

HC Kids

Elementary

5 Years old—5th Grade



Leader guide

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Heritage Church

Mission Statement

We reach others for Christ and train them to
serve Him

Elementary Mission Statement

We reach children and their families for Christ
and train them to serve Him

“The generous will prosper; those who refresh
others will themselves be refreshed.” Proverbs
11:25 (NLT)

Core Values

HC Kids: Combining Faith and Fun

F- Funnel Focus (everything we say & do should funnel back to our vision)

A- Age Appropriate (everything we say & do should be at the child's level of understanding)

I- Intentional & Interactive (everything we say & do should be engaging)

T- Teaching Tools & Teamwork (everything we say & do should emphasize the lesson)

H- Heritage Church (everything we say & do should be in support of the whole church)

&

FUN (everything we say & do should be FUN)

FOCUS

Jesus loves me & I can trust Him.

- Everything we do & say in Heritage Village should act as a funnel in helping our kids walk away knowing, growing, and doing:
- Bottom line (knowing)
- Booklet (growing)
- Baptism/action (going)

Remember:

How we interact with a child today can impact how a *family* sees Jesus for eternity.

Helpful Hints

1. Prepare ahead of time by reading and studying the curriculum on PCO (Planning Center Online).
2. Manage your schedule on PCO responsibility. Setting black out dates and responding promptly helps us to properly serve you. The sooner we know someone is unable to serve the easier it is to find a replacement.
3. Arrive at least 30 minutes early so that you can greet the children and their parents.
4. Focus on developing a relationship with each child. Right away, learn their names and meet their parents.
5. Connect with your director and your room leader. They are there to support, encourage, and help you handle any issues that may arise.
6. Wear your HC Kids volunteer name tag at all times.
7. Be well-rested!

Service Expectations

Large group- While the large group teacher is teaching, you should help make sure all the kids are paying attention. Sit with the students (preferably with or near your small group). Implement the discipline policy if needed. Your goal is to handle discipline so the teacher doesn't need to stop teaching for it. Finally, be attentive. The kids are watching you. If you are standing in back talking to other leaders they will want to talk to their friends as well. Pay attention to the teacher the same way you want the kids to.

Small group- Our goal in small groups is not to cover all the material, our goal is to connect with students. If one of the activities isn't working, move on! All of the pre-written material is a baseline for you. We want you to have the freedom to lead your group in a way that will help kids remember the three things we are funneling them towards. If something pressing comes up in your group, don't be afraid to go off-script. Kids love leaders for being leaders, not for what leaders teach. Kids love the teaching not for the content, but for the way you help them connect with the content.

Weekly Booklets

These booklets are a huge part in the success of our ministry and spiritual growth for our kids. The books are meant to always be communicated in an encouraging way. We never, EVER, want to use these booklets to discourage a child.

The **purpose** of the books is not only for our kids to develop “faith skills,” but to help set parents up to be spiritual authority figures in their child’s life.

Positive Spin

- If a child forgets their book- immediately invite them to bring it next week and talk about the awesome prizes they can work for.
- If a child doesn't have parent’s initials- immediately cheer them on for working in their book and let them know they can have their parents sign off on them at the end of service (or next week) in order to receive points.
- If a child shows no interest in the book- ask them what they don’t like about it. Talk about the prize wall and reassure them that you believe it is something they would be able to do.
- If a child gets a verse wrong- immediately applaud their effort! Let the child know you can tell they have worked on it and you think it is really cool (because it is cool!). Work with them for a moment on that verse and ask them to come back and try gain!

Awarding Points

- In order to receive points, the booklet must be initialed by a parent
- A verse must be recited just how it is written and include the reference (ex. John 3:16)
- If a child recited a verse in a different translation, award them points!

Security Guidelines

The following are guidelines to provide a safe and secure HC Kids area.

The most important rules are:

1. Only approved people may enter the HC Kids area. This includes:

- HC Staff with a Staff I.D.
- HC Kids Volunteer with an orange HC Kids nametag
- Members of the security team with a nametag on
- Parents and kids with proper name tags on

2. Kids do not leave the HC Kids area alone

- Children should be accompanied by an adult if leaving the HC Kids area.
- Only HC Staff may take a child from the HC Kids area without the child's parent.
- If a child is leaving the classroom to go to the bathroom or drinking fountain, watch them to make sure they walk to the proper place and return in an appropriate amount of time.

