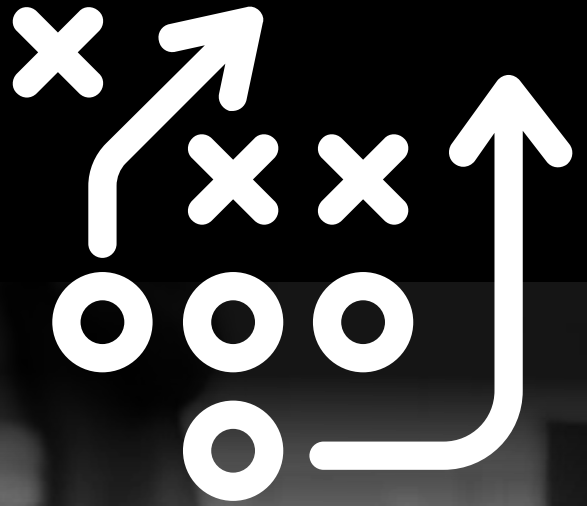




CORNERS KIDS



Raising up Kingdom kids

Thank You

Corners Kids' Team,



I just wanted to take a few minutes of your time and thank you for your dedication to our Corners Kids Ministry at The Corners Chapel.

I want you to know that your serving in our church is noticed and greatly appreciated! I mean that. What you do on Sundays is invaluable to the mission and vision of our church.

Think about it. Our mission and vision is “to see lives transformed by the Word of God so that all the corners of the earth will know that Jesus is Lord.” As you serve the families in our church, you are playing an active role in seeing this mission and vision.


By the Spirit's power, you are transforming lives as you showcase the Gospel (and all the implications of the Gospel) to our young people week after week. Additionally, because of what you are doing, the gospel is moving forward and ultimately reaching the ends of the world as our church's global partnership begins in the Corners Kids ministry!

I know that serving is hard; and I know that being a portable church provides unique challenges to you, and I'm sure it often tests your patience and endurance. But please keep on keeping on. Your work in this harvest field is vitally important!

Who knows... maybe that young person who is trying your patience today might turn out to be a mother, a father, a business leader, a politician, or a pastor one day?

So, there you have it. Just a quick note to tell you that your ministry among our young people matters. It matters to God. It matters to the parents of those children. It matters to our church as a whole. It just plain matters. Thank you for serving and staying committed to your serve team role, even when the going gets tough. I am truly grateful to each of you who serves so faithfully.

Serving with you,



“If I could relive my life, I would devote my entire ministry to reaching children for God.”

D.L. MOODY



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WELCOME! WE ARE GLAD YOU'RE HERE!

We are so excited that you have answered the call to worship through serving in our Corners Kids Ministry, a vital part of The Corners Chapel. Your partnership in this ministry is invaluable, and we are thrilled to serve alongside you!

Here in the Corners Kids ministry, we are committed to coming alongside families to raise up Kingdom kids. Our ministry is gospel-centered, multiethnic, and multigenerational, with the ultimate goal of seeing every child transformed by the Word of God, so that all the corners of the earth will know that Jesus is Lord.

OUR PURPOSE

Our primary focus is to help kids grow in:

- Awareness of who God is
- Understanding of His great love for them
- A deep relationship with Him, leading to salvation
- A passion to tell others about Jesus



OUR APPROACH

We intentionally plant and water seeds of faith by providing:

- Engaging, developmentally appropriate Bible lessons
- Reinforcement through themes, games, object lessons, scripture memory verses, songs, and skits
- Curriculum that aligns with what adults are learning in the worship service.

By doing this, we equip families to be the primary disciple-makers in their children's lives.

OUR MISSION, VISION, & VALUES

Corners Kids Ministry is fully aligned with the Mission, Vision, and Discipleship Flightpath of The Corners Chapel.

MISSION:

"We want to see lives transformed by the Word of God so that all the corners of the earth will know that Jesus is Lord."

VISION:

Gospel-Centered | Multiethnic | Multigenerational

DISCIPLESHIP FLIGHTPATH:



CORE VALUES

Our core values reflect what we strive to cultivate in every child:

- K** **KINDLE** a passion for a personal relationship with Jesus through prayer and worship.
- I** **INTENTIONALLY** teach from the Bible through age-appropriate formal & informal instruction.
- D** **DISCIPLE** through relationships with teachers and older student leaders.
- S** **SEND** them out as salt and light in their homes, classrooms, and activities.

AGES & CLASSROOMS

AGES WE SERVE

At Corners Kids, we welcome children from newborn through 6th grade. Our team members are committed to nurturing and caring for each child physically, emotionally, and spiritually. Our curriculum is aligned with the preaching calendar, ensuring that children receive developmentally appropriate teaching at every stage.



