



Comprehensive Manual
Revised 05.16.2023

Welcome to the ministry of C3KIDS! This training manual is a living document that will be updated regularly to reflect the growth and adjustments needed to better serve our families with children.

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C3KIDS MISSION, CULTURE AND CORE VALUES

OUR MISSION:

We welcome the Presence of God in our gatherings so every child can BELIEVE His Word, know they BELONG in His Family and be equipped to BECOME the Best version of US we were created to be.

OUR CULTURE:

- The Church Is Our Family.
- The Kingdom Is Our Foundation.
- Prayer Is Our Arsenal.
- The Word Is Our Weaponry.
- The Spirit Is Our Source.
- Faith Is Our Posture.
- Transformation Is Our Experience.
- Generosity Is Our Response.
- Love Is Our Tone.
- Fun Is Our Flavor.

All of our activities take place in light of the following core values:

- **SAFETY MINDED** - safety and security are top priorities in all that we do for FAMILIES WITH CHILDREN. Our security team, check-in and check-out procedures, classroom environments, child safety ratios, training, and background checks ensure that the highest security measures are maintained.
- **KINGDOM FOCUSED** - there is nothing more important for FAMILIES WITH CHILDREN than experiencing the Kingdom of Heaven. Our energy-filled environments and inspiring leaders introduce prayer, worship, and Word focused teaching to families, so that kids can develop lifelong relationships with Jesus and become the world changers of their generation.
- **FUN CENTRIC** - we infuse fun into everything we do, so that FAMILIES WITH CHILDREN experience the House of God as the joyful place that God desires it to be! We want everyone to leave our gatherings with a sense of belonging and adventure, engaged with others and with God.

TEAMS & TEAM ROLES

EXECUTIVE TEAM OVERSIGHT - oversees all Sunday and Team Leads including all events/matters regarding C3KIDS

- Ministry Director: Rowena Parrish

TEAMS:

- **Balloons (families with infants)** : a parent manned classroom, with morning gathering live stream
- **Copters (walkers to Pre-K)**: an active environment including singing, dancing, Bible stories, prayer, crafts, and other interactive activities.
- **Rockets (Kindergarten through 5th grade)**: a dynamic setting including interactive teaching, group games, friendly competitions, worship, and other activities that incorporate Biblical teaching and principles.
- **Check-In** - our friendly and administrative staff serves to assist new families with children, the transfer of information and check-in process, as well as families that call C3 home with check-in

TEAM ROLES:

- **Team Lead** - provides oversight of the morning session
 - **Team Member** - adult/student assistance with assigned portion for morning session
 - **Greeter** - an assigned role for who will be greeting kids in the hallway upon entering the classroom
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VOLUNTEER EXPECTATIONS

Our goal is to have all of our teams function with co-leaders to facilitate team unity, develop continuity in message, value and culture, and ensure smooth transitions as leadership changes take place.

Valued Qualities. It is our heart to have team members serve in a way that creates a healthy and faith filled atmosphere for our families to experience God's Kingdom in all of our settings. We especially value the following in our volunteers:

- A spirit of excellence evident through punctuality, consistency, optimistic attitude, faithfulness, availability, and teachability.
 - A Christ-like servant heart, and a willingness to change and grow.
 - A willingness to assist the team as needed
 - Comply with C3KIDS Policy and Procedures
 - Willingness to wear a C3Kids Team shirt while serving.
 - Maintain a commitment to protecting and honoring those in leadership.
 - Build team morale: keep a good attitude at all times and a spirit of forgiveness.
 - Maintain consistent in Spiritual practices (prayer, reading of the Word, church gatherings)
 - Be a cheerful, regular giver to God's house in time, talent and treasure.
 - Address concerns, conflicts, or disagreements immediately and with the correct people.
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PARENT VOLUNTEERS

We recognize moms and dads are paramount to the spiritual growth of their children, so parents are ALWAYS welcome and invited to participate in their child's class. In addition, we'll also formally invite parents to be a part of their child's class in order to spend quality time discipling their child, meeting other families and participating in the fun atmosphere of C3KIDS!

- **Classroom Volunteer:** As families begin the journey of calling C3 home, they will be invited to volunteer on a monthly rotating schedule within C3KIDS.
 - **Parent Involvement:**
Our experience is that children are especially excited to have their parents participate and are proud when they do. Parents are quite often amazed at the excitement and energy they experience, the fun that is had, the depth of the spiritual activity and the impact of the overall day in the life of the children.
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CURRICULUM

C3KIDS is always Christ centered and subject to change to effectively meet the needs of our children. A parent resource page is provided each Sunday to assist the family in re-enforcing the lesson throughout the week.

