



CyLife**kids**

**Policies and Procedures  
2024-2025**

**Our What (Mission): To make and send disciples who love and live like Jesus**

**Our Why (Vision): We believe that the combined influence of CHURCH and HOME will create environments for kids to experience the LOVE and GRACE of JESUS. We believe parents are the primary disciplinarians of their children.**

**Our Core Values:**

**We value relationships**

**FIGHT FOR RELATIONSHIP:**

We are committed to fighting for authentic relationships and traveling light by extending grace and speaking truth in times of conflict and accountability. We will stay curious first in order to express trust, honor, and respect to one another. We will choose to call you up and not out. We will be known by our love for one another.

**We value servant leadership**

**SERVE:**

We strive to set the standard as servant leaders by modeling Jesus' like of coming to serve and not be served. We will do whatever it takes to get something done, no matter what our role or title. We consistently seek input and feedback and humbly receive it, so we can grow personally, as a church and community.

**We are committed to a team first attitude**

**COLLABORATION:**

We believe we are stronger and better together, which is why we value people over programs. Silo ministry is unacceptable, so we collaborate with others so that we can get the best outcomes. We collectively sacrifice and work together in order to have the greatest Kingdom impact.

**We value fun**

**FUN:**

We strongly believe in having a lot of fun in what we do. We don't take ourselves too seriously and enjoy laughing a lot, especially at ourselves. We strive to use humor responsibly, building quality relationships.

**Your role:**

<b>PRESENT</b>	Show up! If you accept a weekly invite, please come and be on time or early. Being present also looks like engaging with kids from start to finish, staying off phones, and getting in the mix. Model what you want to see in your kids!
<b>PREPARED</b>	Read the lesson plans ahead of time and ask any questions prior to Sunday morning. Make sure you have all the supplies you need for that day.
<b>CONSISTENT</b>	Kids love routine and consistency. Follow the weekly schedule as best you can to allow for predictability, but allow yourself grace on weeks that don't go exactly right.

**Be F.A.T.  
....Faithful, Available, Teachable**

**Faithful-**

**Faithful to the Lord and to your commitments**

**Available-**

**Available to what the Lord wants to show you and to how God might want to use you**

**Teachable-**

**None of us have arrived. We expect volunteers to acknowledge they don't "have it all figured out," and are teachable, coachable, and hungry to grow.**

## **Kids Ministry Expectations**

- Attend a weekly service time at CyLife Church. Serving does not replace your personal worship time, and it is expected that you serve from your overflow. If the choice is to worship or serve, we ask that you worship.
- All volunteers must pass a background check and complete the Ministry Safe Sexual Abuse Training prior to serving, as well as complete the CyLife Kids Training Modules within one month of onboarding.
- Prioritize attending volunteer trainings
- Absolutely NO secret keeping for kids or volunteers.
- Never be alone with a child in a closed room. If there are no windows in the room, the door must remain open or you need to find another adult to be with you.
- Name tags will be provided and should be stored on hooks in the classroom. If you find yourself without a name tag, please ask for a generic “Volunteer” name tag until you have one with your name on it.

## **Planning Center**

Each week you will be sent a Planning Center invite. Please ACCEPT or DECLINE as soon as possible. If you know ahead of time that you will not be available, you have the option to block out those dates. Please also review the lessons for the week found in “Attachments” ahead of Sunday. If an emergency arises and you will not be able to make it to church, please put a message in the GroupMe to notify your team and text your coach.

## **Communication**

CyLife Kid’s main form of communication is through the GroupMe App. We ask that all volunteers have this app downloaded and notifications turned on.

- Check the GroupMe App on a regular basis.
- Respond to messages and texts within a reasonable amount of time (as needed)
- Familiarize yourself with the weekly lesson and get answers to your questions ahead of Sunday.
- Build relationships and community with your room/service time!

## **Curriculum**

Materials for lessons will be stored in each classroom in a labeled bin. Lesson plans will also be available under “Attachments” in your Services App. Basic craft materials

are stored in each classroom and additional materials can be retrieved from the supply closet as needed.