“Every Wonderful Dream (Filled) Adventure Discovers Transformation”



EXPLORERS (NEWBORN – 23 MONTHS)

Our youngest class is a safe and loving environment where babies and toddlers can begin to explore. Faith is introduced through:

- Play-based learning
- Bible stories
- Music & movement
- Prayer for each child and their family

Using a simple A, B, C format, we introduce the Word of God in an engaging and age-appropriate way.



WONDERERS & DREAMERS (2 – 3 YEARS OLD)

This early preschool class encourages toddlers to explore their world through active play and hands-on learning. Activities include:

- Bible stories & themes
- Coloring & crafts
- Songs with hand motions
- Live & digital puppet skits

Scripture memory verses and catechism Q&A are also introduced, reinforcing biblical truths at an early age.



ADVENTURERS (4 YEARS – KINDERGARTEN)

This Pre-K – K class helps children discover:

- Who God is
- Who they are in Christ
- That Jesus loves them and wants them in His family

Children engage in:

- Active play & storytelling
- Bible-based crafts, songs, & skits
- Scripture memory & catechism Q&A

We encourage curiosity and provide a solid biblical foundation as they prepare for elementary learning.



DISCOVERERS (1ST – 3RD GRADE)

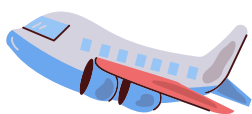
This class helps children deepen their understanding of God and salvation. Key areas of growth include:

- Recognizing their need for a Savior
- Learning how Jesus came to save them
- Understanding their role in God's family

Activities include:

- Bible teachings & scripture memory
- Books of the Bible memorization
- Catechism Q&A & object lessons
- Skits, discussions, and personal reflection time

This stage is pivotal in shaping a child's faith journey.



TRANSFORMERS (4TH – 6TH GRADE)

This upper elementary class focuses on critical thinking and personal faith. Children will:

- Engage deeply in biblical discussions
- Think critically about who God is and their identity in Christ
- Grow in understanding the Holy Spirit's power

The class structure includes:

- Skits, object lessons, & advanced memory work
- Switching to a focused Bible teaching session
- Group discussions & personal reflection

Our hope is that each child's life is transformed by the Word of God, inspiring them to GO and share Jesus with others.

CLASS ADVANCEMENT & PROMOTION SUNDAY

- **Explorers** (Newborn – 23 months) move to the next class as soon as they turn 23 months.
- **Wonderers & Adventurers** (2 – 3 years, 4 years – Kindergarten) move to the next class when they turn 4.
- **Discoverers & Transformers** transition to the next level on Promotion Sunday, held the first Sunday after Labor Day.



CLASSROOM	RATIO
Explorers	1:3
Wonderers/Dreamers	1:7
Adventurers	1:12
Discoverers	1:15
Transformers	1:5

LEADER/CHILD RATIO REQUIREMENTS

We adhere to a strict two-adult rule in all classrooms to ensure the safety and well-being of every child. This policy not only protects children but also safeguards our volunteers against false allegations. Our leader-to-child ratios are outlined in this graph.

SPECIAL CARE FOR CHILDREN WITH SPECIAL NEEDS

We are committed to providing extra love and attention for kids with special needs. While we do not yet have a formal Special Needs Ministry, we are:

- Gaining knowledge & training to better serve families
- Growing in awareness & sensitivity
- Committed to ensuring that all children feel welcomed and valued

We look forward to expanding this ministry as our resources grow.



