

VOLUNTEER HANDBOOK

MAYFAIR KIDS

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Welcome

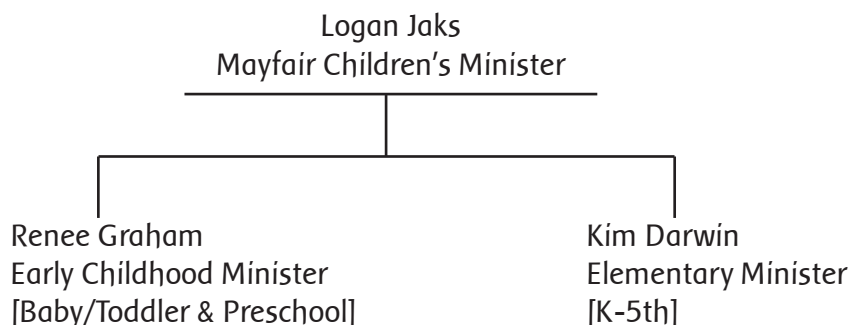
Dear Children's Ministry Volunteers & Parents:

Welcome to our team. Mayfair Kids is one of the largest ministry areas within the Mayfair Church Family! Please take the time to read the information contained in this handbook so that you will be prepared for your role in this ministry.

If you have any questions, please contact us through the church office. We are here to help you do your best for the children as we serve the Lord together. Thank you for the investment of your time, love, and energy into the lives of our children.

In Him,
Mayfair Kids Staff

Staff Organization...



Roni Armstrong - Mayfair Kids Administrative Assistant

Janie Deaton - Administrative Support

DEPARTMENTS - Workroom Coordinators:

BABY/TODDLER - (In need of a volunteer)

PRESCHOOL - Teri Mitchell

ELEMENTARY - SUN.: Sara Clark, Leah Igo, Bethany Kimbrough, Tara Minor, Chrissy Moorer

WED.: (In need of a volunteer)

MINISTRY AREAS - Leaders:

Celebration Station - Preschool 2's - Renee Graham

- Preschool 3's-4's - Logan Jaks

- K-2nd - Kim Darwin

Prayer Warriors - Logan Jaks

Leadership Training - Nicolas Henson & Margaret Stone

Children's Information Desk Coordinator - Emily Dodd

Bible Memory Challenge - Meagan Boyd

Vacation Bible School: Lauren Mitchell, Logan Jaks, Kim Darwin & Renee Graham

MK LEADERS

CHILDREN'S DEACONS:

Nick Barry
Corey Chandler
Jeremy Cobb
Paul Darwin
John Farris
Brian Gross
Randy Harvell
Nicolas Henson
Craig Igo
Kevin Kanzelmeyer
David Kyle
Bobby McClure
Dan Mitchell
Tyler Moorer
Jeff Sellars
David Shores
Travis Whithaus

MINISTRY LEADERS:

Andy Kimbrough

MAYFAIR KIDS ELDERS:

Jim Smelser
Rodney Steger

Mission Statement

*“Partnering with families...
passionately following Jesus”*

Our objective is to creatively present, within a safe and friendly environment, concepts of God from the Bible in a way that the love of God will grow within the hearts of our children. In very simple terms, we want to help in the process of transforming children into lifelong disciples of Jesus Christ.

Our hope is that our teachers will continue to develop a rich relationship with God and model their faith before the children.

General Policies

Bible Class Teachers/Helpers

Volunteer Arrival

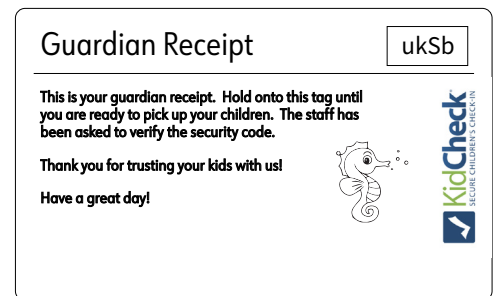
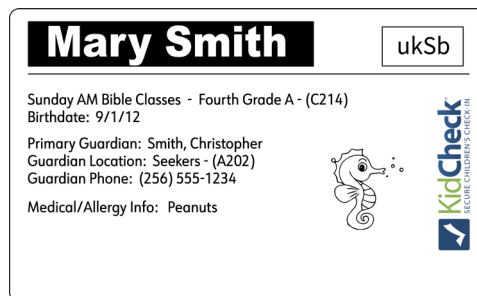
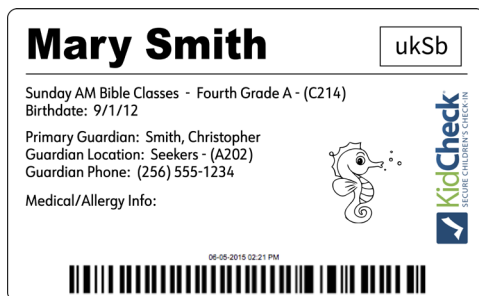
All Sunday AM teachers need to be in their classrooms by 10:15 AM ready for the arrival of children. All Wednesday PM teachers need to arrive by 6:15 PM.