### **Check In/Out**

***Upon arrival***, parents will check in their child(ren) on the computer system and receive name tags as well as a security pick up tag. First Time Guests will check in at the Guest Services desk and receive a handwritten tag. Parents must accompany their kids and drop them off at their classroom door. First Time Guests will be escorted by Guest Services hosts.

***At pick up***, parents will need to present their security tag to the teacher. Match the security tag to the child's tag. If it does not match, please call a staff member. If the parent lost their security tag, please get verification before releasing the child from Guest Services or a staff member. Do not release a child just because you know them and see them often. We don't always know what custody decisions are being made. Do not release kids to other kids. Students must be at least 16 years old to pick up a sibling unless there has been special permission from staff that you will be made aware of ahead of time.

### **Schedule**

Each classroom may have a different schedule. It is you and your lead's responsibility to check the posted schedule and follow it to the best of your ability. Understand that if you are a floater or are asked to switch rooms, you may need to adhere to a different schedule.

### **Hand Washing**

Children and staff are expected to wash hands before handling food, following messy play, after diapering or toileting, and any other times as needed. Hand sanitizer may be used prior to snack time if time is an issue.

### **Snack**

Goldfish and Cheerios are the only food allowed in the classrooms on Sunday mornings; however, children with severe allergies may bring their own snack. Water is the only drink allowed in the classrooms, and we do not allow children to carry their own sippy cups with juice, milk, etc. Children who bring cups can store them on the shelves in the classroom. We do not feed toddlers or infants food from home unless given special permission by staff; however, room temperature bottles will be given for

babies as instructed by parents. We do heat up bottles, as doing so incorrectly could harm the babies.

### **Bathrooming/Diapering**

We want to make every effort to hand over a dry, clean baby! Please check diapers at least once per service and always change solid diapers immediately.

- Only females over 18 are allowed to change diapers or assist in preschool bathrooms.
- Follow diapering procedures posted by changing tables.
- Always wash hands following diaper changes.
- In preschool, volunteers may enter the restroom with the child with the half door open or the door propped. Volunteers should not assist with wiping when a child is out of diapers, but may coach children how to do it on their own.
- In elementary, only adults over 18 should walk kids to the restroom. Do not go inside the restroom with kids, and only use the single restroom in Kids hallway, even if that means waiting in line. Should an elementary child need assistance with clothing, always call a second person as a witness.

### **Medication Policy**

We do not at any time administer medication to any children. Should a child need medication, inform the parent that they must come back and give it. Also, encourage parents not to leave medication in diaper bags, as we do not want curious hands to get a hold of anything dangerous.

### **Clean Up/Dismissal**

- Return toys to the proper shelf/bin. Wipe any toys with disinfectant that have been mouthed.
- Clear and clean tables and chairs. Disinfectant spray or wipes are provided.
- If you have teachers coming in after you, let them know what worked, what didn't, and any other pertinent information they may need.
- Do not leave the classroom if there are children still there, even if it's "time to go." Call your coach/staff and get relief before you leave.
- Blankets, bibs, or burp cloths used in the infant rooms should be placed in the laundry basket for washing.

# EMERGENCY PROCEDURES

## Injuries

We have general first aid equipment available. All coaches are First Aid/CPR certified, and we have quite a few Leads and Volunteers that are as well. They have a CPR Certified sticker on their name tags.

Should a “boo boo” occur, notify your coach and fill out an Ouch Report. Have parent sign and provide them a copy upon pick up when you communicate what happened.

For critical injuries, see to the child’s needs first, and have someone else go call out for your coach/staff member. ***Switch to ALL CALL (all the way left or right) on walkie if you are provided one, or have someone call out for a CPR Certified person and coach/staff member while you stay with the child.*** A complete and stocked First Aid Kit is located in the hallway closet near room 101. Individual First Aid Kits are located in your classroom.

