

HARVEST KIDS

**POLICIES & ABUSE
PREVENTION PLAN**

A INTRODUCTION

God has blessed our church family with many wonderful children and young people whom we love dearly. We are committed to providing excellent ministry programs led by qualified workers in order to train our children and youth to love God and His Word. As part of our commitment to them, we have developed these policies because:

- Children are a gift from God (Psalm 127:3) and are precious in His sight.
- Child abuse strikes children from every social background, race and age, and the results are very devastating in the life and development of the children.
- Abuse can happen in any church/school - including ours.
- Profound spiritual and legal obligations exist to reduce the possibility of child abuse from ever occurring.
- Churches/schools have unique features that can make them susceptible to incidents of child abuse/molestation.
- Hundreds of churches have been sued as a result of the sexual molestation of minors by church workers.
- There are legal obligations regarding reporting to the authorities any allegations of child abuse

The Harvest Bible Chapel Family Ministries Policies has been adopted in order for our church:

- To provide a safe and secure environment for our children and youth.
- To protect our Workers from potential unfounded allegations of misconduct, negligence, or child abuse
- To minimize the liability to the church/school due to misconduct, negligence, or child abuse

These policies and additional guidelines provide the written standards and implementation method related to the four major aspects of this program:

- **selection** of those working with minors (children and youth ministry workers);
- **training** and supervision of workers who have ministry with minors;
- **reporting** obligations of our church, staff and workers;
- **response** to allegations of child abuse.

With the increasing incidence of reports of physical abuse, sexual abuse and harassment even in a church setting, it is important that all Workers have a clear understanding of their responsibilities in relating, not only to one another, but also to those who are entrusted to their care and/or ministry. It is also important that certain guidelines be followed to protect the congregation.

B DEFINITIONS OF ABUSE

All Workers involved in the children's and youth ministries at Harvest Bible Chapel are expected to clearly understand and be able to identify unacceptable behaviour, including physical abuse, sexual abuse and exploitation, child neglect, emotional abuse, harassment, and improper touching/discipline.

According to the Department of Justice in Canada: ¹

The term "child abuse" refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they either trust or depend on, such as a parent, sibling, other relative, caregiver or guardian. Abuse may take place anywhere and may occur, for example, within the child's home or that of someone known to the child.

There are many different forms of abuse and a child may be subjected to more than one form:

i. Physical abuse

Physical abuse may consist of just one incident or it may happen repeatedly. It involves deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint. Female genital mutilation is another form of physical abuse.

ii. Sexual abuse and exploitation

Sexual abuse and exploitation involves using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.

iii. Neglect

Neglect is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well being. For example, neglect includes failing to provide a child with food, clothing, shelter, cleanliness, medical care or protection from harm. Emotional neglect includes failing to provide a child with love, safety, and a sense of worth.

iv. Emotional abuse

Emotional abuse involves harming a child's sense of self. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional or mental health problems. For example, emotional abuse may include verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes terrorizing a child, or exposing them to family violence.

v. Harassment

Criminal harassment, which includes "stalking," is a crime. While many crimes are defined by conduct that results in a very clear outcome (for example, murder), criminal harassment

¹ <http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/child-enf.html>

generally consists of repeated conduct that is carried out over a period of time and that causes victims to reasonably fear for their safety but does not necessarily result in physical injury. It may be a precursor to subsequent violent acts.²

C POTENTIAL WARNING SIGNS OF SEXUAL ABUSE

According to the Department of Justice in Canada:³

It is important to remember that the signs of sexual abuse and exploitation may vary based on factors such as the victim's age and developmental stage, gender, their experience of abuse, family functioning and community support. Moreover, current research suggests that approximately one-third of victims do not show signs of abuse (even when they have disclosed the abuse).²⁵ Criminal justice practitioners and professional clinicians employ various investigative and assessment strategies to determine the possibility of sexual abuse and/or exploitation and to address its impacts.

Sexually abused and/or exploited children and youth who do show signs of sexual abuse and exploitation may, for example:

- Express sexual statements or demonstrate sexual behaviours when they are not typically old enough to possess that knowledge (for example, in cases where they have not received any sex education, or are unlikely to have peers who might have exposed them to sexual materials, and are unlikely to be sexually active).
- Express sexual aggression towards younger or more naïve children.
- Make verbal or behavioural sexual advances towards older individuals.
- Engage in promiscuous behaviour as a consequence of their victimization (for example, they may have low-self esteem and perceive sex as a way to gain acceptance and acquire relationships).