Children's Arrival & Name Tags

Upon check-in to any Mayfair Kid's program (i.e. Nursery, Celebration Station, Bible classes) each child will be provided with - and should wear - a printed name tag. Please DO NOT allow any children not wearing a name tag into your care. This ensures that ALL children have gone through the check-in process.

Any special needs or allergies will be noted on the name tag . . .

How it works: The child's name is highlighted with reverse type, meaning it is printed using white lettering on a black background instead of the standard black letters on a white background. The allergy or medical condition that was input by the guardian is printed on the name tag. (See the example below.)



◇ On each name tag and guardian receipt are matching security codes and watermarks. Children are only released to their authorized guardian.

◇ Also visible on the name tag is the parent's location and cell phone number should you need to reach them while their child is in your care.

◇ The birthdate is shown ... and a birthday cake icon will print on the children's badge if the child checks in within 7 days of his/her birthday.

Class Lists/Attendance

Class lists (rolls) will be provided by the coordinator at the beginning of each quarter. Attendance should be checked at each class session and then posted just outside the classroom door using the magnetic clip.

Clean Up

Please do not leave until your room is straightened from the hour's activities. Encourage the students to put supplies in the correct places when possible and to place trash in the garbage cans. Classrooms have labeled cabinets - several downstairs rooms are shared with the Mayfair Child Development Center.

Communication

In addition to periodic teacher meetings, a weekly Teacher Information Sheet will be placed on your door prior to class time. This sheet will contain not only information for you, and information to pass along to your children and/or their parents. An intercom system which communicates with the workroom is in all classrooms in the event of an emergency.

Copyrighted Material



We are very careful about not infringing on any copyright laws. We will not make copies unless it is considered reproducible or we have obtained permission. If a coordinator or staff member sees that there has been an infringement, the material will be thrown away. Call the office for questions or approvals.


Extracurricular Activities


Any extracurricular activity planned by Bible class teachers outside of Bible class time should be coordinated through the Mayfair Kids offices. Parental notification & permission are also required.

Dismissal

Before releasing a student to their authorized guardian, the volunteer must be presented with the "Guardian Receipt." Parents will receive a printed "Guardian Receipt" at check-in along with their child's name tags. They can also access the "Guardian Receipt" from their mobile device. Using the "Guardian Receipt," the volunteer must do two things: 1) Confirm on the child's name tag that the person picking them up is the designated pickup person, and 2) confirm that the 4 digit code matches the child's code. You can also match the tags using the randomly generated image on each name tag (like the seahorse below).

Mary Smith	ukSb
Sunday AM Bible Classes - Fourth Grade A - (C214) Birthdate: 9/1/12	 KidCheck SECURE CHILDREN'S CHECK-IN
Primary Guardian: Smith, Christopher Guardian Location: Seekers - (A202) Guardian Phone: (256) 555-1234	
Medical/Allergy Info:	
	

Mary Smith	ukSb
Sunday AM Bible Classes - Fourth Grade A - (C214) Birthdate: 9/1/12	 KidCheck SECURE CHILDREN'S CHECK-IN
Primary Guardian: Smith, Christopher Guardian Location: Seekers - (A202) Guardian Phone: (256) 555-1234	
Medical/Allergy Info: Peanuts	

Guardian Receipt	ukSb
This is your guardian receipt. Hold onto this tag until you are ready to pick up your children. The staff has been asked to verify the security code.	 KidCheck SECURE CHILDREN'S CHECK-IN
Thank you for trusting your kids with us!	
Have a great day!	

First Aid

First Aid supplies are located in the departmental workrooms and at the downstairs information desk. If a child is injured, an accident/injury form (located inside the Safety Manual hanging on the back of your classroom door) should be completed. A copy of the form should be given to the parents and another copy should remain on file in the Mayfair Kids offices. If an injury is serious, notify the coordinator so we can contact a nurse or doctor immediately.

