

Preschool Sunday Leader Team Playbook

How can I make sure every Sunday is a WIN?

We make every Sunday a WIN by kids and Team members in Parkway Kids achieving 3 principles:

1. Have Fun!
2. Be Safe.
3. Grow Spiritually.

How does Parkway Kids join in the mission statement of Parkway Fellowship to “reach the lost at any cost and grow them to maturity”?

We reach the kids by creating a kid friendly environment through music, movement, and visual stimulation. Our Team plays a part in helping grow them to maturity by teaching key Biblical concepts, and by partnering with parents to continue providing instruction for spiritual growth.

Which of the five Biblical purposes of Fellowship, Discipleship, Ministry, Evangelism, and Worship does this ministry fulfill?

- **Fellowship:** Kids at this age connect to each other by playing together during free-time.
- **Discipleship:** The kids will be introduced to key spiritual concepts through age appropriate Biblical lessons.
- **Ministry:** Our Team ministers to parents by providing safe and welcoming environments for kids, allowing parents the opportunity to focus on what God is teaching them.
- **Evangelism:** Several times during the year, kids are given invite cards and encouraged to bring their friends on Sunday mornings.
- **Worship:** Kids sing praise songs during Large Group time every Sunday.

The Leader

The Kids Pastor is John Alexander. His work phone number is 832.222.9282 ext. 105, and his email is john.alexander@parkwayfellowship.com

How do I join the Parkway Kids Team?

- Complete an application
- Submit a background check
- Either read the Playbook, or watch the training Prezi, and complete a short quiz.
- Shadow a teacher in a classroom for one service time.

The Schedule

Once we have your background check information, preferred service time, and rotation schedule, we will place you on one of our teams. You will receive email reminders regarding your time to serve from Planning Center Services. You can download the Planning Center Services app on your smartphone to have the scheduled service dates sent directly to your calendar.

What am I committing to as a Preschool leader?

- You are committing to an hour and a half on Sunday.
- Take time during the week to study your lesson for approximately 15 minutes.
- Be in your classroom 15 minutes prior to your service time to prepare supplies and greet kids.
- Remain in your class until the next team of volunteers arrive.

What do I do if I can't be there?

Notify John Alexander by email/phone/text as soon as possible if you are unable to fulfill your volunteer responsibility. If something comes up at the last minute the morning you are serving, contact John Alexander at 864.275.1963.

The Procedure

What do I do?

All leaders need to be familiar with the lesson before arriving on Sunday.

To view the lesson online, go to our volunteer link: parkwayfellowship.com/kids/volunteers

What is my schedule on Sunday morning?

Preschool Set-Up and Check In:

- Arrive 15 minutes prior to beginning of the service time.
- Check In every Sunday you serve to receive a nametag.
- Smocks are available in the Sandbox if you want to wear one while serving.
- All curriculum and supplies you need, will be in a designated box in your classroom prior to your arrival.
- Set out anything needed for the opening activity.

Schedule for the Elements of the Lesson:

- Check In (15 min before service hour - continue as long as needed) –
 - ALL kids need to be checked in.
 - Place all diaper bags on hooks and add a Parkway Kids bag tag if needed.
 - Write the kid's name on the designated white board along with any instructions from the parent(s).
 - If a parent wants to help acclimate their kid in the classroom, only one parent is permitted in the room for a maximum of ten minutes. A Team member must remain with the parent.
 - If a kid continues to cry for more than 10 minutes, please let a Parkway Kids Staff Member know so that we can contact a parent.

- Nursery/Toddlers
 - Welcome/Acclimation (20 minutes): Be on the floor playing with the kids
 - Monthly Playtimes (25 minutes): Do provided activities with the kids explaining the Bible story
 - Diaper Check and Change (15 minutes): See Diapering/Bathroom Policy
- Twos
 - Make It Fun (10 minutes): Creative activities to reinforce the Bible story
 - Playground (12 minutes): Guide kids to the playground, making sure you have all kids at each stop
 - Snack (8 minutes): Distribute snack and allow them to eat while talking about the lesson
 - Make It True (15 minutes): Large Group time in the Sandbox
 - Make It Stick (15 minutes): Activities to reinforce the Bible lesson
- Threes/PreK
 - Make It Fun (10 minutes): Creative activities to reinforce the Bible story
 - Make It True (20 minutes): Large Group time in the Sandbox
 - Make It Real/Snack (5 minutes): Distribute snack and allow them to eat while talking about the lesson
 - Make It Stick (25 minutes): Activities to reinforce the Bible lesson
- Check Out/Dismissal begins when parents arrive, and continues until the beginning of the next service hour. See Dismissal Procedures.