They may also show a range of non-sexual signs, however many of these signs may also be responses to other types of abuse (such as psychological or physical abuse). They may show:

- Physical signs, such as sleeping problems, eating problems (in particular anorexia or bulimia) and bowel and bladder problems. There may be physical evidence of trauma to their oral, genital and/or anal areas.
- Emotional signs, such as becoming quiet and depressed, preoccupied, hyperactive or anxious.
- Behavioural problems, such as physical aggression, running away, suicidal behaviour, substance abuse.
- Developmental signs, such as lags in their cognitive development and school performance.

D GENERAL GUIDELINES FOR ABUSE PREVENTION

1. All workers with children and youth are required to read and agree to be governed by the membership policies of Harvest Bible Chapel and any and all policies formed from time to time.

² <http://www.justice.gc.ca/eng/pi/fv-vf/pub/har/part1.html#can>

³ http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/sex_abu.html

2. All persons involved in ministry must be fully aware of the implications of any physical contact, no matter how minimal, with any person at any time; and any form of sexual talking, including written communication.
3. Only those individuals who are authorized by the Church to provide counsel will be considered as counselors for the Church.
4. Additional guidelines will be presented by the various ministries as necessary, all of which are considered as part of this policy.
5. All Family Ministries Policies, including the Abuse Prevention Plan will be reviewed annually by the Elder Board.

E ELIGIBILITY TO WORK WITH MINORS

All persons who are seeking to have a ministry with minors at Harvest Bible Chapel must meet the following requirements:

1. All candidates interested in serving in our children's and youth ministries are required to attend Harvest Bible Chapel for a minimum of six months before eligibility to serve in a position of trust at Harvest Bible Chapel. This allows the leadership at Harvest to observe the candidate in other ministry roles and through regular attendance over an extended period of time.
2. The only exception to this may be when a candidate has transferred from another Harvest Bible Chapel where they have served in good standing as a Children's Ministry Worker. This exception will be determined on a case-by-case basis by the Family Ministries staff. In all cases, a full screening process must still be completed.
3. Persons who are known to have committed previous acts of sexual or other misconduct (viz., pedophilia, rape, incest, assaults involving minors, murder, kidnapping, child pornography, or the physical abuse of a minor) shall not be allowed to work with minors.
4. All candidates are required to complete the Worker Screening Process as part of the Abuse Prevention Plan at Harvest Bible Chapel.

F WORKER SCREENING PROCESS

1. All Applicants to work in the children's and youth ministries at Harvest Bible Chapel will be required to review the Family Ministries Policies and Procedures, and submit the Family Ministries Application. Included in the Application will be a signed authorization to contact personal references, and a confirmation that the Applicant has read, understood and is willing to comply with all policies and procedures.
2. All Applicants who are sixteen years and older are required to submit, along with their Family Ministries Application, a Criminal Record Check that includes a Vulnerable Sector Verification. Applicants are responsible for providing copies of these checks, and will be reimbursed by Harvest Bible Chapel for the financial cost as needed.
3. All current Workers in the Children's and Youth Ministries at Harvest Bible Chapel are required to submit a Family Ministries Renewal Application on an annual basis, and a Criminal Record Check and Vulnerable Sector Verification every three years.

4. All new and renewal applications, will be evaluated by the Family Ministries Pastor or his designate and appropriate action will be taken according to processing guidelines.
5. A minimum of two personal references for the Applicant (previous churches and any organizations that work with children where they were an employee or volunteer) will be contacted.
6. A personal interview with the Applicant will be conducted to discuss the Abuse Prevention Plan as well as issues or questions related to their prospective job assignment. A member of the Family Ministries staff or ministry team at Harvest Bible Chapel will be responsible for interviews.
7. All related materials and information will be maintained in appropriate confidential and secure files indefinitely and will be available only to authorized personnel.

G TRAINING

1. Prior to serving in any role within the children's and youth ministries at Harvest Bible Chapel, applicants will be required to provide signed confirmation that they have read, understand and agree to comply with all policies and procedures.
2. All children's and youth workers will be required to participate in initial formal training as part of the Abuse Prevention Plan, during the first year of their service. This training will include a summary of prevention policies and procedures for all Workers, along with education about their legal responsibility to report suspected abuse, and how to recognize potential signs of abuse.
3. There will be a required refresher training on an annual basis for all Workers and staff involved in the children and youth ministries at Harvest that highlight policies and procedures, including those specific to Abuse Prevention.
4. The church will maintain written record of participation in these training sessions in order to document compliance.