SCHEDULING

As we extend our hand in ministry we do so while creating the space for God to pour back into our hearts. We have built our teams with a rotational cycle to ensure a healthy balance in a volunteer's life. Key items for scheduling that you should understand include:

- All of the scheduling, at C3 Church, is done through the software/app PCO (Planning Center Services). It will be necessary for you to create an account in order to serve as a volunteer. If you have any difficulty, please let us know.
 - <https://accounts.planningcenteronline.com/login/new>
 - Please be sure that your account is set to receive notification via text, for which you'll need to include your phone carrier, or email
 - Volunteers will be scheduled on a monthly rotating calendar in PCO.
 - If a particular date is needed off, volunteer can "block" those dates in PCO prior to next month's scheduling
 - Team templates for next month's teams are activated the 10th of the month. Requests need to be accepted/declined by the 15th. Schedules will be published then.
 - When notifications for Sunday gatherings go out on the 10th, we request that all team members respond within 48 hours of receipt. In the event that you are unable to serve on any given date, please decline immediately. Your director will be notified and fill your commitment as needed.
 - In the event of a last minute emergency, volunteers are asked to find their own replacement and notify the Ministry Director. If a replacement could not be found, please contact Director immediately.
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C3KIDS SOCIAL MEDIA

C3KIDS Facebook Page - we focus on building community within C3KIDS families and our C3 Church family. This is where posts can be seen of events, birthday wishes and activity during the morning gathering.

C3Kids of C3SWWA IG - a place where we promote the events in C3KIDS to the public.

GENERAL POLICY

Punctuality - C3 Church places a high value on arriving on time. It communicates respect to your team members and models "serving with excellence" in this house. We do understand that occasionally, you may run late. Please be sure to contact your Ministry Director to let them know.

Church Attendance - we encourage all volunteers to be faithful in attendance to God's house, when not scheduled to serve. It is essential for your spiritual growth and building community.

Language - it is imperative that as a team we speak life into the children God has entrusted to us. Some children we

serve don't know what true encouragement sounds like, so it is our job to model this behavior to the children and the families. The simplest of words makes all the difference. We never say what we might see in front of us (ex: Billy is such a bully), but rather what we want to see (ex: Billy is a mighty man of God with great strength and a gentle heart). "Call those things that aren't as though they are" (Romans 4:17) and watch the miracles that God will perform through the words you speak to others!

Background Checks - because safety is a high priority for C3 Church, all volunteers, 18 years or older, are screened through an Application and Background Check.

Dress Code - C3KIDS volunteer shirts must be worn while serving to easily identify you. When working with children, keep in mind you will move a lot! You must be able to bend, reach, move, and sit comfortably. Be sure to dress appropriately for a family gathering. Shoes must be worn at all times, in every room, by volunteers and children alike.

First Aid - first aid kits are located in each classroom. The kit includes items for minor first aid injuries. The Team Lead should fill out a **Bumps and Bruises Incident Report** for all injuries and turn in to the Check-In Station. This is to serve as a reminder to talk with parents at check-out. If the parent wants to talk further, the teacher can always say "I would love to talk with you further on that. If you don't mind, I am going to say goodbye to the rest of the children and then we can meet for a couple minutes?" In the event a child requires urgent medical attention, notify security and parent immediately. All reports should be submitted to the Director the morning of the incident.

Food - when distributing snacks to children, always refer to the bottom of a child's name tag for specific food allergies to avoid. Allergy alerts can also be identified by a red dot on the name tag. Do NOT distribute any food other than approved C3KIDS snacks. Keep an open dialogue with families about specific food requests they may have concerning their child and accommodate accordingly. If a parent provides snacks for their child, please utilize those snacks instead of ours.

C3KIDS Is a Nut Free Zone - nut products (snacking nuts, trail mix, peanut butter, snack bars with nuts, etc.) are NOT allowed.

Safety Ratios - our desire is to serve every family and every child, however, for safety reasons it is important that we adhere to our C3KIDS child to volunteer ratios which are 7:1 with no less than two workers per classroom. It is the responsibility of every volunteer to work together to monitor these ratios for their area as children are checked in. As a service grows beyond the ratio of comfort and safety in a particular age group, speak to the Director regarding concerns.