3. Check-in/Check-out

• Check-in

- When kids enter the room, make sure they have a name tag on with the correct information.
- Write the child's name on the room check in sheet.

*It is important to make sure every child's name is on this sheet. If we ever have an emergency, we are required to have a list of every child in the room.

• Check-out

- Only adult volunteers can check kids out of the room.
- Kids can only be released from the room to an adult with the matching name tag.
- Kids may not leave the room with a name tag on. Once you match the child's tag to the parent take both tags and throw them away.
- If a parent has lost their tag instruct them to go to the HC Kids First time Guest Kiosk. They will need to show their ID to have a new tag printed. Never release a child to a parent without a tag.
- In the event a service runs late, children cannot be checked in until the other children are checked out.

Discipline Guidelines

Children need to know:

- What is expected of them regarding their behavior- be specific
- To keep hands and feet to themselves
- To show respect to one another
- To participate with a positive attitude

When a child is having trouble following expectations:

Dos

- State the consequences of the child's actions
- Let the children know what is expected regarding behavior
- Be consistent
- Anticipate disruptions
- Carry out discipline in a kind and quiet manner.

Don'ts

- Raise your voice to a child
- Threaten to get parents
- Threaten with separation to achieve desired behavior

Suggestions for consequences when children do not follow rules:

- First Warning- Tell the child specifically what you would like them to do and what the consequences will be if they do not behave.
- Second Warning- Tell the child that they chose not to do what you asked them to do (state specifically what you asked them to do). Say that the consequence of their choice is that they will now stay with a HC Kids leader for 5 minutes. Remember, this "time out" is merely a time for a child to get control of their feelings and actions before returning to the group.
- Third Warning- Call parents from the service. Parent can stay with the child or take the child into service with them.

Child Abuse Policy

Touching

Physical contact with children should be minimal and only in the presence of other adults. Appropriate touching should be limited to handshakes, high fives, brief hugs, or a brief touch on the shoulder.

Reporting Suspected Child Abuse

- If you suspect that a child involved in Heritage Church has been abused, the following steps are to be followed:
 - Report the suspected abuse to a staff member.
 - Do not interview the child regarding the suspected abuse. A trained professional will conduct this.
 - Do not discuss the suspected abuse with other volunteers, parents, etc.
 - After the suspected child abuse case has been reported by a volunteer, proper steps will be taken to report the suspected abuse to the designated reporting agency.

Definitions of Child Abuse as defined by “The National Committee For Prevention of Child Abuse”

Physical Abuse

Physical abuse is a non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The result may be bruises and welts, broken bones, scars, permanent disfiguration, long lasting psychological damage, serious internal injuries, brain damage or death.

Neglect

Neglect is the failure to provide a child with basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Sexual Abuse

Sexual abuse is the sexual exploitation of a child by an older person as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be for the sexual gratification of the older person, out of need for power, or for economic reasons.

Emotional Maltreatment

A pattern of behavior that attacks a child’s emotional development and sense of self worth, such as constant criticizing, insulting, manipulation; also providing no love, support or guidance.

Infection Control and First Aid

Infection Control

In order to minimize the spread of any infections diseases within HC Kids, and to ensure the health and safety of all children and caregivers, we ask that everyone in HC Kids adhere to our infection control policy.

- Children with fevers, green runny noses, or noticeable infections will be asked not to participate in the program that morning.
- Hands must be washed by anyone wiping a nose, including a child.

Confidentiality of Medical Information

- If information regarding a child who has an immunodeficiency disease, whatever the cause, is available to a HC Kids staff member, the staff member will make this information available only to the caregivers what need to know in order to protect the child against other infections.
- This “need to know,” however, does not require knowledge of HIV status.
- Parents of children in HC Kids shall not be privy to any confidential medical information.

First-Aid

- For all incidents, whether minor or major, an incident report must be filled out. Inform the HC Kids staff member in your area of the incident, and the staff member will fill out the form with your input.
- Usually any injury can be treated with a little tender love and care, a cool cloth, and a band-aid.
- A report must be filled out for all injuries or incidents to notify the parents.

Minor Incidents

- Basic first-aid kits are available in every classroom.
- Gloves are provided and must be used by anyone handling an injury or situation which involves bodily fluids such as vomit or blood.

Major Incidents

See Emergency Procedure Guideline for Medical Emergencies.

