

KRC

PARENT
HANDBOOK

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KRC VISION

RRC VISION //

úTo be a community transformed by Christ, reaching seekers & building believers into whole-hearted followers of Jesus.î

RRC MISSION //

úConnect.î

- Connect with God (growing in our relationship with Jesus Christ)
- Connect with Others (growing in our relationship with others)
- Help others connect with God (helping others grow in the relationship with Jesus Christ)

KRC MINISTRY TEAM VISION //

The KRC Ministry Team is a group of people who help create a safe, fun, comfortable environment during our kids weekend experiences.

The KRC Ministry Team plays a significant role in **CREATING A FUN SAFE ENVIRONMENT TO SHARE GODS WORD** during the adult weekend experiences. All KRC Ministry team members must have a background check on file.

Meeting with God is the most important thing anyone can ever do. Every person matters to us because every person matters to God.

02

QUICK REFERENCE

EMERGENCIES //

Information on policies and procedures for emergency situations.

CHECK IN/OUT //

It is our most important safety procedure. This job will be done by the Room Leader with assistance from Team Members as needed.

BEHAVIOR //

Create an environment where all kids feel safe. Where parents and team members work together to maintain supportable behaviors in each classroom.

SICK CHILD POLICY //

To keep a healthy environment for every child we ask for you to help us, and the other families, by complying with a few health guidelines.

DIAPER CHANGING //

Is a priority for each child, all diapers will be checked, changed, and recorded during the time they are in our care. All team Members should work together to accomplish this task.

SNACK //

Serves the needs of our families by providing a healthy safe treat. Snacks are room specific and parents should always be aware of snack so they can be aware of special needs.

CRYING BABY //

This system allows us to communicate with parents during the service as needed.

EMERGENCY

Keeping everyone safe //

- Each Teacher has been instructed to calmly supervise the children in the event of an emergency.

FIRE PROTECTION //

1. All KRC team members know what to do and where to go in the event of a fire.
2. Fire extinguishers are located in the proper area in each room.
3. Evacuation plans are posted in all classrooms.
4. All KRC doors will remain unlocked during weekend services and other events.
5. Should the classrooms require emergency evacuation the children will be evacuated to a neighboring area.
6. Each lead teacher responsible for a group of children will bring sign in sheets with them when they exit the classroom.

LOCK DOWN //

1. In the unlikely event of a lockdown parents should wait to get their kids until the all clear is sounded.
2. Teachers will stay with children and maintain a calm atmosphere.
3. Window shades will be drawn and doors will be locked.

04

CHECK IN/OUT

A SMOOTH CHECK IN/OUT //

- Creates a safe environment.
- Helps every family feel at ease.

Since the safety of the children is our utmost concern, KRC maintains and enforces a strict policy regarding the individuals to whom we will release a child. If you do not have the corresponding number tag we will not release your child. Only the Family Pastor can authorize the release of a child to a parent or guardian without a corresponding number. It is your responsibility to keep your tag. At check out tags may only be removed by a KRC ministry team member.

CHECK IN //

1. Find your child's name on the printed sign in sheet.
2. Pick a two-part tag out of a basket.
 - a. if your child has allergies or special needs please use a tag with a blue dot.
3. Write the tag number in the space provided.
4. Clip tag on child, take other help with you.
5. Check for any special needs or messages on sign in sheet.
6. If there are not enough Team Members rooms may be closed until more Members arrive. Parents may sign their kids in, and return when it is announced to do so in the main service.
7. The check in procedure for KRC is the same for all rooms.
- 8.

CHECK OUT //

1. Line forms outside classroom door
2. Hand tag to team member
3. We will get your child for you
4. For safety reasons allow a team member to remove tag from child.
5. Collect any craft or notes.
6. See you next week!

BEHAVIOR POLICY

IMPORTANCE OF GOOD BEHAVIOR //

- Creates a friendly, fun experience from the moment a child comes into our building.
- We believe children respond best in an environment where love, guidance, and encouragement promote the development of self-esteem.

SUPPORTED vs. UNSUPPORTED BEHAVIORS //

It is important to distinguish between what are acceptable or supported behaviors and what are unsupportable behaviors.

1. When insupportable or inappropriate behaviors are observed, we offer alternative opportunities for activities or guidance to redirect a child's attention
2. The KRC ministry team uses positive reinforcement and redirection.
Positive discipline instructs the child as to what they should do:
"Walk please", instead of "No running".
3. Open communication between home and church is considered key to effective discipline.

KRC RESPONSIBILITIES //

1. To promote behavior that is conducive to learning and sharing the word of God.
2. Take into consideration the age and individual needs of the child.
3. Focus on the child's behavior, not the child's personality. We strive to communicate to every child that they are always accepted and cherished.

PARENT RESPONSIBILITIES //

1. To understand and support KRC in our behavior expectations.
2. To conference with directors or lead teachers as necessary.
3. To help find solution to aggressive behavior situations.

BEHAVIOR POLICY

cont.

