



THE WELL KIDS MINISTRY HANDBOOK



HERE WE GO!

Welcome to the Kids Crew! We are so excited you're here and pray that you are blessed as you enter into to the lives of the children here at The Well.

We believe that we're serving in one of the most important ministries in the church. When we are successful the difference isn't measured just in lives, but quite possibly in generations. Through studying Scripture, we believe that God cares deeply about children and that they are front and center in Jesus' Kingdom plans. We place a high value in the teaching, loving and listening to each child entrusted to our care.

Please take some time to read this handbook and keep it handy for reference. Understanding how everything works in the world of children's ministry will make your time with us more comfortable and will prepare you to handle different situations.

Thank you for joining us in helping kids at The Well know they are made in the image of God who loves them and created them on purpose for a purpose.

MISSION

HELPING FAMILIES CONNECT TO GOD AND TO EACH OTHER IN EVERY NEIGHBORHOOD.

CORE VALUES

FAMILY

- We believe that parents are the primary disciple makers of their children. As a ministry, we come alongside and equip families to draw the hearts of their children to Christ and to one another.

FUN

- Kids learn through play and hands on activities so we make it our goal to teach as much of the lesson as possible each week through play. We also try to vary our storytelling styles so that the kids can learn in a variety of ways.

GOSPEL CENTERED

- Jesus is at the center of all we do and teach. It is through His sacrifice that we have forgiveness of sin and relationship with God. We want kids to leave our ministry knowing not only that they are forgiven but they are accepted and loved beyond measure by their heavenly Father.

SAFETY

- In order to create the safest environment possible for our kids and families, all volunteers and staff are required to be fingerprinted and background-checked with LiveScan in conjunction with the California Department of Justice.

POLICIES AND PROCEDURES

TRANSPARENCY

- We want to make sure all of our Well Kids classrooms are completely transparent. For this reason we provide cameras in each classroom with a feed viewable in the Kids Lobby. These cameras do not record sound, and under no circumstances do they collect footage used in production material.

CLASSROOM MANAGEMENT

- Effective classroom management requires structure and an appropriate level of discipline. We enforce strict rules and limits when it comes to the discipline of children in our care.
- Every child will experience a safe, fun and loving environment at The Well while in our care. Leaders will never embarrass, shame or harm a child in any way. Leaders are never to yell at kids or raise their voice, and we do not ever use physical contact to discipline a child.
- We follow four simple steps of classroom discipline, as listed below.
 1. Positive Reinforcement
 2. Reminder of classroom expectations
 3. Removing the child from the situation to settle down
 4. Calling the Director for assistance
- Any disciplinary measures beyond these four steps are the job of the parent, not The Well Community Church. If a child is not responding to any of the listed disciplinary steps, the Kids Pastor or Director will seek advice from the parents on how to best interact with their child(ren). The more we include parents in what we do, the better atmosphere we can create for kids to experience Jesus.

CLASSROOM VISITORS

- Parents or guardians are allowed to enter the classroom with their kids, but are only allowed to participate in class activities with their child and may not help teach, discipline or take other children to the restroom.

BATHROOM POLICY

- Only women leaders may assist children in the bathroom.

NEVER ALONE

***A LEADER SHOULD
NEVER BE ALONE WITH
A CHILD IN A PRIVATE
SETTING.***



ONE LEADER SHOULD

NEVER

BE ALONE WITH A CHILD

OTHER THAN THEIR OWN

SPECIAL SITUATIONS

- Jeff is in the classroom getting ready for the morning. Parents are starting to drop off their children. The door is open, lights are on, the entire room is visible to all.
- Susan is teaching 2nd grade class together and all kids have been picked up but one. The classroom door is open, the lights are on and the room is fully visible to anyone who passes by.
- Jeff and Susan allowed little Jimmy to go to the bathroom. It was 7 minutes ago. They're beginning to get worried. Should Jeff step out to make sure Jimmy is alright?

NOTE: If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the never alone rule, immediately inform a children's ministry director, Check-in worker or a member of the security team.

GOOD TOUCH VS BAD TOUCH

Then people brought little children to Jesus for Him to place His hands on them and pray for them. — Matthew 19.13



APPROPRIATE

- BRIEF HUGS OR SIDE HUGS
- PATS ON THE SHOULDER OR BACK
- HANDSHAKES
- HIGH-FIVES, HAND SLAPPING AND FIST TAPS
- VERBAL PRAISE
- TOUCHING HANDS, FACES, SHOULDERS AND ARMS OF CHILDREN OR YOUTH
- ARM AROUND SHOULDERS
- HOLDING HANDS WHILE WALKING WITH SMALL CHILDREN
- SITTING BESIDE SMALL CHILDREN
- KNEELING OR BENDING DOWN FOR HUGS WITH SMALL CHILDREN
- HOLDING HANDS DURING GROUP PRAYER

AGE-APPROPRIATE, POSITIVE PHYSICAL CONTACT THAT NURTURES CHILDREN AND DEVELOPS A SENSE OF EMOTIONAL SECURITY IN THEIR INTERACTIONS WITH ADULTS. IT IS APPLIED TO MEET THE NEEDS OF CHILDREN AND NOT THE ADULTS.

