

# **Waterloo Road Baptist Church**

## Childhood Ministries Information Packet



You are the light of the world.  
A city set on a hill cannot be hidden.

Matthew 5:14



Emily Townley

Childhood Minister

Contact Emily at [emily@waterlooroad.org](mailto:emily@waterlooroad.org)



Shelly Johnston

Associate Childhood Minister

Contact Shelly at [shelly@waterlooroad.org](mailto:shelly@waterlooroad.org)

We are so glad that you have chosen to worship with us and we look forward to growing and learning along with you here at Waterloo Road!

**Waterloo Road Baptist Church  
believes the parents are the  
primary disciple makers of their  
children. Therefore, our goal is to  
partner with and equip parents in  
disciplining their children. We exist  
to help children seek God and  
serve Him as wholly devoted  
followers of Christ.**

**Our policies and procedures for our Childhood  
Ministries are outlined in our handbook.**

# **CHILDHOOD WEEKLY MINISTRIES**

## **Connect Groups**

**Sundays @ 9:00a & 10:45a**

Children are placed in age-appropriate classes where they learn about God's Word through Bible study, games, music, and much more using Lifeway's Gospel Project curriculum. Children in 2<sup>nd</sup> - 5<sup>th</sup> grades will attend Connect Groups one session and worship service with their parents the other session.

## **KID Worship**

**Sundays @ 9:00a & 10:30a**

KID Worship is provided for Infants through 1<sup>st</sup> grade during both worship services. This session will include age-appropriate Bible study, games, music, and much more using Lifeway's Gospel Project curriculum.

Kindergarten and first grade sessions are designed to assist with the transition to attending corporate worship with the body of Christ. As families feel comfortable, the goal is for children to begin attending worship with their families.

Children in 2<sup>nd</sup> - 5<sup>th</sup> grades will attend worship with their parents or guardians.

## **MIDWEEK**

**Wednesdays @ 6:00p-7:30p**

Children three years of age by September 1st (and potty-trained) through 5<sup>th</sup> grade participate in MIDWEEK. Children two years and younger may participate in MIDWEEK if their parents participate in on-site activities.

MIDWEEK meets in 6-8-week sessions with a break for the month of August and major holidays. For specific dates, please see the church calendar or staff.

MIDWEEK utilizes Lifeway's Hyfi curriculum that includes high-energy games, media-based scripture memorization, group activities and age-appropriate Bible lessons.

# **CHILDHOOD SPECIAL EVENTS**

## **Easter Outreach for Families**

On Palm Sunday, families can pick up an Easter activity basket. This basket is designed to be an outreach opportunity for families with children aged birth through 5<sup>th</sup> grade. Grab an activity basket and invite a friend or neighbor to go through the basket with you. Invite them to the Good Friday service and to Easter Sunday.

## **Vacation Bible School**

Vacation Bible School is the first week in June (Sunday–Thursday) from 6:30–8:45 p.m.! VBS is for children who have completed prekindergarten through 5<sup>th</sup> grade and is an incredible time of learning about God and our relationship with Him. The 5<sup>th</sup> graders will be in their very own Prep for Student Ministry Week where they will participate in lots of great activities. Children who are aged infants – entering prekindergarten may attend VBS if their parents are volunteering.

## **CrossTimbers Children’s Camp**

Each June, CrossTimbers Children’s Camp is an overnight camp for children who have completed 3<sup>rd</sup> through 5<sup>th</sup> grade. CrossTimbers is an amazing time of Bible study, ropes courses, target sports, water activities, swimming, worship, missions’ opportunities, and much more. Check out [www.oklahomabaptists.org/crostimbers](http://www.oklahomabaptists.org/crostimbers) for more information.

## **Fall Frolic**

Fall Frolic is a great event for families from birth through 101! Fall Frolic is the last Sunday in October from 5-7 pm. Fall Frolic will be an indoor event with multiple different stations where kids will receive candy or small prizes. Also available will be inflatables, free food, snow cones, and more! Non-scary, family-friendly costumes are encouraged.

# **ADDITIONAL MINISTRIES**

## **Kids Day Out**

Our Kids Day Out program meets on Tuesdays & Thursdays during the school year. KDO runs from 9:30 a.m. to 2:30 p.m. and is for children ages three months through prekindergarten. Enrollment for the current year is open and enrollment for the upcoming year begins for church members on March 1<sup>st</sup> and opens to the community on the Monday after Spring Break. To find out current rates or additional information, please email [olivia@waterlooroad.org](mailto:olivia@waterlooroad.org).

# **POLICIES & PROCEDURES**

# **VOLUNTEERS**

## **Reducing the Risk Policy**

WRBC is committed to providing a safe environment for our children. All leaders and volunteers in the Childhood Ministries Department must follow the Reducing the Risk Policy which includes training, background checks, and additional screening. Copies of the Reducing the Risk Policy are available upon request.