H RESPONDING TO SUSPECTED ABUSE

As a Worker in our Children and Youth Ministries at Harvest, if an accusation/allegation of abuse occurs or if you observe/suspect abuse:

1. Report the incident/observation immediately to the Pastor or Director over the respective ministry area (i.e. Youth, Children).
2. The incident will be thoroughly documented and reported to the Elder Board. Every report, whether taking place in or out of the church context, will be given immediate and serious attention and may include legal consultation.
3. The Elder Board will take responsibility for dealing with the allegations by considering all of the following variables, which are not listed in any specific order or priority:

- Biblical principles;
 - Satisfaction of the victim;
 - Seriousness of the perpetration;
 - Response of the alleged perpetrator;
 - Federal and provincial law;
 - The lessening of hurt to others;
 - Social mores and expectations with regard to Christian testimony;
 - Employment laws;
 - Values and procedures as outlined in official Harvest Bible Chapel documents;
4. All incidents of suspected abuse will be reported to police authorities and/or child protection agencies as required by law.
 5. All incidents will be reported to our insurance company.
 6. The Senior Pastor or the Elder Board appointed designate will be the only one who can make official statements on behalf of the organization to legal authorities, the media, and so forth.
 7. The church will offer free counseling to all involved.

I THE CHURCH'S RESPONSE TO AN ALLEGED PERPETRATOR OF ABUSE

All accusations/allegations that involve a staff member and/or a Worker in the children's or youth ministries at Harvest Bible Chapel will be handled in the following manner:

1. All who are accused will immediately be required to meet with the Elder Board and be confronted with any and all accusations/allegations.
2. All will be considered innocent until proven guilty, unless an admission of guilt is made.
3. The accused will be required to step down from their ministry duties, without the presumption of guilt, pending the outcome of an investigation. In the case of a staff member, allegations will result in either a ministry reassignment with Harvest Bible Chapel that does not involve children or suspension of employment and/or ministry with or without pay at the discretion of the Elder Board.
4. An admission by and/or court declaration of guilt of the accused will result in the immediate termination of their employment by and/or ministry position in Harvest Bible Chapel, with the Elder Board taking appropriate disciplinary actions.
5. An individual guilty of such charges will be removed from all ministries and a plan to find complete rehabilitation instituted. Any future recommendation for ministry will be conditioned on the success of the rehabilitation as determined by the Elder Board and the counselors involved. Any person having ever been found guilty of sexual charges involving children or youth, whether in the church or out, will be barred from ministry to children and youth indefinitely. An individual guilty of these charges, while a member at Harvest Bible Chapel, will also be dealt with according to church discipline procedures. Any individual guilty of such charges, who is in the employ of the Church, will be terminated for cause.

6. It is the responsibility of the Church to assure the general populace that this behaviour will not be repeated under its auspices, thus such actions as lateral transfers within the organization, transfers to different locations, and so forth will not be allowed without disclosure and full accountability. It is considered a violation of the law of love to allow a non-rehabilitated perpetrator to escape the consequences of his or her actions and be given an opportunity to repeat them in the lives of others.
7. To minimize the amount of damage to the victim and his or her family, the perpetrator's family, the Church organization, and the name of God in general, the leadership involved in handling such matters will seek to maintain the following values in dealing with the Church congregation as a whole and the public in general:
 - Openness - Openness will only be limited if it is deemed to be the most loving direction for all concerned. Limiting of openness applies only to who is involved in the direct knowledge of the events as the organization holds the perpetrator fully responsible for his or her actions;
 - Honesty - Honesty requires that nothing be covered up or hidden from view in the processing of the problem by those who are responsible for such actions. Honesty does not require a full disclosure to whom may wish the information;
 - Integrity - Integrity requires the organization and the perpetrator to take whatever responsibility for the actions that are done;
 - Love - Love applies to all parties involved including anyone who could be adversely affected by the perpetrator, the "news" of the event, the victim's privacy and the privacy of the victim's family, the perpetrator's privacy and the privacy of his or her family, the Church and those who benefit from it and their privacy.

J ABUSE PREVENTION POLICIES FOR CHILDREN'S AND YOUTH MINISTRIES

The following is a list of practical guidelines to limit the potential for abuse within all Children's and Youth ministries for staff and workers at Harvest Bible Chapel:

General

1. Each room being used for children's and youth ministries of any type should have a door with a window. Classroom doors should remain open if possible, and windows kept uncovered. Make sure children are never taken behind dividers or screens individually.
2. Rooms and closets should be locked when not in use during children's and youth ministries.
3. There must be adequate lighting inside and outside the premises where children's and youth ministries are taking place.
4. A designated monitor will circulate periodically from room to room during children and youth ministry activities for surveillance and to help protect against false allegations.
5. Children and youth ministry areas should follow the "two-adult" rule for all church activities in which minors are being taught or supervised by adults. In the church ministry setting,

situations where only one adult is present should be avoided. If it is not possible to have two adults, children should be assigned in small groups to work with a helper. Whenever possible, Avoid keeping single children or students in a classroom after others have been dismissed.

