

REDEMPTION KIDS POLICIES AND PROCEDURES

TEACHER REQUIREMENTS:

Background Check: Every volunteer in Redemption Kids must complete a state and federal background check form.

Podcasts & Community Group: Redemption Kids volunteers are expected to be feeding themselves spiritually! We would like every person serving in our kids ministry to be actively involved in a community group, listen to the Sunday morning podcast for those weeks they miss Pastor Daniel's message, be reading their Bibles, and praying for the kids in their classes. We want to be setting an example for the children we are teaching as well as being sure we are spiritually fed and able to give to others.

Redemption Church Attendance: We want to get to know everyone who is serving in Redemption Kids very well BEFORE putting them in with a class. Please allow us time to get to know you and pray about whether serving in Redemption Kids is the best place for you to serve.

CLASSES:

KINDER CLASS (Sitters-Kindergarten) 2 teachers plus 1 back-up

ELEMENTARY CLASS (1st-5th Grade) 1 teacher

MIDDLE SCHOOL CLASS (6th-8th Grade) 1-2 teachers

TEACHER POSITIONS:

Lead Teacher tells story, plans lesson, directs class.

Helper greets/welcomes children, helps keep them on task and with the group, helps teachers as needed. This person may also be asked to assist the elementary teacher when necessary.

ATTIRE:

Please wear your Redemption T-shirt when you are in Redemption Kids. Wear Pants/Skirts suitable for crawling/running/etc. :)

ARRIVAL:

Teachers: Arrive by 9:15

Helpers: Arrive by 9:30

Kids may come to class beginning at 9:45.

If your OWN CHILDREN are with you, they are welcome to play in your classroom while you are getting ready and do not need to wait until 9:45 :) If BOTH parents are volunteering as greeters, children may come into the classroom at 9:40 to allow parents to serve. We want to avoid having kids in the classroom for too long!!

Please PRAY TOGETHER for the class before kids arrive

LEAD TEACHER: Be sure to let helpers know what the lesson is about so they can be talking to the kids about it!

DISMISSAL:

Children are to be picked up at the end of service (but no later than 11:40) THIS IS FOR TEACHERS TOO!

If you have children in the classroom past 11:40, please take the sign out sheet and the child out to their parents to sign them out.

Wait until children have been picked up (besides your own) before packing up classroom

Sweep all crumbs/paper scraps/sequins, etc with broom in storage closet

Wipe all chairs and tables with Clorox wipes -Spray all toys with lysol and let dry

All our supplies should be packed NEATLY!!! into the tubs. (RED tape is Kinder class, BLUE tape is Elementary class)

Return Clipboards to WELCOME TABLE

Be sure the classroom is completely clean and set back to school arrangement.

CLASS SCHEDULES:

Kinder Schedule:

9:45-10:20 Play Time & Arrival
10:20-10:35 Lesson & Worship
10:35-10:50 Outside/Inside Games
10:50-11:00 Snack
11:00-11:15 Craft (optional)/Prayer
11:15-11:30 Dismissal Play Time

Elementary Schedule:

9:45-10:10 Entrance activity
10:10-10:30 Lesson & Worship/Journal
10:30-10:50 Craft OR Activity
10:50-11:05 Outside/Inside Games
11:05-11:15 Snack/Prayer Board
11:15-11:30-Dismissal Play Time

Please keep in mind, these are a guideline only, and you are welcome to adjust as needed--for example, restroom breaks, bad weather, etc.

RESTROOMS:

Only female teachers may accompany children to the restrooms or change diapers

The restrooms located in the back hallway are for Redemption Kids only and can be opened with a key kept in the Kinder class.

Children must be accompanied by an adult to the restrooms (If a child from the Elementary class needs the restroom, have them get a teacher from the Kinder class to take them)

Only 1 child in the restroom at a time.

Please take no more than 2 children to the restroom at a time to avoid noise in the back hallway.

