

Kids' Refuge Information

The KR program gives our kids the opportunity to learn about Jesus in an environment they can relate to and understand, with adults who will love them and model the Gospel for them. KR also allows parents to participate in the worship service without distraction from their children trusting that their children are in a safe environment. Ultimately it is our desire to create relationships that build the identity of children, volunteers, and parents in Christ for the sake of the world.

KR Roles

KR Director

The KR Director works with all the Children's Ministry Leaders to make decisions about the direction of Kids' Refuge. They oversee the recruiting and supporting of volunteers; implementation of curriculum; purchasing of supplies; and development of policies. The KR Director is always interested in feedback that can be used to improve the KR program.

KR Assistant Director

The KR Assistant Director works closely with the KR Director sharing responsibilities in a way that is best suited to each of their strengths.

Room Coordinators

Each classroom has a Room Coordinator who keeps the room supplied and organized and supports the teachers in that room. The Room Coordinators are available for you to discuss any problems, concerns, ideas, joys, or encouragements. Please get to know your Room Coordinator and go to them if needed.

Tots (birth – 2.5 years)

Cindy Atkinson catkinson@seekrefuge.net

2/3s (2.5 – 3 years)

Jennifer Hawn jennifer.n.hawn@gmail.com

4/5s (4 -5 years, but not yet in Kindergarten)

Sandy Andrich sandyandrich79@gmail.com

Kindergarten (currently attending Kindergarten)

Caldonia Rudd ruddnj88@gmail.com

Hall Monitors

Hall Monitors serve as a central point of contact for parents and KR workers. They welcome parents and guide visitors to classrooms. They take attendance each Sunday and assist teachers by bringing them supplies, helping with bathroom breaks, and notifying parents if their child needs them. Hall Monitors also take charge in emergency situations to make sure all our children are safe. **(arrive by 9:30AM for scheduled services)**

Teachers

Teachers demonstrate the love of Jesus and teach the children about who God is and what He is like in a safe and fun learning environment. Lessons and supplies are provided each week, and teachers are encouraged to review the lesson ahead of class through MSP (Ministry Scheduler Pro) and adjust/enhance activities as they think best. There is a suggested schedule of activities posted in each classroom that teachers can use as a general guide. **(arrive by 9:40AM for scheduled services)**

Floater

Floater assist teachers in loving and caring for children each Sunday. They entertain children, help pass out snack, and help the teacher with other basic activities. Students in 3rd-5th grade may volunteer to assist on the Sundays that EGC does not meet. They must have the permission of both their parents and the teachers in the classroom that week. Students in 6th-12th grade may be given an MSP profile and be added to the regular schedule. They must always serve with adults; however, they can take on any task that the adults feel comfortable allowing them to perform, including teaching the lesson.

Scheduling

Generally, you can expect to serve once a month in a particular position. Our schedules are created and sent out through MSP (Ministry Scheduler Pro). You will receive reminders when you are scheduled to serve and invitations to help with open positions. Our schedules cover 3 months at a time (January to March; April to June; July to September; October to December). In the month before a schedule becomes active, you will receive a reminder to update your MSP profile. **Keeping your profile updated with the dates you are available/unavailable to serve helps us create effective schedules.** **Please note that if you do not click 'Submit' at the bottom of the page when updating your profile, yours changes will be lost!**

- If you are unable to make it to your classroom by 9:40AM, please text or call the Hall Monitor for that service to let them know you are on your way.

- If unforeseen circumstances arise the week before your scheduled service that will prevent you from teaching at a scheduled service, please contact your Room Coordinator for assistance in finding a replacement.
- If after receiving your list of scheduled services for the next MSP cycle, you realize there is a scheduling conflict, it is your responsibility to use the contact list in MSP to find a replacement. This situation can be avoided by frequently updating your preferences in MSP to reflect Sundays that you are unavailable to teach.

