



NLKids

Parent Orientation Manual

WELCOME TO NEW LIFE KIDS

We are so glad you are here! It is an honor to partner with parents to provide life-changing experiences for children each week. Our desire is to see each child find and follow Jesus.

The NLKids team is dedicated to providing age-appropriate, Bible-based lessons for each child who is in our care. These lessons begin at the earliest age to form a foundation that will not easily be shaken. No babysitting takes place here. We consider all of our classes to be ministry opportunities.

Your child's safety is of the highest concern to us. We make all decisions with safety in mind. All of our staff and volunteers are put through a complete screening process, including a nationwide background check. We also use name badges for children and volunteers in the room. Our check-in safety procedures are described later in this manual. Children are never left alone with a single adult. We are here to protect and serve them each week.

We believe that the best ministry is provided when our Children's Ministry Team works together with parents. This gives the parent the ability to reinforce the lessons that are taught each week, and also to supply valuable input into our services. We think parents and volunteers have great ideas!

We look forward to getting to know you and your children.

Safety Procedures

- Each child in the NLKids services has been checked in individually to the NLKids' wing. This check in gave the parent/guardian a pick up receipt, which is required to pick the child up after service.
 - In the event that the pick up receipt is lost, a photo ID will need to be shown to the New Life Safety team member on duty, and this ID will be compared to the child's Planning Center account guardians. Please be sure to keep the church updated with any changing information regarding parental or pickup duties, assignments, and allowances.
- The New Life Safety team member on duty does regular hall checks, and stops any unauthorized adult from entering the NLKids' wing.
- In emergency cases, the NLKids' wing will be locked down and inaccessible to parents until the emergency is declared inactive. Please do not try to come into the wing- this would cause unnecessary distraction and unsafe access to other people and to our kids.
- NLKids team members have an evacuation procedure in place should the need arise.

Healthy Child Policy

It is our desire to offer a safe and secure environment for each child. In order to keep the classrooms safe and healthy, we ask the following:

- Children who are running a fever greater than 99 degrees be kept home. Children must be fever free without the use of ibuprofen or acetaminophen.
- Children who have very runny noses, or those who have green or yellow discharges from the nose should not be brought to class.
- Children who have discharge from the eyes, or crusting of the eyelids should not be brought to class.
- Children who have, or who are suspected of having, communicable diseases such as chicken pox, roseola, measles, mumps, scabies, lice, etc. should not be brought to class until they have been treated and released by their physician as no longer contagious.
- We reserve the right to ask a parent to remove their child from class if we suspect they have a communicable disease and they have not yet seen a physician.
- Children who have unexplained skin rashes must first see a physician and have the skin condition diagnosed before being brought into the classroom.
- A child who is too listless to participate, and complains of not feeling well needs to remain with their parent, even if no other symptoms are present yet.
- If a child exhibits any of the above during an experience, the parent will be paged and asked to take the child from class.

NLKids teachers and staff do not administer medication of any kind. If your child requires medication during a service, we ask that you come to the classroom at the appropriate time to give it to them. For children who are old enough to administer their own emergency medications, such as a rescue inhaler, the medication must be clearly labeled in its original container with the child's name and dosage information on it, and the Experience Coordinator should be notified.

Classroom Policies

Diaper Changing

New Life volunteers and staff will not be changing diapers in order to minimize close contact with nursery aged children. If a diaper emergency occurs, a parent/guardian will be contacted via the number in the child's check in profile.

First Aid Policy

Whenever an injury or an illness requires medical attention, ("more than a band aid"), the Classroom Leader will notify the parent as soon as possible by paging them. The Team leader will also notify the safety team member on duty, and the Children's Staff Member on duty.

Children with Mental and Physical Challenges

We will work with parents of mentally or physically challenged children to place them in the classroom that is going to be the most appropriate for them. Parents of children with disabilities will need to meet with the NLKids staff to determine which classroom that may be.

Photo/Internet Policy

At New Life, we video & photograph children and volunteers for use on our website, and in our printed publications. If you do not want your child's photo published, please submit a request in writing to NLKids ministry, and drop it off at the Check In Desk in the New Life lobby.

It is normal for young children to cry for a **brief** time after parents have signed them into class. Usually the child will forget their separation sadness as they explore the activities in the classroom. We are more than willing to work with parents during this adjustment time.

Classroom Rules

Children who participate in our classrooms and programs must be able to obey the simple rules of the classroom, and respect others.

- Obey the adult leaders in the room
- Use quiet voices in the classroom
- Respect others in actions and language
- Participate in a constructive manner
- Use the restroom before coming to class (this helps to minimize the disruptions to the class – we realize there will be exceptions to this rule – your cooperation is greatly appreciated!)
- The most important rule in our classrooms is HAVE FUN!

If a child continues to be **unable to obey** the rules, the parent will be paged and asked to stay with their child in the classroom until the child is able to respond in an appropriate manner.

If the child is disruptive and/or disobedient, and the parent is unwilling or unable to remain in the classroom, then the child will need to go with the parent until such a time as they are able to obey the rules.

Our policy of discipline is to **redirect** the child if possible, with an explanation of what the desired behavior should be. Excessive necessitation of redirection will result in the parent being paged via text to the number in the child's profile. The parent can stay with the child, or return at a later time.

We will also page the parent if a child cries, for any reason, longer than just a couple of minutes. We will of course attempt to comfort the child. but if our efforts are unsuccessful, or if the child's crying is disrupting the class, we will page the parent. The parent may elect to take the child out of class, or they may remain in the class with their child.

Check In Procedures

Check In Times

Check in terminals in the New Life lobby and classrooms will be open 15 minutes prior to the start of service

Leaders will check children in at the terminal, and a **tag** will be printed for the child. A **receipt** will also be printed for the parent. This receipt contains a randomized letter/number combination which matches the child's tag. This tag must be presented in order to enter the kids' wing during service and to pick a child up from class. This prevents any unauthorized persons from taking a child out of class. In the event a receipt is lost, a photo ID will need to be presented to a NLKids staff member or Safety Team member on duty.

First Time Guest Check In

Visitors will check in at the First Time Guest Check In desk. They will complete a registration form, which will allow them to be entered into our database. Scheduled, key volunteers will be on hand to answer any questions that visiting families may have. A team member will be available to help new families to their rooms.

Mission Statement

It is the Mission of New Life Church to help others find and follow Jesus

Classes 1

- To have a safe, secure and loving place where babies and toddlers can learn that God made them, God loves them, and God has a plan for their life
- To make the classroom a wonderful representation of the church, where teachers love to teach and babies and toddlers love to come

Class 2

- To have an exciting program that helps them learn more about the Bible, its principles, and its place in kids lives today
- To teach children to learn from the Bible by themselves
- To give children the opportunity to share their knowledge of the Bible with others
- To help children learn to be attentive, to participate, and to have respect for authority and others, all in a fun atmosphere
- To provide a consistent format that will allow children to learn, to mature, and to make friends from among their peers

Services and Classrooms

Sundays

9:30 AM

11:00 AM

Class 1

0 - 2 years

Class 2

Preschool + Elementary