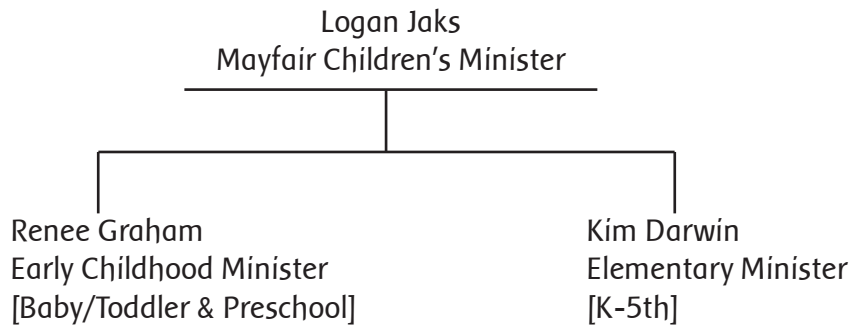




PARENT HANDBOOK

MAYFAIR KIDS

MAYFAIR KIDS STAFF



Roni Armstrong - Mayfair Kids Administrative Assistant
Janie Deaton - Administrative Support

Logan Jaks	(205) 471-3885	logan@mayfair.org
Kim Darwin	(256) 426-8824	kim@mayfair.org
Renee Graham	<u>(256) 652-7328</u>	renee@mayfair.org
Roni Armstrong	(256) 684-6607	roni@mayfair.org
Janie Deaton	(256) 509-1002	janie@mayfair.org

BIBLE CLASS COORDINATORS

BABY/TODDLER:

[In need of volunteers.]

PRESCHOOL:

Teri Mitchell
Cherry Jones

ELEMENTARY:

SUNDAY –

Sara Clark
Leah Igo
Bethany Kimbrough
Tara Minor

WEDNESDAY –

[In need of volunteers.]

WELCOME/CHECK-IN

Mayfair Kids uses **KIDCHECK** to assure the safety of your child(ren) once they begin attending. Parents will create an account and add their child(ren). Once you sign your child(ren) into the appropriate location, a parent will print a nametag for their child(ren). This nametag includes key information such as any allergies or special needs, parent's mobile number and a guardian pickup label. Knowledgeable volunteers are stationed at the Welcome Desk and can provide assistance with this process. (See Addendum A)

DEPARTMENTS

BABY/TODDLER MINISTRY (6 months/sitting up to 2+ years)

I. Purpose of this Ministry

- A. Babies are born ready to absorb knowledge of the world and people around them. As Christians, we have the responsibility to teach them about God, His love, and His plan for them. We help introduce babies to the Bible, God's creation, and to Jesus through the use of upbeat, repetitive songs, and age appropriate manipulatives.
- B. This ministries purpose is:
- To help each child feel comfortable and special.
 - To help each child feel secure with adults who love and care for him/her.
 - To help each child learn to play and share with other children.
 - To help each child have positive feelings about coming to church.
 - To encourage the active participation of parents in worship, Bible study and other activities.
 - To help prepare toddlers for promotion to the Preschool Department with real classroom experiences.

II. NURSERY (During Worship 9:00 – 10:15) & BIBLE CLASS (10:30-11:15) Locations:

<u>NURSERY</u>	<u>ROOM</u>	<u>BIBLE CLASS</u>	<u>AGE (approx.)</u>
Newborn	(near Guest Desk)	[No class/unattended]	0-9+ months
Baby	(C106A/B)	Baby A Baby B	[9-11 mo.] [12+ mo.]
Toddler A/B	(C105A/B)	Toddler A Toddler B	[12-15 mo.] [15-20 mo.]
Toddler C	(C110)	Toddler C	[20-24 mo.]

III. General Policies

- A. During Worship, Nursery is provided for children in our Baby and Toddler classes. Children younger than 6 months old will remain with their parents during service OR there is a Newborn Baby Room across from the Mayfair Kids Guest Desk for parent use - worship can be accessed via the TV monitor.
- B. Nursery attendants are asked to be in place 10 minutes prior to Worship time.
- C. Children are to be brought to the nursery by their parent or guardian and will only be released to their parent or guardian. **Please assure your child's name tag is placed on his/her clothing before leaving and you have your guardian receipt.**
- D. In most cases, your child will attend Bible class (following Worship) in the same room as his/her Nursery to prevent parents from having to come back causing our little ones the upset of going through yet another separation.
- E. For both Nursery & Bible class, please have your child's belongings properly labeled. This includes diaper bags, bottles, pacifiers, drinking cups, blankets, etc.
- F. To respect the time of our volunteers, parents should pick up their child(ren) from Bible class in a timely manner. Please allow time for socializing AFTER pick up.
- G. Only female attendants are allowed to change diapers.
- H. Children should leave personal toys at home. If personal toys are brought it is **not** the nursery attendants responsibility to make sure they do not get lost or broken.