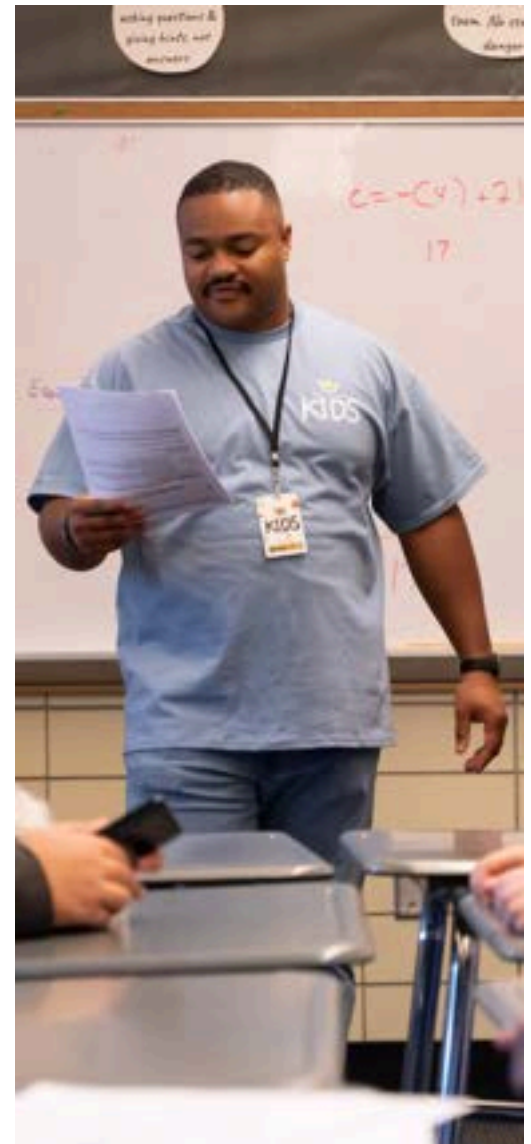
JOINING THE TEAM

BECOMING A CORNERS CHAPEL KIDS MINISTRY TEAM MEMBER

Joining the Corners Chapel Kids Ministry is a meaningful way to serve our community and nurture the spiritual growth of our children. We have established a structured process to ensure that each team member is well-prepared and aligned with our mission.

PROCESS OF BECOMING A TEAM MEMBER

1. **Personal Relationship with Jesus:** Prospective team members should have a committed personal relationship with Jesus Christ.
2. **Regular Attendance:** Attend Corners Chapel services regularly for at least three months.
3. **Prayerful Consideration:** Pray and discern if the Lord is calling you to serve in this ministry.
4. **Shadowing:** Shadow a team lead to gain insight into the ministry's operations.
5. **Application:** Complete and submit the Corners Kids application form.
6. **Background Check:** Provide necessary information for a security background check.
7. **Meeting with Director:** Meet with the Kids Ministry Director for an interview.
8. **Playbook Review:** Read the Corners Chapel Kids Ministry playbook to understand policies and procedures.
9. **Orientation Training:** Attend or view the orientation training session.
10. **Team Introduction:** Meet your assigned team lead and receive your serving schedule.
11. **Alignment & Agreement Form:** Sign the alignment and agreement form to confirm your commitment.



ROLES & RESPONSIBILITIES

TEAM ALIGNMENT & AGREEMENT

As a team member, you are expected to:

- Have a personal relationship with Jesus.
- Reflect Christ in the classroom and in all interactions.
- Pray regularly for the children and their families.
- Undergo a background check if 18 or older.
- Align with the mission, values, core beliefs, and policies of the church.
- Commit to your assigned position and attend scheduled trainings.
- Participate regularly in church services.
- Adhere to all ministry policies.
- Provide a **4-week notice** prior to leaving your position.
 - *This is crucial for maintaining the continuity and quality of our ministry. This notice period allows adequate time to find and train a suitable replacement, ensuring that our ministry continue to run smoothly. It also reflects your respect and commitment to the children, families, and fellow team members who rely on your serving.*



KIDS MINISTRY DIRECTOR

In our Corners Kid's ministry, our leadership structure is essential for fostering a nurturing and effective children's ministry. By clearly defining roles and responsibilities, we ensure that each team member can serve with purpose and clarity. Our is lead primarily by Jesus (the head of the church). Under His supreme authority, our elders provide spiritual oversight and guidance. The structure on the following pages flows from their leadership.

KIDS MINISTRY DIRECTOR

The Director leads the children's program, overseeing policy development, curriculum alignment, team coordination, and overall ministry progress. Responsibilities include attending staff meetings, training team leads, and engaging with families.

DIRECT REPORT: Lead Pastor

SPIRITUAL LEADERSHIP:

- Deepen personal relationship with Jesus Christ.
- Regularly attend and/or watch worship services.
- Build relationships with team members, offering encouragement and support.
- Pray regularly with and for team members, children, and their families.

PROGRAM DEVELOPMENT AND OVERSIGHT:

- Develop and update policies and procedures for the children's ministry, in collaboration with pastoral and elder guidance.
- Participate in weekly staff meetings, retreats, and trainings.
- Meet regularly with the pastor to align curriculum with church services
- Collaborate with the curriculum team, consulting and updating the pastor on any modifications.

TEAM LEADERSHIP:

- Shepherd and guide Team Leads in coordinating team members.
- Provide training for all team members and evaluate program effectiveness.
- Schedule teams and post weekly overviews and curriculum.
- Monitor weekly service assignments, offering ongoing support to Team Leads and substitutes.

RESOURCE MANAGEMENT:

- Identify and develop new leaders and team members.
- Assess needs related to space, budget, curriculum, supplies, and other resources; recommend necessary actions.
- Lead in Vacation Bible School (VBS) curriculum selection, programming, recruitment, and training of the team.

