



Fellowship Greenville Kids Elementary Serving Checklist

- Arrive 30 minutes prior to service (8:30am or 10:30am)
- Prepare your heart during the week by spending time with the Father; Our best teaching will always come from the overflow of our hearts and minds.
- Check in and get your volunteer tag and lanyard at the volunteer check in located at the K-3rd grade check in desk. If you are serving in 4th & 5th, we will pre-print your tag for you.
- Greet children and parents at drop off, while becoming familiar with their names.
- Follow your lesson plan for pre-activities. (Be prepared and know your lesson in order to be able to engage with the kids in an authentic way.)
- Before large group, account for all kids in your small group. Take the roster sheets to large group with you. These will be used to account for all kids in case of emergency.
- While in large group, participate with your kids and make sure they are engaged and behaving in an appropriate way.
- When you return to your small group area, check your roster sheets and account for all kids.
- Lead the small group activities in the printed lesson and use the resources provided.
- For Kindergarten - 1st Grade: Please let another volunteer or the hall director know when you're taking a child to the bathroom.
- Do not go into the bathroom with an elementary child. Stay outside in the hall within view of another volunteer.
- If a child needs help, talk to them from/through the door.
- If further assistance is needed, prop the door open, quickly go in and assist the child, then exit the bathroom immediately. Alert another volunteer if you are entering the bathroom. This is for K-1st grade or Thrive kids only.
- Never be one on one with a child. Stand in the doorway at check-in until you have more than one child in the classroom.
- During pick up, please match the pick up tag with the tag on the roster sheet making sure the dates and codes on the upper left corner match.
 - If a pick up tag has been misplaced or lost: please use the Replacement Pick Up Slip signed (see tab in binder).
 - Check the Drivers License of the pick up person to make sure last names match and alert your Area Director / FG Kids Staff that they need to check Rock to make sure the pick up person is attached to the child's profile.
- Before leaving, please make sure the room is organized and clean.

- ❑ With the increase of allergies, please get prior approval from Elementary coordinator before bringing in any food item.
- ❑ Volunteers may go to the Leader Lounge located in room 112 (Preschool Lower) or Room 140 (K-3rd grade area) before or after they are scheduled to serve for snacks and refreshments.



Safe Touch Policy

- Leaders should always ask permission before any type of touch including: high five, fist bump, hug, etc.
- Create unique handshakes as a way to engage in safe touch.
 - Fist Bump
 - Heart Pat (leader taps on heart twice and allowing the child to repeat after)
 - Elbow Bump
 - Foot Five
- When with children always be in sight of another leader or staff member
 - Never be 1 on 1 behind closed doors

How To Connect Through Empathy

- Engaging in safe touch can be difficult when a child is upset and needs comfort! Here are some tips on how to comfort a child while keeping the safe touch policy in mind.
 - Lead Problem Solving with Empathy: When a child needs help or comfort, try to use empathy before problem solving.
 - Instead of immediately picking the child up try to use words such as *"I know you're sad Mom and Dad had to leave"*
 - Ask questions to try to understand how the child is feeling such as *"What do you need?"* or *"How can I help you?"*

Why is this important? There is a huge difference between problem solving for a child versus creating an emotional connection through empathy. Problem solving is temporary and you may have to exhaust so many resources. However, as you use empathy you are showing the child you are a safe place. A place of belonging. We do not only want to show our kids belonging in a physical sense, but emotionally too. Giving a child a place that is safe physically and emotionally will allow the children to be open to hearing the gospel. Using empathy is a great way to connect with the child on a deeper level while creating an environment of safe touch.