



Leading kids and families to know God's love and follow Him!

Our Philosophy

- The church and the family have a greater influence on kids' faith when they partner together.
- **Small Groups** are the best way for kids to develop relationships with God and each other. If every child has a place to belong and someone to believe in them, it can change their faith and future.

Leader Job Descriptions

- **Small Group Leader:** Invest in the lives of a few to encourage authentic faith. Your goal: to help kids have meaningful interactions that deepen their faith in Jesus and relationships with others.
 - Be Present: Know their names and what's happening in their lives - show up both inside and outside the church.
 - Create a Safe Place: Build trust by being a consistent, loving figure in their lives.
 - Partner with Parents: Build relationships with parents, recognizing that they have more influence than you.
 - Make it Personal: Invest in your own faith as you invest in the faith of the kids you lead. Pray for the kids in your group.
- **Large Group Storyteller:** Present the Bible story in a creative and interactive way as a springboard for meaningful small group conversation. Your goal: engage kids with God's Word.
 - Be prepared: know what you'll say and how you'll say it, rather than relying on your script.
 - Pray for God to speak through you to influence kids' faith.
- **Greeter:** Welcome kids at the door with a smile and be on the lookout for families who need help finding their way around. Your goal: help kids feel welcomed and cared for as they walk through the doors, so they'll be more likely to connect in their Small Group.
 - Treat every kid like they're the most important guest of the day.
 - Make sure every kid checks in.
 - Look for and engage with families who may be new, lost, or alone.
 - Give first-time guests the VIP treatment.
 - Make sure every child is leaving with their guardian, and say goodbye as they leave.
 - Pray that every family will feel welcomed and loved during their time at church.

Leader Expectations

- All volunteers must have been associated with Forest Park for at least 6 months, pass a background check every 3 years (if 18+), and meet with Alaina. Children under 5th grade must be accompanied by a parent to serve. Any volunteers who may pose a threat to children will be prohibited from serving.
- By serving in KidsPark, you are making a commitment to our kids. Please make every effort to uphold your commitment. You will receive a reminder email 4 days before you are scheduled.
- If you are unable to serve on your scheduled week, please:
 - First, try to switch with someone else on the schedule

Lessons/Sub
List/Schedules:



- If no one is able to switch, call a sub
- If you cannot find a sub, call Alaina
- Let Alaina know who will be serving in your place
- Please take the time to prepare your lesson & read through the leader devotion before you arrive.
- Please be in the Big Room for our Leader Huddle by 9:40am (Sunday) or 6:10pm (Wednesday), and in your classroom by 9:45 a.m. (Sunday) or 6:15 p.m. (Wednesday).
- Your lessons and materials will be in a bin in your classroom. After dismissal, please return your bin to the back shelf of the resource room.
- Bibles, games, First Aid Kits, and cleaning supplies are available in each classroom.
- Nursery/Preschool toys are stored in classrooms and in cabinets/closets. Before leaving, please return all toys to where you found them and wash/wipe any that have been in children's mouths.
- A radio is in each classroom, should you need to contact Alaina or vice versa. Please bring the radio if you leave your classroom. Keep the radio on channel 16 and press "PITT" to talk.
- You are welcome to wear your KidsPark T-Shirt so parents can easily identify you.
- We value your feedback! If you are not able to talk with Alaina after service, feel free to fill out a "KidsPark Communication Card" located in your classroom, and leave it on the Check-In Desk.

Check-In/Check-Out

- When you arrive, please check in and print your "Volunteer" nametag.
- Please ensure that each child entering your classroom has checked in and is wearing a nametag.
- If a child has a food allergy or special need, it will be printed on his/her name tag.
- After children have checked in, the greeter will leave an attendance list on your clipboard.
- When the last song is playing, we will notify you via radio.
- During dismissal, guardians will gather outside classroom doors (they should not enter classrooms). One leader should stand at the door and match the code on the guardian's pickup tag with the code on the child's nametag. If the guardian does not have their code, or if you are unsure about the safety of any dismissal situation, please radio Alaina.
- Elementary kids may not pick up younger siblings without a parent. Please only dismiss to middle school students and older *who have pickup tags*.
- As each child is dismissed, cross off their name on the attendance list. When all children are dismissed, bring your attendance list to the Check-In Counter (clipboard remains in your room).

