

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, loving personalized care, and age appropriate teaching.

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 (10:45 a.m.) Worship Service with their parents for a portion of the service and then are excused to the Childhood Chapel for their own worship service that is tailored to their specific needs. Kids' Church does not meet during the Classic Worship Service.

Wednesday Evenings (School Year)

City Kids three years of age by September 1st (and potty-trained) 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, candy, and an exciting Easter presentation. Come join us the Wednesday before Easter for Res Rev!

CrossTimbers Children's Camp

Each summer, CrossTimbers Children's Camp is for children who have completed 3rd through 6th 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 who have completed prekindergarten through 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! Fall Frolic is scheduled for the last Sunday in October from 5-7 pm. 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 katiebell@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 must meet the criteria of the Reducing the Risk Policy.

Older (elementary age) children cannot serve in the room with you. Per the Reducing the Risk Policy, all volunteers must be 14 years of age or older. If you need assistance finding an alternative caregiver for your children during this time, please let us know and we will help you find a solution.

Additionally, preschool age children must stay in their designated class during all WRBC activities. Therefore, during your assigned worship care, do not move your children to your assigned room.

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 Ministry to the Elementary Ministry until they are attending Kindergarten. Elementary students will not promote to the Preteen Ministry 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.

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.

Preschool Arrival & Pick Up Procedures

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

- Parents/Guardians must check-in at the kiosks and place each child's security tag on the child.
- New members/Visitors should communicate any special instructions regarding food allergies, medical conditions, etc. during check-in.
- Children may only be dropped off when there are **two** teachers present in the classroom. If a class only has one teacher, please let us know at the front desk.
- **Under no circumstances should a child be left unattended at any time.**
- Parents/Guardians ONLY may drop off and pick up their children. Children must be accompanied to their classroom door.
- Parents /Guardians must have their portion of the security tag to pick up each child. Children will only be released to **persons 16 years of age or older** with the appropriate security tag. If you misplace your security tag, notify Mrs. Emily or Mrs. Shelly. Teachers will not release children without our permission.
- Parents/Guardians, please remain outside the classroom.
- Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- We ask that only preschool children use the Preschool Hall and only elementary children use the Elementary Hall to assist with congestion in the hallways.
- Clearly mark all your child's items including their bottles, cups, blankets, etc. Extra "item tags" can be printed at the kiosks for labeling purposes. Place all items in the child's basket - no diaper bags please.
- 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.

Elementary Arrival & Pick Up Procedures

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

- Parents/Guardians must check-in at the kiosks and place each child's security tag on the child.
- New members/Visitors should communicate any special instructions regarding food allergies, medical conditions, etc. during check-in.
- Children may only be dropped off when there are **two** teachers present in the classroom. If a class only has one teacher, please let us know at the front desk.
- **Under no circumstances should a child be left unattended at any time.**
- 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 **persons 16 years of age or older** with the appropriate security tag. If you misplace your security tag, notify Mrs. Emily or Mrs. Shelly. Teachers will not release children without our permission.
- Parents/Guardians, please remain outside the room.
- Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- We ask that only preschool children use the Preschool Hall and only elementary children use the Elementary Hall to assist with congestion in the hallways.
- 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 sanitizing all equipment before & after your child uses them. However, many germs are airborne & spread by close contact among children. Please help us ensure everyone's good health by following the guidelines below:

- Please keep your child home from church if ANY of the following symptoms are present:
 - Fever of 100° or higher (must be fever-free for 36 hours without medication)
 - Vomiting or Diarrhea within the last 36 hours
 - Persistent coughing or sneezing
 - Persistent yellow or green nasal discharge
 - Redness or discharge from one or both eyes
 - Lethargy or aches of any kind
 - Sore throats or swollen glands
 - Contagious or undiagnosed skin rash
 - Parasites (nits, lice, mites, ring worm, etc.)
 - Other contagious conditions
- Inform the Director/Minister if your child contracts any contagious condition (ex. RSV, COVID-19, strep, flu, chicken pox, lice, etc.) so that parents may be informed. *Please note that confidentiality will be kept.
- Children will not be permitted to stay in the classroom or at the church activity once it has been determined that they are ill. Parents will be called to pick up children who are ill.
- It is our policy that no medications will be administered by WRBC Staff. Exemptions are made for emergency medications such as rescue inhalers and Epipens.

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

Outside Food Policy

Due to food allergies and classroom disruptions, all outside food and drinks must be finished **BEFORE** entering the classroom.

Exemptions are made for children with food allergies, medical conditions, and for children in the Caterpillar or Butterflies rooms.

Snack Policy

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.

Potty Training Policy

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 daytime 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 disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment.

Teachers will:

- Redirect the attention of the child from 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 (gently holding their hands/shoulders if needed to help the child focus). Children will be allowed to continue participating with a reminder to make right choices. Teachers will affirm right actions that follow.
- Approach 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 (gently holding their hands/shoulders 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. After sufficient time has passed, the child will be invited to join the others. Once the child has expressed his emotions, the child will probably re-engage in the planned activities.
- 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 or Associate Director of Childhood Ministries. On the same day, the Director or Associate 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.