Promotion

We promote Bible classes (and All Celebration Stations) in AUGUST of each year. *Note: Baby/Toddler & Preschool classes observe the school age calculator as well. For example, any child in a Toddler Bible class remains in that class, even though he/she may have already turned 2 yrs. old, until Promotion occurs before moving to Preschool 2's. This is true for Celebration Station as well...any child in a Toddler class will attend a Toddler Nursery until he/she promotes to Preschool 2's.*

Resource Room

There are Resource Rooms for our Baby/Toddler, Preschool, and Elementary Departments. They contain some excellent video and written resources as well as teaching supplies. You are welcome to check out resources and/or supplies through your coordinators during class time.

Sick Child

Our aim is to provide a safe and healthy environment for our children. Parents should avoid bringing their child to class if they have obvious signs of illness, and until they have been free from fever for at least 24 hours (without the use of Tylenol or Advil).

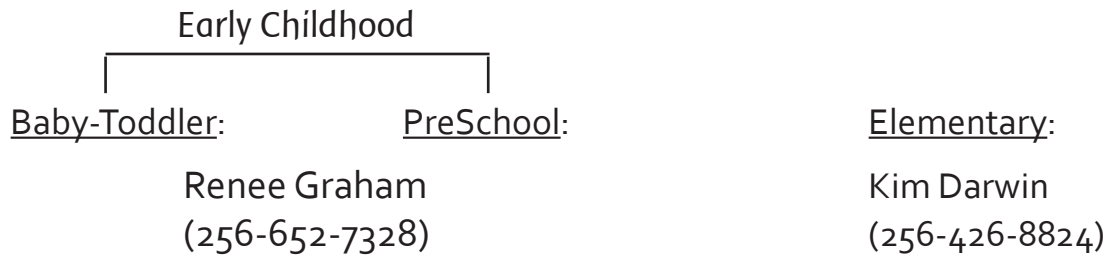
Snacks

Please do not allow snacks to take the place of valuable Bible lesson time. If you would like to bring a snack (some snacks may be available from the workrooms), please be sensitive to any food allergies a child might have. These allergies should be listed on the child's name tag and on the KidCheck Admin Console. If possible, please let the parents know if you are planning a special snack time. Baby/Toddler and Preschool have Puffs, Animal Crackers, Goldfish, Cheerios (gluten free) that are kept in the workroom on a regular basis.

Substitutes

We ask teachers/helpers to be responsible for covering the Bible class if their absence is necessary. Some options may be to ask the parents of the kids in your class or your Departmental Coordinators may have a list of possible substitutes.

If you have a last minute emergency and cannot get a substitute, contact your department coordinator. If direct contact can not be made, contact:



Supplies and Purchasing

Supplies such as pencils, crayons, glue, stickers, paper, etc. are available in the workroom. All supplies should be bought by the Ministry staff and coordinators. If you know in advance of special needs, make a list of needed items and the date needed. Turn your list in to a Coordinator and the supplies will be placed in the room by the date indicated.

Teacher Requirements

All teachers must complete a Teacher Application Form and background check in order to teach a Bible class. The Elders are interested in knowing some brief information about our teachers. The Children’s Minister or Department Coordinators will be pleased to give you a copy of the form.

Teacher/Helper Name Tags

Teacher & helper name tags will be provided by your coordinator and should be worn during class and left in your classroom after class. If you do not have a name tag, please let your coordinator know.

Times and Schedules*

Classes are held at the following times:

**Teachers are encouraged to be in their rooms 15 minutes before class begins.*

Sunday AM: 10:30-11:15 AM
Wednesday PM: 6:30-7:30 PM

KidCheck Procedures

Volunteers

All Mayfair Kids Volunteers (except Nursery attendants) are required to have a KidCheck account and check in to your volunteer location (Celebration Station, Guest Desk, Bible Classes, Workrooms, etc.). **See below for instructions on how to create your free KidCheck account.*

After you have created your account, please email your 10-digit phone number to logan@mayfair.org to be added to the KidCheck Volunteer database.

(Note: When you check in as a volunteer, you will NOT receive a printed KidCheck name tag.)

Mayfair Kids' Families & Guests

Parents/grandparents of Mayfair children should check in their children and print nametags when they arrive at the building. Guests will be directed to our Children's Guest Desk where they will receive assistance with creating their KidCheck account and checking in their children to the appropriate Bible class.

**** Account Setup Instructions ****

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

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.

KidCheck Procedures

What To Do . . .

