, fill it out.”

1. A mark is left on a child (bruise, red mark, scratch etc)
2. The child was hit on the head, even if no mark is present
3. Caused significant conflict or danger to others (ie spitting on another person, attempt to injure another regardless of outcome ie placing hands around neck of another)
4. If you were the child’s parents, you would want to know about it

If the incident involves multiple children, never disclose the name of the other child on one incident report (i.e. Susie bit Anne, should be reported as ‘Susie bit a friend’ on Susie’s report and ‘A friend bit Anne’ on Anne’s report).

Incident report forms are located in every classroom and greeter station.



# Classroom Expectations

## For the child

1. Hands and feet should be kept to themselves (wrestling, punching, hitting, spitting, touching things that don't belong to you, playing with the light switch etc..)
2. Respectful towards classmates and teachers (sharing, taking turns, not knocking down towers, scribbling on others papers, not laughing at others, talking back, arguing)
3. Take turns sharing ideas, comments, and questions. (instilling the importance of raising your hand to speak, starting in preschool)
4. Respectful listeners

## For the team member

1. Review "Reaching the Child's Heart" regularly
2. When giving instructions, make sure the children are calm and looking at you. Make sure you are close to the children and looking at them.
3. Give directions in regular speaking tones. Never shout over the children.
4. Ask them to repeat instructions, if able, to ensure that they understood the instructions given
5. Fill out an incident report when necessary
6. Be familiar with and use common call outs when necessary:
  - a. Teacher says "One, two, three, eyes on me!" and children respond with "One, two, eyes on YOU!"

# Classroom Consequences

1. If the child has been given **three (3)** directives (an official or authoritative instruction) the child will be removed from group and provided ample time to reflect upon their choices. Upon returning to the group, if the child receives an additional directive, a parent will be paged immediately to pick up their child.
2. The child may return to class if the parent feels the child is ready to listen to instructions.
3. If the child returns to class and fails to follow the classroom expectations, the parent will be paged to pick up their child. The child may not return to class for that given day.

*Note: a particularly dangerous behavior may result in the child's removal from class without 3 directives and without the ability to return that day (i.e. biting) for the immediate protection of the other children.*

# Reaching the Child's Heart

Our desire is to use every teachable moment to help build the inner character the children need to follow the Lord in every area of their lives. Those moments happen not only during Bible lessons but also as we help them to make honoring choices in their words and actions.

***"God is interested in hearts because that's where real and lasting change takes place."***

More than simply obeying a set of rules, God desires that we live and behave in such a way that others are drawn to Him. The children need to be encouraged and challenged to think of their words and behavior in terms of honoring God, His Word, their leaders, others, and property.



***“Trying to change behavior will be fruitless without also rewriting what the child believes and says in his/her heart.”<sup>1</sup>***

When children make choices that are dishonoring, we will address both the behavior and the heart issue. There is to be no corporal punishment of children. Touch is to be appropriate so that all appearances of evil is avoided. Respond with a 5-step approach, moving from one to the next as needed:

1. Look at the child. Often just catching his eye is all the reminder needed.
2. Silently, move closer to the child.
3. Very briefly address the child, without disrupting others if possible. Clarify expectations and remind him what a better choice looks like.
4. Ask him to take a “break” - a short, quiet time removed from the group to think about: - What he is doing wrong.
  - Why it is wrong.
  - What he will do differently next time.
  - *Of course, with preschool aged children you will sit with the child, explaining this in simple conversation.*
5. Be sure to bring things to a positive conclusion by encouraging the child to *go ahead and try again*.

## Speaking with Parents

Refrain from beginning a conversation with a parent concerning their child’s behavior in front of other families. Be sure to address the specific behavior or incident without attaching blame.

It is very important that we see our role as *partnering with parents* in the ongoing spiritual development of their children. All parents enjoy hearing encouraging words about their children! Don’t be afraid to let parents know when you see signs of growth or honor shining in their son or daughter. You never know whether that very thing you observed is something they’ve been working on at home, and your recognition of it may be a huge boost to further growth!

