

Parent Handbook



Community
Southern
Baptist
Church

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welcome

We are so glad to have the opportunity to minister to your child through our Children & Family Ministry. It is our desire to partner with parents as we lay a spiritual foundation that may one day lead to a personal relationship with Jesus Christ. We also want to assure you that your child's care is a top priority at Community. Please read this parent handbook and if you have any questions or concerns, don't hesitate to contact the Children's Ministry Directors.

Our Mission

CSBC Children & Family Ministry exists to glorify God through evangelizing children, encouraging parents, and edifying servants so that the gospel may be spread among our communities. By doing this the church may be strengthened through the teaching of God's Word.

2 Timothy 3:17 So that the man of God may be complete, equipped for every good work.

Curriculum

All of our children's ministry curriculum is rooted in scripture and approved by our Directors & Head Pastor

Our Promise

With this mission in mind it is our promise to parents that we have set forth the following expectations for our volunteers and ministry leaders:

- All children's ministry volunteers/teachers/substitutes are required to complete a successful background check
- Volunteers in a teaching role (Sunday school, Children's church, Wednesday evening Bible study) will be required to be in the process of or have completed their first phase of discipleship
- It is our normal practice that no volunteer will be allowed to work with children in any capacity until they have been an active and participating member of the church for a minimum of four months.

opportunities to serve

For a successful family ministry, parents are strongly encouraged to serve in the CSBC Children & Family Ministry.

Opportunities to serve range from weekly, monthly, to quarterly. Please contact the Children's Ministry Directors if you are interested in volunteering.

Some positions require arriving 10 minutes early and/or staying 10 minutes late depending on the transition time.

There are also special events we hold such as VBS and the back-to-school bash annually that have many serving opportunities.

Service Times

Sunday

Early service 9 AM

Sunday School 10 AM

Second Service 11 AM

Evening Service 6 PM

Wednesday

Kids Program/Adult Bible Study 7pm

**There may be times we utilize youth volunteers to help in our ministry. This is a wonderful opportunity to train up our future servant leaders. Please know that youth volunteers are at least 14 years of age, come at the recommendation of our Youth Directors, and are under the supervision of an adult volunteer at all times.*

Children's Ministry Directors

Shawn Cook | 417-327-9087

Lauren Cook | 417-839-7978

Follow us on Facebook to see what's new and what your children are learning about:
<https://www.facebook.com/communitykidsFG>



Safety

Parental Responsibility

The responsibility to supervise children while at CSBC rightfully belongs to the parents or guardians of those children. Parents are expected to know where their children are at all times and are relied upon by the church to supervise the actions of their children.

Proper parental supervision is defined as parents having their children within eyesight and under their control by properly signing them into and picking them up from a supervised ministry activity with the proper security badge. By doing this, parents, volunteers, and church attendees alike can be assured that the children are not in places in the building where their play can cause injury to themselves, disrupt others, or cause damage to the facility. Proper supervision of children also significantly minimizes the risk of any child being lost or injured. Anyone encountering children that are outside of proper supervision should report the situation to the Children's Directors immediately.

Emergency Action Plans

Emergency action plans are posted in every classroom which contains copies of the fire procedure, medical emergency procedure, incident reports, and weather emergency procedures as well as building maps with evacuation routes. All volunteers are made aware of these plans and where to locate them.

Evacuation Zones:

ZONE 1 - Playground

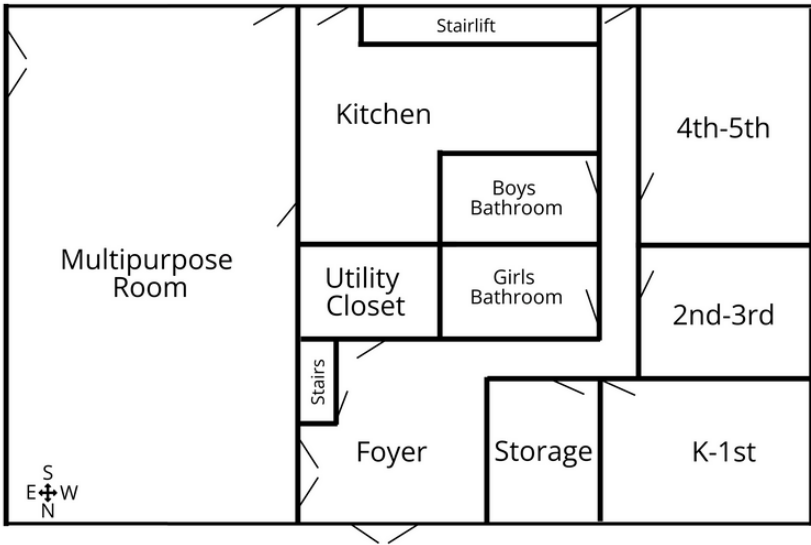
ZONE 2 - Northeast corner of the parking lot

Reporting Alleged Child Abuse or Neglect

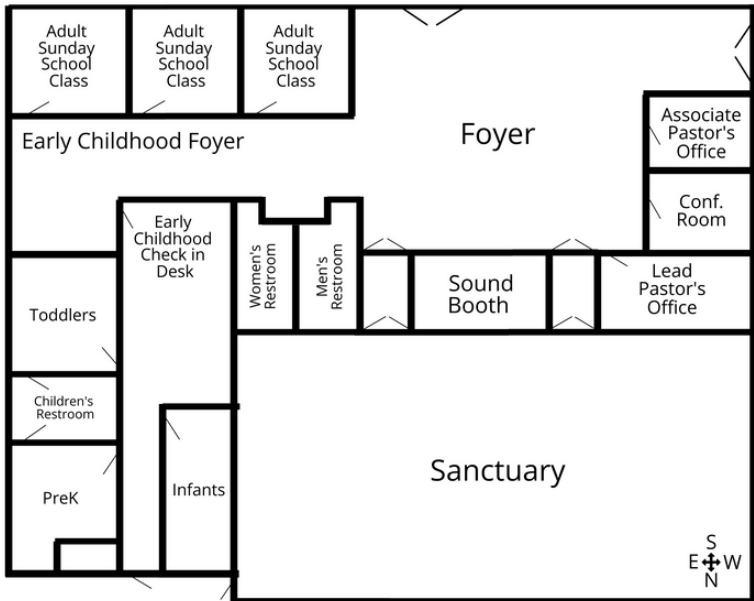
Our team is alert to the physical and behavioral indications of child abuse and neglect. It is a responsibility of every volunteer to report suspected physical abuse, emotional abuse, sexual abuse or neglect to a legal authority.

Building Maps

SOUTH BUILDING



NORTH BUILDING



security

We are committed to keeping your child safe while in our care and will work very hard to that end. This is a joint effort, and we appreciate your cooperation in helping us to achieve that by becoming familiar with our security policies. All families with children Birth–5th Grade will use our electronic check-in system. If you are a first-time visitor our check-in attendant will assist you. You will be asked to complete a registration form.

Check In | Early Childhood (Birth - PreK)

Check-in will be done at the desk in the foyer of the early childhood center.

- At the check-in desk you can choose to print an extra label. One label is to be placed on your child's back. The duplicate label should be placed on your child's bag or coat.
- You will always receive a parent security label. Only the parent dropping off/picking up their child will be allowed back into the early childhood classroom area.
- There will be a designated waiting area for older siblings in the foyer.
- Once your child is checked in, parents will walk the child back to their classroom and drop them off with the scheduled volunteer/teacher at the door to the classroom.

Check In | Elementary (K-5th Grade)

Check-in will be done using the in-classroom kiosks.