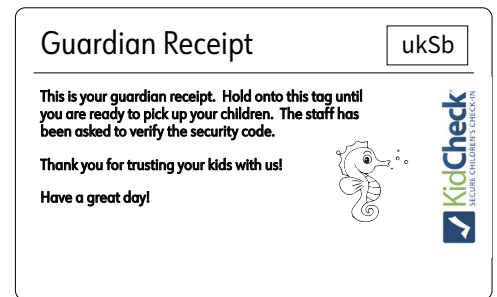
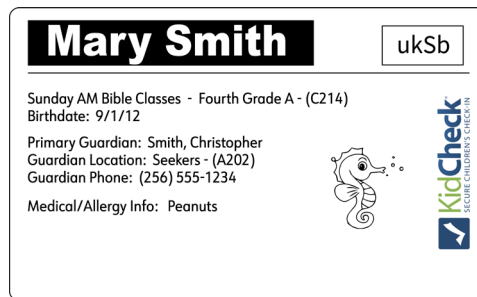
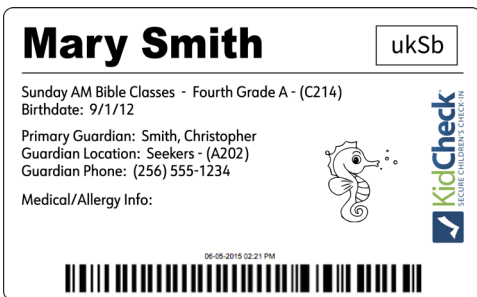
Every child arriving at Bible class should be wearing their KidCheck name tag. If a child comes in and does not have a name tag . . . Ask the parent if they have created a KidCheck account.

- ◇ If YES, direct them to one of the 6 KidCheck kiosks to check their child into Bible class.
- ◇ If NO, direct them to the downstairs Guest Desk where a trained volunteer will assist them with creating their account and checking them into the correct locations.

The main purpose for KidCheck is to provide secure drop-off and pick-up procedures for our Mayfair families and guests. As children's name tags are printed a guardian receipt is printed for the parents with a matching security code and watermark.

Our parents have been instructed to show (or be wearing) these receipts at pick-up. We ask that our teachers check ALL guardian receipts and ask ANY parent for theirs if it is not visible. We understand you may know many of the parents but it is essential that we get in the habit of checking/asking for these receipts in order to preserve the overall security of the KidCheck system.

Nametags



- ◇ Special needs or allergies will be noted on the name tag. The child's name will be highlighted with reverse type, meaning it is printed using white lettering on a black background (instead of the standard black letters on a white background) and the allergy or medical condition is printed on the name tag.

- ◇ On each name tag and guardian receipt are matching security codes and watermarks. Children are only released to their authorized guardian.
- ◇ Also visible on the name tag is the parent's location and cell phone number should you need to reach them while their child is in your care.

- ◇ The birthdate is shown ... and a birthday cake icon will print on the children's badge if the child checks in within 7 days of his/her birthday.

General Safety Guidelines

Express love and care in appropriate ways:

Examples . . .

- Bending down to the child's level, speaking kindly and listening carefully
- Taking a child's hand and leading them to an activity
- Patting a child's head, hand, shoulder, or back to affirm them
- Taking both of the child's hands as you say, "Good job" or "I'm so glad you came"

Do NOT express yourself in inappropriate ways:

- Kissing a child or coaxing one to kiss you
- Touching a child in any area that would be covered by a bathing suit (except when assisting in the bathroom or changing a diaper in plain view of another adult)
- Carrying older children or having them sit on your lap

Bathroom Procedures

- As a general rule, never be out of sight of at least one other adult when you are with a child.
- When possible take children as a group at a set time.
- Always prop the door open and wait outside in the hall.
- If the children need help, one teacher may assist, but the other classroom helper or hall monitor must step far enough into the bathroom to ensure a clear observation.
- Baby/Toddler and Preschool Classes have a bathroom inside the classroom.

Classroom Procedures

- One adult should not be alone with children. In special circumstances, if only one teacher is present, the classroom door should remain open at all times.
- A parent should be asked to stay in the room until a co-teacher or an aide arrives.
- If a second adult cannot be arranged, the class will be combined with another or the coordinators of that ministry area will cover.
- At the end of class, teachers should stay in the classroom until all students have been picked up by their parent/guardian.

A Safety Manual is located in each classroom hanging on the back of the door and gives detailed instructions on what to do in cases of emergency.