IV. Volunteer Qualifications

- A. All Nursery volunteers are required to have a criminal background check.
- B. All Bible class teachers are required to fill out a Mayfair Kids Volunteer Form and have a criminal background check.

V. General Food Policies

- A. Infants can be fed formula, milk, juice or water as provided by their parents in plastic bottles. Please send only plastic bottles in the diaper bag. **Please label each bottle with your child's name to avoid items getting confused.**
- B. It is common for our nursery workers and Bible class teachers to serve a small snack — Cheerios and Puffs for Babies & Goldfish and Animal Crackers for Toddlers. Please communicate any wishes you have regarding snacking and make sure any allergies are clearly noted on child's name tag.
- C. Medications **cannot** be given by our volunteers. Please do not put any type of medication in your child's bottle.
- D. The Nursery/Bible class is a peanut-free area. Please do not bring any snacks that may contain peanuts or any tree nuts.

VI. Health Policies

- A. For the protection of your child and the other children in our area, parents are requested not to bring a child who appears to be ill. A child should not be placed in our nurseries or Bible classes when any of the following exists:
- Fever -- currently or within previous 24 hours
 - Vomiting or diarrhea
 - Significant, persistent nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease, such as scarlet fever, German measles, mumps or chicken pox
 - Common cold symptoms
 - Any unexplained rash
 - Any skin infection
 - Pink eye or other eye infection
- B. If the child develops a fever or other symptoms of illness while in our care, he/she will be separated from other children and the parents will be contacted to take the child home.
- C. If your child has a physical condition, which may require specialized intervention or precaution, please contact the department coordinator to discuss special arrangements.
- D. If your child develops an infectious disease (chicken pox, etc.) after he/she has been in our nursery or Bible classes, please contact our Early Childhood Minister, Renee Graham (256) 652-7328, or the Children's Minister, Logan Jaks (205) 471-3885, so we may notify other parents of their child's potential exposure.
- E. Toys used by the children are washed regularly.

VII. Nursery/Classroom Management

- A. Every attempt will be made to soothe a crying infant or child. In the event an infant/child cries inconsolably, the parent will be texted to assist.

VIII. How Parents Can Help their Baby or Toddler

- A. To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
- B. Keep your phone on vibrate and on you at all times.
- C. Be sure to **label ALL of your child's belongings and diaper bag clearly**. Always bring a change of clothing in case of spills or soils.
- D. Trust the caregivers. If your child is upset when you leave, the Nursery attendants/Bible class teachers will do everything possible to make the child feel safe and comfortable. Please try not to peek in on your children because they often see you and get upset again. If your child cannot be soothed, you will be texted.

PRESCHOOL MINISTRY (2 years old to 5 years old)

I. Purpose of the Preschool Ministry

- A. Children this age are ready to learn more basic Bible stories and learn about the people and the world around them. In the Preschool Department, we teach various Bible stories and that Jesus loves them. We use a variety of media types to teach these concepts.
- B. The purpose of the Preschool department is:
 - To help each child feel loved and special
 - To help each child feel secure when away from their parents and to know other adults love and care for them.
 - To help each child learn to play and share with other children
 - To help promote positive feelings about coming to church

II. General Policies

- A. Celebration Station (children's church) is available during worship for preschoolers. This is optional.
- B. Celebration Station is divided into 2 age groups, Preschool 2's (Must be in a Preschool 2's Bible class, any 2 year old still in a Toddler class will remain in the nurseries.) and Preschool 3's-4's.
- C. If your child attends Celebration Station, at least one parent must serve as a helper (crowd control) on a rotational basis.
- D. Children can remain in Celebration Station until worship is over and they will be escorted by leaders to their Bible class.
- E. Your child will need a nametag so be sure to check them into KidCheck.
- F. We ask that if your child has a bag with extra clothes / training underwear or pull ups that it be labeled clearly with your child's name.
- G. Once Bible class is over, parents may pick up children from their assigned classroom. To respect the time of our volunteers, parents should pick up their child(ren) from Bible class in a timely manner. Please allow time for socializing AFTER pick up. You may also be asked to present your guardian pickup receipt.