- Classrooms will remain locked when not in use.
- Once the teacher opens the classroom (at least 10 minutes prior to class) parents will need to drop their children off and check them in using the provided tablet.
- Drop off is the time to communicate with your child's teacher if pick up arrangements will be different than normal.
- Medications, allergies, and approved pick up individuals will be listed in your child's profile. Please make sure this information is up to date so your child's teacher has access.
- If you are a first-time visitor, a form will be available in your child's classroom to complete so we can set you up with a church center profile for your next visit.

Check Out | Early Childhood (Birth - PreK)

Check-out will be done at the desk in the foyer of the early childhood center.

- The security number on your child's label and on your parent security badge will be compared and must match in order for you to pick up your child.
- Only adults or high school-aged siblings with a matching security badge will be permitted to pick up children.
- Please send only 1 person back into the early childhood center to pick up your child to reduce traffic and germ exposure.
- The front desk attendant should notify the classroom teacher that you are on the way so your child and their belongings are gathered and ready for you.
- Regular attendees may consider bringing a change of clothes or other items to leave in their child's cubby to bypass the need for a bag every visit.
- Please clearly label all items with your child's name. The church is not responsible for lost or damaged items.

Check Out | Elementary (K-5th Grade)

When checking out your school age child, you will use the kiosk in the classroom to check them out. You may be asked to ID yourself, please have a photo ID ready just in case.

Check-in opens 10 minutes prior to each service. If you arrive after our check-in attendants have gone to their service, you will be asked to wait until the next Check-In time.

Check out closes 10 minutes after the end of the last service. Please be courteous to our volunteers and pick up your child promptly at the end of the service.

Transition Times | Infant & Toddler

Infants and Toddlers will be kept in the same room during Sunday Service and Sunday school.

- Volunteers will not leave until their replacement volunteer has arrived to relieve them.
- Parents are asked to knock on the nursery/toddler room doors when dropping off and picking up their child. This will help avoid a door accidentally hitting a child who may be on the other side of the door, and will also help with classroom stresses as children with separation anxiety often become upset every time their classroom door opens or shuts.
- Please allow the nursery/toddler volunteer to meet you at the door and help gather your items. This will help reduce tracking debris and/or reducing exposure to outside germs.

Transition Times | PreK - 5th Grade

Sunday School

Our prek-5th grade children are offered a Sunday school class from 10am-10:45am every Sunday.

- Children may be dropped off after 9:50am and must be picked up by 10:55am.
- Drop off and pick up will take place inside of the child's classroom.
- Children who are not picked up by 10:55am will be checked out by the teacher, then escorted to the sanctuary so their parent(s) can be located.

Children's Church Check In

During both service times, children's church is offered for PreK - 1st grade children.

- 2nd grade and older are expected to stay in the sanctuary with their parents.
- Children are dismissed after worship time and will be taken to the multipurpose building. During warmer weather children's church may be held on the playground.

Children's Church Check Out

Early service

- Once early service has dismissed, the children's church teachers will escort the children to their Sunday school classrooms where they will be checked in on the classroom kiosks.
- Parent's will pick their child up as normal from Sunday school.

Second Service

- Once service has ended, we will allow 10 minutes for parents to come and pick up their child(ren) in the large multipurpose room located on the first floor of the south building (or on the playground if the weather permits).
- If they have not arrived in 10 minutes, the children will be brought over to the sanctuary and sat on the back row until the parent(s) can be located for pick up.

Wednesday Evenings

Our prek-5th grade children are offered a Bible study from 7pm-8pm on Wednesdays apart from the first Wednesday of the month which is when we have our church wide fellowship supper, and no mid-week services are held on 5th Wednesdays.

- During fellowship supper, and during the mealtime held before Bible study on Wednesdays, children are to be supervised by their parent(s).
- When class is held on Wednesdays, children may be dropped off after 6:50pm and must be picked up by 8:10pm.
- On Wednesdays, children are dropped off in their classroom and picked up in the large multipurpose room located on the first floor of the south building.
- Children who are not picked up by 8:10pm will be checked out by the teacher, then escorted to the sanctuary so their parent(s) can be located.

policies

paging policy

At check-in you can update the contact number on file each time to accurately print out the person to contact if the need should arise. We will contact you via the cell number provided as is the quickest way to get ahold of you. You can update your household contact information anytime on the church center app.

