

Crossover Kids Leader Booklet

(Birth - Pre-K)





Dear Preschool Leader,

Thank you for being the church, by faithfully serving and planting Gospel seeds in the hearts of our littlest ones!

I'm Hailey, the Kids Coordinator for ages birth-PreK, and I'm so excited to serve alongside you. I look forward to getting to know you better as we share the joy (and sometimes the noise, mess, and smells!) of loving and leading these little ones. I trust you'll be blessed as you rely on Jesus to serve them with compassion.

Your investment of serving in the preschool ministry matters! We simply could not offer this ministry without devoted servants like you! Whether you've been serving in preschool for years or are newer, this booklet equips you to serve with excellence.

I have the privilege and responsibility of caring for both the children and the volunteers who serve them, yes, that means you! So, please know you can reach out to me anytime for scheduling needs, questions, or even just encouragement. I am here for you!

We are going to have so much fun together. The work can require selflessness and flexibility but what a privilege to get to do eternally minded work by planting Gospel seeds in the lives of the littlest ones at Crossover. I trust the Lord will allow your role to leave a positive impact on you as well.

Welcome to the team!



Hailey Lindell

*Crossover Kids
Coordinator (Birth-PreK)*

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(I have now have 5 kids. New family photo coming soon)

Crossover's Core Values

as a ministry, we strive to BE:

Biblical

God's Word provides everything we need for life and godliness. It serves as our authority, life source, and conscience as Christ-followers.

2 Timothy 3:16; Hebrews 4:12-13; 2 Peter 1:20-21

Spirit-Dependent

The Holy Spirit matures us as He leads us into all truth. We choose to depend on Him to point us to Jesus and to live out our salvation according to the Father's good purpose.

John 14:16-17, 26

Prayer-Full

Prayer provides access to the Living God through Jesus. We want everything we do to be powered by our praise and petitions.

Colossians 4:2; John 14:15, 23

Missional

We steward the material, practical, and spiritual resources God entrusts to us by sacrificially serving our church, our community, and the world.

Ephesians 4:12-15; Luke 10:2; 19:10; 1 Peter 4:10; Colossians 3:17

Authentic

We're devoted to one another. We Grow Stronger Together by pursuing real freedom in Christ which allows us to unmask, walk in the freedom Christ died to bring us, and actively love others by His power.

1 Timothy 1:5; 1 Corinthians 13:4-7; Hebrews 10:24-25; John 15:12

Worship-Full

Worship is our response to what we value most. Yes, we worship God in song but also in the ways we live our lives seeking to please Him in all that we say and do.

Isaiah 25:1; John 4:24; Psalm 28:7; 68:4-5; 95:6

Leader Info

Purpose

We exist to partner with parents to raise kids who love God, love others, and live out their divine purpose through building a strong Biblical foundation in God's Word in community.

Expectations

From Me (Coordinator): Equipping, prayer, supplies & leader huddles

From You: Be faithful, available, teachable, and maintain communication with me and your co-leader as well as follow all procedures.

Sunday Morning

- Leader Huddle @8:33am in room 305
- Check-in: type in your name then select group named "Sunday – Preschool Leader."
- Be IN your classroom on-time! Promptly by 8:45am or 10:45am
- Serving time is 2 hours, prioritize engaging with kids first, fellowship secondary.
- Phones: Limit to essential use
- Before Leaving: Follow cleaning steps (p. 9).

General Policy

- We're a nut-free wing
- Current background check required for all volunteers. It needs renewed every 2 years.
- Report injuries to Hailey or Wing Watcher immediately where they will complete a incident form.

Leader Huddle

- On the Sundays you serve come to room 305 promptly at 8:33am for our Leader Huddle where we pray, connect, and get our hearts ready to care for the children and plant Gospel seeds together.
- If you have children, they are welcome during that time to play quietly.

If You Can't Serve

- **You are a vital part of our team!** If you're sick or away on vacation, we're happy to cover for you but please do your best to serve on your scheduled dates.
- Text Hailey at (509) 995-9923 ASAP with your name and the date(s) you need to call-out for. Remember, please do this sparingly as much as it depends on you.