Name Tags/Volunteer Check In - all volunteers must check in. Name stickers and volunteer shirts must be worn at all times for safety reasons and to make you easily identifiable. All children are given a name tag sticker upon check in which must be worn at all times for identification. Parents are given a security tag which must be presented to enter the kids' church space. For security purposes, persons with NO name tag will NOT be admitted. It is the responsibility of every Team Member to uphold security in C3KIDS and to be on guard against suspicious person(s) who may try to enter our facilities. In the event that this occurs, kindly ask if we can be of assistance to them in any way, and escort them out if they do not belong, while kindly explaining that only security cleared persons are admitted into C3KIDS. Please alert security immediately as needed.

Phone Policy - we understand phones are an important part of our lives however, during class time, your attention should always be focused on investing in the children. Please keep phone use to an absolute minimum.

Friends and Family - Due to the limited time and space in the C3KIDS wing, only rostered volunteers should be in the classrooms before and after the morning gathering.

Special Needs Children - our desire is that any child with special needs feel that this is the place that they are welcome and understood, loved and cared for. It is our intention that we will be able to cater to each child and their

specific needs by integrating them with our children in a warm welcoming group. A yellow dot sticker, on a child's security label, will alert volunteers. Please maintain an open dialogue with parents regarding the individual needs of the child and what methods/communication styles the child responds best to. We require any parents of a special needs child to meet with the Ministry Director to discuss the best arrangements for their child and especially invite them into the classroom setting to help the team with their child as needed. We believe that the best results of the time spent at C3KIDS come through a strong parent partnership.

Supplies - all supplies necessary for your curriculum will be provided. When supplies are running low, please note on the **Class Supplies Log**, located at the check-in station, to be relayed to the Ministry Director.

Photographs - C3 Church's media team will be taking photos during C3KIDS for social media. To protect the identity of the children, name badges are to be worn on their backs

Music/Media - during C3KIDS Sunday morning gathering, special events and childcare, ANY music/media played must be pre-approved by the Ministry Director. C3KIDS has a Spotify account that can be used during these events.

TEAM/CHILD INTERACTION POLICY

Ministry Etiquette:

- All conversation should be appropriate for children and setting for a positive environment
- A child's behavior should be kept confidential
- Personal opinions, of a child or situation, should NOT be shared with others
- Any conversation, with a parent, should be kept private and confidential
- A parent's confidence, in the ministry provided, should not be lost due to our lack of professionalism
- No volunteer should ever be alone with a child, this is for the protection of both individuals

Appropriate Conduct With Children:

Practicing appropriate affection between all volunteers and minors is important; it helps in the child's development and is a positive part of our church life and ministry. Here is a list of examples to follow:

- High fives
- Side hugs
- Verbal praise
- Hand shakes
- Touching hands, shoulders, back and arms of child
- Holding hands, while walking with small child
- Sitting beside child
- Kneeling or bending down, for hug, of small child
- Hold hands during prayer
- ALWAYS two volunteers with a child, at all times

Reporting Suspected Child Abuse - If you suspect that a child involved in any of the programs of C3 Church has been abused, the following steps are to be followed:

- Report the suspected abuse to the Ministry Director
- You will be asked to complete a **Suspected Child Abuse Report**. Confidentiality will be maintained where possible. This report is to be completed within 24 hours and returned to Ministry Director
- Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional
- Do not discuss the suspected abuse with the other Team Members, volunteers, parents, etc. All information regarding the child should be kept confidential with appropriate church leaders and local authorities

After the suspected child abuse case has been reported, proper steps will be taken to report the suspected abuse to the designated reporting agency.

HEALTH POLICY

The following guidelines are the health standards of C3KIDS and communicated to all parents at Check-In. Please monitor all children to ensure that they meet the criteria below.

Medical Notes - all allergies and medical needs should be noted on a child's security label, with a red dot sticker; the sticker is placed on the security label manually. Reference should be made before snacks or activities take place

Stay Home If:

- A fever of 100° within the last 24 hours
- Obvious contagious diseases like chickenpox, measles, pink eye, etc. within the last 24 hours
- Vomiting or diarrhea within the last 12 hours
- Nasal or chest/lung congestion
- Coughing that is constant or persistent
- Cold/flu symptoms or a runny nose with abnormal color or consistency

For the health and safety of all children in our ministry, volunteers and children with any of these symptoms will not be allowed to attend C3IDS. One may return when symptom free for at least 24 hours.

