



Policies and Procedures
Handbook

JourneyKids Mission and Vision

JourneyKids exists so that the children of Journey Church have multiple opportunities to see, hear, and respond to the gospel. You will notice that we wear a lot of orange in JourneyKids. Our use of the color orange is very purposeful. Orange needs two other colors to exist: yellow and red. We believe that when we combine the light of the church (yellow) with the heart of the family (red), we will create the greatest impact of the gospel in a child's life (orange).

In the preschool classes (birth- 5 years-old) our focus is on three basic truths: *God Made Me, God Loves Me, and Jesus Wants to Be My Friend Forever*. In the elementary class (1st-5th grades), we focus on three more powerful truths: *I need to make the wise choice, I can trust God no matter what, and I should treat others the way I want to be treated*.

While we strive to make JourneyKids the best hour of a child's week, we know that their time at home is even more valuable, so we provide resources and tools to equip, support, and come alongside parents to start God-conversations at home. The JourneyKids ministry is more than childcare. Serving in JourneyKids provides the opportunity to be a part of a child's spiritual journey. Our prayer is that through the JourneyKids ministry, we will deploy children to be godly influences where they live and play.

Babies & Toddlers (Birth-23 months)

In the Nursery and Toddler rooms, we strive to create a safe, clean, and friendly environment where the babies and toddlers sense God's love through caring volunteers, play, and other meaningful activities.

Pre-School (2-5 years)

Children in the preschool classes are incredibly curious about the world and are learning new things extremely quickly! Through Bible Stories, creative activities, and worship, children discover that God made them, God loves them, and Jesus wants to be their friend forever. Parents are also provided with ideas to spark conversation with their children at home.

Elementary (Grades 1-5)

The JourneyKids elementary ministry focuses on building the foundation of faith so that children can become world changers. Through music, Bible stories, videos, games, and activities, children in grades 1 - 5 come to know God more deeply while developing their faith. After a time of worship and Bible time, the children are split into small groups and, through various activities, will delve deeper into the truths of God's Word. Children learn how to make wise choices, that they can trust God no matter what, and how they should treat others.

Injury & First Aid

1. First aid kits are available in each classroom. We can (for liability reasons) administer ONLY Band-Aids and ice packs except in cases of life-threatening emergencies.
2. For any children with severe allergies requiring an EpiPen, please be sure to have parents supply this to the classroom volunteer or to the campus children's minister
3. If there is any injury in a classroom, the volunteers should treat the injury if possible and alert the parent if necessary. A Behavior/Incident report form(available in all rooms) should be filled out and signed by both volunteer and parent. This form is then given to the campus children's minister to file appropriately.
4. If an injury needing immediate medical attention occurs, alert the children's minister who will call 911 and our medical responders team using code "012".

Wellness Policy

Children must be symptom-free from the following illnesses without medication for 24 hours before entering the classroom:

1. Fever of 100° or higher
2. Vomiting or diarrhea
3. Conjunctivitis (Pink Eye or other eye infection)
4. Rash
5. Nasal drainage which is green or yellow
6. Sore throat
7. Open sores
8. Cold
9. Excessive coughing
10. Lice

We do not recognize teething as being a cause of fever or diarrhea.

If children are not feeling well or any of these symptoms arise during their time in JourneyKids, their security number will flash in the service and they will be asked to leave the JourneyKids area. An allergy tag will be given to any child who has allergies.

Safety & Security

We believe that it is of utmost importance that our children be nurtured in a responsible and safe environment. We also desire that our volunteers be protected from any false allegations of misconduct.

1. Each volunteer in our ministry is required to complete a background check before serving in the room.
2. Each volunteer in our ministry is required to read and agree to abide by the stipulations in this comprehensive manual regarding JourneyKids' policies and procedures.
3. We hold comprehensive teacher trainings to ensure our volunteers understand and follow our policies and to enable them to nurture our children.
4. We have a detailed procedure for picking up a child, described in the volunteer section of this manual.
5. There is a "Two-Adult" rule in place for all classrooms. There should always be two adults present while children are in the room. This is to protect the children from possible abuse as well as the adults from false accusations. If there is a situation in which there is only one adult, the door to the room should remain open and the children's minister should be made aware.
6. Volunteers are not to have the lights off in the classrooms for an extended period of time.