Cuts/Scrapes	<ul style="list-style-type: none"> <li>● Wash with water</li> <li>● Apply bandage</li> </ul>
Bumps/Bruises	<ul style="list-style-type: none"> <li>● Ice pack</li> <li>● Rest</li> </ul>
Head bumps/injuries	<ul style="list-style-type: none"> <li>● Ice pack</li> <li>● Rest &amp; Monitor</li> <li>● Notify staff member immediately</li> </ul>
Bleeding  <small>*Tourniquet can be found in mounted box next to volunteer room if needed</small>	<ul style="list-style-type: none"> <li>● Place pressure to stop bleeding (wear gloves)</li> <li>● Bandage</li> <li>● Notify staff member immediately</li> </ul>
Broken Bones (immediately call for certified person)	<ul style="list-style-type: none"> <li>● Do not move victim</li> <li>● Immobilize the limb</li> <li>● Wait for assistance</li> </ul>
Seizures (immediately call for certified person)	<ul style="list-style-type: none"> <li>● If convulsing, protect from injury</li> <li>● Lay child on their side; do not put anything in their mouths</li> <li>● Protect against injury until help arrives</li> </ul>

<p><b>Choking</b> (immediately call for certified person)</p> <p>*DeChoker can be found in mounted box next to volunteer room</p>	<ul style="list-style-type: none"> <li>● Perform age appropriate heimlich</li> <li>● Use DeChoker found in AED box</li> <li>● Continue until help arrives</li> </ul>
<p><b>Breathing Problems</b> (immediately call for certified person)</p> <p>*AEDs can be found in mounted box next to volunteer room and next to kitchen</p>	<ul style="list-style-type: none"> <li>● Lay person flat on back</li> <li>● Check for breathing</li> <li>● Provide full CPR if no pulse if no breathing- Compressions, Airway, Breaths</li> <li>● Use AED as machines directs</li> <li>● Continue until help arrives</li> </ul>

**Fire**

In case of fire, take a headcount of your room and line up. GRAB YOUR IPAD. Evacuate to your rooms' muster stations by following the provided evacuation maps. Once outside, do another headcount and role call. If you are missing a child, notify your coach/staff member immediately.

Infants and Toddlers who do not walk confidently need to be placed in an evacuation crib and pushed outside the building. You may place as many kids as necessary in each crib to ensure all kids get out safely.

Do not hand kids over to concerned parents. Instead, ask parents to join the group and wait for further instructions.

**\*Suspicious Activity**

If there is suspicious activity OUTSIDE the building, outside doors and hallway doors will be closed and locked, and kids will be held in classrooms and class will proceed as normal until the ALL CLEAR is given.

If there is suspicious activity INSIDE the building, classroom and hallway doors should be closed and locked. Turn out lights, and keep children quiet and away from windows.

*\*You will be notified if any of these procedures need to be followed.*

**Active Shooter**

While we pray this never occurs, we must unfortunately be prepared with a plan. Follow ALICE Guidelines.



A- ALERT	<b>Alert is your first notification of danger.</b>	Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.
L- LOCKDOWN	<b>Barricade the room. Prepare to EVACUATE or COUNTER if needed.</b>	If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.
I- INFORM	<b>Communicate the violent intruder's location and direction in real time.</b>	Communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes.
C- COUNTER	<b>Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.</b>	Counter is a strategy of <u>last resort</u> . Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately.
E-EVACUATE	<b>When safe to do so, remove yourself from the danger zone.</b>	Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

# Suspected Physical/Sexual Abuse & Suicide

**\*The following will deal mostly with elementary, but preschool teachers need to still be educated, especially sections pertaining to abuse.**

We take both physical and sexual abuse very seriously and desire that every situation would be handled with the utmost care and sensitivity. For that to happen, the following procedures need to take place.

## **Abuse/Suicide Response**

With the sensitive and serious nature that comes with abuse and suicide, small group time is not the place we want kids to elaborate on these situations. You can do one of the following:

- Ask the child to stay afterwards to talk about it in more detail.
- Release your small group 10 minutes early to discuss with that child in more detail.
- If you have multiple leaders, one adult leader can step out of the room to talk privately with him/her.

## **Then...**

1. Listen to the child and allow him/her to unpack their pain/hurt. Don't try to fix him/her. Do not ask leading questions for abuse, as this may interfere with a CPS investigation.

