

Waterloo Road
Baptist Church
Childhood Ministries Handbook



You are the light of the world. A city set
on a hill cannot be hidden.

Matthew 5:14



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We are so glad that you have chosen to worship with us and we look forward to growing and learning along with you here at Waterloo Road!

Waterloo Road Baptist Church is dedicated to train up City Kids who Shine for God and serve Him as wholly devoted followers of Christ. Waterloo Road Baptist Church accomplishes this by providing a fun and safe environment where each child can feel special, learn about God and His love, accept Him as their Savior, and grow in their desire to serve Him.

Because we are dedicated to our mission statement, our policies and procedures for our Childhood Ministries are outlined in our handbook!

City Kids Weekly Ministries

Sunday School

Children are placed in age-appropriate classes where they learn about God's Word through Bible study, games, music, and much more.

City Kids Worship Care

Worship Care is provided for Infants through Prekindergarten during the Morning Worship services. During this hour, your children will be cared for by a team of volunteers who serve on a rotating basis.

City Kids Church

Children in Kindergarten through Second Grade participate in the Modern Worship Service with their parents for a portion of the service and then are excused to the PC Chapel for their own worship service that is tailored to their specific needs. Children's Church does not meet during the Classic Worship Service.

Wednesday Evenings (School Year)

City Kids 3 years of age through 4th grade participate in **Awana Clubs**. Children Two years and younger participate in Worship Care if their parents participate in on-site activities.

Wednesday Evenings (Summer)

Bible study is provided for infants through 4th grade if their parents participate in on-site activities.

City Kids Special Events

Resurrection Revolution

Resurrection Revolution is a wonderful, family-oriented event for families with children ages birth through 4th grade. The best part about Res Rev is that families will get to experience a fun-filled rotation together with other families and friends! The Res Rev rotation includes high energy games, a memorable craft, an Egg Hunt complete with candy; and an exciting Easter presentation. Come join us the Wednesday before Easter for Res Rev!

CrossTimbers Children's Camp

CrossTimbers Children's Camp is for children who have completed third and fourth grade. CrossTimbers is an amazing time of Bible study, ropes courses, target sports, water activities, swimming, worship, missions' opportunities, and much more. Check out www.bgco.org/crosstimbers for more information.

Vacation Bible School

Vacation Bible School runs on a Sunday through Thursday from 6:30—8:45 p.m. during the summer! VBS is for children 3 years (and potty-trained) to 6th grade and it is an incredible time of learning about God and our relationship with Him. The 4th, 5th, and 6th graders will be in their very own Preteen Week where they will transition from the City Kids Department to the Preteen Department and participate in lots of great activities.

On the Sunday after VBS, we have a Commencement & Luncheon where we celebrate with our families what God has done throughout the week.

Fall Frolic

Fall Frolic is a great event for families from birth through 101! We will have Trunk or Treat Cars, activities, and concessions on the front Parking lot. Non-scary, family-friendly costumes only please!

City Kids Fun Days

Throughout the year, City Kids and their families get together for days of fun and fellowship. Activities include the Zoo, Science Museum, Pool Parties, Craft Days, Park Days, Bounce Houses, and much more. See the City Kids Newsletter for the current City Kids Fun Days.

Kids Day Out

Our Kids Day Out program meets on Tuesdays & Thursdays during the school year. KDO runs from 9:30 a.m. to 2:30 p.m. and is for children ages three months through prekindergarten. Enrollment for the current year is open and enrollment for the upcoming year begins for church members on March 1st and opens to the community on the Monday after Spring Break. To find out current rates or additional information, please email katie@waterlooroad.org.

Reducing the Risk Policy

WRBC is committed to providing a safe environment for our children. All teachers and volunteers in the Childhood Ministries Department must follow the Reducing the Risk policy which includes training, background checks, and additional screening. Copies of the Reducing the Risk policy are available upon request.

Worship Care Policy

WRBC provides Worship Care during Sunday Morning services by utilizing volunteers on a rotating basis. At least one parent of every preschooler should serve on the volunteer rotation (although it is preferred that both parents serve). Worship Care is completely dependent upon the volunteers that serve on the rotation. All volunteers meet the criteria of the Reducing the Risk Policy.

We request that older (elementary age) children not serve in the room with you. If you need assistance finding an alternative care giver for your children during this time, please let us know and we will help you find a solution.

Classroom Organization

Preschool and Elementary rooms are available for children ranging in age from newborns through fourth grade. Preschool and Elementary rooms will open 15 minutes before Sunday School Classes, Worship Services, and other teaching sessions.

Children will not promote from the Preschool Department to the Elementary Department until they are attending Kindergarten. Elementary students will not promote to the Preteen Department until they are attending Fifth grade. Assignments for preschool rooms are based on age and ability. All Elementary classrooms follow school grade guidelines. Children are expected to attend the class that corresponds with their grade. General Promotion occurs once a year in August (Preschool rooms may promote at the discretion of the Directors throughout the year).

Preschool Arrival & Pick Up Procedures

Every Parent/Guardian who leaves a child in the Preschool rooms has the following responsibilities.

- ☐ Parents/Guardians must check-in at the kiosks and print out each child's security tag.
- ☐ New members/Visitors must complete an Information Sheet on their child for use by the teachers. List all special instructions on the form including food allergies, medical conditions, or personal preferences.
- ☐ Children may only be dropped off when there are two teachers present. If the class only has one teacher, please come and let us know at the front desk.
- ☐ Parents/Guardians **ONLY** may drop off and pick up their children. Parents /Guardians must have their portion of the security tag to pick up each child. Children will only be released to an **adult** with the appropriate security tag.
- ☐ Parents/Guardians, please remain outside the room unless invited in by a teacher.
- ☐ Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- ☐ ID numbers will show up on the main screen in the Worship Center if parents are needed during the service.
- ☐ Clearly mark all of your child's items including their bag, bottles, cups, blankets, etc. Extra tags can be printed at the kiosks for labeling purposes.
- ☐ We ask that children leave personal toys at home so that they do not get misplaced.