Class Procedures

Check-In

- All parents check-in children via the lobby iPads to get name badges.
- When receiving kids: ensure badge is worn, take the extra badge from parent, check for notes/allergies, place badge on roster.
- Greet families warmly during arrival

Check-Out

- Guardian shows receipt; match badge numbers. Remove badge on the child and put on the roster.
- No guardian receipt? Send guardian to Wing Watcher where they'll do a verification and then escort the guardian back to you to verify release of child to them.

Bathroom Policy

- Only adult females accompany children.
- Wait outside; KEEP DOOR OPEN and baby gate closed.
- Ensure child flushes, washes, and dries hands.

Potty Training & Diaper Changes

- Only adult females assist.
- Follow diaper changing steps above changing table.
- For potty training, follow name badge instructions. Notify Wing Watcher if informed of special instructions for potty-training during drop-off by guardian.

Snacks

- Each classroom is stocked with snacks that are appropriate for the age group.
- Please do not take snacks from other classrooms. This is important to ensure everyone's safety!
- If you need additional items, please speak with the Wing Watcher.

Playground

- Outdoor play allowed as weather permits

Security

- 2 adults in classroom at all times. If a leader needs to briefly step-out, ask the Wing Watcher to step in for you.
- All kids must be wearing a name badge at all times while in the wing.
- Follow check-out procedure a guardian receipt is required.
- Only leaders and parents are allowed in the classrooms, no visitors.

Class Procedures

Emergencies

Fire

- If you see a fire inside or outside the classroom pull alarm & alert Wing Watcher.
- If the alarm sounds, close doors, keep kids together, and evacuate only if sprinklers activate. Take roster during evacuations.

Intruders

- If you notice any suspicious behavior either inside or outside of your classroom, alert the wing watcher, then close and lock interior and exterior doors.
- In case of an intruder in the building, you'll receive instruction from the wing watcher to close and lock all doors, turn lights out, and sit quietly for other instructions.

Medical Emergencies

- Alert the wing watcher and they will radio the medical team for help.
- Radios - connect to our Security and Medical Teams
- Located at the Wing Watcher desk

Classroom-Specific Instructions

Sprouts

- Special instructions on whiteboard that are child specific
- Please check every child's diaper at least once during each service

Trackers

- White board by roster for tracking child-specific notes
- Please check every child's diaper at least once during each service

Hikers

- Aside from the assigned curriculum for the day, please read at least one Bible story from the Beginners Bible located on the classroom counter
- Be sure to unlock your classroom's exterior door when going to the play yard
- Please check every child's diaper at least once during each service

Pioneers and Rangers Classes

- When assisting a child in the adjoining bathroom, please leave the first door open and close the baby gate
- Aside from the assigned curriculum for the day, please read at least one Bible story from the Beginners Bible located on the classroom counter
- Be sure to unlock your classroom's exterior door when going to the play yard
- Join the Early Learning class at 9:20 & 11:30am for combined worship
- Please check every child's diaper at least once during each service

Explorers

- When assisting a child in the adjoining bathroom, please leave the first door open and close the baby gate
- Aside from the assigned curriculum for the day, please read at least one Bible story from the Beginners Bible located on the classroom counter
- May access the play yard through the back hallway of the preschool wing
- Join the Trailblazers class at 9:20 & 11:30am for combined worship

Trailblazers

- Send kids to Wing Watcher for bathroom trips
- Pioneers, Rangers and Explorers join at 9:20 & 11:30am for worship (you can start without them)
- Place any take-home items in their cubbies
- May access the play yard through the back hallway of the preschool wing

You have a helper! Wing Watchers are here for you.

Wing Watcher Role:

The Wing Watcher (WW) plays a crucial role in the success of our preschool! They are the leaders helper in anything they need for the day. Their role is the “owner” of the wing for that week. They execute any and all needs from teachers, kids and parents.