Severe Weather

- A weather radio will be monitored during all watches and warnings.
- Departmental Coordinators will be responsible for notifying teachers if it is necessary to seek shelter.

Fire Safety

If you see or smell evidence of a fire:

- Alert people in the immediate area.
- Pull the nearest alarm.
- Evacuate the building through the nearest safe exit (refer to the Safety Manual hanging on the back of your classroom door).
- Do not use the elevator. Exits will be clearly marked.

Intercom System

An intercom system is located in all classrooms in each department. Bases are located in the Preschool and Elementary workrooms and at both Guest Desks.

Directions are as follows and are posted in the classroom:

- Press button down and let go which sends a call to the workroom.
- The workroom will respond to the call.
- Then you may speak to them (hands free).

Discipline Policies

Rules

The child should:

- ◇ Respect God.
- ◇ Respect Teachers (wait to be called on).
- ◇ Respect Others (stay in their own space).

Move and Remove

If a child cannot obey these basic rules, the following steps should be taken in order:

1. Move the child to another chair or area if they are disrupting.
2. Move the child to a spot outside the area of activity.
3. Time Out – level one – child is removed from the class to speak with a coordinator and then returned to class.
4. Time Out – level two – child is removed to stay with the coordinator until the parents can be notified to pick them up.

Parental Notification

When the child is picked up from class, parents will be notified of the behavior which required the time out.

If repeated incidents requiring time out occur, the coordinators will inform the Children's Minister to arrange a conference with the child and parent(s).

Nursery

Procedures for Attendants

Thank you so much for serving in our nursery! We want to provide the safest, cleanest environment for parents as they leave their children in our care. If you have ANY questions regarding this information you should contact Renee Graham (256) 652-7328 or the Mayfair Kids Office (256) 881-4651.

NURSERY GUIDELINES

1. All nursery attendants need to be Mayfair members and will be asked to complete a background check.
2. Each person scheduled to help in the nursery should arrive in the nursery 10 minutes prior to service in order to receive the children.
3. No person with any signs of illness should ever attempt to care for the children.
4. If you are unable to work your shift, please try to contact one of the other workers on the schedule to see if you can swap times. Please email Renee Graham at renee@mayfair.org or call/text (256) 652-7328 to notify her of the switch so she has this information.
5. Please keep clean hands while serving in the nursery. Each room has a sink and soap dispenser.
6. Please do not wear perfume when you are scheduled to work in the nurseries, as some of the children are very sensitive.
7. If you cannot calm an upset baby or for an emergency, a parent cell phone number is on each child's nametag and you may text that parent. In the event a parent does not respond and you need additional help, please text Renee Graham at (256) 652-7328.
8. Toy Cleaning - Toys can be placed in the blue laundry baskets to identify they need cleaning. These are cleaned during the week with an appropriate disinfectant. If you wish to disinfect a toy while in the nursery, cleaning products are in the cabinet of each room. **Please DO NOT place the basket/toys in the sink. The faucets are prone to drip and may ruin some of the toys.**
9. Teacher Curriculum Cabinet: With the exception of snacks and bubbles, please do not use (or allow the children to disturb) any of the items in or on the teacher's curriculum cabinet. These items are to be kept clean and organized for Bible class immediately following nursery.
10. Diaper Changing:
 - Disposable gloves are available for use and should always be thrown away after use.
 - **Please use diaper-changing pads** to avoid soiling linens.
 - Before disposing of diapers in the provided diaper trashcans, **please bag each wet and dirty diaper** in the provided plastic bags, this will cut down on smell.
 - **Wash hands** after changing a diaper.
 - Place a "My Diaper Was Changed" sticker on the child's diaper bag to let the parent know.
 - **Ladies** only are to change diapers please. (Sorry ladies!!!)
11. Drop-off and Pick-up:
 - Each child should have a stick-on nametag from KidCheck. If they do not, please direct the parents to the Guest Desk for help checking in. Nametags show a parent cell phone number and allergy alerts.
 - "My Bag" stickers are available to identify any child's bag not already labeled.
 - When in doubt, parents should be able to show you their guardian pickup tag before retrieving their child.
12. A child may be fed plain Cheerios or Puffs (babies) and Animal Crackers or Goldfish (toddlers) unless otherwise instructed by the parent. (KNOWN ALLERGIES SHOULD BE NOTED on the child's name tag.)

Discover Your Place in Mayfair Kids Ministry . . .