6. Minors should only be released to properly identified and pre-authorized adults according to the pre-established check-in and check-out procedures.
7. Have a second adult present when reprimanding a student and keep a record of events.
8. Always have a second adult present when administering first aid to a minor.
9. Avoid physical contact with minors. One should take into consideration age and gender appropriateness for physical contact.
10. Implement and enforce supervisory policies and procedures in your ministry area. Staff and workers working in all church ministries must be regular attenders/members of Harvest Bible Chapel.
11. In tutoring or volunteer instruction situations, instruction should be provided, if possible, to small groups of students rather than individuals.

Off-Site / Overnight Activities

1. Obtain parental permission before taking minors on an activity away from the church (the two-adult rule must still be followed).
2. All adult chaperones for overnight activities must be approved by church leadership. They must be regular attenders/members of Harvest Bible Chapel. Chaperones and leaders must never be in a position where a tent or bed is shared. If supervision is required for a setting where children or youth will be spending the night, the “two-adult” rule must be followed.
3. Keep parents informed of what activities are taking place. If students are taken off church grounds, permission and notification must take place in advance.
4. Workers and leaders should not drive alone with minors. Parental permission must be given in advance for off-site excursions of any type.
5. Any non-sponsored off-premises activity with children and youth is discouraged. Scripture directs us to be “above reproach”. There is a cost in protecting our children. However, when compared to the impact that one case of sexual abuse would have to the lives of individuals and to our overall ministry, this cost is well justified.

Relational Interaction

1. Always discourage “crushes” and attractions of adolescent and preadolescent students
2. Always refrain from teasing and suggestive play.
3. Youth Workers are not permitted to date students under any circumstances. Failure to comply will result in immediate dismissal.

HARVEST KIDS

PROCEDURES

OUR MISSION

TO GLORIFY GOD BY LEADING CHILDREN TO GROW IN THEIR RELATIONSHIP WITH JESUS CHRIST.

Children's Ministry at Harvest Bible Chapel Oakville provides care and spiritual direction for children from birth to Grade 5 (inclusive). Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual development. Our ministry strives to reflect the words of Paul to the church at Philippi:

Not that I have already obtained this or am already perfect, but I press on to make it my own, because Christ Jesus has made me his own. Brothers, I do not consider that I have made it my own. But one thing I do: forgetting what lies behind and straining forward to what lies ahead, I press on toward the goal for the prize of the upward call of God in Christ Jesus.

(Philippians 3:12-14)

GUEST REGISTRATION (ASSISTED CHECK-IN)

All children need to be registered in order to participate in the Harvest Kids ministry. If a child is visiting, they must complete a Guest Registration Form located at the Guest Registration desk, found in the main foyer of Harvest Bible Chapel. When a family arrives at Harvest Bible Chapel for the first time, the Harvest Kids Registration Team is asked to:

1. Warmly greet the parents and child, welcoming them to Harvest Bible Chapel and to Harvest Kids
2. If the family is visiting for the first time have the parents complete a Harvest Kids Registration Form for the family.
3. If they have been a guest with us before:
 - i. Check to see if they are already in the system. Search the last 4 digits of their phone number or the family's last name.
 - ii. **If they are not in the system**, click "Add a New Household"
 1. Fill in the child's:
 - a) Last Name
 - b) First Name
 - c) Date of Birth
 - d) Tag Comment: Indicate here any **allergies** the child has.
Example: Allergy: Peanuts.
 2. Click "Update"
 3. Click "Review Check-ins". * Be careful to note where the child is being assigned. Make sure they are assigned to the proper classroom and not as a classroom leader.
 4. Click "Print Tags" x2
 5. Click "Complete"

- iii. **If the child is already in the system**, click the child's name and follow the steps above (3-5).

REMEMBER...

- If this is their first time attending, stamp the date of their first visit in the top right hand corner.
- If this is their fourth time attending, remove their Registration Form from the visitor book, and place in the folder found at the back of the visitor book. At this time please also program a key fob for the family.

Forgotten Key Fobs

People who have forgotten their key fobs can also use the Assisted Check-in. In this case, search the last 4 digits of the family's phone number or their last name, click on the child's name, click "next" and then follow steps 6-8.

The Guest Registration Desk is typically our "first contact" to new families. It is therefore highly important that we make every effort to make this experience warm and positive.

GENERAL CHECK-IN PROCEDURES FOR REGULAR ATTENDERS

It is critical that the children are properly checked in and out for purposes of attendance and security. The following procedures below must be followed.

