



WONDERFULLY *made*

Special Needs Ministry Family & Student Handbook

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What is **WONDERFULLY** *made*?

Wonderfully Made Special Needs Ministry exists because Christ is inclusive. We provide a safe and nurturing environment, where we are dedicated to meeting the unique needs of individuals affected by disability, as we lead them to know Jesus as their personal Lord and Savior. We desire for every student to know God's steadfast love for them, and be confident in their identity as a child of God.

We are so glad that your family has decided to become a part of our Wonderfully Made Special Needs Ministry! Our goal is to support families and individuals impacted by disability within New Hope Hermitage and our surrounding community. This handbook is a framework of policies that are put in place to protect and serve every individual in our care.



Student Intake Process

1

Registration Form

The first step to registering a Wonderfully Made participant is to fill out the registration form. This form can be requested via email, or at the Next Steps table.

2

Intake Meeting & Handbook Review

Once we receive your registration form, our staff will reach out to schedule an intake meeting to learn more about how to best support you and your student. Please review this handbook before we meet, and bring any questions you may have to discuss.

3

Schedule Start Date

After the first two steps are completed, the parent and Wonderfully Made will schedule a Sunday for your child to officially attend Wonderfully Made services. We will do whatever it takes to set your student up for success and best prepare them for this change.

Ministry Policies

Attendance

To ensure that our volunteers are fully prepared for their responsibilities, we ask that you arrive to the Wonderfully Made classroom no earlier than 10:15am. At the end of services, we ask that you pick up your student in a timely manner so that we can respect our volunteers' time. If you are running late or need to cancel your child's attendance, please text Autumn at 615.686.0551 to let us know.

Communication

Most of our ministry's communication will take place through email. Please check your email at least once a week so that you can stay up to date with the news and events happening in our ministry. For any last-minute communication needs (running late, cancelling attendance, sickness, etc.), please text Autumn to let us know.

Confidentiality

Each student within our ministry will have a general information and intake form on file in order to notify staff and volunteers of his/her diagnosis, medical needs, fear/triggers, strengths, and other helpful information. We ask that as parents and caregivers, you provide us with as much information as possible so that we can best inform our volunteers and provide the support your participant needs. If your participant's needs change throughout the year, please let us know so that we can update his/her form.

Ministry Policies

Health Policy

We are diligent about the health and safety of our volunteers and participants within the ministry. We ask that both participants and volunteers stay home if they have exhibited any symptoms of communicable diseases (i.e. fever, rash, cough, sneezing, runny nose, diarrhea, etc.). within the last 24 hours.

General Accident Procedure

If a non-emergency accident occurred during Wonderfully Made services that caused bodily harm or potential bodily harm (fall, bruise, cut, etc.), parents will be notified at time of pick-up. In case of emergency, we follow our emergency procedure which includes calling 911 and immediately notifying parents.

Photography Release

Parents will sign a photography release form as part of the intake process. This form allows families to opt out of their child's photo being taken during Wonderfully Made services. If you choose to allow your child's photo to be taken, it may be posted on our social media platforms, printed and framed in our building, used in ministry information pamphlets, or posted on the New Hope Hermitage website.

Ministry Policies

Behavior Policy

Our priority is the safety of our students and volunteers. During our intake process, we will discuss your student's behavior needs to ensure safe and successful participation in our programming. Our trained staff is equipped to support participants with behavior needs; however, we are unable to support individuals who have frequent behavior episodes that include dangerous behaviors towards themselves or others. We do reserve the right to discontinue services for students who display consistent aggressive or harmful behaviors toward our volunteers, peers, or students.

Bathroom/Changing Policy

If your participant is over the age of 3 and requires diapering changes, parents will submit a consent form, allowing Wonderfully Made staff to safely administer bathroom care during service times. All diapering supplies should be provided by the parents and sent in a clearly labeled bag. For students who need bathroom assistance, details should be clearly described on the registration form.