On any given Sunday and Wednesday, over 100 adults are involved in providing care and teaching our children (Babies – 6th Grade). Adults from every segment of our church family, (young, old, single, married, male, female, parent, and grandparent) have already discovered the secret of the blessing that comes from teaching the age group that has the greatest potential for learning the rich teachings of God’s Word. Noted church growth expert George Barna, states that the single greatest evangelical window (i.e., outreach) currently available is among young children. If you want to be the greatest in His Kingdom, welcome (serve, teach, love, call, spend time with) children. Prayerfully consider a place to use your talents to His glory with our children.

EVENTS

Children’s Events

Although fun and games are many times included (they are children aren’t they?), our children’s activities include several service projects (school supplies to Mexico mission points, Inner City school supplies, etc.) and community outreach (Children’s Day, Autumnfest/Trunk-or-Treat, etc.) events. We’re always looking for other ideas for activities to help our children to connect with God and His church family.

ENVIRONMENT

General

Mayfair Kids is dedicated to creating an appealing, fun, informative, and spiritual environment for all children in our departments. We believe that if children can grow up knowing that church is a fun and exciting place to learn about God, they will continue on as they mature into teenagers and adults. We want them to walk away saying, “Church is an exciting place to be and God is an exciting God to learn about.” We are always looking for creative and/or artistic adults to assist in various decorating projects.

Information/Guest Desks

Would you like to be one of the first people to meet guest families who visit our services? If so, then serving at one of our two Guest Information Desks is the place to be. Volunteers serve on a rotational basis just prior and just after our Sunday morning worship and just prior to our Wednesday evening Bible classes.

(ENVIRONMENT - Continued)

Safety and Security

Mayfair seeks to provide a safe place for children to learn about God. Mayfair has a Safety/ Security Team that monitors the hallways during Worship times and Bible classes. In the event of an emergency, we keep first aid kits in the workrooms and at the downstairs information desk. We also have plans in place for fire and weather alerts.

Website Development

We need adults with creative ideas to enhance the information provided through the Children's web page. Our web page is one of the methods we use to introduce the Children's Ministry to parents, children, guests in the community and members already involved.

TEACH

Bible Classes (Teachers/Helpers)

Our greatest single volunteer area is with our Sunday Morning and Wednesday Night Bible Classes. An adult can volunteer to serve in this ministry with many options and for limited periods of time. Warning – once you begin you may never want to leave!

Bible Memory Challenge

BMC is a Bible memorization program for our Preschool 4's – 6th Grade children that runs from September – May each year. Children can visit the BMC room on Sunday morning and Wednesday evening before, during, or after Bible classes to recite assigned age-appropriate scriptures and/or Bible facts. Workers serve on a rotational basis.

Leadership Training

Our 4th and 5th graders have the opportunity once a year during the winter quarter (December – February) on Wednesday Nights to attend girl and guy Leadership Training classes. They study qualities Jesus possessed while learning about how to pray, lead a song, present a short lesson, etc. Teachers/helpers are needed for this class.

Vacation Bible School

One of our largest community outreach programs each year continues to be VBS. Held in early June, this 3 day event teaches basic Bible stories to hundreds of children. Help is always needed with crafts, games, snacks, crew leaders, Bible teachers, and decorating.

(TEACH - Continued)

Prayer Warriors

Once a month during the school year, our 2nd-4th graders meet during Wednesday night Bible class to pray for and send cards to those who respond to our Abundant Living television program and others who need our encouragement. The ultimate goal of this ministry is to teach our children the awesome power of prayer. Adult volunteers are needed to assist in helping the children with their cards and prayers.

Special Blessings Class and Buddy Program

Mayfair has, within our church family and from guest families, children who have mental or physical challenges. We provide a special Bible class to serve these children. This class has one full-time Teacher and a Helper who is rotated on a monthly basis. As with all Mayfair Kisd volunteers, an application and background check are necessary.

WORSHIP

Celebration Station

Our Children's Church program is held Sunday mornings (immediately following Communion) in three separate areas – Preschool 2's, Preschool 3's–4's, and K–2nd Grade. Children are provided with an age- appropriate Bible lesson and worship experience. Singing, puppets, and Bible teaching are just some of the things incorporated into this special program. Parents are assigned to a Celebration Station team that serves on a rotational basis.

Nursery

Each Sunday morning, babies & toddlers nurseries are manned by volunteers (serving on a rotational basis). We strive to staff enough workers so that each group serves only one Sunday morning (1 hour) a quarter. This is a great way to support our young and growing families. A background check will be necessary.