SIGN IN

1. Parents will arrive to the church and find a check-in kiosk in the main foyer. There are also check-in kiosks located on the second floor at the top of the stairs located next to the main worship centre entrance off the foyer.
2. Parents are equipped with key fobs that they have been given to check-in their children. Parents should scan their key fob and follow the prompts on the screen. If at any time the information is incorrect on their child's labels, they may proceed to the Guest Registration desk and have the information updated.
3. As a Harvest Kids Worker you are to arrive no later than 20 minutes before the service starts. There must be two workers present in order to open the classroom, as per our Family Ministries Policies. One Worker should stand at the door or counter, greet the parents/guardians and welcome each child into the classroom.
4. When a child checks in to Harvest Kids, they will receive two name tags. Make sure that one tag is placed on the child where it is secure, visible, and will not tempt the child to play with it. The other tag should be placed in the appropriate spot by the door.
5. Please also write the 3 digit code found on the child's name tag beside the child's name on the classroom roster that is found on a clipboard near the classroom door. If they are not on the list, add them in a blank space at the bottom. Other Workers should engage the children in pre-activities.

6. After 15 minutes past the service start time, one Worker must reconcile the number of children signed in on the clipboard for their service with the number of children in their classroom.

SIGN OUT

1. One Harvest Kids Worker must stand by the door, to greet the parents/guardians. When the parent returns to pick up their child, they **MUST** show you the Parent Receipt with the matching code found on the child's name tag. Call each child to the door and dismiss them one at a time.
2. If they do not have the Parent Receipt ask them to return to the Guest Registration counter in order to be given a replacement tag for pick up. -
3. Without exception, do not allow a child to be dismissed to anyone who does not have the Parent Receipt for child pickup. If you have any questions or concerns, contact the Captain/Family Ministries staff member immediately.
4. Highlight the 3 digit code beside the child's name on the roster to show that the child has been released to the person with the pick up receipt.

* In case of emergency, please bring the roster outside, not the individual name tags *

BATHROOM RUNS

1. For the safety and security of you and the children, only take children to the bathrooms located in your Ministry area.
2. All children up to JK are to use the bathrooms located in their classrooms. For those in SK-Grade 5 they must be accompanied to the bathroom.
3. "You Plus 2" - Always take at least two children with you to the bathroom. Check the bathroom before the children enter to ensure that it is empty. Do not enter the bathroom with the children, but stand outside the door unless they call you for help. Do not allow anyone to enter the bathroom while it is being used by the children.

TEACHER IDENTIFICATION

1. Only authorized Harvest Kids Workers are allowed in Harvest Kids' classrooms. All adults in the classroom are required to wear a Harvest Kids name tag as a means of identifying them as an adult authorized to be in the classroom.
2. Parents of visiting children are permitted to stay until the child is settled and comfortable but must wear the Visitor Tag at all times. Please do not allow any unauthorized individuals into your classroom. If you have any questions or concerns, contact the Captain/Family Ministries staff member immediately.

ILLNESS

1. Do not admit an obviously sick child. A child with green discharge from the nose, a troubling cough, and/or indications of a fever should not be admitted to the classroom. Check with the parent during the sign-in process to make sure the child is well enough to attend. If you have any questions or concerns, be sure to page the Captain or one of the Family Ministries staff using the phone found in the classroom.
2. If a child becomes ill in class, contact the Captain using the phone found in the classroom and provide them with the code on the child's name tag in order to page the parent/guardian. Be sure to separate the child from the rest of the class.

SEVERE ALLERGIES

1. While we cannot guarantee an environment completely free of anything that will trigger a severe allergic reaction, we are absolutely committed to providing the safest environment possible for our children. It is the responsibility of any Worker or parent of a child who has a severe allergy to make this known to the Harvest Kids and/or Family-Ministries staff.
2. We have placed pertinent allergy or medical information on the name tag of each child who have indicated having a severe allergy. All Workers are asked to be aware of any children with a severe allergy.
3. It is also imperative that Workers and children, without the prior approval of the Family Ministries Staff, do not bring any food or anything that has come into contact with something containing traces of peanuts/treenuts into the Harvest Kids Ministry area.

PROCEDURE FOR HANDLING BODILY FLUIDS

1. Always wear clean rubber gloves and avoid contact with waste or fluids.
2. Keep children away from the soiled area.
3. Put all contaminated items in a separate garbage bag to be tied shut.
4. Using a strong disinfectant like Lysol or bleach and soap, thoroughly wash all contaminated surface areas.
5. If soiled area is too large to clean safely with children in the room, notify the Captain immediately.

INFECTIOUS DISEASE POLICY

We are committed at Harvest Bible Chapel to being knowledgeable and informed about infectious diseases. Furthermore, we are committed to being Christ-centered, supportive and non-judgmental in providing support to those infected as well as affected family members and friends.

Any child who has been diagnosed with an infectious disease will be treated similarly to any other individual who attends Harvest Bible Chapel.

In general, we will not refuse or exclude any infected child, so long as they do not pose a threat to the safety of others in the classroom.

We will respect the confidentiality of those individuals who have an infectious disease.