Behavior

- Every child has a story. The behaviors they exhibit are not about us, but about what happened before they arrived. Let's be compassionate investigators of kids' experiences.
- When a child is afraid or experiencing trauma, they are in a heightened state, which means their emotions take over.
- Every child is one caring adult away from being a success story.
- Practical strategies:
 - Connect before you correct.
 - Give choices.
 - Count-down transitions.
 - Keep kids engaged.
 - Use attention signals.
- Behavior Expectations:
 - Each FPCC kid is a STAR:
 - Safe
 - Team player
 - Always honoring God
 - Respectful
- Confronting negative behaviors:
 - **Request:** Set your expectations: Getting on their level and speaking in a low, calm voice, give a positive direction to follow. If possible, provide a choice ("you may sit at the table or a carpet circle"). Encourage the child to set an example for other kids, or give them a "job."
 - **Reset:** If the child does not follow your direction, keep the rest of the group moving while your assistant redirects the child (talk/pray with them, give them a break from the activity).
 - **Remove:** If the child's behavior continues and becomes disruptive, aggressive, or dangerous, radio or text Alaina (248-238-2972).

- **Release:** When all other options have been unsuccessful, Alaina will call the child's parent/guardian. When informing adults of behavior, begin with positive statements.. Present the facts of the situation. Ask for their input on how to best approach their child (tips/tricks/verbiage). Express our desire to partner with and support them. Express that you look forward to seeing them again next week. End on a positive note.
- If you repeatedly struggle with the behavior of a child, please let Alaina know. We will talk with the family to make a plan for success.

Incentive System

- Each Small Group will have a jar in their classroom. The Small Group will work together to fill the jar with colorful pom-poms. When the jar is full, they will earn a treat! Earn pom-poms by:
 - Bringing a friend
 - Giving to the kids offering
 - Saying the memory verse

Safety Procedures

- **Bathroom:**
 - Nursery:
 - Diapers should be changed by adults only.
 - Follow CDC diapering procedures, posted above the changing table.
 - Place a "Changed with Love" sticker on a child's back after changing them.
 - Preschool:
 - Only one child may use the bathroom at a time.
 - Adult volunteers only should enter the bathroom
 - Remain visible through the bathroom window
 - Assist child only if needed.
 - Elementary:
 - Ensure that no adults/teens are in, or enter, the bathroom.
 - There should be no more than two children in the bathroom at one time, and these children must be within one grade level of one another.
 - Keep the restroom door open, but do not enter. If a child needs assistance, have them come to the door.
- **Rule of Three:** Nursery/Preschool classrooms must have two 18+ leaders at all times. Elementary classrooms must have two leaders, at least one of which must be 18+. Leaders should never be alone, or in an isolated setting, with kids, and kids should never be unattended.
- **Physical contact:** Contact with kids should be minimal and only in the presence of other adults. Handshakes, high fives, and brief hugs only! Please do not allow children over age 4 to sit laps!!
- **Incident Reports:** If you suspect physical, sexual, or emotional abuse of a child, including neglect, please report these suspicions directly to Alaina, and complete an Incident Report Form.
- **Medical Incidents:** For minor cuts and bruises, use the basic First Aid kit in your classroom or go to the Check-In Desk for a more comprehensive kit. For anything more, contact the child's parent. If necessary, call 911 and reroute traffic away from the injured person. Designate a person to find a medical professional, and someone to wait outside for EMS to arrive. Obtain AED bag and initiate care as needed. Volunteers may not administer medication. For ANY medical incident, notify the child's adult upon pickup and complete an Incident Report Form.
- **Fire:** Call 911 and yell "FIRE!" Fire extinguishers are located throughout the building. Evacuate children to the Mary and Joseph home area.
- **Tornado Warning:** Gather in the Prayer Chapel hallway.
- **Lost Child:** Notify ushers and greeters, who will designate individuals to guard exits and search the building. Give an audible all-clear if the child is found. If the child is not found in the immediate area, or the abduction was witnessed, call 911. Notify parents and complete an incident report.
- **Active Shooter:** Security team will notify Check-In Desk. Greeter will enter the emergency code to notify the Worship Center. Alaina will notify leaders via radio. If possible, AVOID the shooter by escaping the building. If you are unable to safely leave your classroom, DENY the shooter access by locking door, closing blinds, gathering in the far corner of the room, and remaining quiet. If necessary DEFEND yourself and kids by being ready to fight should the shooter enter the room.