**Derwood Bible Church**

**KidZone Volunteer Handbook**

**“Jesus said,**

**'Let the little children come to me,**

**and do not hinder them,**

**for the kingdom of heaven**

**belongs to such as these.'”**

 **~ Matthew 19:14**

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Dear Volunteers,

 Thank you for your willingness to serve the body of Christ by ministering to young children in KidZone! KidZone is a vital ministry with the goal of encouraging each child to know God the Father, and Jesus Christ as Savior and Lord. And to instill a desire to spend the rest of their life serving Him. It is for children ages 3 through fifth grade. The time, effort, love and prayers you pour into these children is appreciated by all.

 This handbook has been created to assist you in your service and to ensure that all KidZone workers are following the guidelines established by Derwood Bible Church. Please read the information enclosed and keep it handy as a reference tool.

 In Christ,

 Connie Frink

 Director of KidZone

# Responsibilities Outside of Class

 It is critical that each teacher come prepared for Sunday. A commitment to the following is expected: you’ve spent time reading and understanding the lesson for the week, pray for the students, choose and obtain materials for the craft or activity. One activity sheet is provided that correlates with the curriculum. Snacks are provided for the 3’s, 4’s and Kindergarten-1st Grade classrooms. 2nd Grade and 3rd-5th Grade snacks are not provided, but is optional if you desire to provide it. No nuts please.

## Curriculum

 The curriculum is a 3 year program called the Gospel Project. From their website, “The Gospel Project® for Kids immerses kids and preschoolers in the gospel through every story, theological concept, and call to mission from Genesis to Revelation. Ultimately, the gospel message changes everything; heart transformation can only take place when a child experiences the gospel. Through The Gospel Project® for Kids, kids and preschoolers will understand the Bible is not just a collection of stories, but one unified story—God’s story of redemption.”

Each week you will receive a KidZone email from me providing the lesson for the upcoming Sunday and the next Sunday along with who is serving per classroom per Sunday. You can download the file and print it for your use. The material is also available on the DBC website. The 3’s & 4’s class use the ‘preschool’ version, kindergarten through 2nd grade use the ‘younger’ version, and the 3rd-5th grade use the ‘older’ version. Each teacher is expected to teach the material but also encouraged to be creative in how it is presented. **A curriculum video** is also provided. There is flannel graph images available to use to help teach your lesson for the 3’s & 4’s classes. It is stored in a large, clear bin in the First Aid/Supply closet in the 3’s class. This door is kept locked, but a key is hanging just above the door. If a teacher would like to deviate from the curriculum, please run it by me first.

An activity page that correlates with the lesson is provided for you to use in the classroom as you teach your lesson. If you choose not to use it, please send it home with the children prior to leaving. It is stored in a curriculum file bin per classroom per lesson/session folder. All classes, except 3rd-5th grade, will have the activity page on the front side and a coloring page on the back side. 3rd-4th grade will have the journal page on the back side instead of the coloring page. Children’s Bibles are provided in the elementary classrooms. A radio and curriculum CD is provided in each classroom. Also, each unit provides a Memory verse and a Big Story Question. Each lesson/session has its own Theme. These are printed off and I post them on the wall of each classroom as a visual to aid in your teaching. There is also a timeline that our curriculum follows that I keep updated on the wall of each classroom. It is a helpful review tool.

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## Crafts/Activities

 Each Sunday time is allotted to either do a craft, activity, or game. The curriculum provides ideas but teachers have the freedom to be creative here. Many plan their own activities such as having the kids act out the Bible passage, play a game that ties in the lesson of the day, make a craft, etc. It is the teacher’s responsibility to make sure they have the materials they need for their activity. There is a bin for each class that contains materials, e.g. crayons, glue sticks, paper, markers, scissors, etc. When these supplies get low, please inform me so I can replenish them.

## Snacks (Preschool through K-1st Grade)

 Snacks that are nut-free, preferably Goldfish crackers, will be provided as well as paper products. A pitcher for water will be in each class as well. Please make yourself aware of any children with food allergies. It will be noted on both the attendance sheet and the child’s name tag.

## Reimbursements

 Any money spent on craft materials is reimbursable from the KidZone budget. Please fill out the reimbursement request found on the DBC website <http://derwoodbiblechurch.org/student-ministry-forms/> attach the receipts, and submit to the KidZone director. Once processed, a check will be mailed to your home.

# A Typical Sunday for Preschool (3’s Panda’s & 4’s Lion’s)

Every Sunday will vary in details depending on the teacher. However, the overall flow of KidZone should not vary much from week to week. A typical Sunday begins at about 9:30 am.

 The following schedule reflects what you will usually experience on a Sunday.

**9:30am Prep and Welcome.** Arrive to perform any class preparation as well as greet parents as they arrive to sign in their child. There are name tags provided there for you to wear. If someone is new visiting, please have them fill out the Welcome Card along with signing in their child on the visitor attendance sheet. I will collect these at the end of service.

**10:00 Worship.** Because the children are dismissed from the worship service, you are free to worship with the church body. Please sit in an area where you will be able to be the first in the classroom for the 3’s & 4 year olds; or for K-4th grade teachers, first to the foyer to line them up and take them to their classroom in the old building. Kids are dismissed from worship around **10:30 am.**

**~10:30 Welcome time**. This is an unstructured time to welcome the kids into the class and help them get acclimated. There are toys provided for them to play with. Please take attendance on the roster form.