Diapering/Bathroom Policy

- Diapering:
 - Only an adult leader over 18 may change a diaper, while in the presence of another leader.
 - Never leave a kid unattended on a changing table.
 - Put disposable changing pad on the changing mat.
 - Get a clean diaper from the kid's diaper bag. If the kid does not have a bag, use a diaper provided by Parkway Kids.
 - Put on latex gloves.
 - Place the kid on changing pad.
 - Change soiled diaper. If cream/ointment is needed, only use cream/ointment found in the kid's diaper bag.
 - Place an "I've Been Changed" sticker on the kid's clean diaper.
 - Discard soiled diaper, disposable pad, and latex gloves in Diaper Genie.
 - Disinfect your hands and changing table immediately after the diaper change.
- Bathroom/ Potty Training:
 - An adult leader over 18 must accompany all kids to the bathroom.
 - Do not go alone into the bathroom with a kid.
 - Make sure the bathroom stall is empty before allowing a kids to enter.
 - Leave the bathroom door and stall door open if it is necessary to enter the bathroom to help a kid.

Social Media

- Do not post pictures containing a child's face or nametag.
- Do not post a child's name.
- We LOVE pictures! Please send your pictures to us in an email or text. After a Parkway Kids Staff Member has verified that a child has a completed photo release form on file, we would love to post the pictures to share the fun we have learning about God!

Closing a Classroom

- Empty all trashcans.
- Put all leftover supplies back in the supply box.
- Clean all toys and surfaces kids come in contact with using disinfectant wipes, or spray.

Dismissal Procedures

- ***NO kid is allowed to leave without a matching tag. If the kid or the parent lost a tag, the parent must go to the Check In stations in the preschool area and get a signed replacement from a Parkway Kids Staff Member.***
- If a tag will not stay on a kid's clothes, place the tag on the clipboard by the door.
- Parents will show their parent tag at checkout with a number that will match the number on the tag of the kid they are checking out.
- Do not allow parents into the room during Check Out.
- If a kid was dropped off with a car seat, DO NOT buckle the kid in their car seat. Pass the kids to their parents over the baby gate and then hand them the car seat separately.
- Anyone under the age of 16 is not permitted to check a kid out of the classroom.
- If a kid has not been picked up 15 minutes after the end of service (12:45PM), shut down your room as usual, place the Parent Notification sign on the whiteboard, and please bring the kid(s) to a Parkway Kids Staff Member at Preschool Check-In.

Safety Guidelines for Serving in Parkway Kids

Situations Requiring Contacting a Parkway Kids Staff Member

- If a kid becomes ill
 - If a kid has a runny nose (green in color), persistent cough, fever, or rash, we will ask the parent to keep their kid with them. If you notice this during the service times please notify a staff member by using the phone in the room, and we will contact the parent.
 - If you notice a kid is sick during check-in, please tell the parent dropping off the following: "Your child looks like they might not be feeling well. If you could give me just a minute, I would like one of our Parkway Kids Staff Members to make sure your child is well enough to come and play with the other children in our class today. Thank you."
 - If a kid begins vomiting, an adult leader should escort the kid to the restroom away from the other students while remaining calm and comforting. Use the phone in the room to contact a

Parkway Kids Staff Member and alert them to the situation. The Parkway Kids Staff Member will bring the appropriate cleaning supplies and handle contacting the parent/guardian.