## **Volunteers for KID Worship Policy**

KID Worship is available for children ages infants - 1<sup>st</sup> grade as parents and guardians attend worship services. This ministry is completely dependent upon volunteers. As such, we ask that at least one parent of kids within this age range serve on the volunteer rotation (once a month). All volunteers must meet the criteria of the Reducing the Risk Policy.

## **Elementary & Student Volunteers Policy**

Per the Reducing the Risk Policy, all volunteers must be 14 years of age or older. Therefore, Kindergarten-4<sup>th</sup> grade children cannot serve as volunteers in the Childhood Ministry. Fifth Graders may volunteer to run tech & sound for the 1<sup>st</sup>-4<sup>th</sup> grade classes. If you need assistance finding an alternative caregiver for your elementary children while you serve, please let us know and we will help you find a solution.

Elementary and Student age volunteers will be required to sign a commitment form, which includes the requirement that they attend connect groups and worship on the weeks they are not serving in the Childhood Ministry. The form also includes a parent signature acknowledging the commitment.



# **DROP-OFF & PICK-UP**

## **Classroom Organization**

Preschool and Elementary rooms are available for children ranging in age from newborns through fifth grade. Preschool and Elementary rooms will open 15 minutes before Small Groups, Worship Service, and other teaching sessions.

Assignments for preschool rooms are based on age and ability. All Elementary classrooms follow school grade guidelines. Children will be promoted from the Preschool Ministry to the Elementary Ministry when they are attending Kindergarten. Children are expected to attend the class that corresponds with their grade. General Promotion occurs once a year in August. Preschool rooms may be promoted at the discretion of the Childhood Minister throughout the year.

Additionally, preschool children must stay in their designated class during all WRBC activities. Children may not be moved to another class to be in the same room as their parent/guardian.

## **Separation Anxiety**

Separation anxiety is a normal developmental process that may come and go for many children. When a child is upset at drop-off, it is best to say a quick goodbye, reassure them that you will return, and hand them to their leader. Leaders will comfort your child and help them adjust to your absence. Most children calm down quickly and are happily engaged in class within a few short minutes. Parents will be contacted if the child is inconsolable.

## Preschool Arrival & Pick Up Procedures

Every Parent/Guardian who leaves a child in the Preschool Ministry has the following responsibilities.

- Parents/Guardians must check-in at the kiosks and place each child's security tag on the child.
- New members/Visitors should communicate any special instructions regarding food allergies, medical conditions, etc. during check-in.
- Children may only be dropped off when there are **two** leaders present in the classroom. If a class only has one leader, please let us know at the front desk.
- **Under no circumstances should a child be left unattended at any time.**
- Children must be accompanied by someone 16 or older to their classroom door.
- The person picking up a child must have their portion of the security tag to pick up each child. Children will only be released to **people 16 years of age or older** with the appropriate security tag. If you misplace your security tag, notify the Childhood Minister or the Associate Childhood Minister. Leaders will not release children without their permission.
- Parents/Guardians, please remain outside the classroom.
- Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- We ask that only preschool children use the Preschool Hall and only elementary children use the Elementary Hall to assist with congestion in the hallways.
- Clearly mark all your child's items including their bottles, cups, blankets, etc. Extra "item tags" can be printed at the kiosks for labeling purposes. Place all items in the child's basket.
- Parents/Guardians will be contacted via text if parents/guardians are needed during the service.
- We ask that children leave personal toys at home so that they do not get misplaced.

## **Elementary Arrival & Pick Up Procedures**

Every Parent/Guardian who leaves a child in the Elementary Ministry has the following responsibilities.

- Parents/Guardians must check-in at the kiosks and place each child's security tag on the child.
- New members/visitors should communicate any special instructions regarding food allergies, medical conditions, etc. during check-in.
- Children may only be dropped off when there are **two** leaders present in the classroom. If a class only has one leader, please let us know at the front desk.
- **Under no circumstances should a child be left unattended at any time.**
- Children must be accompanied by someone 16 or older to their classroom door.
- The person picking up a child must have their portion of the security tag to pick up each child. Children will only be released to **people 16 years of age or older** with the appropriate security tag. If you misplace your security tag, notify the Childhood Minister or the Associate Childhood Minister. Leaders will not release children without their permission.
- Parents/Guardians, please remain outside the room.
- Only children assigned to the classroom may enter. Due to liability issues, all other children must remain outside the room.
- We ask that only preschool children use the Preschool Hall and only elementary children use the Elementary Hall to assist with congestion in the hallways.
- We ask that children leave personal toys at home so that they do not get misplaced.