ADDITIONAL DUTIES:

- Substitute for Team Leads and team members as needed.
- Conduct quarterly class visits to assess operations.
- Assist with check-in, check-out, and the resource table to connect with parents, families, and children.

TEAM LEADS

A Team Lead in the Corners Kids Ministry serves as the primary leader for their assigned team, guiding them through their service every four weeks. They are responsible for fostering spiritual growth, providing support, and ensuring the effective implementation of ministry activities. Team Leads may occasionally be called upon to substitute for other leaders when necessary. Substitute Team Leads step in when active leads are unavailable.

DIRECT REPORT: Kid's Ministry Director

ONGOING RESPONSIBILITIES:

- Regularly attend worship services and view recordings when serving.
- Build and maintain relationships with team members, offering encouragement and spiritual guidance.
- Pray consistently for team members, children, and their families.
- Participate in monthly meetings with the director
- Attend team lead meetings regularly.
- Remain flexible and ready to assist where needed.

WEEK OF SERVICE:

- Communicate with teachers and Junior Servants (JS) / Corners Youth (CNRS YTH) helpers to assess class needs and offer prayer support.
- Ensure organizational tasks are completed to prepare teams for service.

DAY OF SERVICE:

- Arrive between 8:15 and 8:30 AM; gather present members for prayer.
- Follow the "Sunday Team Lead Checklist," which includes setup and meetings.
- Collect information from new families and inform the coordinator to send a "We are glad you were here" postcard.
- Notify the Administrative Assistant of new families.
- Maintain cleanliness and sanitation of rooms (e.g., empty trash, check bathrooms, turn off lights).
- If students become restless, conduct a "Holy Spirit Walk" to help them refocus.
- Assist class leaders with bathroom breaks.

WEEK AFTER SERVICE:

- If a child has been absent for three weeks in a month, send a card or call the family to express that they were missed.
- Report any absences, needs, or concerns to the Corners Chapel Kids Director.
- Inform the Administrative Assistant of any required supplies (e.g., wipes, paper towels, diapers).
- Report damaged toys, equipment, or safety hazards to the Corners Chapel Kids Director.

TEACHERS & CO-TEACHERS

Teachers and co-teachers in the Corners Chapel Kids Ministry are dedicated to nurturing children's spiritual growth through effective Bible teaching and personal relationships. They collaborate to create engaging learning environments, model Christ-like behavior, and support each child's faith journey.

DIRECT REPORT: Team Leads

ONGOING RESPONSIBILITIES:

- Regularly attend worship services and view online when unable to attend.
- Reflect Christ-like behavior in all interactions.
- Commit to the mission, vision, and core beliefs of the church.
- Participate in scheduled meetings and training sessions.
- Pray regularly for each child, their families, and teaching team members.
- Adhere to all policies and procedures; seek clarification from Team Lead when needed.

RESPONSIBILITIES BEFORE SUNDAY:

- Prepare for lessons by reviewing curriculum and materials.
- Communicate with co-teachers and helpers regarding roles and materials needed.
- Participate in classroom setup and teardown as scheduled.
- Pray for the upcoming class, students, and fellow team members.

SUNDAY MORNING RESPONSIBILITIES:

- Arrive at 8:30 AM (or by 9:00 AM for single parents, those with special needs children, or children under 3).
- Complete classroom setup if not done on Saturday.
- Review curriculum with the class team and ensure all materials are ready.
- Set up necessary technology, such as YouTube videos, for the lesson.
- Assist in setting up signage and clearing hallways of any obstacles.
- Attend Pre-Huddle and Huddle meetings.
- Be in respective places by 9:55 AM to welcome families and children.
- Introduce guests and assign them a buddy.
- Teach and guide children through the lesson and activities.
- Sign cards for visitors and fill out cards for children who have been absent for two Sundays.
- Communicate individual student needs to parents at dismissal.

THE WEEK AFTER RESPONSIBILITIES:

- Contact the Team Lead with any questions or concerns.
- Share praises and thank the Lord for His work during the serving week

CORNERS KIDS ADMINISTRATIVE ASSISTANT

The Administrative Assistant supports the Director by managing data, preparing documents, and assisting with check-in procedures.

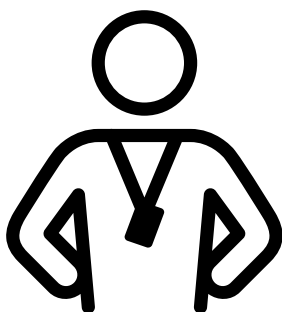


CURRICULUM TEAM

These individuals collaborate with the Director to develop and organize age-appropriate curriculum materials, including crafts and lesson plans.

KIDS CREATIVE TEAM

Creative Team Members design materials to enhance the curriculum and other aspects of the ministry.