Hand Washing/Sanitizing - strict hand washing/sanitizing is of utmost importance in the prevention of the spread of infection. Therefore, volunteers are required to wash/sanitize hands after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g., a cut or bloody nose), after toileting, after contact with his/her own nasal secretions, and before and after food preparation. Volunteers should make sure that a child's hands are washed after toileting, after use of tissues for wiping eyes and nose, and before eating. Hand sanitizer is readily available in all rooms.

Sanitizing of Classroom - all toys and play equipment touched or used during the morning gathering are to be sanitized each week by Team Members. Sanitizing sprays, disinfecting wipes and cleaning solutions are provided in each classroom. Please maintain an "ownership" attitude over your area. In addition to toys, door handles, tables, countertops, etc. We need to care for our children's church facility as if it were our own home and we desire nothing less than extreme cleanliness at all times. Please report the need for cleaning supply refills to your Ministry Director prior to running out whenever possible.

Trash - all trash contaminated with spills of blood, urine, and feces shall be placed in trash cans lined with disposable plastic liners and are covered and out of reach of children, and shall be removed from service facilities immediately whenever possible.

Medications - no volunteer should ever administer medication, of any type, to any child

Restroom Procedures:

- Volunteers do not change diapers. Parents will be contacted as needed.
- Volunteers in the COPTERS class are unable to take children to the restroom. Parents are encouraged to visit the restroom with their child before class. Parents will be contacted as needed.
- Children in the ROCKETS class will have use of the restroom facilities located in their classroom. Volunteers will not be able to enter the restroom to assist the child for any reason. Parents may be contacted for assistance as needed.

EMERGENCY EVACUATION POLICY AND PROCEDURES

Security - church security and C3Kids communicate via walkie, during the morning gathering; channel 15. In the event a parent is needed, all teams have direct access to security; who then contact the parent.

Evacuation Procedures - (work in progress)

- Class to receive alert from security via walkie
- Grab class roster
- Grab Walkie Talkie
- To Go bag? First Aid kit?
- All classrooms are to use EXIT door only to evacuate building
- Match child and parent security labels before released

Lockdown Procedures - (work in progress)

- Class to receive alert from security
- Close shade over glass door window
- Lock door
- Grab personal phone
- Have class go to hidden corner of the room
- Who should we check-in with?
- Release child to parent when cleared

C3KIDS CHECK-IN AND OUT POLICY

The check-in/out experience for FAMILIES WITH CHILDREN is one of the most critical interactions that take place in the life of our church on a week to week basis. The check-in/out process:

- Facilitates a warm welcome for parents and children whether they are new visitors or long time attenders
- Provides the handoff of critical information between families and team member
- Connects new families to the church family
- Provides necessary metrics to inform for future activities
- Assures families that their children are safe and secure; it allows safety and accountability to be visible for everyone involved
- Creates a long term digital record that answers questions about all involved

Reception of Children - families participate in worship together and when dismissed, make their way to their child's classroom. Upon passing through the check-in station, Team Lead confirms the match of parent and child stickers on a hard copy. At that point, a child is "in the care of C3KIDS."

C3Kids are in possession and responsible for children from the moment the child is dropped off in class until he/she is checked-out to their parents.

Family Check-Out - (siblings may not check other siblings in or out) The parent security label is turned into the check-in team to confirm the match with the child's security label, before the child is released. The team electronically checks each child out of class for the morning.

Balloons Room Check-In - families using the Balloons room will be checked into PCO and will have a child and parent security label printed out before entering the room.. Upon leaving **Balloons** both security labels will be returned to a Check-in team member for electronic check-out.

Classroom Management Policy

The purposes for classroom management:

- To provide a safe and fun environment for the children
- To encourage individual growth among the children
- To maintain a loving and positive atmosphere
- To provide age appropriate expectations specific to Copters and Rockets classrooms

Classroom Management Practice:

- First, communicate to the child the classroom expectation
- Second, if child does not follow the classroom expectation, give a warning that parent will be notified if behavior continues
- Third, communicate with check-in team to notify parent
- Fourth, team lead is to have team members cover the class, while a brief conversation is had outside classroom with the parent and child

CHILDCARE SERVICE

A service provided by C3 Church to care for children during special C3 Church functions. Check-in procedures are followed and there is a structured plan for the event.

SPECIAL EVENTS

A planned event for C3KIDS families with the focus of building community and providing an outreach opportunity. Parents are asked to stay for these events.