**10:45 Lesson time.** This is the primary teaching time of the class. Often teachers will read the story out loud to their class, ask some questions, explain the story some more to make sure the kids understand, and pray.

**10:55 Activity, Lesson Page, or Craft.** As stated earlier, you have a great deal of flexibility here. The curriculum provides a sheet that has stickers and coloring activities, but you can do your own thing as well. If you do not use the provided activity page, please send it home with child when they are picked up.

**11:05 Group / Lesson Builder game & bathroom break.** Again, how this time is used is up to you. If the activity is involved then continue that. Have the kids act out the story. Have fun!

**11:20 Snack**.

**11:30 Class End**. Parents will begin arriving to pick up their kids. **Please make sure you get the number tag from each parent to match the child they are picking up. Put number tag on back of the attendance roster**. I will collect them at the end of service. This is also a great time to get the kids to help with the room clean up. Once all kids are picked up, give the room a last check to make sure any trash or mess left over from class is cleaned up. If there are crumbs on the ground from snack, please clean them up. There are vacuums available in the storage closet in the hall.

# A Typical Sunday for Kindergarten through 5th Grade

 Again, just like the preschool classes, each Sunday will vary in details depending on the teacher and the state of the classrooms upon arrival. There are not regular handouts provided for these grade levels, however feel free to contact the office, specifically the pastor of community development if there are pages from the curriculum you’d like copied to handout to your students. It does include worksheets.

 The following schedule reflects what you will usually experience on a Sunday.

**9:30am Prep.** Arrive to perform any class preparation you might need.

**10:00 Worship.** Because the children are dismissed from the worship service, you are free to worship with the church body. Please sit in an area where you will be able to be the first to the foyer to line them up and take them to their classroom in the old building.

**~10:30 Welcome.** Teachers are encouraged to spend some time interacting with their students and praying with and for them. Attendance (sheets provided each week) should be taken as well.

**10:45 Lesson time.** This is the primary teaching time of the class. Often teachers will read the story out loud to their class, ask some questions, explain the story some more to make sure the kids understand, and pray.

**10:55 Activity, Lesson Page, or Game.** You have a great deal of flexibility here. There are usually activity sheets included with the curriculum that you can use or you can create your own.

**11:30 Class End**. Parents will begin arriving to pick up their kids. This is a great time to get the kids to help with the room clean up. Once all kids are gone give the room a last check to make sure any trash or mess left over from class is cleaned up. The tear down crew will come and make sure the bins, tables, and chairs are put away.

Some teachers chose to bring a snack. While it is not a standard part of these classes like it is in the preschool classes. If you chose to bring a snack please be very aware of the risk of food allergies and avoid all products that either contain or were processed in a factory with nuts. It will be listed on the label with the nutrition information.

# Health and Safety

*The disturbing rise of physical and sexual abuse of children and fear of infectious diseases are real concerns in today's world. The following policies reflect our commitment to provide protective care of all children and volunteers who participate in Derwood Bible Church activities.*

## Child Safety

Please see the *Derwood Bible Church Student Ministries Child Protection Plan* for our safety procedures.

Please note, the hall monitor is always available to help if an additional adult is needed to escort kids to the restroom, assist with a disruptive child or class, notify parents, etc. You may send a helper or use the two-way radio provided in each class to call them to your room.

## Child Illness

Parents are asked to keep their children out of classes when they exhibit any of the following illnesses or symptoms within 24 hours of church meetings. Please do not admit sick children into the room. If there is a problem or if a child has already been admitted and is displaying any of these symptoms, notify the parent.

* Fever greater than 100
* Runny nose (if not clear or if needs to be wiped often)
* Questionable rashes
* Coughing (constant or non- allergy related)
* Diarrhea
* Impetigo
* Active chicken pox
* Measles
* Mumps
* Conjunctivitis (pink eye)

If the child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before coming to class.

**Washing Hands** *(This is the best defense against exposure to diseases.)*

Wash hands or use hand sanitizer after each of the following instances:

* Any contact with blood or other bodily fluids
* After using the toilet
* After wiping or blowing his/her own nose

Wash/sanitize each child's hands before serving snacks

## Accidents

Volunteers will use *Incident Report Forms* found at the greeter table with the first aid kit, to report any accident, minor or major, and the treatment applied. One copy is for the church office and one copy for the parents. Any spills involving bodily fluids should be cleaned up immediately using disinfectant.

## Teacher Illness

Any volunteer with a contagious illness is requested to refrain from serving until well. Please find a substitute and then contact the coordinator to inform them of the change.

# Discipline

If you should experience difficulties in dealing with a child's behavior in class, the following steps should be taken:

**First Offense:**

Warn the child of their inappropriate action or behavior, and then partner the child with a leader for a few minutes.

**Second Offense:**

Give the child a time out sitting away from others for a few of minutes. A good guideline is the number of minutes should equal the age of the child. Discuss the problem again after the time out.

**Third Offense:**

Send for me. You can ask the Hall Monitor to contact me. I will come over and talk with the child. From there I will assess whether to get the parent involved.

***Under no circumstances are leaders to physically punish a child. Leaders should also refrain from physically disciplining their own children during class.***