General Policies

Partnership

At all times we strive to have 2 adults in each classroom. This allows the teachers to develop relationships and support each other. For example, one teacher can supervise children using the bathroom while the other teacher engages the rest of the children in an activity; or if a teacher is having difficulty with a child, the other teacher can take a turn talking to the child.

Open Door

Parents are always welcome in the KR classrooms. They may stay and participate in activities if their child is having difficulty adjusting or if they simply wish to see what is going on that day. We also leave the top half of our classroom doors open whenever possible. The window curtains are for emergency situations only and should not be closed during regular classroom time.

Never close the door to any room if you are alone with a child unless you are their parent/legal guardian.

Receiving Children

Each parent will retrieve **2** name tags each Sunday. They will keep one name tag for themselves and place a second name tag on their child. Then they will bring their child to the door of his/her classroom. Please check that each child has a name tag before the parent leaves to go to service. Visitors should check in with the Hall Monitor so they can be given a temporary name tag. (After 3 visits, new children will be given name tags with an official number.) If the child brings an unlabeled item with them (ex. diaper bags, cups, etc.), please use one of the child's name tags to label the item.

Snack Policy

In order to keep our children with food allergies safe, we ask that no outside food be brought into the classrooms without first comparing the ingredients to the appropriate allergy list. In general, we try to keep our classrooms **gluten and nut free**. To this end there are always Rice Chex cereal available for use at any time. If a child brings a snack from home or if a lesson

includes a special snack, always consult the posted allergy lists and the children's name tags for allergy concerns.

Bathroom Policy

If a child needs to go to the bathroom, send him/her one at a time. Stand so as the bathroom door is visible and ensure that the child safely returns to the classroom. You may also escort the child to the bathroom and wait outside the door. If the child is at a stage where they need assistance toileting, leave the door open and give the child the minimal level of assistance required. **Never close the door to any room if you are alone with a child unless you are their parent/legal guardian.** If a child needs a diaper change, there are changing areas in the Parent/Child and Tots rooms. Extra supplies are located in the changing areas, but it is preferable to use items provided by the parents.

Releasing Children

When a parent comes to pick up their child, they should present the teacher with a duplicate of the child's name tag. Take off the child's tag and match it with the number on the parent's tag. Then release the child to the parent, remembering to give the parents the handout for that day's lesson and any crafts that were made. If there is any doubt concerning who should be allowed to pick up a child, ask for the Hall Monitor's assistance. They can check the child's registration for approved adults.

Cleaning the Classroom

When finished using a classroom, please put away all toys and supplies and use Clorox wipes to disinfect items as needed. Use the carpet sweeper to pick up large particles from the floor. If the trash contains a substance that will produce an odor (i.e. dirty diapers), remove the trash bag and place it in one of the larger trash cans in the lobby. There should be replacement bags at the bottom of the trash can.

Promotion Policy

Children will be promoted twice a year as a group (Labor Day in the Fall and Daylight Savings in the Spring). This fosters relationships between children and eases the transition to a new classroom. Exceptions to this policy may occur if the child's parents and KR Director agree that it is in the best interest of the children.

Classroom Management Policies

Parent Alert System

If you need to call a parent to a child's classroom, inform the Hall Monitor of the child's name and ID number. The Hall Monitor will either find the parent themselves or give the child's ID

number to the A/V person. The A/V person will display the child's ID number on the screen in the sanctuary to alert the parent that their child needs assistance.

Crying Child

Our policy in KR is to not let a child cry consistently for more than 10 minutes. If the child is consistently crying for more than 10 minutes, alert the Hall Monitor that their parent needs to be notified. If a parent gives specific instructions (i.e. they would like to be informed earlier if their child is upset), follow the parent's instructions.

Discipline Issues

When you have a problem with any child, verbally try to correct or redirect the child's behavior at least 2 times. If they are still not responding in a positive manner, ask the Hall Monitor to intervene. They will decide when to inform the child's parents. If a parent is called because of disruptive behavior, they may either take the child out of the room with them or they may stay and guide the child through the rest of the class.