INJURY

1. Always report any injury to the Captain, who will then speak to the parent, even if it is minor. This may include small scrapes, cuts, etc. Typically the injury can be treated with a little loving attention. In each classroom there is a small First Aid kit containing band aids and Polysporin. In each refrigerator you will also find ice packs in the freezer. More first aid equipment can be found in the following areas. On the main floor at the Guest Registration desk, and on the second floor in the Workers room.
2. Fill out an Incident/Behavior Report after you're done treating the child. Incident/Behavior. These reports will be found in the classroom by the child reception area. Once the report is completed, please give this to the Captain.
3. Serious injury involving seizure, head or eye injury, broken bones, loss of consciousness, excessive bleeding, allergic reaction, etc., should be treated as follows:
4. Keep calm and keep the child as calm as possible. Remove other children from the immediate area. Call for the Captain using the phone found in the classroom, at this time the Captain will page 555, and the child's code located on the name tag.
5. Do not move the injured child.
6. A Harvest staff member will phone 911 if necessary.
7. Pre-selected medical professionals will be discreetly notified using our paging system and the number 555 and will exit the worship centre and meet the Captain in the main foyer.
8. If the parents/guardians cannot be found and the child needs to be transported to the hospital, a Harvest staff member must accompany the child.
9. All Workers and Harvest staff members involved in the emergency must fill out Incident/Behavior Reports immediately after the emergency.
10. Harvest Staff members will follow-up with the parents/guardians of the child.

EMERGENCY PROCEDURES

If an emergency occurs within the Harvest Bible Chapel facility that requires children to be evacuated (fire, electric sparks, pipes bursting, etc.), the following procedures will be followed:

We need to double check to be sure that this is the same and adds up.

1. RESPONSIBILITIES OF THE USHERS AND HARVEST KIDS WORKERS

- a. Leave the Fire Area immediately, removing any person in immediate danger.
- b. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE"!
- c. Instruct children and adults to leave building using the designated exits. If you encounter smoke in the exits use the alternate exit. (take the class roster with you)
- d. Ushers instruct the occupants to leave the worship centre and exit the building at the nearest fire exit.
- e. Ensure all windows and doors are closed (to confine the fire)
- f. Congregate outside the building at your designated area.
- g. Once outside the building ensure that every child in your class/group is accounted for.
- h. Each Worker will be responsible for the children in their group. During FIRE DRILLS the children will learn to line up in single file for an attendance check.
- i. Do not allow children back into the church until the Fire Department has responded and the cause of the alarm has been determined.

SPECIAL NEEDS CHILDREN

Children who will require assistance during an evacuation will be assisted by the Harvest Kids Worker of that group. Each particular situation may be different and must be addressed as such. This will be practiced during **FIRE DRILLS** to ensure that no additional assistance will be required.

SPECIFIC EVACUATION INSTRUCTIONS FOR HARVEST KIDS WORKERS

1. Children will follow the direction of their Harvest Kids Worker and proceed outside through the nearest exit, according to the maps posted in the rooms. Harvest Kids Workers must be familiar with the exit maps in their classrooms.
2. A Harvest Kids Worker will take the classroom roster and as many blankets or coats as possible for cold weather
3. Once outside, all Harvest Kids Workers will lead their children to the designated area, the soccer field.

4. Harvest Kids Workers will account for every child in their class using the classroom roster and keep the children together as a group.
5. A Family Ministries staff person will check with each Harvest Kids Worker to ensure that every child is accounted for.
6. Parents will not be permitted to retrieve their children inside the building. Parents in the worship centre or other parts of the building will be expected to exit at the nearest exit. They can check on the status of their children once outside the building.
7. Parents and Harvest Kids Workers will follow the standard sign-out procedures outside the building. At no point should a child be released to a parent without the child being first signed out.

GENERAL SECURITY

During services, children from birth through grade five are to be in the appropriate classroom or with their parent/guardian. In general, no one is allowed to be in the children's area during the service. The Captain scheduled during the service will ensure the security of ministry areas.

We want to encourage the Harvest Kids Workers to keep general security in the forefront of their minds at all times. Be observant. If you have any questions or suspect anything suspicious, please notify an authorized staff person immediately.

CLASSROOM RULES

EARLY CHILDHOOD

1. Obey your teachers. Rom 13:1-2
2. Share with others. Hebr 13:16
3. Be helpful. Gal.5:13
4. Be honest. Col.3:9
5. Be Kind. Eph.4:32, Col.4:6
6. Speak nicely to each other. Eph.4:9

GRADE SCHOOL

1. Obey your teachers. Rom.13:1-2
2. Respect yourself others, property.Phil.2:3
3. Attentive Listening: Prov.18:2,3
4. Be helpful. Gal.5:13
5. Be honest. Col.3:9
6. Be kind. Eph.4:32,Col.4:6
7. Use encouraging words. Eph.4:9

DISCIPLINE POLICY

Two types of situations arise where it may be necessary to discipline a child: willful disobedience and disruption in the classroom and aggressive or unacceptable behaviour in the classroom.

