



IKON COMMUNITY CHURCH KIDS' MINISTRY POLICIES AND PROCEDURES

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Ikon Community Church
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I: GENERAL SAFETY

WELLNESS

1. Children should be symptom free from the following illness without medication for 24 hours before entering the nursery and classrooms:
 - Fever of 100 or higher
 - Vomiting or diarrhea
 - Conjunctivitis
 - Rash
 - Open sores
 - Excessive coughing and/or excessive colored nasal drip
 - Lice
2. If a child develops any of these symptoms in the nursery or class, the parent will be contacted to pick up the child. Ikon Kids leaders may use their judgement in determining if a child may have symptoms too great to remain comfortably and safely in the classroom.
3. Children with allergies will have those listed on their name tags. There will also be a large colored dot on name tags to indicate an allergy. The specific allergy will be labeled on the dot. Parents must notify Ikon kids leaders of allergies in order to have those included on their child's name tag.
4. Children in the nursery and the class are given a small snack. Children in the nursery are given an allergy-free cereal, and children in the class are given allergy-free pretzels. Both items are free of gluten, wheat, dairy, eggs, soy, peanuts, and tree-nuts.
 - Nutrition images of packages are in the binder if parents would like to check.

INJURY & FIRST AID

1. Ikon Kids leaders can only administer Band-Aids and ice packs. There are basic first aid kits located in the nursery and class carts.
2. If a child requires an EpiPen, parents should give that to a leader in the nursery or class with specific instructions.



3. If there is an injury in the class with bruising, broken skin, and/or discomfort to the child, the leaders must fill out an Incident Report found in the cart. The Incident Report must be signed by the parents and the Ikon Kids' Ministry Director. The parent will be provided with a copy within two weeks.

Note: Trivial injuries can turn out to be serious. Incident Reports should be filled out in most cases where injury takes place.

SECURITY

1. Each leader in Ikon Kids is required to complete a background check. State & federal background checks are run through Protect My Ministry (www.protectmyministry.com).
2. Adults that are not approved Ikon Kids workers should not remain in the nursery or classroom during the service unless it is a parent directly attending to their own child's needs as requested by Ikon Kids leaders.
3. Ikon Kids leaders must closely monitor drop off and pick up. Children should only go with their own approved parents and guardians. Parents must directly notify Ikon Kids leaders if someone else will be picking up their child. A Family Code card **MUST** be presented in order to pick up the child/children.

RESTROOM & DIAPERING

1. Parents are **strongly** encouraged to take their children to the restroom prior to the beginning of the service.
2. Ikon Kids leaders may change diapers as needed. Leaders must always attend to the child who is being changed - never leave the child alone, even to reach for something. Prepare supplies ahead of time so they are within reach.
3. Children that are of nursery age that are toilet-training may be accompanied by an approved Ikon Kids leader in the restroom.
4. Children ages 3 1/2 and up should never be alone in a restroom with a leader. Children should be sent into the restroom alone, while the adult waits outside. The adult should remind the child to wash their hands before going back to the class.
5. Volunteers must inform teacher/another volunteer/LIT if they are taking a child to the restroom.



PART 2: PARENT RESPONSIBILITY

ALERTS & REQUESTS

1. If your child has any allergies please notify Ikon Kids leaders. Children's allergies should be listed on their name tag. If you do not see this correctly noted, please let Ikon Kids leaders know immediately.
2. If your child is toilet-training please let the nursery leaders know. Please take your child to the restroom prior to dropping them off, and communicate your specific instructions to the nursery leaders to assist your child.
3. When dropping off and picking up your child from the nursery, please have parents wait outside the the nursery gate. When parents enter/exit the room, children tend to exit to the room without checking out by a volunteer.
4. Children that are above nursery age are not allowed in the nursery.
5. To help your child in the process of becoming acclimated to the nursery, we encourage you to quickly drop off your child. Please always feel free to check on your child through the window, but please refrain from re-entering the room unless completely necessary. Please communicate well with Ikon Kids leaders regarding any specifics that you feel may help your child become more quickly acclimated to the nursery setting.
6. Please communicate well with Ikon Kids leaders regarding any specific instructions or needs for kids in the class.
7. After you have picked up your child from the nursery or class, please do not allow them to re-enter those rooms. This assists the leaders with monitoring pick-up and helps your child stay safe during tear-down.

