

CITY CHURCH OF EVANSVILLE

CITY KIDS

The vision of City Church is to bring spiritual, social and cultural renewal to the city of Evansville and beyond through a movement of people who are being transformed by the gospel of Jesus Christ.

At City Kids we aim to create a fun, engaging, and safe environment for kids to establish a foundation in Jesus and His word.

City Kids Introduction

City Kids consists of infants- 5th grade. We have classes at both the 9:00 and 10:30 services for each age group. Our City Kids hallway is located close to the Market Street doors, so we encourage families to park in the Coliseum parking lot on Market Street for easy access. All classrooms are clearly labeled above each door.

Check In

We allow families to start checking in at 8:45 and 10:15.

Before dropping your child off, you will be asked to self-check in on one of our iPads. We do have two check in volunteers for each service to help with this process and welcome our new and existing families. If you are a new family, we will ask that you fill out paperwork during your first visit. We will input all new visitor information so that new families can use our iPad self-check in during their second visit. When you check in, you will print a name tag and a guardian tag. We ask that you put the name tag on your child and keep the guardian tag with you. Each week there is a specific number labeled on your child's name tag and your corresponding guardian tag. If we need you during the service, that number will pop up on the screen in the sanctuary. This will signify that you need to come back to City Kids.

Pick Up

At pick up, your child's teacher will make sure that the numbers on the tags match in order to keep all our kids safe. If you lose your guardian tag, you will have to show your ID to the City Kids or Education Director. We ask that only adults pick up their children. We have a short period of time between services, so we ask that you pick your child up in a timely manner after the service is over.

Class Age Groups/Volunteer Ratio

Our classes are broken up based on age groups:

- *Infant room*- this room is for 6 month-18 months. There are 2-3 volunteers in this room for each service. We will close this classroom if we max out our number of babies in order to keep all kids safe! This number is based on the age, mobility, and temperament of the babies dropped off.
- *Toddler room*- this room is for kids 18 months- 3 years. There are 2-3 volunteers for this age group during each service.
- *Pre K 3's room*- this room is just for 3 year olds. There is one teacher and one assistant in this room during each service.

- *Pre K 4's-5's-* this class is for 4 and 5 year olds that aren't in Kindergarten. There is one teacher and one assistant in this class for each service.
- *Kindergarten-1st grade* classroom. This class has one teacher and one assistant for each service.
- *2nd-3rd grade* classroom. This class has one teacher and one assistant for each service
- *4th-5th grade* classroom. This class has one teacher for each service.

Class Schedules

Our infant and toddler classes will stay in their designated classroom for the duration of Sunday school. The toddler class will often participate in a small bible story and color, play with playdough/bubbles, eat a snack, and play with toys.

Our Pre K-5th will rotate through rotations for the duration of the morning. Each group will do the following:

- They will spend 10 minutes doing an intro activity/worksheet that will give them an overview of our daily lesson while we welcome everybody trickling in.
- They will spend 15 minutes in Large Group. During this time they will sing worship songs appropriate to their age level. They will watch a bible story video and participate in a bible story introduction with our City Kids Director.
- They will spend 15 minutes playing outside on the playground or upstairs on the third floor playroom where we have bounce houses, connect four, jenga, magnetic darts and other fun activities.
- They will spend 20-30 minutes participating in fun and engaging activities led by their teachers that help them understand our bible story at a deeper level.

Classroom Core & Fun

Curriculum

We use the Gospel Project Curriculum with our kids, Toddler-5th grade. This is a very Christ-centered, chronological curriculum that focuses on diving deep into the Bible and helping kids see how the whole Bible points to Jesus and the Gospel. We are amazed how well kids are able to comprehend these detailed bible stories and learn and grow from them.

Church/Home Partnership

We fully believe that teaching kids about Jesus is a partnership between the church and their parents. We provide parents with lots of opportunities to extend/talk about the bible story at home:

- Kids complete a worksheet at church that contains an overview of the lesson, the bible verse, and ideas to practice the story at home during the week. We encourage families to complete these “at home” activities throughout the week!
- The Director of Education sends out a detailed email each week discussing the bible story with questions and topics you can discuss at home. If the bible story is unfamiliar to you, this is a great way to learn yourself and apply it at home.
- We update a City Kids Facebook page with our lessons, activities at home, and upcoming events at church.