Elementary Arrival & Pick Up Procedures

Every Parent/Guardian who leaves a child in the Elementary rooms has the following responsibilities.

- ☒ Parents/Guardians must check-in at the kiosks and print out each child's security tag.
- ☒ New members/Visitors must complete an Information Sheet on their child for use by the teachers. List all special instructions on the form including food allergies, medical conditions, or personal preferences.
- ☒ Children may only be dropped off when there are two teachers present. If the class only has one teacher, please come and let us know at the front desk.
- ☒ Parents/Guardians ONLY may drop off and pick up their children. Parents /Guardians must have their portion of the security tag to pick up each child. Children will only be released to an **adult** with the appropriate security tag.
- ☒ Parents/Guardians, please remain outside the room until invited in by a teacher.
- ☒ Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- ☒ ID numbers will show up on the main screen in the Worship Center if parents are needed during the service.
- ☒ We ask that children leave personal toys at home so that they do not get misplaced.

Wellness Guidelines

WRBC strives to maintain a healthy environment for your children by washing/sanitizing toys, cribs, bedding and equipment before & after your child uses them. However, many germs are airborne & spread by close contact among children. Please help us ensure your child's good health by following the guidelines below:

• Please keep your child home from church if ANY of the following symptoms persist:

- Fever (must be fever-free for 24 hours without medication)
- Persistent yellow or green nasal discharge
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Redness or discharge from one or both eyes
- Persistent coughing or sneezing
- Skin rash (ringworm, impetigo, etc)
- Other contagious conditions

• Inform the Director/Minister if your child contracts any contagious disease so that parents may be informed – including RSV, strep, chicken pox, lice, etc. *Please note that confidentiality will be kept.

• Parents will be called to pick up children who are ill. Children will not be permitted to stay in the classroom or at the church activity once it has been determined that they are ill.

• No medications will be administered by WRBC Staff. Exceptions are made for Epipens and asthma inhalers.

• Please note any allergies or food limitations on your child's Information Sheet

Thank you for your help in keeping our Childhood Ministries area a healthy place to learn about God's love!

Snacks & Foods

WRBC will provide a light snack and water to children in the preschool rooms during Worship Care. Remember to alert teachers of any allergies.

Foods may be prepared as part of a teaching session. Again, remember to alert teachers of any allergies.

WRBC does not allow peanut products to be served in the classroom.

Occasionally, candy may be distributed to the children containing peanuts/tree nuts. If the candy contains peanuts/tree nuts, children will not be allowed to consume the candy while in the classroom.

Potty Training

Please let us know when your child is potty training and what methods you are using at home (i.e. sitting vs. standing, words for potty training, how often you take your child, etc.). Children who are potty training should wear pull-ups to church. For sanitary reasons, they can transition to regular underwear only after they have been accident free (during day time hours) for at least three weeks. Children who are potty training or newly potty trained should always bring a change of clothes in case of an accident.

Disciplining Procedures

The purpose of the disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment as children become fully devoted followers of Christ. WRBC wants to ensure that each child has a positive experience.

Teachers will:

- ☐ Redirect the attention of the child to stop the focus of the wrong choice being made (i.e. introduce something different to distract the child).
- ☐ Give the child **one** warning – making eye contact on the child’s level and explaining why the child’s choice is wrong (holding their hands – gently – if needed to help them focus). Children will be allowed to continue participating with a reminder to make right choices. Teachers will affirm right actions that follow.
- ☐ Confront the child on his/her second offense without delay. The teacher will again make eye contact on the child’s level and explain the consequence of his/her wrong choice (holding their hands – gently – if needed to help them focus). The child loses his/her privilege to that particular activity and must choose something different.

If a child continues to make wrong choices, the Director/Minister will be contacted.

Teachers will not:

- ☐ Leave a child or children unattended (e.g. isolation, removal to hallway or to a different room).
- ☐ Engage in physical punishment with a child (e.g. spanking, hitting, pinching, biting).
- ☐ Use verbal abuse (e.g. embarrassment, belittling, shouting, threatening, shaming).

Important Notes:

- ☐ Every class must have at least two teachers and the teachers will take responsibility for discipline issues and ensuring the safety of the classroom.
- ☐ If the child cries or throws a tantrum, the teacher will remind the child of his/her choice. Space and time will be allowed for the child to cry. It is acceptable for the child to express his emotions through crying, but it is not acceptable for the child to physically lash out. Once the child has expressed his emotions, the child will probably re-engage in the planned activities. After sufficient time has passed, the child will be invited to join the others.
- ☐ If behavior escalates beyond the control of the teachers or if other children are at risk, a parent will be notified immediately. The child will be removed from the classroom for the remainder of the session and returned to the care of his/her parents. The teacher will complete an incident report and give it to the Director of Preschool & Children's Ministries. On the same day, the Director will follow-up with the parent(s) to explain the situation and partner with them by discussing ways for guiding the child during class.

Separation Anxiety

Separation anxiety is a normal developmental process that may come and go for many children. When a child is upset at drop-off, it is best to say a quick goodbye, reassure them that you will return, and hand them to their teacher. Teachers will comfort your child and help them adjust to your absence. Most children calm down quickly and are happily engaged in class within a few short minutes. Parents will be contacted if the child is inconsolable.

Please wait to enter the room until invited to do so by the teacher.