Check-in/Check-out Policy

When you arrive at New Hope, please check your child in at the check in kiosk in the Coffee Co area. Here, you will receive two name tags. Please place one on your student's shirt and keep one for pick up. When you come to pick up your student at the end of services, please present the nametag to a Wonderfully Made volunteer.

Levels of Support

We provide varied levels of support for students based on their specific and unique needs. The level of support provided to each participant is determined by the Wonderfully Made, Pastoral, and New Hope Kids Ministry Staff. Students who have displayed aggressive or inappropriate behavior start their process at Level 3 support. We reserve the right to reconsider a child's support level based upon their ability to engage in a meaningful way and social behaviors.

Level 0 Support: Inclusion Setting

Participants attend their age-appropriate ministry events without assistance. Wonderfully Made staff notifies related ministry staff of the participant's needs and conducts regular check-ins to ensure they are engaging in a meaningful way.

Level 1 Support: Inclusion Setting

Participants attend their age-appropriate ministry events with 1:1 assistance from a trained Wonderfully Made volunteer. Wonderfully Made staff notifies related ministry staff of the participant's needs and conducts regular check-ins to ensure they are engaging in a meaningful way.

Level 2 Support: Transition Setting

Students receive the majority of supports and instruction in a small group setting in the Wonderfully Made classroom to better support their behavior, sensory, medical, or communication needs. Participants may transition to large group worship or activities within their age-appropriate ministry during regular programming with a volunteer for support.

Level 3 Support: Sensory Setting

Participants receive full-time support in the Wonderfully Made classroom with 1:1 assistance from a trained volunteer to better support their behavior, sensory, medical, or communication needs.

FAQs

Who is Wonderfully Made for?

Any individual (regardless of age) with a disability(s) is appropriate for our program.

How soon can we start regularly attending?

We require all families to fill out a registration form, and attend an intake meeting with the Wonderfully Made Director prior to attending a Sunday morning Service.

Does my child have to stay in the Special Needs Ministry area, or can they attend their age-appropriate ministry?

We provide supports based on individual needs. This typically looks like one or a combination of the following:

- Participating in their age-appropriate ministry with a teacher who is aware of and equipped for their needs
- Paired with a Special Needs Ministry buddy who attends their age-appropriate ministry with them
- Spending time in the Special Needs Ministry sensory and teaching classroom in a small group or with a 1:1 buddy to assist with safety and engagement during service.

Are there any behavioral or medical disqualifiers that prevent an individual from participating in our program?

We can support students with behavior needs; however, we are unable to support individuals who have frequent behavior episodes that include dangerous behaviors towards themselves or others. For individuals who require significant medical intervention, we may ask that a nurse accompany them to events to provide support. We do not administer any medications or provide any form of medical care (outside of basic First Aid) during service.

Family Agreement

Health Priority

I agree to keep my child home if they are exhibiting any symptoms of communicable diseases (i.e. fever, rash, cough, sneezing, runny nose, diarrhea etc.) within the last 24 hours. If I am notified that my child becomes sick at a Wonderfully Made event, I will pick him/her up in a timely manner.

Confidentiality

I agree to allow the Wonderfully Made staff to share information about my child from his/her registration form with related ministry staff and volunteers so that they can best support my child during ministry events.

Behavior Support

I agree to allow the Wonderfully Made team to provide behavior support to my student during significant behavior episodes. I understand this may include verbal redirection or removal from a particular area for the safety of my child, other participants, or volunteers. If I am notified that my child needs to be picked up due to their behavior, I will arrive in a timely manner.

Level of Support

I agree to allow the Wonderfully Made staff to determine the level of support that my child needs during ministry events based on my input. I understand that their decision is based on my child's best interest and their goal is to make the time spent at ministry events meaningful and engaging for my child.

Sunday Morning Programing

I agree to stay on campus and either attend a worship service, serve, or be a part of a LIFE Group when I drop my child off for care with the Wonderfully Made Special Needs Ministry on Sunday mornings.

I have read the Family and Participant Handbook in its entirety and agree to be held accountable to the statements above.

Participant Name: _____ Date: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____



New Hope Hermitage

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