



Kindergarten

PROCEDURES & POLICIES

Table of Contents

Our Mission and Values	4
Covid-19 Precautions	4
Sick Policy	5
Child Discipline	6
Volunteer Expectations	8
Toy Cleaning Procedures	9
Injury Policy	10
Child Abuse Policy	10
Snack Policy	11
Curriculum	11
Security Measures	12

Our Mission & Values

Our Mission

Antioch Kids Ministry exists to provide a safe and fun environment where kids can engage with the gospel, encounter God, and be trained to live on mission as we partner with families in the discipleship of their children.

Our Values

Antioch Kids Ministry values each child that is in our care and we will model Christ-like respect and love for all of them, small to big. We value, and therefore will model and teach, a love of worship, the Bible, Jesus, God the Father, and The Holy Spirit. We will always abide by as well as instruct the "golden rule" - to treat others the way we want to be treated.

Covid-19 Precautions

In order to reopen Antioch Kids we have updated and expanded our safety precautions in order to better protect our children and volunteers.

Please review the following safety measures:

- We have expanded and will strictly enforced our sick policy for both kids and volunteers.
- Symptom Checks, based on the CDC outline of COVID Safety Health Measures, will be conducted upon entry of volunteers and children. If any symptoms are present, entry will not be permitted.
- Temperature checks will be required at entry. Anything over 100 will be turned away.
- Volunteer and Kids hands will need to be washed with soap and water upon entry into class.
- Volunteers and Kids 5 or older will need to wear a mask.
- Any volunteer or children who have traveled to a high-transmission zone within the last 2 weeks of attendance will not be permitted entry.

Sick Policy

Our Policy

The Antioch Kids sick policy is the generally accepted guideline for various ministries, schools, and other organizations, such as The Children's Hospital and the North Carolina Division of Child Development and Early Education (In Care of Kids, Communicable). It is enforced to assist with disease prevention within the children and the volunteer staff.

In addition to the general sick policy that we have always upheld, we have extended our restrictions and precautions due to Covid-19.

If a child or volunteer has any of the following symptoms, we ask that they stay home:

- Fever (100.4F or higher) or chills (24-hours free)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting (24-hours free)
- Pinkeye (24 hours on medication)
- Strep throat (24 hours on medication)
- Flu symptoms (24-hours free)
- Diarrhea (24-hours free)
- Contagious chicken pox, i.e., during presence of blisters, scabs
- Open sores from any infectious disease
- Head lice (Head treated and no nits/eggs/lice)

If a student becomes ill during class Sunday morning, parent's ID number will come up on the screen or an Antioch Kids Volunteer will come into service to notify you to come and get the child.

Child Discipline

Our Policy and Procedures for Children ages 2 and up

Praise, positive reinforcement, redirection and quiet time will be the behavior management policies of this program. When children receive positive and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline.

Based on this belief of how children learn and develop values, this program will practice the following discipline and behavior management policy:

1. We DO praise, reward and encourage the children.
2. We DO reason with and set limits for the children.
3. We DO model appropriate behavior for the children.
4. We DO modify the classroom environment to attempt to prevent problems before they occur.
5. We DO listen to the children.
6. We DO provide alternatives for inappropriate behavior to the children.
7. We DO provide the children with natural and logical consequences of their behavior.
8. We DO treat the children as people and respect their needs, desires and feelings.
9. We DO ignore minor misbehaviors.
10. We DO explain things to the children on their level.
11. We DO use short supervised periods of "quiet time".
12. We DO stay consistent on our behavior management program.

Situations may occur where a child may have been bit or hit by another child; it is our policy to tell the parents what happened but not WHO the other child in the incident is. The Children's Pastor will handle any situation that occurs regularly by speaking to the parent of those children.

If a child is mis-behaving, creating a distraction, or is not acting in a respectful way to themselves, their surroundings, or others we ask that you will walk through the following steps of correction:

First offense:

Verbally correct the child in a loving and non-embarrassing way. Give them a warning that if they repeat the action, they will be asked to sit out or have another consequence appropriate for the action.

Second offense:

Place them in timeout in accordance with their age. If 5 years old, 5 minutes. An example of another appropriate consequence is losing play- time with a toy if a child continues to fight over a toy.

Third offense:

Contact Nikki and give her the security code number of the child so we can contact the parents.

Volunteer Expectations

Personal Commitment

We encourage our volunteers to spend 30 minutes of personal time with God each day as well as be committed to a LifeGroup through Antioch. In this way, we are modeling values we want the kids to have in their lives.

We ask our volunteers to be walking in accountability with a trusted friend or mentor.

Scheduling

Scheduling will be done monthly through a website called Breeze, so please sign yourself up for a slot to serve by the 20th of the previous month. (Ex: Sign up by March 20th for the month of April) Once scheduled, you are responsible for finding your own sub.

Preparation for Sunday Morning

Our Children's Pastor will upload class lessons at the beginning of each month to a designated folder in Dropbox. Please be sure to read the lesson assigned for your class / day and make any necessary preparations before the Sunday morning you serve. We encourage you to pray for your class during the week leading up to the Sunday you volunteer.

Arrival

We ask volunteers to arrive in the Antioch Kids Check-In area by 9:30am on the Sunday they are serving in order to pray for the kids, ensure proper set-up of rooms, and prepare for class.

Attire

Please wear modest dress and clothes you are comfortable moving around in when you are working with kids. Each volunteer will wear an apron provided by Antioch while serving in their class to help parents identify who are volunteers.

Toy Cleaning Procedures

Cleaning

On the Sundays you volunteer, please stay afterwards to help clean-up your classroom and disinfect the toys (review "Toy Cleaning Procedures"). Please place the supplies back in your class bin and do a final check for any left out toys or items once you have finished.