Classroom Behavior

We have designed City Kids to purposefully not feel like a classroom. We know most kids are sitting in a classroom all week; therefore, we try to have lots of active and fun games and keep kids moving! We are ok with silly and fun behavior as long as it's appropriate. We will not tolerate any of the following:

- Bullying
- Physical or emotional abuse from children to volunteers or child(ren) to child(ren.)
- Cursing/Inappropriate Language or art work
- Disrespect and unwillingness to follow directions that pertain to safety or impair other students from being able to listen/learn/grow.

If a child is displaying any of these behaviors on a regular basis we will first have a private conversation with them explaining our expectations. If the problem persists, we will have a private conversation with parents and implement strategies that will help them be successful in City Kids. If the problem does not stop, the child will be asked to take a period of time away from City Kids to see if time and maturity help correct the behavior.

City Kids Points

Not only do we want kids to learn, but we also fully believe in FUN! We incorporate many fun elements to City Kids to keep kids motivated. Each class, K-5th, will award City Kids points each week. These points can be awarded for the following:

- Coming to church
- Memorizing the bible verse
- Bringing their bibles
- Bringing a friend
- Welcoming new visitors

- Participating and answering questions

The first week of the month, we will have a City Kids Store. During this store, kids can cash in their earned points for fun items. They can also save the points for bigger or requested items.

City Kid of the Month

Each month we also award one City Kid of the Month for K-5th grade. We award this to a child that comes to church regularly and exhibits all the qualities that earn kids points. This is a great motivator for kids to come to church and do their best while they are here with us and ultimately learn about Jesus! We give these kids a certificate, treat bag with all their favorite items, and give them a shout out on our Facebook.

Volunteers

We love our volunteers in City Kids! We have over 75 teachers/volunteers that serve in various areas. Our volunteers serve in one service, once a month. This allows our volunteers to get the joy from serving, without feeling overwhelmed or burned out. We also encourage them to only volunteer in one area of church. We use Planning Center to schedule all of our volunteers in all ministries at City Church. Prior to serving in our City Kids ministry, we encourage any interested volunteers to attend City for a few months to make sure that they want City Church to be their home! This eliminates a high turnover rate for our volunteers within the kids ministry. We also continually encourage our volunteers to make sure they are attending services on a regular basis.

Background Checks & Application

Any interested volunteers will complete an application that asks for references, experience, and other important information. This allows us to find the best possible fit for them within our City Kids ministry.

Upon completion of this application, we will send each applicant 18+ a background check. This has to be completed before any volunteers observe or start serving in City Kids. These background checks are then re-sent every three years to make sure they are current and accurate. Any questionable findings on the background check will automatically eliminate individuals from serving in our kids ministry.

Once the application & background check are complete, we ask volunteers to observe on a Sunday. We encourage them to shadow in various classrooms in order to get a feel for the entire City Kids ministry and find the appropriate age group for them to serve with. We love to keep volunteers with the same age group, so the kids and parents can become comfortable and familiar with them week to week.

Proper Displays of Affection

Physical contact between volunteers and teachers should be age and developmentally appropriate.

- Hugs will only be given to children that initiate the interaction.
- Lap sitting: Appropriate sitting on laps may occur with children five and younger. We discourage lap sitting with school age children and instead encourage them to sit next to their volunteer/teacher.
- Back rubs: Anyone working with children should refrain from giving any type of back rub.
- Tickling: Anyone working with children should refrain from tickling.

Safety and Security

We take safety and security extremely seriously in City Kids. Each Sunday, we have two check-in volunteers at each service. These check in volunteers welcome new and existing families and serve as security during the service. We also have a police officer on duty each Sunday at City Church. This police officer rotates through the church and kids hallway during both services. Each City Kids classroom is equipped with a walkie talkie that is turned on at all times. This allows us to communicate with volunteers and teachers in case of an emergency. The blue emergency exit doors at the end of the City Kids hallway are kept locked throughout the duration of the service. If a City Kids teacher is entering and exiting the building to go out to the playground, they will have a key fob to safely enter and exit the building.