We believe that an environment of safety in the classroom must be maintained at all times. When a child is aggressive or provoking in his/her behaviour, the safe and caring atmosphere of the classroom is threatened. If the child is behaving in this manner, implement the following techniques:

Harvest Kids Workers should clearly define the rules and expectations for the classroom and clearly communicate them to the students.

If a child is acting disobediently or disrupting the learning environment, the Harvest Kids Worker's goal is to change the behaviour.

- | | |
|----------------------|--|
| Be Prompt | Speak directly to the child |
| Be Clear | Inform the child of the inappropriate behaviour and explain the desired classroom behaviour. |
| Be Firm | Let the child know the consequences of the wrong behaviour and what will happen if it continues. If you have to stop the class, you must share the incident with the child's parents or guardians. |
| Be Consistent | This will help the children know the established boundaries. |

At no time is discipline to include:

- Placing a child alone without supervision
- Subjecting a child to ridicule or threat
- Subjecting a child to excessive restraint or force

Enforcement of Discipline Policy: a three step process...

1. Harvest Kids Worker speaks to child
2. Harvest Kids Worker speaks to child a second time, this time offering a choice of either stopping the behaviour or sitting in the time-out chair. Any refusal to co-operate with sitting in the time-out chair, the Harvest Kids Worker can page the captain to come and help remove the child from the class. The Captain will speak with the parents about the incident when they pick up their child.
3. Harvest Kids Worker speaks to child a third time after a time out. Child will be taken out of the class by the Captain to have a talk about their behaviour. The talk will include:
 - a review of what the child did
 - how that behaviour affected others in the class (Harvest Kids Workers, other children)
 - what needs to change if child returns to class
 - child will apologize to class
 - Captain and class teacher speak to parents after class letting them know what happened.
 - They will be told that if the behaviour happens again they will be paged to come out of the service to either stay in Harvest Kids with their child, or to take them to the overflow area for the rest of the service

Any Harvest Kids Worker may help implement the discipline, such as sitting with the child. If a child has been disciplined, it is important to enlist the support of the parent in helping a child develop self-control.

Severe behaviour problems may be very difficult to deal with. Do not let a child participate in horseplay or physically or verbally hurt other children in the classroom. If aggressive or hurtful behaviour is observed and you are not confident that it will cease, seek the help of the Family Ministries staff. It will be up to the Family Ministries Staff or another staff member to talk with the parents and if necessary to remove a child from the class for a period of time.

CLASSROOM RATIOS

For the safety of our children and with the intention of creating the most effective learning environment, it is our goal to have Harvest Kids classrooms maintain the following child to leader ratios:

Nursery - 3:1

Early Childhood A - 6:1

Early Childhood B - 8:1

Senior Kindergarten/Grade 1 - 10:1

Grade 2 and 3 - 10:1

Grade 4 and Grade 5 - 10:1

If these ratios are consistently unmet in your classroom, please notify the Family Ministries staff.

ADDITIONAL INFORMATION

PAGING PARENTS

If a child is in need of their parents due to extreme behavioural, health, or emotional reasons, the Lead Worker is asked to call the Captain and explain the situation. The Captain will then page the child's code, prompting the parent to leave the worship service to tend to the child. Please use your discretion when paging parents, as it is not our desire to interrupt them as they worship unless it is absolutely necessary.

THE WORKER:CHILD RATIO

The ratio is a guideline and goal, but is not required to be met at all times. Please do not turn children away at any point, regardless of numbers. If more workers are needed, please call the captain and inform them of the need.

INCIDENT REPORTS

The general rule is if you are needing to follow up with a parent regarding any incident involving their child and/or another child, an incident report must be completed. This includes any injury (i.e. Johnny fell and scraped his knee), and/or physical altercations between one or more children (i.e. a child pushes another child down) or severe behaviour management concerns (above and beyond the usual). In an incident that involves more than one child, the other child's name is **not** to be identified on the incident report. You will have to write out two incident reports (one for each family). Please have the parent sign the form and submit the signed copy to the Captain or a Family Ministries Staff person.

TOYS & SUPPLIES

Any toys/supplies that workers or church members want to donate to Harvest Kids must be passed by the family ministries staff before being placed in the classroom.