ITEMS YOU BRING

1. Label your child's belongings (diaper bags, cups, bottles, pacifiers, etc.).
2. Please leave personal toys at home as they can get lost or cause conflicts with other children in the room.
3. All bottles must be pre-mixed. Nursery workers are not allowed to mix formula for health and sanitation reasons.



4. Please do not bring any additional snacks for your child (infants are the exception). A small allergy free snack is provided. Please notify Ikon Kids leaders with any concerns regarding the snack.

5. Children in the nursery can only bring cups with firm lids or sip cups **with water only**. Each cup must have a lid and be clearly labeled with a name of whom it belongs to. Kids in the class may not bring in beverages.

SECURITY TAGS

1. Every parent must have a profile created for their family on our computer system. This system generates our name tags and keeps track of your child's allergy information.
2. Every parent must check their child in prior to service. The Check-In table can be found in the lobby area to the right of the entrance doors. There the Ikon Kids volunteers will check attendance in the computer system.
3. Instructions for kids' attendance on the iPad can be found in the Ikon Visitors Binder.
4. Once a family's child/children are checked in, the family will receive the **child's** name tag and the **Family Code** tag. The children will wear their name tags during the service, while the parent will hold on to the Family Code tag.
5. At the end of the service, the parent will turn in the Family Code tag to the volunteer in order to pick up their child in the nursery or class. Volunteers must ask for the family code tag before releasing a child to a parent.

PART 3: VOLUNTEERS

REQUIREMENTS TO SERVE

1. Each volunteer must complete the specific background check administered by Ikon Community Church through Protect My Ministry (www.protectmyministry.com).
Note: If you have done a background check through another entity before (work, school, another church, etc.), we still need you to do one with Ikon Community Church.
2. Volunteers should attend leader training meetings.



3. Youth must be in sixth grade and must be formally approved to serve by the Ikon Kids Director and parents/guardians in order to serve as a Leader In Training (LIT).

4. Leaders are entrusted to teach the kids at Ikon Community Church. Volunteers commit to the responsibility of building a strong, spiritual foundation in the hearts of the children. Volunteers must exercise wisdom, maturity, patience, and grace with the kids and families.

SCHEDULING

1. Volunteers will communicate with the Ikon Kids Director, Tasha Craighead, concerning the schedule.

2. Any changes to the schedule should be made by switching with another leader and notifying the Ikon Kids Director **as soon as possible**. Team members contact information is supplied as needed in attempts to switch with other leaders.

3. In case of an emergency that cause the volunteer to run late or be unable to serve, it is imperative to call or text the Ikon Kids Director - Tasha Craighead (404-759-1133).

4. When a volunteer is no longer able to serve with Ikon Kids, four weeks minimum notice is needed to find a replacement.

GENERAL

1. Leaders must be knowledgeable about and adhere to applicable policies and procedures in this manual.

2. Leaders may have a personal drink while they serve. Personal drinks must be placed in a container with a closed-lid in order to prevent any spills.

3. Leaders should avoid having personal food items during time of service.

4. Phones should be put on vibrate or silent, and children should not have access to them.

5. **Photo Policy** - Photos taken from service may not be posted on personal social media unless there is permission from parents and/or kids faces are not visible. Photos for possible Ikon social media accounts should be sent to Tasha or Jen for approval.

ARRIVAL & SET-UP

1. If you are serving in the nursery, please be in the room and prepared to serve no later than 20 minutes before the beginning of service. Please remember that tardiness has a domino effect on other leaders, children, and families.
2. If you are serving in the class, please check in with the teacher no later than 20 minutes before the beginning of the service. This gives the teacher time to familiarize you with the morning activities before the beginning of the worship service.