Children needing assistance using the potty may have help with everything EXCEPT wiping. (unbuttoning pants, pulling pants up, sitting on the potty, hand washing, etc)

SECURITY:

Each classroom has windows that open to the lobby area. The blinds in these windows should stay OPEN at all times. There is also a window between the Middle School classroom and the Elementary Classroom.

No other adults should be in the classrooms during class time except parents of children in the class. -Please keep back doors closed at all times.

When you take your class outside, it is okay to leave the exterior door propped open so you can get back inside.

EMERGENCIES:

In case of emergency, both kids classrooms are equipped with 2 separate exits: the front door leading to the main entrance, and the back door leading to the hallway and back exit. The Kinder class also has an additional outdoor exit door. In case of emergency, please take children outside, down the sidewalk to the right and behind the building.

INJURIES:

In ANY medical emergency, call 911 immediately! (heavy bleeding, loss of consciousness, seizure, etc) -We have a first aid kit in the game bin with bandaids, etc.

Any injury requiring more than a bandaid, please notify the parent using the child's number on their name tag or sending a helper.

Colleen, Laura, and others are trained in first aid and CPR

DISCIPLINE:

Never physically discipline any child including your own during class

Always verbally correct children gently and at eye level if possible (never yell unless someone is getting hurt)

Children may sit in time out until they are ready to come back and listen

Parents may be contacted by sending a helper to pick up their child if the child becomes so distracting you cannot continue your class or is harming themselves or someone else. If you must contact a parent, please let Laura know.

SNACK:

Check for allergies BEFORE passing out snack

Use hand sanitizer with all kids before eating snack -Kids may not bring pastries into the classroom (bugs!!!)

If you have coffee or a pastry please keep it put out of reach

KIDS SUNDAY:

All children (except Middle School) still need to be signed in before the service begins

The Elementary Class joins the adults for worship and are then dismissed with their teachers for their activities (NO KIDS IN CLASSROOM)

The Elementary Class should return to the classroom after their activities--parents should still sign them out on our sign out sheet.

If parents specially request keeping their younger child with them during worship, that is just fine as long as they are not a distraction to the service

REDEMPTION KIDS CANCELLATION POLICY

If something comes up and you have to cancel a scheduled assignment, we appreciate you taking these steps as SOON AS POSSIBLE. As a courtesy to other volunteers, taking these steps will help everyone with planning and accommodating one another.

TO CANCEL OR RESCHEDULE AN ASSIGNMENT IN ADVANCE:

STEP ONE: Know your assignment

For example, if you are scheduled as an elementary teacher, you need to trade with someone who is also trained as an elementary teacher. Simply look at past schedules on planning center for reference.

STEP TWO: Find someone to trade

Trading weeks with another teacher/helper is ideal. If you are unable to switch with someone else and need someone to simply take your place, please make sure they are not already serving in Redemption Kids 2x that month prior to contacting them.

STEP THREE: Check your other responsibilities

Once you have agreed upon dates that you are going to switch with someone, BOTH of you need to double check your planning center schedule for potential conflicts. (If you were supposed to be greeting the week that you are now in RK, you now need to find someone to cover that responsibility for you as well)

STEP FOUR: Contact Volunteer Coordinator

Call, text or email the Volunteer Coordinator to let them know what changes were made so that Planning Center can be updated.

Note: If you are unable to find a replacement AND have called everyone, then call the Volunteer Coordinator and we will take it from there.

LAST MINUTE CANCELLATIONS OR ILLNESS

If you need to cancel due to illness or unforeseen emergency and it is after 7pm on Saturday evening, please call or text the Volunteer Coordinator right away. DO NOT E-MAIL ABOUT A CANCELLATION.

Note: If you are sick early in the day on Saturday, but are unsure if you will be feeling well enough to serve the next day, we would appreciate you finding a replacement. This will avoid unnecessary emergencies on Sunday mornings.