Guardian Tags

As stated above, upon check in, each parent will receive a guardian tag for each kid. You will only be allowed to pick up your child with this guardian tag. If you lose your guardian tag, you will have to show your ID to a kids director. If you need to come to the City Kids Hallway during the service, you will have to show your guardian tag to be able to be allowed back.

Bathroom Procedures

If you've walked into a City Kids bathroom, you've noticed a big STOP sign with signage to indicate who is allowed in that bathroom. We take bathroom procedures very seriously and will adhere to the following bathroom rules:

- All main bathroom doors are propped open at all times.
- We encourage all City Kids to use the restroom independently.
- We only allow female volunteers to assist toddler/preschool aged children that do need assistance in the toddler restroom or with diaper changing.

- We do not allow any adults to use the bathroom that aren't accompanying a child or serving as a City Kids volunteer. We ask that they use the restroom in City Square.
- If a parent is accompanying a child, we do allow them in the restroom with their own child only.
- If a volunteer or teacher needs to use the restroom, we ask that they yell into the restroom to make sure it is clear before entering.
- Our check in volunteers monitor these restrooms during the service to make sure that everyone is following this protocol.

Reporting Neglect/Abuse

The laws of the State of Indiana require that we report any incidences where child abuse or neglect is reasonably suspected at home. If a volunteer or teacher suspects any abuse, they will report to the Director of Education who will consult with the pastors at City Church to investigate and determine the appropriate response. Once reported, we ask that any person involved will maintain the confidentiality of the parties involved and we will cooperate with church and state officials in any investigation.

If the abuse happens on church property by church volunteers or staff, they shall immediately be removed and banned from church property until the incident has been investigated and resolved by church leaders and pastors. Any found abuse will be reported to appropriate authorities immediately. Our number one priority is making sure City Kids are safe.

Food Allergies

Any food allergies will be asked and listed under each child in our system. If a child has a medical condition or food allergies, their name tag will be black. This will signify to all volunteers/teachers of their condition or allergy. We also verbally communicate to any new volunteers or teachers regarding specific allergies. We do offer alternate snacks for gluten/peanut allergies. However, we also welcome and encourage parents to provide a snack for unique allergies. If a child has a severe allergy that requires an Epi-pen, we do ask that parents provide an extra Epi-pen to keep in the class at all times, with directions for use.

Special Needs

At City Church we believe that every individual can be given the opportunity to find and give hope through Jesus. We understand that accommodations and additional support with our Sunday programming would allow some children to have a more meaningful experience. We would love all families to communicate with our City Kids Director if they have a child with special needs that requires specific modifications or additional

support. We would love to work together with families to make sure these children feel safe, supported, and encouraged each time they are at City Church.

Sick Policy

In order to keep our kids' classrooms as healthy as possible, we ask that you please keep your child home if he/she has exhibited any of the following symptoms in the past 24 hours:

- Fever greater than 100F
- Moderate drainage (clear or discolored) from the mouth, nose, or ears
- Ear pain or ear ache
- Skin rashes as they are difficult to diagnose unless by a physician
- Vomiting or diarrhea
- A deep, hacking cough or untreated wheezing
- Complaints of a stiff neck or headache
- Lice or nits
- Any contagious disease

If your child is exhibiting any of these symptoms and is still dropped off, we will ask you to promptly pick them back up and encourage you to take them home.

We will continue to follow the CDC guidelines for Covid protocols. We ask that if you have been exposed to Covid on a close contact basis within 24 hours of church, that you and your child stay home out of extreme precaution. If a Covid case is reported to City Church, we do a deep cleaning of all rooms, toys, and surfaces.

Medication/First Aid Policy

Volunteers/teachers will not give medicine of any kind to a child in the classroom. If a child requires medicine, the teacher will request that the parent return to give it to the child. The only exception would be an Epi-pen in case of an emergency.

For minor injuries, volunteers will provide first aid such as band-aids as appropriate and will notify the parents at pick up. There are First Aid kits in each classroom. For more serious injuries, a volunteer/teacher will consult a parent immediately if they require additional treatment.

Classroom Evacuation/Lockdown

As mentioned before, each classroom has a walkie talkie that is turned on and only used to communicate in the event of an emergency. Each City Kids classroom is equipped with a lock at the top of the door from the inside. This is ONLY used in the event of a lockdown procedure. City Kids classrooms would never be locked in any

other situation. In a lockdown, the teachers/volunteers would lock the door, turn out the lights, and keep the kids hidden until given the “All Clear” on the walkie.