III. Volunteer Qualifications

All Preschool volunteers are required to fill out a teacher application form and complete a background check.

IV. Food Policies

- A. Children are only served a snack during Bible class time. The snacks provided are Cheerios, Goldfish, or Animal Crackers.
- B. Water from small cups is also provided.

- C. We ask that you do not send other food with your children unless they have an allergy and the snacks provided are not an option.

V. Safety and Security

- A. We try to maintain a safe and secure environment at all times for your child.
- B. Please make sure you always put on your child's name tag. We ask that you watch your child once you have picked them up from our care so that they do not get lost in our large building.
- C. We ask that you keep your phone on hand so that in case of an emergency we will be able to notify you.
- D. Detailed Fire, Tornado, and Intruder procedures are posted in each classroom.
- E. During dismissal for any event, including Celebration Station and Bible classes, **children will only be dismissed to their legal guardian.** Older siblings, friends, or other un-approved adults will **not** be able to pick up the child. If you would like another adult to be approved to pick up your child, please notify the Preschool Minister.

VI. Classroom Management

- A. Children are expected to follow the directions given by various leaders for worship and class. Any correction done will be done in a positive manner.
- B. If a child cannot obey, the following steps are taken:
 1. Remove to another chair in room
 2. Move child to area outside of activity
 3. Time Out – level one – child is moved to the workroom to speak with Coordinators
 4. Time Out – level two – child is removed and parents are asked to come pick them up.

VII. How you can help your Preschooler

- A. Bring your child on a regular basis – consistency is key!
- B. Sign in (KidCheck) and put on your child's name tag.
- C. Keep your phone handy. If we need you, we will call.
- D. Label all bags with your child's name.
- E. Be willing to help in your child's class when needed.
- F. Trust the leaders and teachers for your child but also let us know if there is ever a problem or concern.

ELEMENTARY MINISTRY (Kindergarten to 5th Grade)

I. Purpose of the Elementary Ministry

- A. At Mayfair Kids, we strive to partner with families to passionately follow Jesus.
- B. We know that children are extremely capable of having a meaningful, powerful relationship with Jesus Christ.
- C. The purpose of Mayfair Children's Ministry is to partner with parents to help grow and disciple the children so they can be the young men and women God wants them to be.

II. General Policies

- A. Celebration Station (children's church) is offered for children in Kindergarten through 2nd Grade. This is an opportunity for children to learn how to passionately worship Jesus. Celebration Station is led by a rotation of parent volunteers.
- B. Bible Classes are offered for Kindergarten through the 5th Grade on Sunday mornings and Wednesday nights. Bible Classes are taught by parents and other volunteers who teach one quarter at a time.
- C. All kids must be *picked up, and dropped off* at bible class by a parent or legal guardian. We will *not* release the child to siblings, extended family, or family friends. If you would like another adult to be approved to pick up your child, please speak with our Elementary Minister.
- D. Once Bible class is over, parents may pick up children from their assigned classroom. To respect the time of our volunteers, parents should pick up their child(ren) from Bible class in a timely manner. Please allow time for socializing AFTER pick up. You may also be asked to present your guardian pickup receipt.

III. Volunteer Qualifications

- A. All Elementary volunteers are required to fill out a teacher application form and complete a background check.

IV. Safety and Security

- A. The safety of your children is a top priority. Because we take safety seriously, your child will never be allowed to go anywhere alone. Workroom Coordinators are available to walk children to the bathroom in the event the class helper cannot.
- B. Food and candy may be rewarded during Celebration Station or Bible class. However, the children are directed to not eat any of their rewards until they are with their parents.
- C. The children's ministry is a peanut-free ministry. All snacks are peanut free.

- D. Children are required to be dropped off and picked up by their legal guardian. Sometimes our classes are combined, or have to move to a different location. It can be very stressful to a child if they are unsure if you know where their class is.
- E. During dismissal for any event, including Celebration Station, Bible class, and Wednesday night class, **children will only be dismissed to their legal guardian**. Older siblings, friends, or other un-approved adults will **not** be able to pick up the child from Celebration Station or Bible Class. If you would like another adult to be approved to pick up your child, please speak with our Elementary Minister.
- F. Detailed Fire, Tornado, and Intruder procedures are posted in each classroom.