TIME OUT //

1. May be used as a last resort for children over 18 months of age who are at risk of hurting themselves and/or others.
2. Time out will be just long enough to enable the child to regain control of himself or herself.

AGGRESSIVE BEHAVIOR //

Hitting, biting, fighting, scratching, throwing etc.

1. Any of these behaviors by a child to another child or team member is unacceptable.
2. KRC team members will intervene immediately should this type of situation occur.
3. Members will maintain the safety of other children and encourage more acceptable behavior.
4. Physical restraint will not be used except as necessary to ensure a child's safety or that of others.
5. Children will be shown a positive alternative rather than just being told "no".
6. Parents will be notified and an incident report will be completed if such an incident occurs.
7. If a child has two such incidents within a two month period we will ask for a parent conference.
8. If a child has three incidents within a three month period we will require a parent to stay with their child in KRC until we feel the unsupportable behavior is resolved, and safety for our team members and other children is not a concern.
9. If a child's behavior is unacceptable, extremely disruptive, and/or harmful to himself or herself or others, a parent may be asked to remove the child from KRC for the day.

ACCIDENT AND INJURY //

Bumps scrapes and bruises are a part of growing up should your child receive a minor injury you will be notified

1. Lead teacher will complete an incident form when an accident requires parent notification
2. Parent will be asked to sign the incident report indicating you have been notified and receive a copy
3. A copy will be put into our records.
4. If the injury is of a serious nature, a parent will be called out of service or other event at the time the accident occurs.

SICK CHILD POLICY

- We want to keep a healthy environment for every child
- We ask for you to help us and the other families, by complying with a few health guidelines.

SYMPTOMS//

Your child should not be in KidsRock with the other children if they have any of these symptoms:

1. A fever currently or within the last 24 hours
2. An unidentified rash, or any open sores or weeping wounds.
3. A harsh barking cough
4. Large amounts of yellow or green nasal discharge.
5. Any symptom they usually stay home from school with.
6. Lethargic behavior (parents know when their child is not feeling well.)
7. Diarrhea or loose stools currently or within the last 24 hours.
8. Vomiting currently or within the last 24 hours.
9. Head lice, pinworms, pink eye, ringworm, impetigo, etc.

MEDICATION//

1. Pre-School and K-5 Ministry Team members are not permitted to administer any medication (OTC or prescribed) to your child.
2. If this causes a scheduling issue for your child you may come into the classroom to give them medicine.
3. If your child has special needs please address them with the lead teacher in the appropriate class, and record needs on sign in each week.

The KRC Ministry Team reserves the right to ask you to keep your child with you in the service if they are acting ill, or unable to participate due to illness.

DIAPER CHANGING

A most important part of our role with our KRC kids.

ONLY ADULT FEMALES OVER THE AGE OF 18 MAY CHECK OR CHANGE DIAPERS.

1. Each kid should be checked for a wet or dirty diaper at east once during each service they attend.
2. Each time a kid is checked or changed it will be recorded on the sign in sheet
 - a. Information will include
 - i. dry, wet, or BM
 - ii. initials of Team Member and time
3. To protect ourselves and others we follow these directions
 - a. Put on gloves
 - b. Ready clean diaper and wipes and disposal bag
 - c. Verify changing table is clean
 - d. Place kid on changing table
 - e. Change diaper
 - f. Place diaper in disposable bag along with gloves and put into trash
 - g. Return kid to play area
 - h. Spray and wipe off changing pad with appropriate cleaning solution and paper towel
 - i. Record time, wet, dry or BM and your initials on the sign in sheet
4. Diaper changing responsibilities shall be shared by all Team Members for each service time and room.

SNACK

Snack will be served in every room and at each service time

1. No snack is allowed in the infant to 1 yr old room.
 - a. If a parent would like their infant to 1yr old to have a snack they are welcome to stay and feed the snack to their child under their supervision.
2. Only approved snacks are allowed in each room.
 - a. Any questions regarding snack please see the Pre-school Director.
3. Snack will be served only in snack areas
 - a. Please do not serve snack out side of snack area and snack time.
4. Allergies will be written on sign in and all kids with allergies will have special colored number tags.
5. **NO SIPPY CUPS ALLOWED WITH MILK OR JUICE! ONLY WATER!!!**
 - a. Sippy cups must have a visible name.

CRYING BABY

Because we want all of our rooms to feel peaceful and do not want stressed out babies we will sometimes need to call a parent to console their baby.

1. Before calling you we let other Team Members assist in quieting your crying baby.
2. We have a 5-minute continuous cry time till you are called.
 - a. As necessary we encourage you to stay with new babies as they transition.
3. When a baby is not consolable the Lead Teacher will make the call.
4. When the number is received it will be put on the large screen in the main service.
5. When you arrive bring your part of the number tag.
6. We will record the baby's name, and service time in the Room Journal.
7. WE DO NOT remove baby from the safety of the room, we can move to another part of the room, but we **DO NOT GO OUTSIDE**