Medical Emergency

Please follow the procedure below in the event of a Medical Emergency

1. Don't panic, take a breath and alert the security team, oversight person, or HC Kids staff member to come to the scene.
2. Help the child to stay calm and remain still until help arrives. Do not move the child, the medical team/supplies will be brought to you.
3. Check the child's name tag for any allergies/medical information that may be helpful for the situation.
4. Keep other children together and listen for additional instructions from the HC Kids staff. The staff member may instruct you to move the children to another room/area.
5. Assist HC Kids staff in filling out the proper documentation with the details of what happened causing the Medical Emergency.
6. **Other parents may not pick-up their children until the "all clear" is given.**

* During a Medical Emergency in another classroom, please stay alert. Children from that room may be moved into your classroom for their safety or the safety of the child involved.

Fire Alarm and Evacuation

Please follow the procedure below in the event a Fire Alarm sounds.

1. Don't panic, take a breath and line up all your children by the classroom door. **Always assume the alarm is real unless a staff member instructs you otherwise.**
2. Grab the room check-in list to have an attendance list of all children in the room.
3. Follow the escape route listed on the classroom door and escort the children out of the building.
4. Keep the children together and listen for additional instructions from HC Staff.
5. Help the children to the designated group area of refuge.
6. Once your class is to the designated area, take attendance. Alert a security team member or staff member of any children not accounted for.
7. Help maintain order and safety. Listen for HC Staff instruction until the "All Clear" is given.
8. **Parents may not pick-up their children until the "all clear" is given.**

Severe Weather and Take Cover

Please follow the procedure below in the event a Severe Weather Alarm sounds.

1. Don't panic, take a breath and line up all your children by the classroom door.
2. Grab the room check-in list to have an attendance list of all children in the room.
3. Follow the escape route listed on the classroom door and escort the children to the area of shelter.
4. Keep the children together and listen for additional instructions from HC Staff.
5. Once your class is to the designated area, take attendance. Alert a security team member or staff member of any children not accounted for.
6. Help maintain order and safety. Listen for HC Staff instruction until the "All Clear" is given.
7. **Parents may not pick-up their children until the "all clear" is given.**

Intruder Alert and Lockdown

Please follow the procedure below in the event of an intruder in the building.

If we have a lockdown situation you will be notified by the security team.

1. Don't panic, take a breath and gather all the children in a secure area of the classroom (area away from window and doors in poor visibility from the entry of the room).
2. Help keep the children calm and listen for additional instructions from HC Staff.
3. Help maintain order and safety. Listen for HC Staff instruction until the "All Clear" is given.
4. Parents may not pick-up their children until the "all clear" is given.

Missing Child

Please follow the procedure below in the event of a Missing Child.

1. Don't Panic, take a breath and make sure all the children in your room are accounted for.
2. Help keep the children calm and listen for additional instructions from HC Staff.
3. Help maintain order and safety. Listen for HC Staff instruction until the "All Clear" is given.
4. **Parents may not pick-up their children until the "all clear" is given.**

Lifestyle Agreement

I understand that by participating in HC Kids I am voluntarily submitting and entering into a relational and spiritual accountability with my team members and its leaders. I also understand that my role in this ministry is considered a leadership position at Heritage Church.

The role of leadership brings with it a tremendous amount of personal and spiritual responsibility. I agree to wholeheartedly embrace the role on this team and to conduct myself in a manner that is consistent with a lifestyle that reflects the character of Christ and the expressed teachings of Heritage Church. I will refrain from any lifestyle choices and behaviors that would be a poor reflection on me, my team, my church, and ultimately Jesus Christ. I will seek to live a life that will not hinder others in their spiritual development and will avoid lifestyles that involve destructive, addictive behaviors such as, but not limited to, excessive drinking, substance abuse, and sexual sins such as sex outside of marriage, adultery, homosexuality and pornography. I will also avoid relationally destructive behaviors such as dishonesty, gossip, and an un-teachable heart or an unforgiving spirit.

Any leader/member who demonstrates an ongoing pattern with these issues or any other issues that would cause embarrassment to the name of Christ and/or disunity to our team will be asked to step off their ministry team for a season until the issue is resolved and until that leader/member can be appropriately restored to leadership once again. This step is not intended to penalize or punish individuals, but to allow them to go through a process of healthy restoration so that they can eventually return to leadership and be a Godly example to others in good conscience.

Heritage realizes that there could be differing opinions on what is and is not acceptable Christian behavior and practice. In these instances, Heritage will clearly outline their position on issues that may be controversial in nature.

I, _____, understand the above explanation and agree to participate wholeheartedly under these guidelines.

Signature_____Date_____