Security Stickers

1. All children entering the JourneyKids area must have a security sticker.
2. Once a child is checked-in to JourneyKids, they may not leave the area until a parent or guardian (with corresponding security sticker) comes to check the child out of JourneyKids.
3. Parents must provide corresponding part of security sticker with matching number to one of the room's volunteers when picking up the child.
4. If parent is needed during service, one of the room's volunteer will notify the check-in desk volunteer or the campus children's minister who will use the security code and alert the parent/guardian of the child.

Restroom & Diapering

1. Parents are encouraged to take their toilet-trained child to the restroom before dropping him/her off in class.
2. Only female volunteers or the parent of a child are allowed to change diapers or accompany children to the restroom.
3. All diapers should be changed before children are picked up.

4. Volunteers are to wash their hands as well as the children's hands (either at a sink or with hand sanitizer) after going to the restroom or changing a diaper.
5. Staff are expected to always prepare the area ahead of time, attend to a child when on the changing table, and never leave a child alone even to reach down to get a diaper.

Evacuation

In the event of an emergency, the Children's Ministry evacuation plan is as follows:

1. Line up children and make sure to have attendance sheet. Children who cannot walk will be carried.
2. Walk outside of classroom Emergency Exit door and proceed as far from building as possible.
3. Use attendance sheet to check for all children.
4. Wait for permission from Children's Minister to dismiss children to parents.

Evacuation Route should be posted in the classroom. If it is missing, request a copy from the children's minister.

Tornado

1. In the event of a Tornado (or warning) children will gather, with their teachers/volunteers, in the appropriate place based on their location in the building. Details for each classroom's tornado plan and all other emergency evacuation information is posted in each classroom.
2. Please wait for permission from the Children's Minister to dismiss children to parents.
3. In all circumstances, please use the attendance roster to verify the location of all JourneyKids.

Storm (Power Outage)

Flashlights are provided in all rooms to be used in case of a power outage. Flash lights are located with the First Aid Kit in each room.

Classrooms

JourneyKids has classes available for the following ages:

Nursery: Infants to Walking

Kid Room 1: walking - 2 (children will promote when they turn 2 or can be promoted when potty trained at the Ladson Campus)

Ladson - Kid Room 2: 2 year-olds

Ladson - Kid Room 3: 3 year-olds

Ladson - Kid Room 4: 4 year-olds

Ladson - Kid Room 5: 5 year olds

GC - Kid Room 2/3: 2/3 year-olds

GC - Kid Room 4/5 : 4/5 year-olds

The Loft: 1st - 5th grade

Classrooms open 30 minutes before each service.

Room Managers

Classroom Room Managers are in place to serve as an extra step in communication and care between the classroom volunteers and children's minister. Room managers schedule all volunteers for their classroom. They are also in place to provide extra support when needed.

Volunteers

Scheduling

1. Teachers are scheduled weekly for Kid Rooms 2-5 and the Loft. Assistants serve on a monthly rotation. Volunteers in Nursery and Kid Room 1 serve on a monthly rotation.
2. Once the schedule is set, any changes should be made by switching with a team member. It is the volunteer's responsibility to be sure they are replaced with another team member and to notify the Room Manager and campus children's minister as soon as possible. Team members' contact information will be provided.
3. In case of an emergency causing the volunteer to be late or unable to serve, it is imperative that the volunteer call or text the campus children's minister.
4. When a volunteer can no longer serve with the children's ministry, a notice of four weeks is needed to find a replacement.
5. Volunteers can locate their upcoming serve schedule by logging in to Planning Center Online and finding "My Schedule". Emails with serve dates will also be sent to every volunteer as they are scheduled.

General

1. Volunteers must be knowledgeable about and adhere to all the applicable policies and procedures in this manual.
2. Volunteers are not to have any personal drinks (other than water) or food during class.
3. Personal belongings should remain off of the floor and out of reach of the children.
4. Please keep your phone on vibrate. We would request that you refrain from using your cell phone except in an emergency.
5. Any special treats or activities involving food outside the scheduled curriculum must be approved by the children's minister.
6. JourneyKids Rooms must adhere to the following children/volunteer ratios:
 - Nursery - 3:1
 - Kid Room 1 - 4:1
 - Kid Rooms 2-5 - 5:1
 - The Loft - 8:1

7. In the event that these ratios are surpassed or an extra volunteer is needed for support the following codes will be used to acquire other volunteers.