In the event of a tornado, all families will be asked to get their children and will be directed to the basement at City Church to seek shelter.

In the event of a fire, all City Kids will evacuate the building through the emergency exit blue doors in the City Kids hallway. This will eliminate any crowds exiting through the Market Street Doors. We will safely cross the street with the children and meet families in the Raben Tire parking lot across the street from City Church. In a fire evacuation, we ask that any close parents/volunteers help us get all of the children out of the building safely and quickly. The Director of Education will do a final sweep of each classroom before personally exiting the building.

Welcome all New Volunteers to City Kids!

If you are starting to serve in this ministry or interested in serving, we have provided you with a detailed description of the expectations for each classroom for all teachers and volunteers. This should be read and used as a reference prior to and during your time serving. All potential or current volunteers should also read through the detailed City Kids manual.

Infant Room

Before Service

- Try to wear your blue CK volunteer shirt and your name tag when you're working. This will help families to know who the volunteers and teachers are in our hallway, and who they can go to for help.
- Please arrive at least 15 minutes prior to your scheduled time (8:45 for the 9:00 service, and 10:15 for the 10:30 service). We always want a welcoming face in the rooms prior to families arriving and dropping their kids off.
- Please use the restroom and get drinks/coffee prior to arriving in your classroom.

During Class

- Try to greet kids and families with a smile as they come in. We want kids and parents to be at ease and feel comfortable with dropping their kids off with us.
- If a child is having a difficult time, feel free to write the parents' cell phone number on the dry erase board so that we can text them directly. Also, ask them how long they'd like us to wait before reaching out to them if their child is fussing. If you are not able to reach a parent with their cell phone, please notify the kids director or check in volunteers so they can put their number on the main screen.
- Be sure to ask for any tips from families about things their baby likes (pacifiers, a special toy/blanket), or a way they might like to be held. Also, ask if their baby is due for a nap or feeding during the service, and how their baby likes to sleep (held, rocked, in a crib, etc.)
- Please snuggle and love them like your own! We want families to feel so much love while their kids are with us! If it's helpful to walk a baby up and down the hallway, feel free to try it!
- Once you've reached capacity in the infant room, please close the door and hang the sign on the door, indicating that the infant room is full for that particular service. Capacity should be decided by the volunteers based on age, temperament, and mobility of the infants dropped off. If parents happen to question it, just simply tell them that we want to make sure all children are safe and cared for, which is why we have such a small volunteer to baby ratio.
- There are multiple sizes of diapers and wipes below the changing table if a baby needs to be changed. We only have female volunteers in the infant room but also please make sure that only female volunteers are changing any diapers.
- When families come to pick up their child, please leave them with a positive take away. Parents LOVE hearing good things about their kids and we want to leave them with a happy thought before they go, even if their baby had a difficult time.

Before You Go

- Please straighten up any toys before you leave, so that everything is nice and neat for the next group coming in.
- If there is a soiled diaper in the trash can, please take the trash to the kitchen to be taken out. If there is a smell in the room, we encourage you to spray room freshener.
- Please make sure that a parent gives you/shows you a guardian tag at the end of the service. Check that the number on the child's name tag and guardian tag match. If a parent lost their guardian tag, please refer them to the kids or Education Director.
- Put your name tag back on the hooks in the City Kids hallway to use the next time that you serve.

Toddler Room

Before Class

- Please wear your blue CK volunteer shirt and your name tag when you're working. This will help families to know who the volunteers and teachers are in our hallway, and who they can go to for help.
- Please arrive at least 15 minutes prior to your scheduled time (8:45 for the 9:00 service, and 10:15 for the 10:30 service). We always want a welcoming face in the rooms prior to families arriving and dropping their kids off.
- Please use the restroom and get drinks/coffee prior to arriving in your classroom.
- Try to greet kids and families with a smile as they come in. We want kids and parents to be at ease and feel comfortable when dropping their kids off with us.