At times, you may have a concern about a child’s behavior or development. Use the following guidelines as you address these concerns:

- **Don’t Wait.** No parent appreciates hearing in December that you have had a concern about their child since September. This is especially necessary since our Children’s Ministry team members rotate weekly.
- **Speak Privately.** Do your best not begin a conversation with a parent concerning their child’s behavior in the presence of the child or others. Find time to speak with the parent at pick up or phone call within 24 hours.
- **Seek Assistance- Don’t Accuse.** At times, a parent will ask you directly about their child’s behavior that day. Please be honest in sharing the struggles their child experienced that day. Be sure to address the specific behavior or incident without attaching blame or negative labels to the child. For example, say, “Johnny had trouble sharing toys with his friends today,” instead of “Johnny was so bad; he was upsetting the other children by constantly taking their toys.” Tell the parents what you have noticed and ask them if they have any insights to share that might help their child in class. Assure them that you love their child and want his/her experience in your ministry to be as enjoyable and profitable as possible. It is always good to notice something positive about the child and mention it during a conversation that could be difficult; parents need encouragement.
- **Ask for Help.** If you are not sure about what to say to a parent, don’t let that stop you! Ask for help from your coordinator or director. They will be more than happy to listen and to give some direction, or to help facilitate a discussion if this is the first time you’ve had to speak to the parent.
- **Every day is a New Day!**

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<sup>1</sup> National Center for Biblical Parenting



God’s mercies are new every morning....and so ours should be! Greet each child with a loving smile each and every week. Give them the opportunity to try again. And be sure to let parents know that you are looking forward to seeing their child next week.

## S.M.I.L.E.

Always remember to implement the steps in S.M.I.L.E when you are interacting with parents, children and guests.

**S - Smile** - Wear a genuine smile during your service. You must be growing in Christ and operating out of an overflow of Christ in your life.

**M - Make Contact** - Make eye contact with people. Go to the person.

**I - Interact** - Introduce yourself by giving your name and the names of other team members around you.

**L - Link-Up** - Determine the initial interest of the guest and offer a limited number of options for participation. Connect people with someone in the growth environment.

**E - Engage** - As you walk the guest to their growth environment, learn more about them through casual but intentional conversation. Share the vision of SCBC. Make, Mature, Multiply. Talk about the Gospel Project curriculum.

## Confidentiality

Any team member who is authorized to work in the SCBC Children’s ministry may, on occasion, see or hear information which is confidential. You may not discuss this information with anyone other than the children’s ministry director or elder. Under NO circumstances should you discuss or share confidential material while in the presence of unauthorized persons. Only a director or elder may decide to give out information and to whom it may be disclosed. If you feel you are unable to accept this responsibility of confidentiality, please talk about it with your director.

## Classes / Curriculum

Children’s Church ministry team members have a formal curriculum, *The Gospel Project*, to use to help focus their praying, teaching, playing, talking, and caregiving. **Note: we do not use the songs provided by The Gospel Project. Refer to the table below for appropriate music.**

It is never too early to teach of God’s love and care. In fact, it’s our job...not to babysit while mom and dad are learning, but to teach these little ones of God’s grace even as we show grace to them. Be intentional in teaching God’s truth every time you serve.

While it may be difficult to hold the attention of the little ones, if you adhere to the lesson plan provided by the Gospel Project this will help ensure that God’s truths are presented accurately and clearly.

Classroom	Age	Curriculum	Music
Nursery	0 - 20 months	N/A	N/A
Toddlers	21 months – 3 years	Jesus Storybook Bible with Coloring Companion	Cedarmont Kids
Preschool -Kindergarten	3 years by August 31 of current academic year	Gospel Project Older Preschool	The Kids Hymnal



Classroom	Age	Curriculum	Music
1st - 3rd Grade	Students in grades 1, 2 or 3	Gospel Project Younger Kids	The Kids Hymnal

Team Members should only use activities and materials which are suitable to the age of the child and are appropriate in meeting the educational and spiritual goals of the church. Our curriculum has been designed with the age and abilities of the children in mind:

Teachers may incorporate hands on activities and crafts that reinforce the lesson or as it relates to a holiday. (Valentines, Easter, Mother's Day, Father's Day, Thanksgiving, Christmas).

All weekly lesson information and materials can be found in [Ministry Grid](#). Contact the Children's Ministry Director(s) if you are unable to log in.

## Supplies

Each classroom is supplied with crayons, glue sticks, scissors, wipes, tissues, play-doh, and toys. Additional supplies such as construction paper, Elmer's glue, googly eyes, stickers, foam, paint, etc. is in the large cabinet in the back right classroom. Contact the children's ministry director if you need additional supplies **at least 1 week in advance** of your lesson or you may provide receipts for reimbursement of supplies needed for your lesson.