### **2. FOR ABUSE:**

- a. Stop what you're doing and provide a space to listen. Do not wait or put them off for later, as they may have chosen this moment in particular to be brave and share. Allow the child to share whatever they want.
- b. Tell the child it's not their fault.
- c. Tell the child you believe them.
- d. Ask, "Do you feel like you are in immediate danger?"

### **3. FOR SUICIDE:**

- a. Stop what you're doing and provide a space to listen. Do not wait or put them off for later, as they may have chosen this moment in particular to be brave and share.
- b. Do not leave the child alone.
- c. Ask, "Are you thinking of killing yourself?"
  - i. Although uncomfortable, studies show that asking directly does not put the idea in their head and better helps identify the risk of suicide.
- d. Ask, "Do you have a plan to hurt yourself?"

## **Steps for Abusive/Suicidal Situations**

1. Do not make any promises about secret-keeping. You will not be lawfully able to keep this promise.
2. Notify your coach or staff member ASAP before the child leaves service.
3. If your coach or staff member is not available, get in touch with the first *staff member* you can find.
4. Do not investigate abuse reports. Allow a safe place for the child to reveal and affirm that it is not their fault. For abuse situations, you are required by law to be the “Mandatory Reporter” and will need to file this report with CPS within 48 hours. If you need support or assistance with this process, please contact the Kids Director.

## **Transgender Scenarios**

We recognize that we may have persons identifying with a gender outside their biological gender in our ministry. They are welcomed and loved, but not affirmed in their belief that they were created/are the opposite gender. We will speak truth in love when it comes to this. For scenarios you find difficult navigating that fall into this category, please contact the Kids Director.

1. **Small Groups:** They attend the small group of their biological gender, should the class be split that way.
2. **Bathrooms:** They will use the bathroom of their biological gender.

# **RESTORATIVE DISCIPLINE**

## **Build Relationships**

Connect with your kids on a personal level and get to know them. Kids listen to those they respect and relate to and will think twice before making a bad choice if they know it may damage their relationship with you. We want them to know we care about them as a person, and this will lead you to see more appropriate behaviors.

- Get down on their level
- Learn their names, and use them often
- Smile and laugh a lot
- Get silly
- Actively engage in songs, games, goofy play. Be warned: they will copy you so make sure it is appropriate.
- Look them in the eye when they are talking
- Appropriate physical touch: side hugs, high fives, pats on the shoulder
- Invite them to join you, “Hi Alice, I’m playing grocery store. Do you want to be the check-out person?”
- Help them learn each other’s names and help one another

## **Positive Attention**

Kids love attention. Some will even prefer negative attention over none at all. Look for every opportunity to give kids positive attention to ALL kids, not just the extroverts.

Examples: “Thank you for holding the door, you are a very considerate young man.”

“You ran super fast in that game, give me a high five!” “That’s a great idea, I’d love to talk with you more about it later.”

## **Expectations: Set them High, Set them Quickly, Repeat, Repeat, Repeat**

Express your expectations at the beginning of the service time, every service time. You may have First Time Guests or friends that haven’t been in a while that need reminding.

<p>Preschool Examples</p>	<ul style="list-style-type: none"> <li>● Use walking feet</li> <li>● Use gentle hands</li> <li>● Use quiet voices</li> <li>● Use listening ears</li> </ul>	<p>Say, “Remember we use walking feet in class to keep us safe.”</p> <p>Say, “We don’t want to hurt our friends, use gentle hands please.”</p> <p>Say, “Oh no, our friends can’t hear the video, let’s use listening ears.”</p>
<p>Elementary Examples (start introducing guidelines)</p>	<ul style="list-style-type: none"> <li>● Be respectful</li> <li>● No cross talk</li> <li>● Confidentiality</li> <li>● Listen</li> <li>● Share the Air</li> </ul>	<p>Say, “Wow you have really good things to say about this topic, let’s share the air and see if someone else has any thoughts.”</p> <p>Say, “Remember when we are sharing our hearts, that we do not have permission to share what we hear outside this group. Confidentiality grows relationships.”</p> <p>Say, “I heard you call your leader an unkind name. Do you think that was showing respect? How can we make it right?”</p>

**Big Feelings**

Young children do not understand the complexities of emotions, how to handle them, or what’s causing them. We can help them handle their emotions in a healthy way by using words to identify what you see and guide their response towards self control. Remember, emotions are real, but they aren’t always true. We want to equip the kids with tools to become more emotionally intelligent, and we have a chance to show our kids Jesus’ love in how we respond to behaviors.