During Class

- There will always be activities set out to do with the toddlers. This isn't an expectation, but something fun for them to do if you feel able to complete it. Often there are coloring sheets, play doh/kinetic sand, and an activity or two to go along with the Bible lesson that the older kids are learning.
- Please try to engage with the kids and **have fun** with them! We want them to LOVE coming to church.
- If a child is having a hard time, please try to distract them, snuggle them, play with them, or hold them. Treat them and love them like your own.
- Please correct problem behaviors, but try to do so gently. Also, please praise good behaviors, like kindness and sharing.
- Kids can have a snack if they'd like one. Generally, we serve cheerios, or graham crackers. Please be mindful of kids with a snack allergy listed on their tag.
- If you need to contact a parent during the service, please notify the kids director who will contact the parents or put their number up on the screen.

Restroom

- Some children in the toddler room may be potty trained. If a child needs to use the restroom at this age, please accompany them to the restroom. There is a potty seat in the girls' restroom in the CK hallway. If they need help, please help them. Only female volunteers should accompany a child in the restroom or change a diaper.

Behavior

- If a child is displaying poor behavior, and it can't be corrected, please let Janette or Emily know. One of them can contact the child's parents and have a conversation with them.
- Send any activities, crafts, or coloring sheets home with children as their parents pick them up.

Before You Go

- At the end of class, please make sure toys are put away, and the room is neat and orderly for the next group coming in. We always want to make a nice impression for families!
- Try to give each family a positive take away as they pick up their child. Parents LOVE hearing good things about their kids and we want to leave them with a happy thought before they go, even if their child had a difficult time.
- Please make sure that a parent gives you/shows you a guardian tag at the end of the service. Check that the number on the child's name tag and guardian tag match. If a parent lost their guardian tag, please refer them to the kids or education director.
- Put your name tag back on the hooks in the City Kids hallway to use the next time that you serve.

Pre- K Volunteers

Before Class

- Try to wear your blue CK volunteer shirt and your name tag when you're working. This will help families to know who the volunteers and teachers are in our hallway, and who they can go to for help.
- Please arrive at least 15 minutes prior to your scheduled time (8:45 for the 9:00 service, and 10:15 for the 10:30 service). We always want a welcoming face in the rooms prior to families arriving and dropping their kids off.
- Please use the restroom and get drinks/coffee prior to arriving in your classroom.
- The room should always be neat and orderly, but if you happen to see things out of place, please put them away. We want parents' first impressions of our City Kids hallway to be a good one, and one that makes them feel comfortable leaving their kids with us!
- Please be prepared! If you are a teacher, go over the activities through the week and then study the Bible lesson so that your activities tie seamlessly with the weekly lesson. If you are volunteering as an assistant, be prepared to jump in and help where needed.
- Make sure you fill up a water pitcher prior to the start of class.

During Class

- Please greet families at the door, if possible. Try to welcome kids and families with a smile as they come in. We want kids and parents to be at ease and feel comfortable with dropping their kids off with us, especially if they're visiting for the first time.
- If a child is visiting for the first time, try to pair them up with a veteran kid from the City Kids hallway that can take them under their wing, and make them feel welcome.
- Sometimes Preschool children are nervous or tearful when being dropped off. Please comfort them as much as possible. Hugs, hand holding, and carrying them are all great ways to try to help ease the drop off transition! Also, distracting them with toys, or fun activities helps too!
- Make sure that you are watching the time and your schedule to make sure that the morning and rotations run smoothly!
- Activities will always be prepared prior to Sundays for you, so you'll just have to execute the activities outlined in the lesson plan. Please make sure everything that you need is there prior to the beginning of class.
- HAVE FUN! Interact with the kids, sing and dance with them during worship, play with them during recess, and really try to get to know them! Relationships are key when making connections with kids! It will help them LOVE to come to church and feel comfortable and valued while they're with us.

Restroom

- If a child needs to use the restroom, there is a bathroom in the PreK room for them to use. If they need help, please help them. However, encourage them to use the restroom independently if possible. Only female volunteers should accompany a child in the restroom.