Key Tasks

- Assist in answering or delegating all needs for the wing
- Welcome new families & complete New Family form
- Contact parents when needed
- Ensure 2 adults per room; fill in if needed.
- Check each room every 10–15 min.
- Manage bathroom trips for classrooms without one
- Monitor class sizes & structure.
- Oversee potty training (see desk chart).
- Fill out Kid Count Sheet 30 min after service starts.
- Refuel/Special Services: After service, replace roster sheets & empty trash into large bin in cleaning closet.

Classroom Cleaning Procedures

When

After 9am Service

- Wash bottles, sippy cups and any toys that made it into mouths
- Clean high chairs and tables
- Spray baby bouncers

After 11am Service

- Leave large toys on the floor to be cleaned later
- Clean high chairs and tables
- Wash bottles, sippy cups and any toys that made it into mouths
- Spray baby bouncers

NOTE: No shoes on foam mats in Infants and Movers classrooms. These are sanitized weekly and provide a clean floor space for the babies to play.

How

Bottles and Sippy Cups

- Use Dapple Dish Soap
- Wash with warm water, and the silicone scrub pad
- Rinse well
- Leave on the drying pad after each service

Small Washable Toys (if they made it into mouths)

- Use Dapple Dish Soap
- Wash with warm water and the silicone scrub pad
- Rinse well
- Leave on the drying pad

Baby Bouncers

- Spray with Clean Smart disinfectant between each service and allow to dry before the next use

High Chairs, Tables and Foam Climbers

- Liberally spray with Clean Smart disinfectant and wipe down with the microfiber cloth

Discipline in Love (Policy)

At Crossover, we aim to provide the best learning environment for every child and value the trust parents place in us. Our goal is for each child to have a safe, effective, and enjoyable time during Bible study and activities.

When a child displays disruptive, disrespectful, or otherwise unacceptable behavior:

1. First Step: Loving verbal correction with a reminder of class rules.
2. Second Step: Private conversation with further instruction in godly behavior, possibly including Scripture, prayer, and asking forgiveness.
3. Further Steps: May include time out with Wing Watcher, loss of privilege, or sitting with a parent/guardian.

If a child is removed from class, they may return the following week with the agreement that the behavior will change. A behavior contract may be used if needed for on-going issues.

Teachers will discipline with love, integrity, and positive reinforcement-always pointing children to Jesus and helping them do what is right, not just stop what is wrong.

Here are four ways to help foster a loving classroom:

1. **Foster Love & Acceptance** – Make every child feel valued. Listen attentively, show kindness, and redirect firmly when needed.
2. **Engage with Meaningful Activities** – Keep children active with hands-on, interesting tasks
3. **Set Realistic, Consistent Standards** – Match expectations to children's abilities, provide breaks, and maintain consistent boundaries.
4. **Affirm Good Behavior** – Notice and praise positive actions to encourage repetition

Tips for managing the classroom

1. **Set Clear Expectations** – Let kids know how to participate and treat each other.
2. **Establish Procedures** – Tell the kids what they'll be doing today using the schedule in the rooms or a scripture focus so kids know what to expect.
3. **Define & Address Disruptions** – State what counts as disruptive, apply consequences promptly and fairly (see Discipline Policy), and communicate Wing Watcher as needed.
4. **Use Positive Prompts** – Tell kids succeed by telling them what to do (feet on the floor) versus what not to do.
5. **Build Relationships** – Learn their names, show genuine interest, pray for kids, show enthusiasm and include activities to connect them with each other.
6. **Keep Things Moving** – Maintain a steady pace and smooth transitions to keep kids engaged.
7. **Have Fun** – Use movement, crafts, games, songs, or other options keep class enjoyable and memorable.

Refuel

Refuel is a great way to **partner with parents** as they raise children to love God. Our **families depend** on **loving preschool care** so they can serve and grow in the Word.

You get the **best of both worlds** join the church family in worship for the first half hour, then jump in to love and serve our little ones in the preschool wing for the next hour!

- Leaders arrive in classrooms by 6:55pm (thank you for serving with excellence by leaving worship a smidge early)
- Follow the same end-of-service cleaning instructions as Sunday mornings
- Wing Watcher - please see Wing Watcher information