Each classroom will be supplied with the below Gospel Project resources:

1. Big Picture Image
2. Big Picture Verse (phrase cards for Toddlers)
3. Big Picture Question (Preschool – 3<sup>rd</sup> grade)
4. Activity pages
5. Youtube access to:
  - a. Bible Story videos
  - b. Questions From Kids videos
  - c. Missions videos
  - d. Listener Kids songs

## Move-up Sunday

Move-Up Sunday is usually the first or second Sunday in June. SCBC classes generally follow the academic age ranges, or the child's current academic grade.

Children in the Toddler room and older will remain in their current classroom until Move-Up Sunday each year. Children graduating the ministry (completing grade 3 in June) will receive a youth bible and be recognized on-stage during the service on Move-Up Sunday.

*Note: Babies move up to the Toddler Classroom after turning 21 months old, unrelated to Move Up Sunday.*

## Photography & Video

We want our members and regular attendees to understand that we will, as a regular practice, take pictures and videos of all our events and ministries at some point in time. If a parent/guardian chooses not to have their



child's image used, it is the parent/guardian responsibility to notify the children's ministry director. We will seek to honor opt-out requests for images of individuals or small groups but cannot ensure that the request can be adhered to for pictures or videos of large group events. Anyone who sees their picture posted on the church website and would like it removed, can send a written request to the church office (please indicate where the picture is located).



# Sunday Service

SCBC provides care and classes for children up to grade 3 during the Sunday worship service for the first 4 Sundays of every month.

On the 5th Sunday of a given month,

1. **Nursery & toddlers** meet as usual.
2. **Preschool – K** will worship with their parents until the sermon. A short class is offered during the sermon until the end of the service for this age group.
3. **1st-3rd grade** children will worship with their parents in the worship center.

## Arrival

- All team members (leaders, helpers, nursery staff and greeters) must arrive **at least 30 minutes prior** to the start of the service.
- Check-in promptly upon arrival.
- Prepare classrooms. Specific guidelines are given later in this handbook for classroom and material set up.

We will meet for prayer and weekly announcements in the Lobby or Nursery **at 8:30am**. All should be present. If the Children's Ministry Director is absent, the Greeter should pray.

## Drop-Off / Check-in

All children and team members must check-in and wear a name tag prior to entering the classroom. Nursery parents will need to sign in in the children's building lobby then drop baby off to the Nursery in the worship center.

All other students, Toddlers- 3rd grade should be dropped off in the children's building lobby. The children's unit will open **15 minutes prior to the service** for the arrival of children.

- Children's belongings should remain with parents. This includes diaper bags, coats, toys. Diapers and wipes are available in the nursery or parents may be paged to change their child.
- **Parents are not permitted in the classroom hallway or classrooms. Greeters and assistant teachers will walk the children to their classroom.**
- Each classroom is equipped with a camera, and parents may watch their child from the TV screen in the lobby.
- Parents must remain on the church premises while their child is in children's ministry.

## Pick-up / Dismissal

Nursery children should be picked up outside the nursery room.

Toddlers though 3rd grade should be picked up in the children's building lobby.

- **Parents are not permitted in the classroom hallway or classrooms. Greeters and assistant teachers will walk the children to their parents/guardians.**
- Children will only be released to their parents or approved guardian.



# Roles & Responsibilities

## Greeter

Arrive 30 minutes before the service and stay for the entire length of the service.

## Responsibilities

Greeters must be able to firmly but graciously follow the procedures and enforce parents and guardians to follow them and do everything possible to make guests, families, and children feel important and welcomed.

1. Ensure no unauthorized parents, staff, or guest enter Children's Ministry hallways or classrooms
2. Assist regular attendees with check-in and first-time visitors with registration and check-in
  - a. See **Appendix A** for Check-in Procedures
3. Once all the children are checked-in, the greeter will occasionally walk up and down the hallways to see if a teacher may need assistance or a child needs to use the bathroom. *The greeter may take a child to the bathroom but should leave the door cracked open if the child requires assistance. Many children can use the bathroom independently.*
4. Page parents if they are needed
  - a. See **Appendix B** for paging instructions
5. Cleaning
  - a. **Lobby:** Sweep or vacuum the floor, spray mop if necessary
  - b. **Bathroom:** wipe down sink, toilet bowl handles, refill paper towels and toilet paper
  - c. **Trash:** take out the trash if necessary
6. Dismissal
  - a. Greeter should have simulcast running on their phone to be aware of when the service is ending
  - b. Greeter will inform each classroom teacher that the service is about to end ('5 minute warning')



# Nursery

SCBC Infant Ministry serves children aged 0 – 20 months. There should be a ratio of 1 team member per 3 babies. The responsibilities of all Nursery team members are the same, as outlined below.