PROCEDURES

CHECK-IN STATION PROCEDURES

CHECKING IN REGULAR ATTENDING FAMILIES:

- Enter child's name in search bar
- Scroll to child's name and check-in as "Regular"
- Give child's security label and parent security label to parent checking in
 - Check-in by parent only or *Trusted Adult listed within household
- Request child's security label be placed on back, due to photography being taken
- Inform parent that their security label will be required for check-out
- Communicate to parent that security will notify them if they are needed
- Parent can escort child to class

CHECKING IN NEW FAMILIES:

- Have parent/guardian, 18 years or older, complete a Connect Card before entering child (policy)
- Enter child's name in search bar to ensure family is not already in the system
- If name is not found, click on "Enter New Family"
- Enter Parent's name first
- Check as "Adult"
- Enter phone number for contact
- Click "Add" to add child; include
 - Check-in as "Guest"
 - Birthdate
 - Gender
 - Grade
 - Medical Notes (include allergies or *special needs required)
- Repeat procedure for additional siblings in household (parent/guardian may attend class with child)
- Print out security labels for child and parent:
 - Manually attach a red dot sticker to child's security label to indicate a medical alert
 - Manually attach a yellow dot sticker to child's security label for special needs alert
- Distribute security labels to parents:
 - Request that child's security label be placed on back due to photography taken in classrooms
 - Communicate that parent's security label is required for check-out
 - Communicate that Check-in station will text if the parent is needed
 - Invite family to attend morning gathering together and children will be excused with an official dismissal; can walk child back to C3KIDS classrooms
- After all families have been checked in, the remaining information for the new family can be entered
- Photo of Connect Card is to be taken and text to Jay or Sandi Hofer

CHECKING OUT FAMILIES:

- Parent/guardian, 18 years or older, present security labels to the check-in station who will in turn give the child's name to the Team Lead stationed in the hallway.
- The Team Lead will bring child from classroom and hand off to parent

- Parent/guardian sticker is adhered to a piece of paper, entered through the check-in station for child check-out
- Check in staff ensures anyone who did not come to class is checked out in PCO and makes notation that the child did not attend class that day

***Trusted Adult** can be added to a household. This individual, 18 years or older, has be authorized by parent/guardian to check child in and out

***Special Needs** of a child will be facilitated in regards to the class support available. Parents are invited to come into the classroom, with their child, to observe the environment and determine if the set up is appropriate for them. If there are any further questions, please direct the family to the C3KIDS Director.

C3KIDS CHECK-IN STATION CHECKLIST

CHECK-IN SET-UP BEGINS AT 9:15 AM:

- Turn on monitor in Balloons Room
- TV control in check-in station drawer
- Turn TV on
- Click right arrow to HDMI 3, should show live stream
- Adjust volume buttons on side of control
- Run “test” for PCO check-in and labeler
- Check if roll of labels needs to be refilled (located in bin under cart)
- Post snack for Rockets and Copters classes on “Allergy Alert” sign (confirm with teacher)
- Sync Spotify and bluetooth speakers; app located on iPad #2
 - Click on C3Kids SWWA Playlist on Spotify
- Place speakers on wall shelves in hallway, with station playing
- Check-in C3KIDS Team, Security and Media Team members:
 - Check in as “Volunteer”
 - Distribute security labels
- Check-in C3KIDS Team child(ren):
 - Check in as “Regular”
 - Distribute security labels to parent
- Prepare birthday stickers for kids names posted on displayed “Birthday Chart” (stickers in drawer)
- Walkies to be taken to classrooms (channel 15; run a test with security and teachers)
- Clearly mark check-in line for “New Families”, “Families to Check-in” and “Families Already With Labels” to expedite the process
- Space stanchions, with room for walkway, in front of check-in
- Gather with C3Kids Team huddle at 9:30 AM
- Check-in open to families from 9:45-9:55 AM
 - Reference Procedures Chart for “Checking In Regular Attending Families”, if needed
 - Reference Procedures Chart for “Checking In New Families”
- Return to Check-in Station before showing of the C3Update to check-in any additional families
- C3KIDS greeter should be stationed in hallway to greet kids coming in
- Check-in lead is to remain at check-in station during morning gathering to offer support to teachers and any families using Balloons room: keeping walkie and earpiece on at all times
- Families utilizing Balloons room, during the morning gathering, are to be checked-in

CHECK-OUT:

- Place stanchion, diagonally, between cart and wall to create a barrier
- Place neon arrows and stop sign on floor, on the right side of cart, to direct flow of traffic to the left
- Acquire parent security labels, ensuring that they match the child's name badge and place on sheet of paper
- Team Leads, from both classrooms, will oversee the hand-off of child to parent outside classroom
- Once all parent security labels have been turned in, check child out of PCO (then the papers can be thrown away)
- Return walkies to charger
- Recharge bluetooth speaker
- Turn off Balloons TV monitor, lights and shut door
- Close and lock retractable gate, in hallway, as you leave

ROCKETS CLASS SCHEDULE

10:20 - Table Activities (10 minutes)

- Legos
- Magnetic Tiles
- Drawing

10:25 Countdown (5 minute warning)

10:30 Large Group (25-40 minutes)

- Class Expectations
- Unit Intro Video
- Big Bible Story (Interactive)
- Big Bible Story Questions
- Optional Choice of 1, 2, 3 and/or 4:
 1. Bible Verse Teaching
 2. Object Lesson Teaching
 3. GO! Group Activity
 4. Small Group Activity

11:10 Group Prayer

11:15 Song

11:20 Optional Choice of 1, 2 or 3:

1. GO! Coloring Page
2. GO! Home Guide
3. Group Bible Board Game

To Turn On Keynote Presentation:

- Turn on TV with remote
- Turn on Apple TV Box with remote; light should display
- Computer Password: media
- Click on “System Settings” Icon below
- Scroll down to “Displays” and click
- Click on top right blue arrow and drop down to C3Kids; desktop should be mirrored on tv monitor
- Double click on dated Keynote presentation on desktop
- Play presentation one time through to check
- Set again to play for class

To Shut Down Computer:

- Close Keynote presentation
- Close Keynote program
- Turn off TV

ROCKETS CLASSROOM CHECKLIST

Set-Up:

- All volunteers are to get checked-in before class and get name sticker
- Pick-up walkie talkie and test channel 15
- Set up media presentation
- Set out carpet squares
- Set out table toys, paper, markers, crayons and/or colored pencils
- Gather with Team to discuss class agenda
- Prepare supplies needed for class time
- Gather for All Team huddle at 9:30 AM
- Return to class before children are dismissed from auditorium

Clean-up:

- Shut down computer and monitor
- Return art supplies or other items used, back to labeled bin; place in cabinet
- Sort carpet squares and put away; place in cabinet
- Dispose of any remaining homeguides and lesson plan
- Place leftover coloring and puzzle pages back in lesson bin; place in cabinet
- Wipe down tables
- Turn off lights, TV, close gate and door
- Return walkie talkie to check-in station

COPTERS CLASS SCHEDULE

10:15	Teaching Team In Classroom
10:20	Families Drop Off Children
10:20-10:35	Free Choice Play Time (5 min. warning for clean-up) <ul style="list-style-type: none">● 2 Toy Stations● Teacher Led - Play Time Activity
10:35-10:55	Large Group Lesson <ul style="list-style-type: none">● Welcome● Story Time Rules● Bible Story● Music● Prayer (Give children the opportunity to pray)
10:55-11:20	Small Group Activities <ul style="list-style-type: none">● GO! Home Guide● Coloring Page/Snack● Teacher Selected Activities Worship and Movement (If have additional time) <ul style="list-style-type: none">● Sing● Dance● Review Bible Verse
11:20	Dismiss
11:25	Clean-Up

To Turn On Keynote Presentation:

- Turn on TV with remote
- Computer Password: C3kids
- Click on “System Settings” Icon below
- Scroll down to “Displays”
- Click on arrow and drop down to Copters TV; desktop should be mirrored on tv monitor
- Double click on dated Keynote presentation on desktop
- Play presentation one time through to check
- Set again to play for class

To Shut Down Computer:

- Close Keynote presentation
- Close Keynote program
- Turn off TV

COPTERS CLASSROOM CHECKLIST

Set-Up:

- All volunteers are to get checked-in before class and get name sticker
- Pick-up walkie talkie and test channel 15
- Set up media presentation
- Set out toy centers to be used
- Prepare materials and snack for class with team
- Gather for All Team huddle at 9:30 in Rockets classroom
- Return to classroom before children are dismissed from auditorium

Clean-up:

- Shut down computer and monitor
- Return art supplies or other items used, back to labeled bin; place in cabinet
- Dispose of lesson plan and any papers left behind
- Place leftover coloring pages in labeled bin; place in cabinet
- Wipe down tables
- Turn off lights, TV, close gate and door
- Return walkie talkie to check-in station

CHILDCARE PROCEDURES

CHILDCARE CHECKLIST