Behavior

- If a child is having a difficult time listening/behaving, please correct their behavior privately and kindly, without embarrassing them. We want church to be a place they LOVE to be. If necessary, pull them aside and speak to them one on one. If this doesn't work, find Emily or Janette to have a conversation with them. If their behavior needs to be discussed with a parent, please talk through with Emily or Janette first.
- When families come to pick up their child, please leave them with a positive take away. Parents LOVE hearing good things about their kids and we want to leave them with a happy thought before they go.
- Please make sure that a parent gives you/shows you a guardian tag at the end of the service. Check that the number on the child's name tag and guardian tag match. If a parent lost their guardian tag, please refer them to the kids or education director.

Before you Go

- Please straighten the room up before you go! Crayon/marker tubs should be **organized** and tucked back in the cabinets. Any worksheets/scrap paper should be picked up and recycled in the office. Toys and games should be neatly put away on shelves or in their appropriate bins. All other materials left over from the lesson activities will be gathered and put away for you.
- Empty your water pitcher and place it back on the City Kids shelf.
- Put your name tag back on the hooks in the City Kids hallway to use the next time that you serve.
- Please let Emily know if you are running low on any supplies in the classroom.
- Please wait for families to exit the hallway before leaving for the day.

K-5th Grade Volunteers

Before Class

- Try to wear your blue CK volunteer shirt and your name tag when you're working. This will help families to know who the volunteers and teachers are in our hallway, and who they can go to for help.
- Please arrive at least 15 minutes prior to your scheduled time (8:45 for the 9:00 service, and 10:15 for the 10:30 service). We always want a welcoming face in the rooms prior to families arriving and dropping their kids off.
- Please use the restroom and get drinks/coffee prior to arriving in your classroom.
- Grab a water pitcher, fill it up, and take it to your room to be used throughout the morning.
- The room should always be neat and orderly, but if you happen to see things out of place, please put them away. We want parents' first impressions of our City Kids hallway to be a good one, and one that makes them feel comfortable leaving their kids with us!

During Class

- Please greet families at the door, if possible. Try to welcome kids and families with a smile as they come in. We want kids and parents to be at ease and feel comfortable with dropping their kids off with us, especially if they're visiting for the first time.
- If a child is visiting for the first time, try to pair them up with a veteran kid from the City Kids hallway that can take them under their wing, and make them feel welcome.
- Make sure that you are watching the time and your schedule to make sure that the morning and rotations run smoothly!
- Activities will always be prepared prior to Sundays for you, so you'll just have to execute the activities outlined in the lesson plan. Please make sure everything that you need is there prior to the beginning of class.
- Please be prepared! If you are a teacher, go over the activities through the week and study the Bible lesson so that your activities tie seamlessly with the weekly lesson. If you are a volunteer, please be ready to jump in and help as directed or where you see a need!

- HAVE FUN! Interact with the kids, sing and dance with them during worship, play with them during recess, and really try to get to know them! Relationships are key when making connections with kids! It will help them LOVE to come to church and feel comfortable and valued while they're with us.

Restroom

- If a child needs to use the restroom during class, please allow one at a time to use the restroom. Kids should use the restrooms in the City Kids hallway, as these are reserved for children only during service times. Adults should not accompany children to the restroom. If for some reason a child were to need help, only female volunteers are allowed in the restroom to help a child.

Behavior

- If a child is having a difficult time listening/behaving, please correct their behavior kindly, without embarrassing them. We want church to be a place they LOVE to be. If necessary, pull them aside and speak to them one on one. If this doesn't work, find Emily or Janette to have a conversation with them. If their behavior needs to be discussed with a parent, please talk through with Emily or Janette first.
- When families come to pick up their child, please leave them with a positive take away. Parents LOVE hearing good things about their kids and we want to leave them with a happy thought before they go.
- Please make sure that a parent gives you/shows you a guardian tag at the end of the service. Check that the number on the child's name tag and guardian tag match. If a parent lost their guardian tag, please refer them to the kids or education director.

Before You Go

- Please straighten the room up before you go! Crayon/marker tubs should be organized and tucked back in the cabinets. Any worksheets/scraps of paper should be picked up and recycled in the office. Toys and games should be neatly put away on shelves or in their appropriate bins. All other materials will be gathered and put away for you.
- Empty your water pitcher and place it back on the City Kids shelf.
- Put your name tag back on the hooks in the City Kids hallway to use the next time that you serve.
- Please let Emily know if you are running low on any supplies in the classroom.
- Please wait for families to exit the hallway before leaving for the day.

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