## Responsibilities

Arrive 30 minutes before the service and stay for the entire length of the service, until all children have been picked up.

### 1. Opening the room

- Wash your hands
- Set out toys
- Ensure that rocking chairs, furniture, toys and floor mats are properly set up

### 2. Closing the room

- Sanitize all toys and put away (wipes/spray is in upper cabinet)
- Wipe down counter spaces
- Vacuum carpet
- Wipe off floor mat/large toys
- Take trash to dumpster and replace trashcan liner (trash bags are in upper cabinet and/or bathroom cabinet)

## Snacks/Bottles/Baby Food

There will be no snacks or bottles provided by church in this age group due to varying of ages.

- If a child needs a bottle or additional food, the parent/guardian will give that to their child in the worship center.

## Diapers

- If a child needs their diaper changed, parent/guardian should be paged.
- A changing table is in the lobby bathroom for parents to change their child's diaper.

## Crying

If the child is crying unconsolably for more than **10** consecutive minutes or other duration agreed upon by parents, page the parents for assistance. The child may return to the class if the parent desires.



# Toddlers

SCBC Toddler Ministry serves children ages 21 months– 3 years.

## Roles

### Leader

The purpose of the leader is to organize and oversee classroom and Bible lesson. Reach out to the assistant concerning the lesson. Ask them to share in the responsibility by providing a craft, game, or organize song time.

### Assistant

The purpose of the assistant is to help the leader with preparing the lesson, classroom management, care for an upset child, assist in classroom management and consequences.

## Responsibilities

Arrive 30 minutes before the service and stay for the entire length of the service, until all children have been picked up.

### 1. Opening the room

- Wash your hands
- Set up classroom (tables, chairs, toys etc.)

### 2. Closing the room

- Sanitize all toys and put away (wipes/spray is located in upper cabinets)
- Wipe down counter spaces, tables and chairs
- Vacuum carpet
- Take trash to dumpster and replace trashcan liner (trash bags are located in upper cabinet and/or bathroom cabinet)

## Snacks

Snacks may be provided during the lesson. Check children's name tags for allergies before providing snack. The approved snacks for this age group, located in upper cabinets, include:

- Puffs
- Cheerios
- Goldfish
- Animal crackers
- Water

## Diapers

- If a child needs their diaper changed, parent/guardian should be paged.
- A changing table is in the lobby bathroom for parents to change their child's diaper.

## Crying

If the child is crying unconsolably for more than **10** consecutive minutes or other duration agreed upon by parents, page the parents for assistance. The child may return to the class if the parent desires.



# Preschool & Kindergarten

SCBC Preschool & K Ministry serves children aged 3 years - 6 years, aligning with academic grades PreK3, PreK4, and Kindergarten. Children move into this class during Move-up Sunday, keeping cohorts together for the duration of the academic year.

## Roles

### Leader

The leader is to organize and oversee the classroom and Bible lesson. In addition, he/she should reach out to the assistant concerning the lesson prior to Sunday. Ask them to share in the responsibility by providing a craft, game, song, prayer time, or group activity. The leader should demonstrate consistency in classroom management, consequences and speaking with the parents when needed. The leader should take time to pray for the children in their care.

### Assistant

The assistant is to be knowledgeable with the lesson and communicate with the teacher on what components of the lesson they will be responsible for preparing/implementing (games, songs, crafts, small group activity). The assistant acts as the eyes and ears of the classroom while the leader is teaching. They should be proactive and observant to deal with issues before they become disruptive. In addition, the assistant will help care for the children, assist in classroom management, consequences and speaking with parents when needed.

## Responsibilities

Arrive 30 minutes before the service and stay for the entire length of the service, until all children have been picked up.

### 1. Opening the room

- Wash your hands
- Set up classroom (tables, chairs, toys etc.) - Ensure that all supplies are ready

### 2. Closing the room

- Sanitize all toys and put away (wipes/spray is located under sink in Infant Room) - Wipe down counter spaces, tables and chairs
- Vacuum carpet
- Take trash to dumpster and replace trashcan liner (trash bags are located under the sink in Infant Room)

## Snacks

Snacks may be provided after the lesson is completed. Check children's name tags for allergies before providing snack. The approved/provided snacks for this age group, located in the upper cabinets, include:

- Goldfish
- Animal crackers
- Water



# 1st - 3rd Grade

SCBC 1st-3rd Grade Ministry serves children in academic grades 1, 2, and 3. Children move into this class during Move-up Sunday, keeping cohorts together for the duration of the academic year.

