

Children's Ministry



Northshore Baptist Church

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phone: 425 821-5252 email: info@nsb.org
web: www.nsb.org

Sunday Services
9:00 • 11:00 • 5:00

Dear Northshore Parents & Ministry Volunteers,

Welcome To Northshore Baptist Church!

It is the desire and responsibility of Northshore's Children's Ministry Staff to do our very best to provide a safe, healthy, inviting environment where children can experience the love of Jesus through our staff. We are honored and thankful that you have entrusted us with this kind of significant impact in your children's lives.

All of us—parents, teachers and volunteers—need to work together to accomplish the goals of our various ministry programs. This handbook describes the basics of how we administer procedures and handle normal, daily life issues in the classroom. Please take time to review these policies. Of course, we value your input and welcome any opportunity to discuss your ideas and/or concerns.

We look forward to getting to know and serve your family.



Especially for our Volunteers

In order to comply with WA State law and NSB church policy, we ask all people who serve with children to submit to a screening process. This includes the completion of a Ministry Application, Criminal History Report Authorization and a Ministry Covenant. Your personal information is kept confidential and is not used for any other purpose than to comply with this security policy. Thank you for your willingness to share your love for Jesus by using your gifts and talents with the children here at Northshore Baptist Church.

Blessings,
Pastor Steve Stauffer, Elementary
Dorene Minton, Director Early Childhood



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Leadership & Staffing Information

Children's Ministry Mission Statement...

Northshore Baptist Church desires to create a safe, fun learning environment where children want to be. Sunday School is often a child's first exposure to Jesus outside the home. Our staff works hard to make this experience a positive one. Our Bible stories, activities and programs speak about God's love and truth; our teaching methods focus on the main stages of a young child's development:

- Cognitive — how children think
- Social — how children relate to and learn from others
- Moral — how children understand and integrate abstract moral and Christian principles

Your support and involvement is vital. We welcome your feedback, ideas and suggestions. Remember, together we are building up the community of Christ.

Elementary Program—

Pastor Steve Stauffer



425 216-4415
steves@nsb.org
Pager #10

- Elementary Program
- Teachers & Volunteers
- Security Issues
- AWANA
- Kid's Summer Adventure
- Harvest Carnival

Early Childhood Program—

Dorene Minton, Director



425 216-4449
dorenem@nsb.org
Pager #33

- Security Issues
- Early Childhood Program
- Teachers & Volunteers
- P3 Worship *Powerful Praise Pals*
- Student Helpers Coordinator
- Weekday Program (Tues & Fri)
- 3rd Service Coordinator
Marcie Morgan

Sunday Morning Volunteer Times...

Teachers and helpers are required to be at their check-in stations prepared to receive children, at least **10 minutes prior** to the beginning of the NSB Sunday worship services.

First service begins 9:00 am; please be ready at 8:50 am

Second service begins 11:00 am; please be ready at 10:40 am.

Getting a Substitute...

If you are sick and/or unable to serve your class assignment, please make every effort to switch dates with someone else on the schedule (other teacher, volunteer, or parent).

Also, it is very important to notify our service coordinators of the changes as soon as possible, so that they may have time to make any needed adjustments.

Contacting the Children's Pastor or Director...

We use a Nursery Pager to contact Pastor Steve and Dorene on Sunday mornings. The input keypad is located in the Infant Nursery and the output display is located in the Worship Center. To reach Steve, enter #10; to reach Dorene, enter #33.

Contacting the Children's Ministry Admin Assistant

For general information or assistance contact Kathy Flugstad at 425 216-4464 or via email at kathyf@nsb.org.



Contacting Your Coordinator...

Your Coordinators will give you their Sunday morning schedule so that you are easily able to contact them in the event of an emergency or a disciplinary problem.

Nursery

Infants/Toddlers Coordinator

Linda Sees
lindas@nsb.org

1st Service (9:00 am)

Early Childhood Coordinator

Trevor & Hannah Rogers
hannahr@nsb.org

2nd Service (11:00 am)

Early Childhood Coordinator

Eric & Karen Keenan
karenk@nsb.org

3rd Service (5:00 pm)

3rd Service Coordinator

Marcie Morgan
marciem@nsb.org

LOWER LEVEL Sunday School Rooms



Elementary

Pastor Steve Stauffer

Worship.....L124/L126
(Elementary starts & ends in here)

1st Grade.....L120/123

2nd Grade.....L124

3rd Grade.....L126

4th Grade.....L128/129

5th Grade.....L119

Early childhood

Dorene Minton, Director

Infants/Crawlers.....L105

Wobblers.....L101

Toddlers.....L117

2's.....L103

3's.....L114

4's.....L118

5's.....L116

*birthdate by August 31st

EC Worship Room.....L115

Resource Room.....L106

P3 Classroom.....L119

EVACUATION PLAN

Emergency Procedures

Exiting Classrooms...

