# Glendale Presbyterian Church
# Children's Ministry
# (Kidz Klub & Children/Youth Sunday School)
# Parent Handbook 2009-2010

August 29, 2009

Dear Parents,

Welcome to the Glendale Presbyterian Church's Children's Ministry. Our Sunday School classes and our Kidz Klub (Kid-Sized Worship Service) are dedicated to creating disciples of Jesus Christ…one child at a time.

It is our goal to be in partnership with you as we provide your child with a quality Christian educational experience. This handbook has been created to serve as both an informational and inspirational guide for the journey ahead. In it, you will find practical information on the programs we offer, including procedures, registration, safety, class schedules and more.

It is our hope that you will be informed, active partners in your child's Christian education experience. Please take a few moments to read through the enclosed information. If you have any additional questions or concerns, please do not hesitate to contact us.

Joshua Simmons
Director of Children's Ministries

Justin Evatt
Youth Director

Keith Andrews
Pastor

# Children's Ministry at GPC

Ages 2 years through 5th Grade

## Our Mission:

The mission of GPC's Children's Ministries is to create disciples for Jesus Christ. We seek to be a place where children of all ages can build friendships, grow in faith, and experience Christ's grace and power.

## Our Program Goals:

1. To provide a safe and caring environment in which all children can learn through age-appropriate, engaging activities and lessons about God's Word and what it means to follow Christ.
2. To offer children and their families classes led by kind, compassionate teachers who love God, and who model God's love in all they say and do.
3. To provide families with the support they need to be effective partners in their child's Christian education experience.
4. To provide teachers with the preparation and support they need to offer quality Christian education to the children of GPC.

# Registration

A Children's Ministries Registration Form is provided for all children in attendance of any of our programs. Please take time to complete this form, *one for each child*, and return it to your child's classroom teacher. All information will be kept confidential.

# Sunday School Classes

All Sunday School Classes meet from 9:30 a.m. until 10:30 a.m, followed by a short snack/fellowship time, at the Manse. Please be a few minutes early to sign your child in and receive a pager.

Pre-School Class:
Age 2 years – Kindergarten

Grade School Class:
Grades 1 – 5

Youth Class:
Grades 6 – 12

**Procedure for changing classes:** Children will move to the next age-level class based on what grade he/she is currently in as of the first Sunday in September of each year. If a child is not yet in school, he/she may begin attending Sunday School at any time of the year after he/she turns two years of age. (i.e. a child would move from the Pre-School class to the Grade School class when he/she is in 1st grade on the first Sunday in September of the current year).

# KIDZ KLUB (Kid-Sized Worship Service)

All children ages 3 years and older attend church with their parents. However, if your child did not attend Sunday School, **you will need to sign your child in for Kidz Klub at the Manse at 10:45 a.m.** before worship service. After Pastor Keith gives "A Word for Kidz," all children ages 3 years through 5th grade will go back over to the Manse for KIDZ KLUB. All children in 6th grade or older will attend the regular church service.

# Nursery

We offer a safe, clean nursery for children ages 0 – 23 months during Sunday School (9:30 a.m.– 10:30 a.m.) and for children ages 0 – 35 months during the Worship Service (11 a.m. – 12 p.m.). The nursery is located in the main church building.

# Curriculum

Each class is designed to have age-appropriate materials that are interesting and engaging while still teaching the children Biblical principles and Scripture. Included are the use of picture books, puppets, arts and crafts, Scripture memorization and more.

# Safety and Security

Glendale Presbyterian Church is committed to providing a safe and secure environment for all children. The following procedures and policies will be implemented:

- Entry to the Manse is located at the back of the Manse. The front door remains locked during class time for safety reasons.
- The Manse and the Nursery are child-proofed (with outlet covers, safety latches, etc.) and toys are to be disinfected after each play time.
- Parents/Guardians are required to accompany their children to the Manse, sign their children in and get a pager.
- Parents are encouraged to arrive a few minutes early in order to sign-in and take their children to the bathroom prior to class.
- If a parent is needed during class time, that parent will be paged and is expected to go over to the Manse.
- Parents of children who are ill are asked to keep them home until they are well and able to join the group.
- It is our goal to have an adult present in each classroom for Sunday School and to have at least two adults during KIDZ KLUB.

Parents are encouraged to pick their child up promptly at 10:45 a.m. if he/she attended Sunday School. Parents are also encouraged to pick up their child immediately after Worship Service.

# Sign-In and Sign-Out Procedures

Nursery: There is a sign-in/out sheet in the nursery. Please sign your child in (name, age, parent name and time in) when you arrive. Sign out involves putting the time you are picking up your child on the sign-in/out sheet.

Sunday School: Please arrive a few minutes early to sign-in your child (name, what classes he/she is attending, parent name and pager #). If you plan for your child to attend Kidz Klub as well as Sunday School, please check both the "SS" box and the "KK" box (SS = Sunday School and KK = Kidz Klub). Once your child is signed in and you have received a pager, you do not need to "re-sign" your child in. **However, all children ages 2 years through 5th grade must be picked up by a parent/guardian by 10:45 a.m. *(at the latest)* and brought over to the main building by a parent/guardian.** If your child is in 6th -12th grades, then he/she may walk over to the main building alone if you wish.