## Roles

### Leader

The leader is to organize and oversee the classroom and Bible lesson. In addition, he/she should reach out to the assistant concerning the lesson prior to Sunday. Ask them to share in the responsibility by providing a craft, game, song, prayer time, or group activity. The leader should demonstrate consistency in classroom management, consequences and speaking with the parents when needed. The leader should take time to pray for the children in their care.

### Assistant

The assistant is to be knowledgeable with the lesson and communicate with the teacher on what components of the lesson they will be responsible for preparing/implementing (games, songs, crafts, small group activity). The assistant acts as the eyes and ears of the classroom while the leader is teaching. They should be proactive and observant in order to deal with issues before they become disruptive. In addition, the assistant will help care for the children, assist in classroom management, consequences and speaking with parents when needed.

The assistant is to oversee the check-in system:

- Welcome the children
- Make sure every child is checked-in
- Greet visitors and explain our pickup procedures

## Responsibilities

Arrive 30 minutes before the service and stay for the entire length of the service, until all children have been picked up.

### 1. Opening the room

- Wash your hands
- Set up classroom (tables, chairs) - Ensure that all supplies are ready

### 2. Closing the room

- Put away all learning materials
- Wipe down tables and chairs (wipes/spray located in the adjoining bathroom)
- Vacuum carpet

## Snacks

Snacks may be provided after the lesson is completed. Check children's name tags for allergies before providing snack. There are no food restrictions for children in this classroom – team members may provide snacks they deem appropriate.



# Appendix



# Appendix A: Check-In Procedures

## Regular Attendees

1. Enter your phone number. Your household members will now display.
2. Select the children you wish to check in.
3. Tap 'Continue' and the name tags will print.

## First-Time Visitors

*Parents must complete the digital registration form:*

1. Tap the '**I'm New**' (+) button
2. Follow the prompts to enter family and children's information
3. Once complete, you will be directed to the search screen and can follow the regular checkin procedures

*Greeters/Checkin Attendants must:*

1. Ask if the visiting child has any allergies to **Cheerios**, **Goldfish**, **Animal Crackers**, and **Puffs**. The registration attendant will notify the child's teacher of any allergies and write these onto the printed name tag.
2. Explain to parents how the Visual paging system works. If parents are sitting outside, the greeter or rover will get them.
3. Explain the dismissal procedure to the parents-
  - a. Parents must promptly return to the childrens lobby after the service.
  - b. Parents may not enter the children's hallway or classrooms.
  - c. The greeter and classroom assistants will bring their child(ren) to the parent.

## Notes

- Children's belongings will remain with parents. This includes diaper bags, coats, toys. Diapers and wipes are available in the nursery or parents may be paged to change their child.
- Teachers or the second attendant will walk the child to their classroom.
- Parents are not permitted in the classroom hallway.
- Parents must remain on the church premises while their child is checked into children's ministry.
- Greeter must lock the lobby door at 9:10. Door should only be unlocked for a parent or a rover.
- Bathroom is for students/ teachers only. Outside simulcast service participants should use the bathrooms in the main lobby.

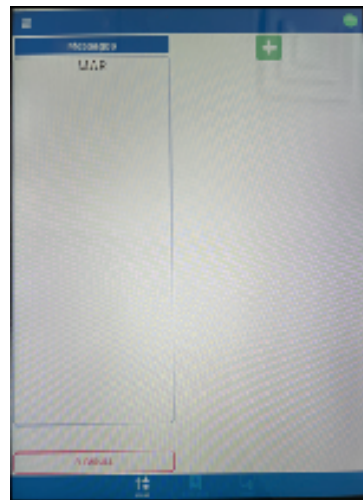


# Appendix B: Paging Instructions



Step 1: On the check-in ipad, open the Visual Pager app

Step 2: Make sure the arrow with AZ visual is selected at bottom of screen



Step 3: Press the plus sign

Step 4: Enter the **first three letters of the child's last name** in the "messages" field

Step 5: After the matter has been resolved, select "Clear All"

Note: the iPad must be connected to the "SCBC" network to work properly with the check-in and visual pager systems

