



# PARENT HANDBOOK

## TABLE OF CONTENTS

Mission Statement and Values	page 3
Ministry Staff and Leaders	page 3
Check-In Procedures	page 4
General Information	page 4
Health and Wellness Policy	page 4
Injury and First Aid	page 5
Emergency Plan	page 5
Cry Policy	page 5
Child Abuse or Neglect	page 6
Behavior Management Plan	page 7
HP Kids Class Rules	page 9
Volunteer Information	page 10

## HP Kids Mission Statement

HP Kids Ministry exists to **CONNECT** with all kids and their families to teach them about Jesus and to help them **GROW** in their faith to become life-long followers of Jesus Christ.

### HP Kid's Values:

- To love and serve god in all that we do.
- To provide applicable, age appropriate bible teaching.
- Create a safe place for kids to grow and learn about Jesus.
- To partner with parents in the discipleship of their children.

## Hyde Park Children's Ministry Staff and Leaders

Children's Ministry Director - Kelli Campbell

[kelli@hydepark.church](mailto:kelli@hydepark.church)

Tammy Von Taborsky

Lisa McGirt & Kelli Campbell

Jean Bruton

Kelli Campbell

Ryan McGirt

HP Kids Live Director

AWANA Co-Commanders

Small Group/Curriculum Leader

HP Kids Choir Leader

Mega Sports Camp Director/VBS

## SIGNING KIDS IN & OUT:

HP Kids uses the **KidCheck** system for signing kids into a particular service. At the time of check in, parents are given a sticker tag with the same code as the one on the kids tag. Parents must present this tag in order to pick up their child.

\*First time visitors need to be directed to the kid's welcome desk inside the kids building so that we can get written contact information on the parents and children before adding them into the system.



## General Information

- Small Group classes start promptly at 9:15 and HP Kids Live begins at 10:45. Nursery/Preschool classes meet during both service times. Please make sure that your child has been checked in before taking them to classes.

- Due to allergies and health regulations for our church, snack is provided by the Children's Director to some classes. If the class receives a snack the snack of the day will be posted on the door of the classroom. These snacks are selected by class with the kid's allergies in mind. If your baby is in the nursery class, we are NOT able to provide a snack due to liability reasons. Please bring them labeled snacks/food that you want them to eat from home.

- Nursery/Preschool age kids need to bring a change of clothes, bottles and formula, and diapers and wipes with them each visit. Our teachers will label any diaper bags with the child's name so that all volunteers will know which child the bag belongs to.

## Health and Wellness Policy

If your child has any of the following complaints or sicknesses, please do not bring them into the children's ministry.

Fever of 99.0 or above

Runny Nose with thick and or green/yellow nasal discharge

Red, swollen or crusty eyes

Questionable/Unexplained skin rash

Persistent or heavy cough accompanied by fatigue

Diarrhea or vomiting

Bleeding/wet diaper rash

Parasites (nits, lice, mites, ring worms, etc.)

If a child is being treated with an antibiotic, he/she must have been on medication for at least 24 hours before returning to the children's ministries.

**THIS IS POSTED ON THE DOOR TO OUR NURSERY/PRESCHOOL CLASSES. IF OUR VOLUNTEERS FEEL THAT YOUR CHILD IS SICK, WE WILL CONTACT YOU TO COME AND GET THEM FROM THE NURSERY/PRESCHOOL AREA.**

## **Injury and First Aid Policy**

The first priority of our kid's ministry is to create a safe environment for all of our kids and volunteers. With the rising risk of cold and flu season and the risk of abuse to children in every sector, it is increasingly important that we do everything possible to promote a safe, secure, and healthy environment for our kids and volunteers.

**First Aid Kits** - A basic First Aid Kit can be found in every classroom in a labeled cabinet or shelf. We make sure that before we administer any first aid to a child, we put on gloves for our protection and the protection of our kids.

**Incident/Accident Reports** - In the case of any non-accident or injury incident that is a concern, our leaders will inform the Children's Ministry Coordinator right away. This may include behavior that indicates possible abuse, inappropriate talk or touch from one child to another. Should a child become injured while on the campus the parents will be notified immediately and will be asked to sign a copy of the incident report. In addition to notifying the parents, the Children's Ministry Coordinator will also be notified.

## **Emergency Procedures**

An emergency action plan (EAP) is the best way to be prepared and respond to any type of emergency such as; tornado, hurricanes, fire, flood, explosion, gas leak, etc. An EMERGENCY PLAN is posted in every room and contains fire procedure, medical emergency procedure, incident reports, and weather emergency procedures.

## **Cry Policy**

When a child becomes upset, we try our best to console them. If the child does not stop crying within 5 -10 minutes or if the crying becomes screaming and is upsetting to the other children, we will call the parent. Parents may try to comfort the child in the nursery and stay with them, if desired.

## **Reporting/Responding to Alleged Child Abuse or Neglect**

Our HP Kids Leaders are alert to the physical and behavioral indications of child abuse and neglect. It is a responsibility of every volunteer to report suspected physical abuse, emotional abuse, sexual abuse or neglect to a legal authority.

## **Open Communication**

Open communication is of high value in our ministry as we all continue to learn about how we can best protect our kids while also enjoying valuable ministry relationships within the church. At any time, you have problems or concerns, please feel free to speak with the Children's Ministry Coordinator. You may call the church office at (910) 739-4780 ext. 105, email her at [kelli@hydepark.church](mailto:kelli@hydepark.church), or speak with her in person.



