

Elementary Parent Handbook

But Jesus called them unto him, and said, Suffer little children to come unto Me, and forbid them not: for of such is the kingdom of God. Luke 18:16

Welcome

We are so glad you have come to join us as we minister to your children here in the KidZone. It is our privilege to partner alongside you in your child's spiritual development. In the Crossway Kidzone we take the care of your child seriously and want to assure you we will do our best to make their experience, as well as yours, positive! Please look over our handbook and if you have questions feel free to reach out to the Minister of Children.

Mission

The Elementary ministry exists to partner with and equip families to help children to **know** Jesus Christ personally, **grow** in discipleship/knowledge of Jesus Christ, and to **go** and share the love of Jesus Christ with others.

Vision

The focus of our Elementary ministry is to help kids experience the love of God in a way that will impact them for the rest of their lives. Children will experience valuable teaching, powerful worship, and engaging friendships that grow them in their walk with Christ.

Leadership

Minister of Children – Bryan Livingston bryanlivingston@crosswaybc.org

Minister of Children Administrative Assistant - Abby Sisco abbysisco@crosswaybc.org

General Information

Drop Off / Pick Up Procedures

- Sunday Mornings
 - 7:45 to 8:10
 - 9:15 to 9:40
 - 10:45 to 11:10
- Sunday Evenings
 - 5:45 to 6:10
- Wednesday Evenings
 - 6:15 to 6:40
- Please do not try to drop off your child outside of our drop off times. First, this becomes a security risk as our security teams. They are needing to keep our area safe and having drop offs outside of drop off times hinders them in doing their job. Second, our volunteers (teachers/leaders) are already involved in teaching the Gospel and if a child comes late it becomes a distraction to the other children learning about Jesus.

- If you are serving in another area please do not try to drop off your child early. Our staffing of workers is for the appropriate drop off times. If you serve in our elementary area you are welcome to bring your personal children in with you. When it is time to drop off, have your co-teacher stay with the room and deliver your child to his/her appropriate classroom.
- When dropping off and picking up, please have only one parent/guardian dropping off your child. We currently are experiencing tremendous growth and our Kidzone area is very crowded. In order to keep traffic low, it is helpful for just one to pick up.
- Picking UP: When picking up your child, please know that you can pick your child up ANY time. There is always at least one security person in the KZ during service times. Please make sure you have your security tag and that it is current. Once you pick up your last child (or only) please leave the security tag with the volunteer you picked up from. They will discard the tag. Also, NO person can pick up a child who is middle school age (**even middle school 8th graders that JUST finished 8th grade over the summer**). ONLY High School students can pick up siblings, again, with the proper security tag.
- Pick up time needs to be within 10 minutes after scheduled service ending time.
 - Sunday Mornings
 - 9:10 (unless you are leaving your K-2nd grader for the next hour)
 - 10:40 (unless you are leaving your K-2nd grader for the next hour)
 - 12:15 pm
 - Sunday Evenings
 - 7:10 pm
 - Wednesday Evenings
 - 7:40 pm (unless your child is staying for choir childcare)

Life Group/Children's Church/Special

- We have life groups for all ages of children. These Life Groups are always on Sunday mornings and are the core of our church family life. We have weekly volunteers who pour in to your children and teach them Bible truths from God's Word. We also use Answers in Genesis Curriculum for our life groups.
 - Life Group times and grades:
 - 8:00 am
 - We have Kindergarten, 1st and 2nd grade groups.
 - We do not have life groups for 3rd-5th at this hour. Children go to service with parents at this hour.
 - 9:30 am
 - We have 3rd, 4th, and 5th grade groups.
 - Our Kindergarten, 1st, and 2nd graders go to children's church at this hour in our KidZone. Drop off kids in regular classrooms.
 - 11:00 am
 - We have groups for ALL elementary children at this hour.
 - There are no other options.