Kidz Klub: Kidz Klub sign-in is only for children who did not attend Sunday School (those children should already be signed in for Kidz Klub). Please sign in your child (name, check the KK box [KK = Kidz Klub], parent name and pager #) and pick up a pager at the Manse BEFORE 10:45 a.m.

PAGERS: Childcare pagers only VIBRATE and do not make any noise. Therefore, pagers need to be clipped to the parent/guardian's clothing and worn at all times.

# Parent Involvement

Parent involvement is crucial to the success of GPC's Children's Ministries. Your time and talents are needed to serve within the ministry that your children attend.

We ask that parents/guardians commit to serve as a Nursery/KIDZ KLUB helper one Sunday in each rotation. Other volunteers are welcome to participate in the rotation.

It is in the best interest that all parents/guardians/helpers be familiar with CPR and First Aid procedures for children. A time and date for certification classes will be announced.

# Snacks

Snacks and a drink are provided for children who attend Sunday School classes. Snack time is at 10:30 a.m. immediately after Sunday School Class.

Parents/guardians of babies in the nursery need to bring sippy cups or bottles and may bring a personal snack for the child if so desired. Snacks are also on-hand in the nursery and are fed to babies as needed.

If your child has any special dietary restrictions, please note them on the registration card and inform your child's teacher.

# Other Fun-Activities

Throughout the year, there will be opportunities to do things outside of the Sunday School and KIDZ KLUB time. Some examples of things that have been done in the past are:

Outdoor Movies
Bonfires
Picnics
Trick or Treasure Hunt
Float in 4th of July Parade
Trip to the Seward Farms Corn Maze
Easter Egg Hunt
Fall Festival
Canoe Trip
Christmas Play and Musical
Sing-a-longs
Mystery Road Trip
Crafts and Games

# Age-Specific Information

**NURSERY**:
Ages 0 – 23 months during Sunday School (9:30 a.m. - 10:30 a.m.)
Ages 0 – 35 months during Worship Service (11 a.m. – 12 p.m.)

Parents need to provide a LABELED diaper bag with extra diapers, extra wipes, an extra set of clothes and any bottles or sippy cups needed. Sign-In is required in the Nursery as well as at the Manse, so please sign-in your child when you enter and sign-out your child when you leave. If a parent is needed at any time, then the nursery helper will signal the parent that he/she is needed in the nursery.

**TODDLERS**:
Parents/Guardians of children not fully potty trained are asked to provide "Pull-Ups" or diapers. A wet diaper will be changed by the staff. If your child has a dirty diaper or "pull-up," you will be paged to come to the Manse to change it.

Please take your child to the potty before and after all classes.

If a child needs to go potty during a class, an adult teacher or helper will assist the child as needed.

Please have an extra set of clothes available in case of an accident.

If your toddler is using a sippy cup, please provide one for snack time.

Don't forget to sign-in and get a pager. For children who did not attend Sunday School, sign-in for KIDZ KLUB is before 10:45 a.m.

All pre-school children (ages 2 – Kindergarten) must be picked up by a parent/guardian by from Sunday School by 10:45 a.m. *(at the latest)* and brought over to the main building by a parent/guardian

Sign-out when you are leaving and RETURN THE PAGER.

# Age-Specific Information Continued

**GRADE SCHOOL AGE**:
Please take your child to the bathroom before class begins.

Don't forget to sign-in and get a pager. For children who did not attend Sunday School, sign-in for KIDZ KLUB is before 10:45 a.m.

All grade school children (1st – 5th grades) must be picked up by a parent/guardian by from Sunday School by 10:45 a.m. *(at the latest)* and brought over to the main building by a parent/guardian.

Sign-out when you are leaving and RETURN THE PAGER.

**YOUTH AGE:**
If the parent/guardian so desires, children in this age group (6th-12th grades) may walk over to the main church building after Sunday School without his/her parent/guardian.

# Glendale Presbyterian Church
# Children's Ministries
# Registration Form

Child's Name: _____ Male or Female
First and Last Name

Name your child likes to be called: _____

Date of Birth: _____ Parent/Guardian email _____
XX/XX/XXXX

Parent/Guardian Name(s): _____
First and Last Names for all

Home Address: _____

City/State/Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone(s):_____
name(s) and number(s)

Siblings (Name): (Age):

_____

_____

_____

_____

Please check all possible days/times your child may need childcare:

___ Sunday School

___ KIDZ KLUB

___ Wednesday Night Bible Fellowships (6:30-7:30 p.m.)

## SPECIAL CONCERNS:

Allergies:_____

please list any allergies (food, medicine, objects, etc.)

Allergy Action Plan (if life-threatening): _____

_____

Medications:_____

Physical Limitations: _____

hearing, speech, vision, others

Learning Differences:_____

shy, active, etc.

How is your child best consoled if upset? _____

_____

_____

_____

Do you have any special concerns or comments you wish to share about your child? _____

_____

_____

_____

_____

Any security or custody issues we should be aware of in regards to your child? _____

_____

_____

Parent/Guardian(s) Signature Date