- If a kid has been injured
 - Minor Injuries can be treated with a little tender loving care, a cool cloth and a Band-Aid.
 - Small First Aid kits are available in each room in the tech booth.
 - You CANNOT treat any injury with medication of any kind (i.e. alcohol cleaning wipes, antibiotic cream, etc.).
 - When a kid is treated, please complete an "Ouch Report" and have a staff member sign the report before the kid is picked up. When the parent arrives, please let them know what happened and ask them to sign the "Ouch Report". The parent receives a copy of the "Ouch Report" labeled "Parent".
 - A staff member will follow up with the parent, if necessary, the following week.
 - It is important to remember that we are not authorized to dispense any over the counter or prescription medications.
 - In the event a kid needs more attention than we can provide, please notify a Parkway Kids Staff Member by using the phone in the classroom, and the parent will be notified.
- If there is any sort of excess behavior problem (i.e. disrespect, disruption, aggression, etc.)
 - First time: Give a verbal warning that if the kid has to be corrected one more time they will lose their playground time. When doing this be sure to get down on the kid's level and look into their eyes and speak to them in a loving and calm manner.
 - Second time: Loss of free-time at the end of class.
 - Third time: The Leader needs to make the parents aware of the situation when they come to pick up the kid.
 - Fourth time: A Parkway Kids Staff Member has a conversation with the kid and the parents together.
 - Fifth time: The kid sits out of Sunday programming for 2 weeks.
 - Immediately contact a Parkway Kids Staff Member if a kid is physically aggressive with another kid.
- Never be alone with a kid.
- Team members under 18 are not allowed in the babies and toddlers (under 24 months) classrooms.
- Monitor the kid's environment and report any suspicious activity to a Parkway Kids Staff Member immediately.
- Be aware of any special notes indicated on the kid's nametag. (i.e. allergies, medical conditions)
- Hot liquids of any kids (coffee, tea, hot chocolate, etc.) are not allowed in the classroom.
- Use the phone in each of the classrooms in order to contact a Kid's Staff member.

Emergency Procedures

The kids watch you for cues on how to respond to a situation. Remain calm in all situations in order to maintain authority over the class, and to direct the kids in the safest course of action.

SERIOUS INJURIES – e.g. broken bones, severe laceration, convulsions, unconsciousness

- Do not move the injured kid. A Parkway Kids leader must remain with the kid.
- Stay calm and comfort the kid while another team leader cares for the other kids in your class. Be sure to keep other kids away from the injured kid.
- Have another team leader notify a Parkway Kids Staff Member by dialing '1' on the phone located in the room for further assistance.
- A staff member will contact you with updates of the kid's condition. You may be asked to give information to assist the staff in reporting the incident.

FIRE

- AS SOON AS the Fire Alarm sounds, IMMEDIATELY follow evacuation procedures.
- Take the clipboard by the door and the emergency kit and prepare the class to evacuate.
- Follow the fire evacuation route posted next to the exit door in your classroom.
- One leader should lead the kids out while another leader stands at the door counting the number of kids in your care.
- After all kids have been counted, check under any furniture, bathrooms, or other areas where a kid could hide.
- Walk your kid to the area designated on the evacuation plan posted next to your door.
- Once all leaders have arrived, if possible, have your kids sit on the ground and count the kids to make sure that every kid is accounted for.
- All Check Out procedures will be placed on hold until you have reached the secure location and all kids have been accounted for.
- If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

TORNADO/INCLEMENT WEATHER

- A Parkway Kids Staff Member will notify you that we are moving to a shelter-in-place situation.
- Follow the tornado evacuation plan listed on the map posted next to your door.
- Take the clipboard by the door and the emergency kit and prepare to evacuate.
- All check-out procedures will be placed on hold until you have reached the secure location and all kids have been accounted for.
- If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

MISSING KID

- Remove all distractions, music, video, etc. and make an announcement in the classroom calling the kid's name. Ask kids and leaders in the room to help you look under furniture, in closets, bathrooms, etc.

- If the kid is not found, your classroom will go into lock down. Station a volunteer at each door not allowing anyone in or out of the room.
- Notify a Parkway Kids Staff Member immediately. The Parkway Kids Staff Member will notify the parent of the situation.
- If the kid is still not found, the entire wing or area of the church will be put in lock down. Each room in the area will be checked for the missing kid.
- If the kid is still not found, the entire campus will be put into lock down until further notice.

THREAT OR DANGER OF BODILY HARM

- In the event that there is someone on campus that poses a potential threat to any individual, contact a Parkway Kids Staff Member immediately.
- The threat will be identified and then addressed.
- If need be, the Parkway Fellowship Staff will place the campus in lock down.

Essential Beliefs that We Teach Our Kids

We believe that every kid at The Park deserves to be taught Biblically sound teaching. Therefore, we require ALL Parkway Kids Team Members to be familiar with our essential beliefs.

About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

About Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13

About the Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily.

2 Corinthians 3:17; John 16:7-13; 14:16,17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

About the Bible

The Bible is God's Word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160; 12:6; Proverbs 30:5

About Human Beings

We are all made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although every person has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

About Salvation

Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10, 14; 1 Peter 1:3-5

About Eternity

We all were created to exist forever. We will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. The place of eternal separation from God is called hell. Heaven is the place of eternal union and eternal life with God.

John 3:16; Romans 6:23; Revelation 20:1 (hell); Matthew 25:41; Revelation 21:27 (heaven)