- Sunday evening (September-May)
 - 6:00 pm
 - We have core groups for all ages K-5th
 - Drop off is in evening classroom assignments (see signs by doors)
- Wednesday evening (September-May)
 - 6:30 pm
 - Kids on Mission is for children who are NOT in Kidz Praize.
 - Drop off are in selected classrooms (see signs by doors)
 - 6:30 pm
 - Kidz Praize is for children who are involved with our children's music.
 - Kidz Praize has open enrollment the month of September and then again the month of January. All other months are closed.
 - Kidz Praize drop off in the room E1 (KidzPraize Room)
- During the summer months we do NOT have Sunday evening services and on Wednesdays we have grade level Way Out Wednesday (special programming).
- SPECIAL
 - For children's programming we have things for all K-2nd and allow the checking in for them at multiple services.
 - However, for our older children (3rd, 4th, & 5th) we only allow attendance to ONE life group hour on Sunday mornings. There is no double dipping!
 - The ONLY exception is for children who have a parent or guardian serving somewhere in the church that would require their elementary age (3rd-5th grader) to be in our care.

Snacks

- Snacks are provided for the younger children, periodically, in the form of gluten free cereal and crackers.
- If your child has dietary restrictions please inform one of our check in team members or email the Minister of Children Administrative Assistant.
- If a special snack is to be provided we will alert you by signage on the door of your child's drop off room.

Health Policy

- In order to ensure a safe, healthy environment for your child we request that parents take the responsibility for making sure their children are well before coming to church. We ask that children who have displayed the following symptoms within the previous 24 hours not be left in the Kidzone.
 - fever (fever free without meds)
 - vomiting and/or diarrhea
 - excessive coughing and/or green runny nose
 - pink eye or other eye infections
 - questionable rash

- skin infection (ringworm, impetigo...)
- head lice
- any symptoms of childhood disease or any other infectious contagious diseases
- We are not permitted to give medication to any child. Any allergies should be known at check in time.

Security

- We are committed to keeping your child safe while in our care and will work very hard to that end. This is a joint effort, and we appreciate your cooperation in helping us to achieve that by becoming familiar with our security policies.
 - All families with children Birth—5th Grade will use our electronic check-in system which is located at all KidZone Check-In counters.
 - Parents may use the Express Check-In stations by entering their last name or the last 4 digits of their phone number.
 - If you are a first-time visitor or you cannot locate your child's name at the Express Check-In station, please go to a Manned station where one of our check-in attendants will assist you.
- Check out
 - At time of pick up please present your Parent security tag to the volunteer in charge of your child. They will confirm the code on your tag as well as your child's.
 - Adults or high-school aged siblings with a matching security tag can pick up children. Please send only ONE person to pick up children.
 - If you misplace your security tag, please return to a manned check in station, present an ID and they will reprint one for you.

Behavior Plan

- Children will demonstrate respect for everyone. This would include all adults working with them and other children in their classrooms.
- Children will demonstrate obedience. This would include following the directions of all leaders in charge during any service.
- Children will demonstrate honesty.
- Procedures for discipline – specific
 - The child will be reminded of the proper behavior that he/she should display in his/her class.
 - The child will be given a “time out” or eliminated from an activity in the classroom. A “time out” is defined as a child being asked to sit quietly in a chair for the number of minutes equal to his/her age. Elimination from an activity is

defined as not being allowed to participate in the current activity (i.e. craft, game, coloring page, toys, puzzles, etc.).

- The child will be taken out of the classroom and given a firm reminder of what behavior is accepted of him/her.
- The child will be removed from the classroom and supervised by an available team leader. If the team is short, then the Minister of Children will supervise the child. Upon removal, a parent or authorized guardian will be contacted to come and care for the child.

Buddy Ministry

- Should your child need special accommodations during their stay, we will evaluate and accommodate as we have the resources and support to do so, on a case by case scenario.
- We do have a limited volunteer staff to serve as “buddies” for our elementary children.
- We can not provide ongoing medical assistance and we do not change diapers for elementary aged children.

Curriculum

- We use Answers in Genesis Curriculum for all Sunday morning Life Groups. This curriculum is apologetically and historically based with Biblical accuracy. As a part of this we offer a parent Unit book that will coincide with each lesson taught on Sunday mornings. This will be available two weeks before the start of a new unit.
- We use Missions Journey: Kids for our Wednesday night Kidz Life programming.
- For Sunday evening we use a curriculum developed by the Kidzone team.

Volunteering

At Crossway we believe it is a vital part of who we are to have qualified volunteers. We currently have a process by which our volunteers are vetted. This requires church membership, an application, background check, Ministry Safe Training (<https://ministrysafe.com/>) and additional training. Should you desire to become a volunteer and be a part of an amazing team please go to <https://crosswaybc.org/volunteer> and apply.

“ Let the little children come to me...” Matthew 19:14