Nursery (Birth — 24 months)

Infants and toddlers are either carried out or are placed in an evacuation crib and rolled out via the ramp at the SW Exit, near Room 114.

Early Childhood (2 years — Kindergarten)

They are lined up single file, each child holding onto the "Travel Rope." One adult is posted at the front and one adult at the back of the line. The children are then led out of the building.

Elementary Children (1st — 4th Grades)

Children line up single file, with one adult at the head of the line and one adult at the back of the line. They are then led out of the building.

Persons using a wheelchair are to exit via the ramp at the SW Exit, near Room 114.



Classroom Check...

The adult who is at the back of the "Travel Rope" is responsible for:

- Taking the attendance roster from the room.
- Being the last one to leave the room, checking that it is completely unoccupied.
- Turning off the lights and closing the doors.
- Checking the attendance roster at the "Holding Area" and account for all children.

Outside the Building...

Lead children to the designated "Holding Area", which is the chain link fence located at the very back of the South parking lot.

Adults will group children together by grade and keep them calm.

Keep all "Fire Lanes" (the areas marked in yellow) clear for Fire Department access.

Returning to Classrooms...

If a parent wishes to take their child, **encourage the parent to wait until the emergency is over and the children have returned to class and all are accounted for.**

Re-enter the building **only** when and if the proper authority (Police, Fire Personnel or Pastor) gives permission to do so.

Re-enter in similar procedure as exiting: single file, adult in front, adult in back.

In The Classroom...

Our highest priority is the safety of the children we care for. At the same time, we are concerned about the safety and reputation of the adults and teens that volunteer within this ministry. To protect our welfare overall, we have developed personal safety procedures that would make it very difficult, if not impossible, for abuse situations to occur.

Parent Rotation...

Parents of Early Childhood children participate in serving in the classroom, typically within their youngest child's group. We assign lead teachers in each classroom, so that the parent's role is basically to assist as needed and to ensure a safe environment. Depending on class size, the average commitment is one service, two to three Sundays each quarter. It is simple for parents to change a date of their assignment with another parent on the rotation schedule, as illness or circumstances require.



Well-Child Policy...

In consideration of all our children and adults, please keep your child at home when they have any of the following symptoms or illnesses:

- runny nose • chronic cough
- questionable rash
- diarrhea • vomiting
- fever • lethargy
- Chicken Pox • Measles
- Mumps • Pink Eye

Also, please keep your child home if s/he has been treated with antibiotics within the last 24 hours.

Check-In and Check-Out Process...

When you enroll your child in a class, we will assign a family number (AUX#) that "attaches" parents with their children. Each class has an attendance roster which the parent must sign when checking in their child. For easy identification your child will wear a badge with his/her name and family number on it. The parent will also receive a card with their name and family number. Parents must present this card or a picture ID in order to pick up their child. Only adults who are listed on the attendance roster will be permitted to check-out the child and remove him/her from the classroom.

Student to Teacher Ratios...

We provide a minimum of two adults in any room with children. Children are never alone with an adult or student. This is for the safety of both the child and the worker. The classroom will not be open either to check-in or to teach students, until both workers are available or a parent volunteer is enlisted to fill the assignment.

Also, to optimize the child's comfort and learning in the classroom, we aim for the following class ratios:

- Infants — Two children to one adult
- Toddlers/Wobblers — Three children to one adult
- 2-5 years — Five children to one adult
- 1st-4th grades — Ten children to one adult

Restroom Use and Diaper Changing...

This is an area in which we need to be very sensitive to the possibility of problems. We must do everything to make restroom use a safe and private time for the child.

Only teachers and teacher assistants who are trained and have clear background checks may assist children in the restroom or change diapers on infants/toddlers.

An adult is not allowed to go into a restroom alone with a child (or children); a second adult must accompany them or be within visual contact.

An unaccompanied adult may take a child (or children) to the restroom only if s/he stands in the open doorway.

The adult must visually check the restroom to ensure that the area is secure before children are allowed to enter.

There must be no adults, older children or unsafe objects present in the area.

If the child needs adult help, the upper half of the restroom door must remain open.

Diaper changing tables are in open areas. The changing pad is sprayed with cleanser and wiped down before and after each child's diaper change. Adults wear fresh gloves for each new diaper change. They will have the diaper bag handy and will not leave the child unattended on the changing table.

Only teachers and teacher assistants who have been trained and have clear background checks may change diapers or carry children.

Men may not change diapers unless it is for their own child.

Student helpers may not change diapers or carry children unless they have been staff-trained.



Discipline Policy...