The Hyde Park Children's Department strives to provide a safe, nurturing and loving atmosphere where children learn through Biblical instruction and personal growth to be transformed to the image of Christ. It is a process that takes time. Occasionally a child's behavior may be inappropriate. In this case, our volunteers will remain calm and respectful to the child. Corporal punishment is NEVER an option. Yelling, spanking, or mistreatment of any kind is not allowed. When a child misbehaves, we treat them with respect for the person they are versus responding to the behavior. At times, it is helpful to redirect the child to the right behavior. We calmly, give several reminders to the child to allow a chance to correct themselves. If the child will not cooperate, we may assign a time out of one minute plus the age of the child. If misbehavior continues or if the child is directly defiant, our leaders may contact the parent and ask them to stay with the child or remove the child from class. With any behavior problem our Children's Ministry Coordinator will be informed. In some cases, the Children's Ministry Coordinator may be contacted before the parent so that a wise decision may be reached in how to best deal with the child. This is especially important if it is an ongoing problem. Our leaders are required to document any behavior issues and a copy is kept for future reference in working with the child.

## DISCIPLINE POLICY

One of the most important goals of HP Kid's Ministry is to establish a positive and supportive environment for kids to grow and learn about Jesus. We want all of the kids to feel safe, loved, and to have fun learning more about Jesus each week. In order for us to have a great learning environment we have to provide guidance and discipline that is administered consistently and appropriately. We believe that discipline is a collaborative effort by the kids, parents, leaders, volunteers, and staff. Below is our Behavior Management Plan that we have implemented into our kid's Ministry in order to have a consistent method of guidance with expectations and consequences.

### BEHAVIOR MANAGEMENT PLAN:

The effective spiritual formation of our kids is benefited by a stable environment. In order to provide a stable environment for our kids we will administer a discipline policy steadily and fittingly. We recognize that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to consider individual circumstances. Factors to be considered include: seriousness of the offense, the child's age, and the frequency of misconduct. We believe that making the rules clear and explaining the consequences for not following the rules are important steps in ensuring that the process will be as fair as possible for all kids.

#### HP Kids Classroom Rules:

1. Obey the first time, quickly and with a good attitude. Philippians 2:14-15
2. No hurtful or physical contact of any kind. Matthew 5:38-39
3. Speak respectfully with kind and calm words. Romans 12:10
4. Be generous and share with others. 1 Timothy 6:18
5. Be kind and forgiving of others. Ephesians 4:32
6. Use listening ears and quite mouths when the teacher is talking. James 1:19

## HP Kids Consequences:

- FIRST TIME: Verbal Warning – Leader will give one reminder of the class rules.
- SECOND TIME: Removal from Activity – Leader will remove the child from the activity and explain the rules once again. **(Parents will be informed at pick-up upon getting to this step)**
- THIRD TIME: Staff Involvement – A staff member will be informed of the misconduct and will speak to the child about his/her conduct. **(Leader/Staff member will have a conference with the parent(s) at pick-up)**
- FOURTH TIME: Contact Parents – Staff member or leader will contact the parents immediately to come and speak with the child. Parents(s) may be asked to sit the remainder of class with the child or to sit with the child through the class the next meeting time.
- FIFTH TIME: Children's Director Decision – Depending of the severity of the misconduct the Children's Ministry Director (staff member) will decide further consequences of the child. This could include: Parents staying through the ministry activity with the child or suspension from ministry activities.



## HP Kids Class Rules

### **1. Obey the first time, quickly and with a good attitude.**

Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation.

Philippians 2:14-15

### **2. No hurtful or physical contact of any kind.**

You have heard that it was said, “Eye for eye, and tooth for tooth.” But I tell you, do not resist an evil person. If someone strikes you on the right cheek, turn to him the other also. Matthew 5:38-39

### **3. Speak respectfully with kind and calm words.**

Be devoted to one another in brotherly love. Honor one another above yourself. Romans 12:10

### **4. Be generous and share with others.**

Command them to do good, to be rich in good deeds, and to be generous and willing to share. 1 Timothy 6:18

### **5. Be kind and forgiving of others.**

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32

### **6. Use listening ears and quiet mouths when the teacher is talking.**

My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry. James 1:19



Parents, if you would like more information on how to get involved in Hyde Park's Kids Ministry, please see Kelli Campbell, our Children's Ministry Coordinator. Below we want to share some of our Ministry Opportunities for kid's ministry.

**NURSERY/PRESCHOOL:** through this ministry, you would be helping parents by loving and caring for their precious babies (showing them the love of Jesus at the earliest of age). Teachers and Volunteers are needed for the 9:15 Small Group time and the 10:45 worship service. Ages are from Birth – 4 years old.

**HP KIDS SMALL GROUPS:** this is our kid's discipleship ministry. Each week kids learn stories from the Bible through the Gospel Project curriculum. This ministry offers creative, relevant Bible teaching and the opportunity to form lasting bonds with the kids.

**HP KIDS LIVE WORSHIP SERVICE:** Our worship service takes on a whole different meaning to traditional church. The service needs volunteers for acting in skits, leading worship, storytelling, running sound, and crowd control.

**AWANA:** this ministry is looking for volunteers who have a heart for kids! We need volunteers who are willing to listen to these kids recite bible verses and form relationships with the kids.

**HP KIDS CHOIR:** this ministry is dedicated to teaching our children the importance of worship. We have two performances a year, one at Christmas and the other during the spring/summer. We need volunteers who love kids and music!

**HP KIDS WELCOME TEAM:** We are always looking for help greeting and checking-in kids during all of our services. This is a great way to meet new people and welcome them to our church.

**HP KIDS LEADERSHIP TEAM:** Our team is deeply invested and committed to seeing kids come to know Christ. Our team works together to accomplish goals to effectively disciple our kids and their families.