**Example:** “Marcus, it looks like you are angry. I see that your fists are clenched and your face isn’t happy. Are you feeling angry because...? Being angry is a completely normal feeling. Do you want to go for a walk and talk about it.”

**Example:** “Megan, I can see that you’re frustrated about not getting picked for the game. You’re sitting alone and looking sad. It can be disappointing when we feel left out. Would you like to help me pass out papers?”

Infants/Toddlers: Speak in soft, gentle tones, give reassurance, hugs, and a distraction like a toy or pacifier. If an infant or toddler cries inconsolably beyond 10 minutes or is at an unhealthy level (coughing/choking), parents should be notified via tablet text message.

### **Serious Behaviors**

Volunteers are encouraged to give children positive guidance in the classroom and give them choices where appropriate. For more serious behaviors that persist or are unsafe to the other children, call upon your coach or a staff member. You should never find yourself in a physical or verbal altercation with a child, volunteer, or parent.

### **Volunteer Line of Sight**

Volunteers should have a clear line of sight to every location in the classrooms.

*\*In the Park, position a volunteer near the entrance hallway to avoid this blind spot.*

# **Development Stages for Preschool**

## **Infants (0-2)**

As you care and provide for the needs of your children, he/she will develop a foundation for comfort, love, and trust in you which will later lead to their sense of trust in God.

### **Spiritual Concepts**

- **God created all things.**
- **God cares and provides for me.**
- **God's son Jesus loves me.**

## **Toddlers/Preschool (3-6)**

During these formative years, a child experiences great spiritual growth as he/she is beginning to understand the basic concepts of right and wrong, respect, compassion, and friendship. They will form an understanding of thoughts and actions that are acceptable in relationships with other people and with God. Modeling spiritual behavior like Bible reading and prayer becomes extremely important.

### **Spiritual Concepts**

- **I can listen to Bible stories and learn Bible verses.**
- **I'm beginning to understand that the Bible is God's word and it tells me about God and his son Jesus Christ.**
- **I know Jesus feels sad when I do something wrong.**

## **Elementary (7-11)**

During this season of life, a child begins to wrestle with more complex theological issues and is beginning to make faith a part of their daily life in a more conscious way. As their knowledge and understanding grow, they begin to share their beliefs and faith with others.

### **Spiritual Concepts**

- **The Bible defines what is right and wrong. I am responsible for choosing what is right."**
- **The world is a big place, but God is working in every part of it."**
- **Salvation is for me and any one else who trusts in Jesus as their personal Lord and Savior.**
- **I now understand why Christ died for me. I realize how much He loves me and I want my friends to know Him too.**

## **Baptism Roles/Protocols for Participants**

We never want to limit God in how He can move someone to be baptized; however, at CyLife Church, we believe the person being baptized must make the choice on their own AND understand what they are saying yes to. Preschool kids typically will not be at the age to fully know and understand the depth of their commitment to be baptized; however, that doesn't mean it can't or won't happen. Elementary aged kids are more likely to bring this conversation to you, and could be ready for this sacrament. Once someone has expressed interest in being baptized, here are some next steps to help you usher them into that decision.

1. Go through the baptism packet with the child. Many times this can be done in small group with the rest of the children, as well.
2. Have him/her go home and talk to their parents about baptism.
3. Guide parents to register via the CyLife website for their child. They will be notified and a Baptism Interview will be set up with the Kids Director.
4. Once they have been approved for baptism, try your best to attend their baptism and follow up with them afterward.
5. Encourage next steps, such as getting into their devotional gift that is given on their baptism day, or encourage them to speak about their baptism to others in class so others may celebrate and be encouraged.