V. Classroom Management

- A. Children are expected to follow the directions given by various leaders for worship and class. Any correction done will be done in a positive manner.
- B. Children have 3 simple rules to follow in Celebration Station.
 - 1. G - Give the speaker your attention.
 - 2. O - Only kind words.
 - 3. D - Don't be a space invader.
- C. If disciplinary action must be taken during class or Celebration Station, the following actions are taken:
 - 1. Child is removed from the situation (ie - corner, other side of table).
 - 2. Child is removed to the workroom to talk with the workroom coordinators. After they have talked, the child can return to class.
 - 3. If the child continues to have problems, they will be removed from the classroom and brought to the workroom to call their parents to be picked up.

VI. How Parents Can Help in Elementary Ministry

- A. Children's ministry starts at home. The biggest help parents can be to the Children's Ministry team is to model what a passionate relationship with Jesus Christ looks like.
- B. Get involved with our ministry! The more your child sees you placing an emphasis on serving and being involved in church, the more that importance is ingrained in them.
- C. Parents can also review and reinforce the lessons that are learned in bible class and Celebration Station every week by referencing the Constant Contact email sent out every Sunday at noon.

WAYS YOU CAN PARTNER WITH US...!

TEACH -

We ask that all parents volunteer to Teach or Help for at least ONE quarter per year in any of our children's ministry departments. Here are a few of the class options we offer:

- Nursery (during Worship)
- Bible Classes (All departments)
- Small Group Leaders (elementary)
- Large Group Leaders (elementary)
- Crew Leaders (elementary)

EVENTS -

We ask that all parents help with at least ONE event during the school year. Look to the Mayfair Kids Calendar and the Parent Support Form for events you can help us with!

ENVIRONMENT-

We want to make sure our Mayfair Kids environment is welcoming and safe! You can help us do that by partnering with us in the following ways:

- Mayfair Kids Information Guest Desk? Wording here?
- Sunday Morning Welcome Team (Door Greeters)
- Safety & Security Team
- Event Security Team

WORSHIP -

Worship is a key aspect of Mayfair Kids. We offer three age-appropriate Celebration station options for 2's, preschool 3's & 4's, and Kindergarten thru 2nd Grade. You can help our kids to love worshipping God by serving in the following ways:

- Celebration Station Leader (Preschool & Elementary)
- Parent Helper (sign-in, name tags, crowd control, bathroom breaks)
- Worship Leader or Storyteller

If you would like more information on how you can partner with us, please contact the Mayfair Kids offices at (256) 881-4651. Job Descriptions for all of our volunteer positions are listed in the Mayfair Kids Volunteer Handbook.



What is KidCheck?

KidCheck is a secure children's check-in system that enhances your provider's security system and simplifies the check-in process. KidCheck helps ensure no one can pick up your child without your consent. **More information about KidCheck can be found at www.kidcheck.com.**

Key Benefits



Child Safety

- Easily create and update a list of who can (and cannot) pick up your children
- Upload photos of children and guardians for added security
- Provide medical and allergy information and alerts



Secure Information

- No one sees you or your child's information until you check-in to their facility
- KidCheck uses the same secure data technology as banks to keep your information safe
- KidCheck never asks for personal identification such as Social Security numbers, credit cards or banking information, and we never sell the information we do gather



Convenient

- Speedy check-in - simply input your 10 digit phone number
- KidCheck is web-based, so you can create and access your account from anywhere
- Text message notifications when your child is checked in and out, or in case of emergency

Account Setup Instructions

Signing up for KidCheck is easy and free for parents, guardians, and workers!

Sign-up

1. Visit <https://go.kidcheck.com> or **download the KidCheck app** on a mobile device
2. Select the link to create a free KidCheck account
3. Fill in the requested fields, and agree to the terms of use



Adding Children and Guardians

** If you are a volunteer/employee only, and have no kids to add, you may skip these steps*

1. Locate the "Kids" tab. Select the link to add a new child, and input your child's information and upload photos. Select the save button when you are done.
2. Locate the "Guardians" tab. This is where you will input additional guardians whom you would like to be able to pick up the children you've listed. Add their information and upload photos. Remember to click save when you are done.

MAYFAIR KIDS