PRESCHOOL, ELEMENTARY, AND JR. SERVANT/CNRS YTH COACHES

Coaches provide encouragement and guidance to teachers and helpers, assisting with curriculum implementation and fostering leadership development.

JUNIOR SERVANTS (JS) AND CORNERS YOUTH (CNRS YTH) HELPERS

JS (4th–6th grade) and CNRS YTH (7th–12th grade) helpers assist in classrooms by engaging with children, supporting activities, and serving as role models. JS helpers must serve alongside a parent and complete necessary training.



SCHEDULING

At The Corners Chapel, all serve teams, including the Photo Team, operate on a four-week rotation. This system allows serve team members to serve on multiple teams without overlap and ensures consistency across all teams. Maintaining this rotation is crucial—if one team deviates from the four-week schedule, it disrupts the entire system.

ROTATION

- At the **start of each serve team year** (or when a new member joins or leaves the Team), a rotation schedule will be sent out, listing who is scheduled for each week.
- These rotations will not change unless otherwise noted by the Director.

SERVE REQUESTS

- Each week, the **Corners Kids Director** will send a serve team request to the serve team members scheduled for that week.
- It is important to respond promptly by accepting or declining the request to confirm availability.

FINDING A REPLACEMENT

The proper steps for funding a substitute are detailed in the policy & procedures portion of this document. It is important to follow every step in looking for a substitute.

SERVE ROTATION, SCHEDULE, AND CURRICULUM

All of this information is found in the TCC App:

- **Serve Rotation:**
 - Serve Team Login > Serve Team Rotation
- **The Sunday Schedule:**
 - Serve Team Login > Kids > Runsheet
- **Curriculum:**
 - Serve Team Login > Kids > Curriculum





THE CORNERS CHAPEL

POLICIES & PROCEDURES

SAFETY MATTERS AT THE CORNERS CHAPEL

At The Corners Chapel, ensuring the safety and well-being of our children is paramount. To maintain a secure environment, we have established the following policies:



BACKGROUND CHECK POLICY

To provide the safest possible environment for the children in our care, reduce the risk of sexual abuse, protect those who serve in The Corners Kids Ministry from false allegations, and comply with insurance requirements, all workers must complete an online background check. Individuals known to have committed criminal acts or acts of sexual misconduct are prohibited from serving with children. All information obtained will be held in strict confidence.

TWO-ADULT RULE POLICY

We enforce a two-adult rule: two adults must be present during any activity involving children. An adult should never be alone with a child; if only one adult is present, a parent should be asked to remain until another adult arrives. Adult workers should immediately report any behaviors that seem inappropriate or abusive to their ministry leaders, who, in turn, should report to the Director of Children's Ministry.

SUSPECTED ABUSE AND NEGLECT TRAINING & REPORTING POLICY

We want the kids and families we serve to feel safe, loved, and secure in Christ while in our care. To achieve this goal, all Elders, Pastors, Staff, Corners Kids Adult Team Members, and all Directors and Team Leads in other areas of service will take child safety training as required.

Ohio law mandates that clergy members and designated church leaders report any incidents where child abuse or neglect is reasonably suspected. This policy requires that any suspected abuse or neglect be reported to the Designated Reporters: Senior Pastor & Corners Kids Director. In their absence, reports should be made to one of the head elders or another church elder. Once reported, the individual making the report will maintain confidentiality and cooperate with church and staff officials in any investigation.



ABSENCE POLICY

When a team member anticipates an absence, they should:

1. Pray for the Lord to raise up a substitute.
2. Contact their team teacher & team lead as soon as possible.
3. If it's the day of serving, notify the team lead and the Director of Kids Ministry.
4. Privately contact at least two people to request a swap, ideally someone who serves in the same class.
5. If unable to find a substitute, send a message to all kids' ministry members via the Sub Channel in the app.
6. Inform the team lead of who will be covering.
7. If still unable to find a substitute after following steps 1-6, notify your Team Lead and continue to pray for a substitute teacher.

BATHROOM & DIAPER CHANGE POLICY

Encourage parents to take their child to the restroom prior to drop-off. Consult with parents if they prefer to be called for diaper changes or bathroom visits. Before proceeding with diapering or assisting with toileting, check the Care Instruction form from parents. Only teachers 18 or older can change diapers.

Diapering Procedures:

1. Wear gloves during diapering.
2. Use a changing table or designated area away from traffic, in full view of another adult.
3. Place the child on a clean changing pad or blanket.
4. Have all supplies ready before placing the child on the changing table.
5. Keep one hand on the child at all times.
6. Return the child to the appropriate group after changing.
7. Do not discard dirty diapers and gloves in the classroom trash can; place them in plastic bags and page the Team Lead to dispose of them in the designated bin behind the entrance desk.
8. Clean the pad with an antibacterial wipe after each diaper change.
9. Wash hands after diaper changes.
10. Note the time and type of diaper change on the take-home sheet.