# BAPTISM

*CyLife Kids Ministry*

## WHAT THE BIBLE TEACHES

### 1. Why should you be baptized?

**Jesus Christ commands it.**

*Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:18-20)*

**The Apostles taught it.**

*Or don't you know that all of us who were baptized into Christ Jesus were baptized into his death? We were therefore buried with him through baptism into death in order that, just as Christ was raised from the dead through the glory of the Father, we too may live a new life. For if we have been united with him in a death like his, we will certainly also be united with him in a resurrection like his. (Romans 6:3-5)*

**It demonstrates that you really do believe and obey the Lord. ...**

*Many of the Corinthians who heard Paul believed and were baptized. (Acts 18:8)*

*We know that we have come to know him if we keep his commands.(1 John 2:3)*

### 2. What does baptism illustrate?

**We identify with Christ's death and resurrection.**

In the New Testament, baptism involved a public confession of faith in Jesus Christ. Going down into the water symbolizes / pictures being washed by the blood of the Lamb and being identified

with the death and burial of Christ. Rising out of the water symbolizes newness in Christ- a result of spiritual cleansing through Jesus and identifies with Christ's resurrection.

Through baptism, therefore, believers in Jesus Christ are saying they are publicly identifying themselves with Christ and His Body. It is their announcement to all who watch and witness the event that Jesus Christ is their Savior

(See Romans 6:3-5 above)

*For when you were baptized, you were buried with Christ, and in baptism you were also raised with Christ. (Colossians 2:12)*

We have become new people through faith in Christ.

*Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come. (2 Corinthians 5:17)*

### **3. Who should be baptized?**

Every person who has trusted Christ for salvation should be baptized as his or her first step of obedience as a follower of Jesus Christ.

*Those who accepted his message were baptized, and about three thousand were added to their number that day. (Acts 2:41)*

*Simon himself believed and was baptized ... (Acts 8:13)*

What about children? There is no biblical basis for baptizing infants. In every recorded instance in scripture, those who were baptized were old enough to have personal faith in Jesus Christ.

With children, we wait until they are old enough to believe and understand for themselves the true meaning of baptism. This may vary from child to child so we don't have a pre-determined age. Parents are encouraged to discuss this with the elders.

*They replied, "Believe in the Lord Jesus, and you will be saved—you and your household." Then they spoke the word of the Lord to him and to all the others in his house. At that hour of the night the jailer took them and washed their wounds; then immediately he and all his household were baptized. The jailer brought them into his house and set a meal before them; he was filled with joy because he had come to believe in God—he and his whole household. (Acts 16:31-34)*

### **4. How should we be baptized?**

The word for baptism in the original language (*baptizo*) means, “to dip, immerse”. Scripture teaches that baptism is an immersion of the person completely into water.

*Then both Philip and the eunuch went down into the water and Philip baptized him. When they came up out of the water ... . (Acts 8:38-39)*

*As soon as Jesus was baptized, He went up out of the water. (Matthew 3:16)*

## **5. When should you be baptized?**

As soon as you have believed!

*Those who accepted his message were baptized ... that day. (Acts 2:41)*

*As they traveled along the road, they came to some water and the eunuch said, “Look, here is water. What can stand in the way of my being baptized?” And he gave orders to stop the chariot. Then both Philip and the eunuch went down into the water and Philip baptized him. (Acts 8:36-38)*

## **7. Is baptism necessary for going to heaven?**

Baptism is not required to go to heaven nor does it help. Only faith is required in order to go to heaven. Baptism is like a wedding ring—an outward symbol of the inward reality. Baptism is the outward symbol of conversion. It is simply a public testimony of a personal relationship with Jesus Christ.

*For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast. (Ephesians 2:8-9)*

## **8. What if I have already been baptized?**

If you were baptized before you became a believer (for example, as an infant), we recommend that you be baptized again. Baptism is an expression of an individual’s own faith, not that of the parents. By being baptized now you are reflecting your desire to be baptized in the same way the scripture teaches.