# HEALTH & WELLNESS

## Wellness Guidelines

WRBC strives to maintain a healthy environment for your children by sanitizing all equipment before & after your child uses them. However, many germs are airborne & spread by close contact among children. Please help us ensure everyone's good health by following the guidelines below:

- Please keep your child home from church if ANY of the following symptoms are present:
  - Fever of 100° or higher (must be fever-free for 36 hours without medication)
  - Vomiting or Diarrhea within the last 36 hours
  - Persistent coughing or sneezing
  - Persistent yellow or green nasal discharge
  - Redness or discharge from one or both eyes
  - Lethargy or aches of any kind
  - Sore throats or swollen glands
  - Contagious or undiagnosed skin rash
  - Parasites (nits, lice, mites, ring worm, etc.)
  - Other contagious conditions
- Inform the Director/Minister if your child contracts any contagious condition (ex. RSV, COVID-19, strep, flu, chicken pox, lice, etc.) so that parents may be informed. \*Please note that confidentiality will be kept.
- Children will not be permitted to stay in the classroom or at the church activity once it has been determined that they are ill. Parents will be called to pick up children who are ill.
- It is our policy that no medications will be administered by WRBC Staff. Exemptions are made for emergency medications such as rescue inhalers and Epipens.

## Outside Food Policy

Due to food allergies and classroom disruptions, all outside food and drinks must be finished **BEFORE** entering the classroom.

Exemptions are made for children with food allergies, medical conditions, and for children in the Caterpillar or Butterflies rooms.

## Snack Policy

WRBC will provide a light snack and water to children in the preschool rooms during Worship Care. Remember to alert leaders of any allergies.

Foods may be prepared as part of a teaching session. Again, remember to alert leaders of any allergies.

WRBC **does not allow peanut products** to be served in the classroom.

## Potty Training Policy

Please let us know when your child is potty training and what methods you are using at home (Example: sitting vs. standing, words for potty training, how often you take your child, etc.).

Children who are potty training should wear pull-ups to church. For sanitary reasons, they can transition to regular underwear **only after** they have been **accident free** (during daytime hours) for at least three weeks. Children who are potty training or newly potty trained should always bring a change of clothes in case of an accident.

# BEHAVIOR

## Disciplining Procedures

The purpose of disciplining procedures is to partner with parents to develop self-disciplined children within a nurturing and secure environment.

### **Leaders will:**

- Redirect the attention of the child from the wrong choice being made (i.e. introduce something different to distract the child).
- Give the child one warning - making eye contact on the child's level and explaining why the child's choice is wrong (gently holding their hands/shoulders if needed to help the child focus). Children will be allowed to continue participating with a reminder to make right choices. Leaders will affirm right actions that follow.
- Approach the child on his/her second offense without delay. The leader will again make eye contact on the child's level and explain the consequence of his/her wrong choice (gently holding their hands/shoulders if needed to help them focus). The child loses his/her privilege to that particular activity and must choose something different.

If a child continues to make wrong choices, the Childhood Minister or Associate Childhood Minister will be contacted.

### **Leaders will not:**

- Leave a child or children unattended (e.g. isolation, removal to hallway or to a different room).
- Engage in physical punishment with a child (e.g. spanking, hitting, pinching, biting).
- Use verbal abuse (e.g. embarrassment, belittling, shouting, threatening, shaming).

### **Important Notes:**

- Every class must have at least two leaders and the leaders will take responsibility for discipline issues and ensuring the safety of the classroom.
- If the child cries or throws a tantrum, the leader will remind the child of his/her choice. Space and time will be allowed for the child to cry. It is acceptable for the child to express his emotions through crying, but it is not acceptable for the child to physically lash out. After sufficient time has passed, the child will be invited to join the others. Once the child has expressed his emotions, the child will probably re-engage in the planned activities.
- If behavior escalates beyond the control of the leaders or if other children are at risk, a parent will be notified by the Childhood Minister or Associate Childhood Minister immediately. The child will be removed from the classroom for the remainder of the session and returned to the care of his/her parents. The leader will complete an incident report and give it to the Childhood Minister or the Associate Childhood Minister. On the same day, the Childhood Minister or the Associate Childhood Minister will follow-up with the parent(s) to explain the situation and partner with them by discussing ways for guiding the child during class.

## **Biting Policies**

Biting typically begins between the ages of twelve and twenty-four months. This is an age when children are teething, and a great deal of learning is taking place. Toddlers may be exploring with their teeth, attempting to communicate their feelings, or protecting their property or territory.

We will work with children who bite and will make every attempt to prevent bites from occurring. Cooperation between parents/guardians, leaders, and staff is key. If behavior escalates, the parent/guardian will be called for a consultation to develop a consistent and appropriate process for dealing with the child's biting behavior.

Leaders will follow these procedures.

- The first time a child bites, the leader will verbally discourage the behavior and redirect the child to an appropriate outlet for their frustration. This may include giving the child chew toys, teething rings, etc. Leaders will then observe the child for warning signs to prevent another bite. The leader will fill out an incident report and the parents will be informed.
- If biting continues and the child bites three times within a week, the parent/guardian will be contacted and asked to meet with the leader and Childhood Minister.







To learn more about our church and ministries visit

[www.waterlooroad.org](http://www.waterlooroad.org)

405-341-9024

3100 E. Waterloo Road

Edmond, OK 73034