

**Glendale Presbyterian Church
Children's Ministry
Parent Handbook 2010-2011**



Dear Parents/Guardians,

Jesus said, "Let the little children come to me and do not hinder them. . ." (Matt. 19:14). He said this for two reasons: 1) He wanted the children to come to Him, to know Him, and to be ministered to by Him, and 2) He wanted anything preventing that to be removed.

It may be hard for us to see, but some of the things that adults do to draw closer to Christ are actually hindrances to our children. We say long prayers, we sing long songs that have lots of words that they don't understand, we take time to announce things that have nothing to do with them; in short, we act like a bunch of grown-ups and none of that is exciting to a kid.

But being with Jesus IS exciting! We believe it is the responsibility of church to provide an environment where our children can worship kid-style: where they can sing and pray and clap their hands, where they can learn His Word and hear Bible lessons on their level, and where they can participate in giving offerings out of their own piggy banks. We believe that it is critical for our children's spiritual growth that they be able to personally participate in ALL facets of Worship. For that to happen, they need Worship music that is age-appropriate and repetitive enough for them to learn. They need an Order of Worship similar to what is done in adult worship, except on a Kid-Sized scale.

So, beginning in October of 2010, we will provide an opportunity for children, ages 3 years through 5th grade, to start Kidz Worship at the Manse at 11 a.m. instead of attending the first 20 minutes of Worship with the adults. The only change for parents/guardians is that if your child attends both Sunday School and Kidz Klub, *you do not have to go to the Manse at 10:45 a.m. to pick up your child. Children will stay at the Manse the entire duration of church.* If your child attends only Kidz Klub, then it is necessary to sign him/her in at or before 10:45 a.m. and receive a pager. All children are required to be signed in and all parents/guardians are required to have a pager. On the next page you will see changes that have been made to the original 2010-2011 Children's Ministry Handbook.

Note: Sunday School teachers will need to stay at the Manse until 10:45 a.m. and the Kidz Klub teacher replaces them. Kidz Klub teachers need to arrive before 10:45 a.m. each week to relieve the Sunday School teachers.

Joshua Simmons
Director of Children's Ministries & Interim Youth Pastor
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 and engaging activities, lessons about God's Word and what it means to follow Christ.
2. To offer children 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

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 through 5th grade attend Kidz Klub beginning at 11 a.m. at the MANSE. If your child did not attend Sunday School, **you will need to sign your child in for Kidz Klub at the Manse at or before 10:45 a.m.** and before Worship service begins. All children in 6th grade or older will attend the regular church service.

Nursery

We offer a safe, clean nursery for children ages 0 - 2 years during Sunday School (9:30 a.m.- 10:30 a.m.) and for children ages 0 - 3 years 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 present 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.

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 or KIDZ KLUB helper on the rotation. Nursery helpers help approximately one Sunday per Quarter. KIDZ KLUB helpers assist or teach for a full month. Other volunteers that are not parents/guardians are also welcome and encouraged to participate.

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. A drink or popsicle is provided to children after Kidz Klub.

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
Trip to the Zoo
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. Staff and volunteers will change wet and dirty diapers of children in the Nursery. 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.

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.

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

**Glendale Presbyterian Church
Children's Ministries
Registration Form for 2010-2011**

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

___ Wednesday Night Bible Fellowships

___ KIDZ KLUB

___ Choir Rehearsal

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