BATHROOM & DIAPER CHANGE POLICY (CONT.)

Toilet-Trained Children Who Have Accidents:

- 1.If a child urinates, change the child and inform the parent upon pick-up. Extra clothing is available in the nursery.
- 2.Wear gloves during the change.
- 3.Perform changing within eyesight of other leaders.
- 4.Place dirty clothing in a plastic bag for parents upon pick-up.
- 5.Notify the Team Lead to dispose of gloves in the designated bin behind the entrance desk.
- 6.Wash hands after changing.
- 7.If a child has a bowel movement, notify the parents to come and change their child. Extra clothing is available in the nursery.
- 8.Note the time and reason for the change of clothing on the take-home sheet.

Bathroom Policy:

For Wonderers through Adventurers:

- 1.Children must be accompanied to the restroom by both teachers; if one needs to go, the entire class goes.
- 2.Upon entering the restroom, prop the main door open and ensure the class is the only one present.
- 3.Teachers should station themselves in doorways where they can see children entering stalls.
- 4.Encourage children to handle their own toileting needs; if assistance is needed, use gloves and wash both your and the child's hands afterward.
- 5.Notify the Transformer class teacher and Team Lead if both teachers are needed to assist in stalls. One teacher should be in the stall with the door open, the second teacher should monitor both the child and the first teacher, and the Team Lead should oversee the second teacher.

For Discoverers & Transformers:

Children may go to the restroom without a leader if the Team Lead first checks the bathroom to ensure no one else is present and watches the child enter and exit. Only one child from this classroom is allowed in the bathroom at a time under these conditions.

BITING POLICY

Biting is taken seriously in our ministry. While it can be part of the developmental process, it cannot be ignored. Reasons for biting may include speech delays, sensory exploration, anxiety, panic, or an intense desire for something. We aim to eliminate biting behavior quickly while supporting both the biting child and other families.

Guidelines for Biting Incidents:

First Incident:

1. Inform parents if their child has bitten or was bitten; the name of the biting child will not be released.
2. Separate the children involved and notify the Team Lead; complete an incident report for the parents of the bitten child.
3. Focus on caring for the bitten child, following proper first-aid protocols.
4. Inform the biting child that parents will be notified and encourage self-reflection on better responses; consider discussing the Fruit of the Spirit and praying with the child.
5. Upon pick-up, discreetly notify the parent(s) of the biting child, discuss the incident, provide resources on biting, and develop an individualized plan to prevent recurrence.

Additional Incidents:

1. Follow steps 1–3 above.
2. The parent(s) of the biting child meet with both the Team Lead and the Kids Ministry Director to review the individualized plan and determine any future measures to support the child.

CHECK IN & DISMISSAL POLICY

All Children will be signed in by an adult or older sibling (13 or older) through Subsplash, our secure, web-based management system. Parents will check children in at the Corners Kids Check in tables. The child's name will be registered and a nametag will be printed for the child as well as a label for the parents to provide at pick-up. New comers are to be walked to class by parents and Team Lead and the Team Lead is to introduce the teachers, kid(s), and parents. The teachers are to welcome the new child. Team leads will take note of the name and provide a list of new names to the Director.



CHECK IN & DISMISSAL POLICY (CONT.)

If the label has been lost by a parent/guardian, the Children's Ministry Director, a Pastor or Elder must come to the dismissal to authorize release of the child. A driver's license identification must match the authorized name on the sign-in sheet. There will be no exceptions to this rule. Dismissal Newborn - 5th grade students are dismissed by parent pick up stickers. These students must stay with their class and be seated in the dismissal area. Our 6th grade students, if they have written permission obtained from a parent or guardian, may dismiss themselves, but they are to stay in the lobby area and connect with their parents.

CLASSROOM MANAGEMENT POLICY

At the Corners Chapel Kids Ministry we want to be proactive and work to prevent discipline concerns. One way we work to this end is by supporting and encouraging our teachers in their preparations. We make sure that our teachers have resources needed to be prepared to teach the lesson. We work to make sure they have the materials they need. We work to make sure the teachers are knowledgeable and feel equipped to use the technology and equipment needed. Additionally, making sure there is adequate staffing in the classroom to assist the students in their learning experience will help prevent behavioral problems. Resources, Routines and Procedures are key to classroom management.

We want our classroom management to hang on 3C's - Connection, Compassion, and Consistency. Why does classroom management matter? It allows access to the gospel message to all learners. It provided a safe, predictable environment, which produces peace. It helps illuminate the unconditional love of Jesus.