SNACKS

1. A light snack is provided in the nursery and the class.
2. Always double check for allergies with new children.
3. In the nursery, children should be given 1/3 of a dixie cup of the provided cereal. Please do not give children any more than this or any other snacks.
4. In the class, children should be given 1/3 a dixie cup of the provided pretzels. Please do not give children any more than this or any other snacks.
5. Children may have snacks and drinks only when they are seated. They should not walk around with snacks to prevent choking and for sanitation reasons.
6. All bottles must be pre-mixed. Nursery workers are not allowed to mix formula for health and sanitation reasons.

CLASS TIME

1. Only approved workers or parents directly attending to their own children (if requested by Ikon Kids leaders) are allowed in the classrooms during the service.
2. Be aware of the specific needs of children and ask parents for clarification as needed.
3. Whenever possible sit on the floor with children to interact with them. Being on their eye level helps gain and maintain their attention.



4. Remain in the classroom at all times unless you are taking children to the restroom.

5. Enjoy being with the kids! Kids know if you want to be there or not. Kids know if you are enjoying your time with them. Have fun and take advantage of every opportunity to encourage them and affirm their God-given personalities and abilities.

6. Remember that this is not babysitting, but you are ministering to these children and their families. You have time set aside to demonstrate Christ to them and help guide them closer to the Lord. Please remember that what you are doing has incredible and far-reaching value.

7. While the kids are sitting in on the lesson, please help the teacher by making sure the kids are on task. Please reinforce that side-conversations are not respectful while the teacher is teaching,

DEPARTURE PROCEDURES

1. Kids should be wearing their printed name tag in the class room.

2. Children should go only with parents or other approved individuals. If a child has an older sibling, they may only be checked-out to that older sibling if he or she is in 6th grade or older and it has been approved by the parent.

3. Once a child has been picked up, he or she should not again enter back into the nursery or classroom.

CLASSROOM MANAGEMENT POLICIES

CLASSROOM EXPECTATIONS

Respect 3 Rules will be taught to the :

1. Respect the **Leaders** - Make sure that all conversations stop when the teachers/ leaders begin to talk. Children are taught to listen and comply to the instructions from the leaders.

2. Respect the **Church** - Refrain children from playing on any railings, stairs, or poles. No coloring or drawing on church property. Make sure the kids clean up before they leave their station.

3. Respect the **Class** - Be loving to others in the class. Be quick to apologize and offer forgiveness to everyone. Listen and raise hand during large group lesson.

PROACTIVE STEPS FOR HELPING KIDS IN THE CLASSROOM

1. Respect the kids - listen well and make eye contact when speaking with a child.
2. Make the most of every opportunity to affirm a child when they are doing something positive.
3. Have a child repeat what you asked him or her to do if they are struggling to listen.
4. Try to redirect a child if they are doing something they should not. Remind them specifically of what they should be doing at that time.
5. Discipline should always and only be given in love and with patience - and never in frustration or anger.

PREVENTATIVE ACTIONS

1. Create a loving and caring atmosphere.
2. Establish and communicate realistic expectations for children. Please remember that they are kids, and we do not expect them to be adults in their behavior.
3. Focus on positive and affirming actions and words.
4. Be as fair and consistent with the kids as you are able.

AGGRESSIVE BEHAVIOR

1. Biting, hitting, pushing, scratching, or pulling is considered aggressive behavior. This should always be dealt with immediately and firmly by a leader by removing them from other children. Make eye contact with the child and firmly (and lovingly) speak with them. Encourage the child to offer an apology to the necessary child.
2. Physical aggressive behavior should always be reported to the parents and guardians during pick-up.
3. Recurring physical aggressive behavior should be reported to the Ikon Kids Director.

SELF EVALUATION

1. Pay attention to how you feel:

-If you are stressed, children will sense that. Try to focus on the kids in the present moment and not outside circumstances.

-We only have 1 to 1 1/2 hours each week with these kids. Please come prepared and mindful that we want to give them our all and teach them about the depth of God's love for them. We can demonstrate this through our actions and our undivided attention.

2. If you are especially struggling with a particular child, pass him or her off to another leader. Please remember that you are not alone in the classroom.

-With that, please be mindful and quick to support other leaders as needed.
Remember to be there for each other.