

COVENANT KIDS LEADERS MANUAL (INFANT-TK)

(Updated 2025)

COVENANT KIDS VISION: “Providing a safe and secure atmosphere where children learn the Bible and learn to love God.”

We create this atmosphere by offering a clean, safe, and welcoming environment where children can learn age-appropriate Biblical truths and grow in their love for God. We value each child as a unique individual, created in the image of God with a special purpose.

SCHEDULING

Volunteers are scheduled weekly for both services.

- We currently schedule adults with junior volunteers added as needed.
- Scheduling notifications are sent via Planning Center to your email (or your parent's email, if you are a junior volunteer).
- Please confirm your scheduled date through Planning Center when the schedule is sent out.

ARRIVAL TIME

Volunteers should arrive and be in the classroom 20 minutes before the service starts:

- 8:40 AM for the first service
- 10:10 AM for the second service

PRE-SERVICE PREPARATION


- Weekly lessons and craft supplies will be laid out on the counter.
- All volunteers should take a few minutes to review the lesson and craft before children arrive.

CHECK-IN & DROP OFF

- All volunteers and children must check-in at the check-in stations.
- Volunteers will receive a name tag.
- Children will receive name tags, along with tags for any personal items (e.g., diaper bags, bottles).
- Parents will receive a security tag to use at pick-up.

AT DROP-OFF:

- Ask parents if their child may have a snack. Let them know the current snack options: cheddar whales, rice chex cereal, or Cheerios.
- If a child wears diapers, change as needed. If the child is potty-training, ask the parent for any necessary instructions.

 Only authorized adults and junior volunteers are allowed in the Covenant Kids classroom during service.

COVENANT KIDS GOALS

1. To give parents time to be refreshed and ministered to through worship and the Word.
2. To provide a safe, clean, and engaging environment where children learn about God.
3. To create a fun space where children learn about sharing and friendship.
4. To offer age-appropriate toys and activities that support learning and development.

INTERACTION WITH CHILDREN

- Some children may need extra attention or redirection.
- Always respond with **love, wisdom, discretion, and tact**.
- Infant gear (baby seats, swings, exersaucers) is available.
- Stay alert to common toddler behaviors like pushing, hitting, or biting.
 - Reaffirm positive behavior.
 - Redirect to new toys or activities if necessary.
- If behavior is unmanageable, or if a child is inconsolable for 10–15 minutes, contact the Admin Team Member in the lobby to notify the parent using the child's security page number.

EXAMPLE ACTIVITY IDEAS

- **Arrival & Open Play**
- **Clean-up** as transitions occur between activities
- **Lesson/Worship Time** using the weekly video lesson found on the NCCC App through the Roku.
- **Craft Time** (coloring sheets might be the weekly craft, but extras are available in the cabinet)
- **Snack Time**
- **More Play Time** — feel free to explore cabinets for games and toys

After Service:

- Sanitize all used surfaces (tables, chairs, toys).
- Put away any craft supplies.
- If you notice low or missing supplies, notify Melanie.

Thank you for sharing your time, gifts, and heart with our children.

We believe children are not just the church of tomorrow—they are the church of today. Your service helps plant seeds of Biblical truth that will grow for a lifetime.

Thank you for serving!