INAPPROPRIATE ✘

- LENGTHY EMBRACES
- KISSES
- HOLDING CHILDREN OVER THREE YEARS OLD ON THE LAP
- TOUCHING BOTTOMS, CHESTS OR GENITAL AREAS OTHER THAN FOR APPROPRIATE DIAPERING OR TOILETING OF INFANTS AND TODDLERS
- SHOWING AFFECTION IN ISOLATED AREAS
- OCCUPYING A BED WITH A CHILD
- TOUCHING KNEES OR LEGS
- WRESTLING
- TICKLING CHILDREN
- PIGGYBACK RIDES
- ANY TYPE OF MASSAGE GIVEN BY A CHILD TO AN ADULT OR BY AN ADULT TO A CHILD
- ANY FORM OF UNWANTED AFFECTION
- COMMENTS OR COMPLIMENTS (SPOKEN, WRITTEN, OR ELECTRONIC) THAT RELATE TO PHYSIQUE OR BODY DEVELOPMENT
- GIVING GIFTS OR MONEY TO INDIVIDUAL CHILDREN

VERBAL INTERACTIONS

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. — Ephesians 4.29

Keep your communication positive and uplifting. ALWAYS look for ways to express praise, encouragement, kindness and respect.

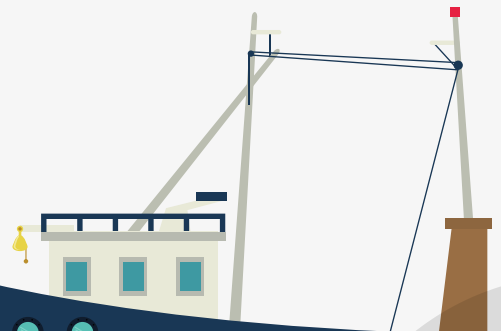
NEVER speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation. DO NOT talk in a way that is or could be construed as intimidating, shaming, derogatory, or demeaning.

Think about the tone of voice you use, and pay close attention to how you can soften it when you speak to your students, even if you're correcting a behavior problem.

SNACKS

- If your ministry provides snacks, snacks and supplies are located in your rooms cabinets.
- Check allergy alerts on name tags and if a parent is okay with snacks as provided on Nursery/Walkers check-in sheets, before handing out snacks.
- If a snack other than Cheerios is provided, the "Allergy Alert" sign must be posted in a clearly visible location.
- It is the parent's responsibility to provide a snack for their child who cannot eat what we provide.
- The leader serving the snack must sanitize or wash their hands before passing the snack out.

What is a sea monster's favorite snack?



Ships and dip.

INJURED CHILDREN

You should make every effort to provide a welcoming, fun and safe environment for children. In the event that a child is injured or injures another child, please follow these reporting procedures.

- The Leader fills out an “Ouch Report” (located in each classroom's Check-In Binder).
- Upon pick-up, the leader will inform the parent of the incident.
- If another child is involved, that parent is also made aware.
- After the gathering, the leader will inform the Director and give them the Ouch Report.
- The Director will follow up with the parent as necessary.
- In the event of a serious injury, immediately contact your Director.

CHECK IN AND DISMISSAL

Check-In will be open 15 minutes before the gathering. Please arrive in time to greet children or as otherwise requested by your Director..

IN

- Ensure each child has a name tag on and one placed in the check-in binder.
- Look for any alerts such as allergies or special needs.
- In the event that check-in is down, write each child's name, and parent phone number in the binder. Give the child and adult dropping off a numbered wristband and record that number in the binder next to the child's information. This wristband will be needed for pick up.

OUT

- Children must remain in a classroom until an adult arrive.
- When adults pick up, they must have the matching receipt to have that child released.
- Ensure the pick-up receipt matches the code on the child's name tag before releasing the child.
- If they do not have the receipt, kindly ask them to wait while you call your Director for next steps.

FINDING A SUB



If for any reason you are unable to be in the classroom on your scheduled day, **finding a substitute is your responsibility.** Don't worry though—it's easier than you think!

1 YOUR TEAM

Call other leaders in the grade/age level where you serve and attempt to coordinate a switch.

2 SUBSTITUTE POOL

Check the substitute list that will be provided to you as available once you are cleared to serve. There you will find names and contact information of the people eligible (and willing) to serve in children's ministry.

3 YOUR DIRECTOR

If steps 1 and 2 didn't produce desired results, please call your Director as soon as possible, before the weekend.



In the event of sickness or an emergency late Saturday night or early Sunday, please DO NOT email or call the church office. Text or call your director's cell phone.

DID YOU KNOW?

Eight out of 10 times, finding a sub (someone to teach in your place) is easier than finding a missing receipt or car key.