Reasons for being paged:

- If your child has been crying inconsolably for 10 minutes and we cannot soothe him/her.
- If your child has a potty accident and a change of clothes cannot be located
- If your child is sick or injured to the point a parent must be notified
- If your child is having behavior problems that have exhausted all of our behavior plan actions.

behavior policy

The approach we take is to teach our children about appropriate church manners. We tell them there are certain things they must do so that they and their classmates are able to learn. In the case of improper behavior, the following progressive behavior correction steps are followed:

- 1.The child will be reminded of the proper behavior that he/she should display in class.
- 2.The child will be taken outside of the classroom by the teacher and given a firm reminder of what behavior is accepted of him/her.
- 3.The child will be removed from the classroom and monitored by a team leader or director.

When a team leader cannot control the child in a one-on-one situation and/or the child will not behave when returned to the classroom the parents will be called to come and care for the child.

illness policy

It is our desire to provide a healthy and safe environment for all of the children at Community. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. Children with the following symptoms should NOT be dropped off:

- Fever within the last 24 hours
- Diarrhea or vomiting within the last 24 hours
- Contagious eye or skin infections
- Other symptoms of communicable or infectious disease
- Head lice

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

It is the policy of CSBC **not** to administer either prescription or nonprescription medications to the children under our care. Medications should be administered by a parent at home. Medications should not be kept in diaper bags. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Ministry Directors to develop an action plan.

accident policy

In the event that a child is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. An injury report will be completed and signed by both the volunteer and the parent. The completed form will be given to the Children's Ministry Directors.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the Children's Ministry Directors. If warranted by circumstances, an ambulance will be called. Once the child has received appropriate medical attention, an injury report will be completed.

come prepared

infant & toddler

- All formula must be premeasured. If you don't have the formula premeasured in advance, plastic baggies will be available in the nursery for you to do so.
- Water must also be premeasured in bottles.
- If your baby has a pacifier, please use a pacifier clip.
- If your child wears cloth diapers, please put them in disposable diapers for services. We do have extra disposable diapers on hand if you need one.
- We provide diapers and wipes in our early childhood center.
- Please bring a change of clothes.
- If your child is in the process of potty training, you may bring pull-ups.
- Please tell your child's teacher that your child is potty training so we can be sure to offer frequent bathroom breaks and help as needed in the restroom.
- Please write down detailed instructions if needed and if you have a specific bottle time or nap time, please write it down.
- Information cards are available in the nursery for you to use.

snacks

A snack may be provided for your child during his/her time with us. Please inform the check-in attendant and your child's teacher of any allergies. This information should also be kept up to date on the church center app.

other

Personal toys and sippy cups should not be brought into your child's classroom.

Due to allergy risks, please do not bring food from home for your child.

general information

Cry Areas

There are two foyers located outside of the sanctuary. TVs will be broadcasting the service. Please be courteous to others participating in worship and listening to the sermon by taking your crying or fussy child to one of these areas if you choose not to utilize our childcare services.

Changing Areas

Changing tables are located in the bathrooms. Please do not come back into the early childhood center to change your child, instead utilize the public changing tables.

Age Groups & Promotions

- Nursery Ages birth-1; exceptions for non-walkers may be made
- Toddler Ages 1-3
- PreK Ages 3 (and potty trained) - 5 and not in school yet
- K-1 In Kindergarten or 1st Grade
- 2-3 In 2nd or 3rd Grade
- 4-5 in 4th or 5th Grade

Age groups are specified above. Promotions from one grade to the next happen once a year during the summer at VBS for children going into kindergarten that fall and above. Nursery, toddler, and PreK are all based on age/developmental milestones. Please see the directors if you have any questions about this.



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www.communitysbc.org

kids ministry

csbc