Sanitation Procedure

At Antioch Kids, we strive to have up-to-date policies in cleaning and we are taking extra measures to create a safe environment in the midst of COVID-19 by the sanitizing and disinfecting toys and hard surfaces in order to reduce the spread of communicable diseases.

We will use Virex for sanitizing purposes. All hard surfaces, including toys and reusable supplies will be sprayed, left for 5 minutes, and then wiped down.

Any used materials will need to be placed in a "Dirty" bin to be cleaned after the kids leave.

The toys are to be removed from general play area after being placed in a child's mouth and then discarded, before another child gains access to that toy.

The soft play equipment should be sprayed down after all of the children have been dismissed, sat open for 2 minutes and then wiped down and returned to their proper place.

Injury Policy

At Antioch Kids, we take safety seriously and want to be active in containing potentially harmful situations and responding quickly if a child is injured.

Procedures for Minor Injury

For minor injuries, a first aid kit is in every classroom. The teachers can apply bandages using the gloves provided.

Procedures for Serious Injury

If there is a case where a child is seriously injured, the Children's Pastor is immediately notified. Once the Children's Pastor has been notified, we then contact parents through the slides operator by asking them to display the child's 4-digit code on the screen during the sermon to alert the parents that there is a need.

While the Children's Pastor is contacting the parents, we have one of the volunteers fill out the Injury form found in the file folder in their bin. This ensures that the incident is properly documented, and the parents are fully informed of what occurred.

Child Abuse Policy

Tell Someone

If, for whatever reason, you suspect that a child has been abused or is in an abusive situation, please go directly to the Children's Pastor who will be responsible for contacting the Senior Leadership Staff and the authorities. You can also notify any member of Antioch Staff and they will be responsible for going to the authorities.

(Child Abuse Policy Continued...)

Email Someone

For an additional level of communication / notoriety we have a designated email account for reporting of any suspicious behavior: Child-Safety@antiochrdu.com. This email account will be routinely checked by a few designated church staff and elders.

Snack Policy

Current Snack Policy during Covid

We are not currently providing any snacks in the classroom.

Curriculum

Toddler – Preschool

We use First Look curriculum from Orange for our Toddler and Preschool classes. I

First Look from Orange is full of Bible-oriented lessons with games, and crafts! It keeps little kid's wiggles in mind and teaches kids about the Bottom Line that highlights an important part of God's character every month! Also included are a parent app, Parent Cue – which gives parents insight on the curriculum, and parent encouragements.

Early & Upper Elementary

We use the 252 Kids curriculum from Orange for our Elementary students.

252 Kids from Orange is full of Bible-oriented lessons with games, crafts, discipleship moments, parent connects, and devotionals for the kids to do during the week! Also included are a parent app, Parent Cue – which gives parents insight on the curriculum, and parent encouragements.

Security Measures

Creating a secure environment means that the kids, parents, and teachers can freely worship and encounter Jesus without fear of where the kids are and who they are with.

Security Tags

Security Tags are our means of identifying the parents or guardians of children on Sunday morning and during special events in Antioch Kids Ministry.

The Security tag's purpose is:

1. To assure parents/guardians that their child will be released only to the appropriate adult holding the child's card.
2. To enable teachers to be confident they are releasing children to appropriate persons.
3. To allow the preschool staff an easy way to contact parents while in the service. (We flash children's tag numbers on the screens in the auditorium when we need a parent). See below for more details.

Why do we need Security Tags/Cards?

1. Teachers cannot know the parents/guardians of every child. Situations in which this is true include attendance by guests, infrequent attendees, new or substitute teachers and volunteer team changes between the 1st, 2nd and 3rd service. The teacher who met the parent when the child arrived may not be in the room when the child leaves.
2. Non-custodial parent kidnapping and stranger abductions are not unheard of in churches.
3. Older siblings, relatives or friends may want to take a child from the room. Whether or not this is acceptable to the parent, the teacher should not be responsible for making the judgment on releasing the child.

Procedure:

1. Parents/guardians will receive a personalized Security Band, Tag or Card upon arrival to the Kids Ministry area.
2. Guests will also receive a Security Band when they check in at the welcome desk. Guests will be escorted to the appropriate room for their child by a member of the Pastoral Staff.

3. Parents/guardians will check their child in at the classroom door, being specific about their location if it is different than the main auditorium (i.e. equipping class, volunteering during service etc.) in the building.
4. When you return and arrive at the classroom, you should tell the teacher your child's name and present the security tag so it can be matched with your child's tag.
5. The child will only be released to the adult bearer of the matching security tag.
6. Parents/guardians who misplace the security matching tag may be asked to present photo identification when a member of the Staff comes to verify the child's release.
7. Only a member of the Staff can release children to the parents who have misplaced their tags.
8. Parent Custody/legal guardianship changes must be reported to the Staff. (Written legal documentation must be presented and kept on file.)

Volunteer Presence

During service, we require 2-4 volunteers per room with the children with at least one volunteer being female. Only volunteers, parents, children and pastoral staff are allowed to be in the kids hallway 15 minutes prior to service starting.

Volunteer Screening

Volunteer screening consists of an application, official background check, an interview and we require that each volunteer has been a committed member of an Antioch Raleigh LifeGroup for at least 6 months.

If a volunteer applicant has a criminal record, it is taken to the Senior Leadership Team for a decision. The general policy is no one currently on probation is allowed to serve in classrooms. If a volunteer applicant has any history of sexual misconduct, they will not be permitted to serve with Antioch Kids.



Children's Pastor:
Nikki Hayes
Nikki@AntiochRaleigh.org

Antioch Raleigh
3700 Lake Wheeler Road
Raleigh, North Carolina 27603