In the event that there are multiple areas that need additional volunteers, the code "000" will be used.

<u>Ladson Codes</u> Nursery - 00N Kid Room 1 - 001 Kid Room 2 - 002 Kid Room 3 - 003 Kid Room 4 - 004 Kid Room 5 - 005 Loft- 00L	<u>Goose Creek Codes</u> Nursery - 00N Kid Room 1 - 001 Kid Room 2/3 - 023 Kid Room 4/5 - 045 Loft - 00L
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Preparation

Teachers and Assistants who serve in Kid Rooms 2-5 and the Loft can find the lessons that they are responsible to teach prior to Sunday by accessing the Orange website at <https://secure.rethinkgroup.org/v2/login/>

Username: journeykidssc@journeyteam.org Password: journey

Arrival and Setup

1. Volunteers should arrive 30 minutes prior to the service you are scheduled for (8:30 for the 9:00 service, 10:30 for the 11:00 service) or sooner if you need preparation time. **Please be on time!** Arriving on time is necessary to ensure quality spiritual education for JourneyKids. Please keep in mind that tardiness is like a domino effect, affecting volunteers, children, and families.
2. Check in at Check-in table.
3. Set out any materials needed for class, including activity sheet and craft supplies provided.
4. Instructions on how to close a class are posted on the classroom wall next to the class schedule.

Class Time

1. If someone is not wearing an approved security tag, they are not allowed to enter the room. If there is a problem or you feel uncomfortable about asking someone without an approved sticker to

- leave, please notify the campus children's minister
2. One volunteer should welcome children and take attendance while the other volunteer engages the arriving children.
 3. Be aware of children with allergies. Any allergies will be listed on the nametags. It is the classroom greeter's responsibility to ensure parents leave an Epi Pen if needed.
 4. Volunteers are encouraged to sit on the floor with the children when interacting with them. Being on their eye level helps gain and maintain their attention.
 5. Caregivers and children will only leave the classroom to use the restroom. Otherwise everyone must remain in the room at all times.
 6. Enjoy being with the kids! Remember that this is not babysitting but ministering to each child and guiding them closer to the Lord.

Dismissal Procedures

1. Please make sure all diapers are changed before children are picked up.
2. When a parent arrives, ask for the child's security sticker before releasing the child. This is **imperative**; you cannot release a child without having seen the security sticker first. Match the numbers, tear in half, and discard.
3. After all children are dismissed, follow the check-list provided in each room before leaving.
4. PLEASE make sure that all trash is placed outside the classroom door for pick-up as well as properly cleaning all toys and surfaces.

Check- In

1. Greet all families as they approach the check in table.
2. Provide Parent/Guardian with a security sticker for each child.
3. Provide parent/guardian potty training or allergy alert stickers for their child if needed.

First Time Guests

1. All first-time attendees are required to fill out a Child Registration sheet, located on the Check-In table.
2. After the sheet is filled out, then provide parent/guardian with a filled out security sticker for each child.
3. Explain to parent/guardian how security sticker works.
4. Provide someone (Children's Minister, Greeter, other Check-in Volunteer) to escort them to child's classroom.

Arrival/Departure

Arrive at check-in table 30 minutes prior to the service you are scheduled for (8:30 for 9:00 service, 10:30 for the 11:00 service). It is especially important that

check-in volunteers are on time in order to help check in children belonging to other volunteers and teachers.

Miscellaneous

Snacks

1. JourneyKids is a nut-free zone. Any snacks containing nuts are prohibited.
2. If child has any allergies, an allergy sticker must be placed on child at the Check-in table.
3. Label with masking tape any child's sippy cup in Nursery and Toddler room if not pre-labeled by parents.
4. Children in Nursery or Kid Room 1 may require food/bottle during service; this must be provided by parents with instructions. It is the volunteer's responsibility to ask for these instructions.
5. JourneyKids does NOT provide snacks for children while in JourneyKids due to allergies.

Medications

1. For children with severe allergies requiring an EpiPen, a parent should provide the volunteer or the campus children's minister with the EpiPen in case of emergency.
2. We are unable to administer any other medication to children. If a child requires medication; please make arrangements so that parent can personally administer what is required.

Contact Information

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