Finally, we here at the Corners Chapel seek to look for behavior in the students that can be positively reinforced. To do this we utilize the WHOA Student. This is identified by the students and provided with a gift of positive reinforcement for Christ like behavior.

We also utilize the Fruit of the Spirit for this. Our discipline policy is based on the Fruit of the Spirit.



CLASSROOM MANAGEMENT POLICY (CONT.)

The following guidelines should be used in the classroom as we seek to establish and maintain a high standard of expected behavior. Good classroom management prevents most behavioral problems. Remember that the word discipline means “to teach.” Children are not to be punished by leaders. Our desire is to kindly and lovingly teach children what the expected behaviors are in our classrooms. When children misbehave, the following procedures should be followed:

- A general warning should be given to the group restating the expected behavior.
- Children who continue to defy the expected behavior after the general warning has been given should be warned by name privately. The expectation is that if misbehavior is occurring during the teaching time, a classroom worker would speak to a child in private.
- If the child fails to comply after an individual warning, isolation/exclusion from the group for a “time-out” period should occur. Appropriate lengths for time-outs are usually based on the age of the child. Ex: a two-year-old should only be in time-out for 2-3 minutes; an appropriate time for a six-year-old would be 4-6 minutes, depending on the behavior that needs correction.
- After the time-out period, the adult should restate the expected behavior with the child, ask the child if he/she understands it, and assure the child that he/she is loved before releasing the child back into the group.

Under no circumstances should a worker discipline a child by physically striking or touching the child in an inappropriate manner. Touching a child as required for hygienic care, as in changing a diaper, is permitted when necessary.

Handling Serious Behavior Issues

At times we have children in our care who need more structure and reminders about self-regulation. Our desire is to minister to every child, but we have a responsibility to ALL children in each class. When one child is taking so much effort and focus to the detriment of the others, something usually has to change. Our desire is to kindly and lovingly teach children what the expected behaviors are in our classrooms.



CLASSROOM MANAGEMENT POLICY (CONT.)

The following guidelines should be used in the classroom:

- At the beginning of class, go over the rules/expectations/consequences so the child knows what to expect and is reminded of the intended behavior.
- If a child is having repeated behavior issues in class, give the child three opportunities for behavior change. After each event, get down to eye level with the child to establish eye contact. Once you have the full attention, remind the child of the three chances and what reminder they are on: "Joe, this is your second reminder. I want you to stay in class but if you do that behavior again your dad will be called to come and get you. You have one more opportunity." Make sure you lovingly remind the child that he/she is wanted in class, but a parent will be called if necessary.
- If a child runs away, which causes a safety issue for him/her as well as the other children, it is appropriate to page the parent. It is not necessary to physically restrain a child.
- If a child is misbehaving, seek for an opportunity to talk about Jesus and the Fruit of the Spirit. Using discipline as a foothold for sharing the gospel will help teach them about Jesus' love as well as keep you on the right mindset in discipline.
- Give encouragement freely. It is inspiring. Use criticism sparingly. It is self-defeating.
- Notice and acknowledge a child's appropriate behavior.
- Be consistent.
- Accept a child's feelings that he cannot control; but stop his disruptive or destructive behavior.
- Correct a child's behavior with love and respect.
- Respect a child by correcting in private.
- Empower rather than threaten. Give choices.
- Provide interesting and challenging things to do and reduce the possibility of behavioral problems.
- Give bountiful emotional support to the child who misbehaves. Misbehavior is often a plea for help.



CLASSROOM MANAGEMENT POLICY (CONT.)

- Let the child learn from the natural or logical consequences of his actions (example: if he misuses the blocks, he may not play with the blocks for a while).
- If anything comes up that you cannot handle, please do not hesitate to call for the parent. Allow the parent to handle the discipline.
- Usually just a threat to call for a parent will do the trick.

ELOPEMENT POLICY

If a child is missing from The Corners Kids Ministry, notify the team lead, police, Director of Corners Kids or an elder. The Pastor should be notified after service. The Director should then notify the Police officer and Head Usher to continue the search, notify the parents, or increase church awareness. All should remain calm and rational while moving in as timely a manner as possible.