It is the prayer and goal of the Children's Ministry staff that a child feel loved and safe when they are in any of the children's programs offered at Northshore Baptist Church. The understanding of the staff and workers is that effective discipline only takes place in an atmosphere of unconditional love. It is in this attitude of unconditional love that we try to administer discipline in the classroom. The most effective discipline takes place in the home when given by loving parents. It is the goal of the NSB staff to support that process which begins in the home. We use a "3 Strike" type of discipline that is administered sequentially, as the child's behavior warrants. The "3 Strike" policy is only used for willful disobedience. Many times children just need to be re-directed.

1. Talk...The first time a child misbehaves, s/he will be given a verbal warning from a teacher. This warning will be clear and simple in order to give the child the opportunity to stop what s/he is doing wrong and start doing what is right.

2. Time Out...The second time a child misbehaves during the same class, s/he will be given a "time-out". The child is separated from the rest of the class and sits in the room with an adult leader for 2-5 minutes. At the end of the "time-out", the teacher will speak with the child. The purpose of this is to help the child understand why s/he received that correction and to discuss what would have been a more appropriate response by the child in that situation. This is the child's second chance to stop what s/he is doing wrong and do what is right.

3. Suspension...The third time a child misbehaves during the same class, s/he will be removed from the classroom by the Director or Children's Pastor for the remainder of that class period. The child will be taken to their parents for further disciplinary actions. The child may return to class the next week and start over.

Teachers regularly review the "3-Strike" policy with all the children. It is our hope that adult leaders should never need to go past the first step of giving the child a verbal warning about their misbehavior. However, classes run smoothly when boundaries are understood and practiced.

A note to parents...

Northshore does not use spanking or any other measures which include physical discipline to remedy a child's misbehavior. Parents will be informed whenever their child has been given a strike and we will do that privately with sensitivity.



Medical Emergency Policy...

Every classroom has a "First Aid" kit affixed to the wall. There are also "First Aid" kits at the Information Desk, which is located at the bottom of the stairwell that leads down from the main lobby to the Lower Level Sunday School rooms. Use the "First Aid" kit supplies to treat any minor situations that can be handled in class. Inform the parent of the circumstances surrounding the child's injury. Both the parent and class leader must complete and sign an Accident Report describing the incident and care given. These forms are in the "First Aid" kits and must be used to document any accident or incident, regardless of how slight the injury appears.



Serious or Life-Threatening Emergencies...

CALL 911 — From a church phone first dial 9 to get an outside line.

DO NOT LEAVE CHILD(REN) UNATTENDED AT ANY TIME

- Request assistance from the Service Coordinator, any Northshore staff member or another responsible adult.
- Direct someone to alert the Early Childhood Director Dorene Minton.
- Direct someone to find Pastor Steve Stauffer and the child's parents.
- Direct someone to meet the Medical Response team at the Information Booth in the Worship Center lobby and lead them to the location of the emergency.
- Remain attentive and engaged until the situation is stabilized and the child is under qualified, authorized, medical care.
- Obtain an Accident Report sheet from any "First Aid" kit and write a complete description of the incident and turn it in to the Service Coordinator, Director or Children's Pastor.



Contacting Parents of Early Childhood Children...

Part of the check-in procedure requires the parent to mark on the classroom attendance sheet where they will be during the service time. In the event that we need to contact you on Sunday morning, with an issue regarding your child (infant to 5 years old), the teacher will flash your family number (AUX #) on a screen in the Worship Center located on the upper right wall. When you see your number, please go downstairs to your child's classroom. If you are in a class, someone will go to your room to notify you.

Other Children's Ministry Activities

Weekday Children's Program...

Planned lessons and playtime for the children of those attending our weekly Women In The Word Bible studies on Tuesday mornings and MOPS groups on Friday mornings. Both groups meet from 9:15-11:30 am. (Infants through Kindergarten)

P3 Worship Team...

Powerful Praise Pals join their talents to lead worship for our children. In addition to teaching our little ones to sing God's praises, P3 students learn leadership skills and participate in service opportunities. (4th through 8th grades)

AWANA Club...

Wednesdays from 6:30-8:10 pm throughout the school year for fun, fellowship, Scripture memory and games. Activities include Grand Prix Workshop, Christmas Party and special theme nights. (Kindergarten through 6th grade)

Kids Summer Adventure...

Summer program held for one week in July, Monday through Friday from 9 am-12:30 pm, for children to enjoy skits, activities, songs, and worship that teach Bible stories using a creative, adventure-bound theme. (1st through 5th grades)

Harvest Carnival...

October fun event for the whole family—opportunity to invite friends and neighbors, too! Festivities include child-appropriate costumes, games, inflatables, face painting and candy. No cost to enter; a donation of food to benefit local food banks is appreciated.