EVACUATION POLICY

- Familiarize yourself with the posted evacuation notifications in your classroom.
- Display a sense of calm, smile, and encourage children.
- Obtain the sign-in sheet and account of any children away from the classroom and check restrooms.
- Have children hold hands and lead them to the exit door designation on the evacuation plan
- Help those with special needs
- Sweep room for hiding children (may be frightened by noises)
- Turn off lights and close the door when the room is confirmed empty.
- Consider having children sing to keep them busy. Reassure them of the sights and sounds they may
- Experience.
- At the evacuation area, determine if anyone needs medical attention. Report a medical need to the safety and security team so first aid can be provided until ambulances arrive.
- Keep your children together. Proceed with the routine check-out procedures.
- Do not release any children to parents until at the designated evacuation area.
- The usual procedure for releasing children will be followed regardless of where we are.
- After all children are released to parents, return the sign-in sheet to the kids director.

INJURY POLICY

Always talk to the parents when they pick their children up if an injury has occurred (especially if there is an obvious bump, bruise or scratch). Each class room will have an incident form to be filled out. A copy will go to the parents and a copy will go to the team lead to file. Please go and get the parent in the event of blood, severe crying that lasts longer than 5 minutes, etc. First aid kits can be found in the classroom carts and in the cart by the registration table. Instant cold packs will be available.

If a medical emergency occurs, call 9-1-1. The address of is: The Nordon High School, 8006 S Bedford Rd. Macedonia, Ohio 44056

Allergies: Please note any food allergies for all students. Nursery will primarily be given the snacks parents bring. If no snack or food is found, please discuss allergies with parents.

LOCK DOWN POLICY

Team members will receive a “lock down” notification via the walkie talkie. At that point they are to close their door and secure it as they have been trained. They should get the kids all on the floor away from the windows and doors and turn off the lights. Try to stay calm and pray. They should not open the door until the clearance code is provided.

PARENT NOTIFICATION POLICY

Safety and comfort of the child in The Corners Kids Ministry is a priority. If there is an immediate concern, such as a child is believed to be inconsolable for 10 minutes, a medical need, significant behavioral concerns or another situation where immediate attention is needed, parents will be contacted via text message or a number will be displayed on the screen.

PHOTO POLICY

We want to be mindful of safety and privacy, team members are asked to refrain from taking any pictures with the children and posting them online. On designated photo Sundays (3-4 times per year), parents will be informed ahead of time that photos will be taken. We will provide a special sticker for any child whose parents request they not be photographed. The photo teams has guidelines for how to (and how not to) photograph kids on the other Sundays.



SET UP & TEAR DOWN POLICY

On the week the team members are expecting to serve, they are asked to consider coming on Saturday Morning from 9 - 10 am to help set up. They are expected to arrive on Sunday at 8:30 to complete set up and to connect with their teaching team. Team members are asked to stay for tear down the week they are serving until their class is completely reset.

On the week before the team members serve they are asked to join the serving team to tear down. This will assist in communication and consistency in the classroom from one week to the next. Additionally, it will help with the tear down process. They are asked to stay a minimum of 15 minutes to help tear down and exchange information about the class.

Videos are available and should be watched to help team members learn the details of set up and tear down.

SICKNESS POLICY

Health and wellness is important to all here at the Corners Chapel. Germs spread quickly and can compromise the health and wellness of our families. Therefore, children with the following symptoms are not admitted into the children's wing:

- Any degree of fever
- Vomiting
- Diarrhea
- Unexplained or contagious skin rash
- Bleeding/wet diaper rash
- Chronic cough
- Runny nose (yellow/green discharge)
- Eye/ Ear infections
- Pink Eye
- Parasites (nits, lice, mites, ringworm, etc.)

If a child enters the Corners Kids, and one of the above symptoms are found, notify the parent immediately. Team leads will tactfully explain why they are being paged and invite the child back when he/she is well. No medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs. Parents are to be notified if medication is needing to be provided.



TEAM MEMBER NAMETAG POLICY

When team members arrive at the pre huddle, they are to pick up their name tags and put them on so they have them on before huddle. Name tags are to be returned in the bucket after post huddle before team members head back to the children's area for tear down. If a name tag is missing a stick on the name tag is to be worn. The Team Lead is to get that name tag to the team member.

FINAL NOTES

As we conclude this playbook, we want to express our deepest gratitude for your dedication to The Corners Chapel Kids Ministry. Your commitment to nurturing the spiritual growth of our children is invaluable.

Remember, our church is led primarily by Jesus. The structure and guidelines outlined in this playbook flow from their leadership, aiming to create a safe, loving, and effective environment for our children to learn about Christ.

Please keep this playbook accessible and refer to it regularly to ensure consistency and adherence to our policies.

The appendices will be updated as needed to reflect any changes; Team Leads will notify you of such updates. If you have any questions, concerns, or suggestions, do not hesitate to reach out to your Team Lead or the Director of Children's Ministry. Your feedback is crucial as we strive to improve and serve our community better.

Thank you once again for your unwavering support and service. May God bless you abundantly as you continue to impact the lives of our children.



APPENDICES