HARVEST KIDS

NURSERY

PROCEDURES

HARVEST KIDS WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids Ministry provides care and spiritual direction for children from birth to Grade 5 (inclusive) concurrent with our weekend worship services. Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis. We believe that this environment will allow parents to Worship Christ with the body of believers at Harvest Bible Chapel, free of distraction and concern.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom.
- Workers are permitted to have a water bottle with them in the classroom, however, no other beverages or snacks are acceptable.
- In the spirit of "Worship One, Work One", Workers are expected to both attend a worship service and serve in Harvest Kids on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

There are four teams that serve in the Harvest Kids Ministry on a rotating basis. Each team serves every four weeks. Ideally every Worker serves on two teams. Although this frequency is optional, it is optimal. Workers are to look ahead at the calendar and plot their scheduled shifts in advance, since their time in Harvest Kids does not fall on the same week of each month.

Each week an email will be sent to all Workers as a friendly reminder about the upcoming weekend's schedule, requests for any needed Workers, as well as other notes regarding Harvest Kids policies and events. Due to the important nature of these emails, it is vital for all Workers to read them, regardless of whether or not they are serving that week.

If at the last minute, Workers are unable to make their scheduled shift due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

When Workers know in advance that they will not be able to make certain scheduled shifts, replacement Workers must be found. Please read below for specific guidelines.

FINDING REPLACEMENT WORKERS

Workers are responsible for finding replacements for themselves when they are unable to make a scheduled shift. When this happens, Workers are asked to:

1. Find replacements at their earliest convenience, in order to avoid last minute emergencies.
2. Choose a replacement Worker for themselves who serves on a different team, but in the same role. Note: Lead Workers can only switch with other Lead Workers.
3. Contact fellow Workers in a respectful and professional manner when trying to arrange for replacements. Please refer to the provided contact list. Please note that this information is only accessible to Harvest Kids Workers and should not be shared publicly.
4. Communicate the changes that have been made to the Section Head/Scheduler. Please be specific with names, dates, and service times. It is preferable that this is completed no later than the Tuesday before the service involved.
5. Courteously offer to switch shifts with their replacement and should send them a friendly reminder beforehand.

HARVEST KIDS AGE GROUP BREAKDOWN

Nursery:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Early Childhood:

- Early Childhood (A): children age 2.5 - 3.5 years
- Early Childhood (B): children age 3.5 - end of Junior Kindergarten

Grade School:

- SK & 1's: children currently in/graduating from senior kindergarten and grade one
- 2's & 3's: children currently in/graduating from grade two and grade three
- 4's & 5's: children currently in/graduating from grade four and grade five

AGE GROUPS & CLASSROOM BREAKDOWN

The Nursery section of Harvest Kids is comprised of three main groups:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Note: group assignments are based more heavily on the developmental stage of the child, rather than his/her age. Lead Workers will determine the appropriate group for each child upon arrival.

KEY ROLES & RESPONSIBILITIES

Nursery Lead Workers are responsible for:

- Opening the classroom in prayer 20 minutes before service
- Organizing Workers in classrooms, ensuring that all rooms are staffed and balanced
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out
- Deciding when parents need to be paged to tend to their children
- Ensuring classroom policies and procedures are being followed by all Workers
- Completing incident reports upon occurrence
- Ensuring that the classroom is set up and organized as the photo and instructions depict (toys away, bed linens changed, etc.) before and after each service
- Communicating with the Section Head after each weekend service

Nursery Workers are responsible for:

- Looking to the Lead Worker for direction and instruction.
- Actively interact with the babies while in the nursery.
- Working as a team, being in constant communication with one another in order to stay on top of the needs arising in the classroom.

SECTION SPECIFIC POLICIES

Age Restriction:

Workers are not eligible to serve in the nursery until they are sixteen years of age.

No Shoes:

Workers are not permitted to wear shoes in the nursery. Socks or slippers must be worn at all times. Worker slippers are provided within the classroom.

Diaper Changing:

Workers must follow diaper-changing rules when changing diapers. For accountability purposes, men are asked to refrain from changing diapers.

Changing Bed Linens:

After a baby has used a crib, Workers are asked to remove the used sheet and place it in the dirty laundry basket. They are then required to replace it with a fresh sheet and place a "clean" sign on the mattress.

Toys & Sanitation: Workers are asked to place toys that babies have sucked or chewed-on in the “wash bin” to ensure they are disinfected before they are reused. This will require Workers to keep a close eye on the toys the babies are playing with, not allowing them to pass to other children. Workers are asked to refrain from dumping all of the toys out on the floor during the service, since this would mean having to disinfect everything, rather than the toys that were actually used. Also, if all toys are used in one service, there will be not be any clean, sanitized ones available for the following services.

IN-SERVICE PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Lead Worker will turn on all lights, open doors, and ensure that the classroom is in proper working order. He/She will tend to the washing duties outlined for the current service.
- Once all Workers are present, the Lead Worker will open the classroom in prayer. This should take place no later than 20 minutes before the service start time.
- The Lead Worker will position herself/himself for check-in and the other Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Lead Worker will follow these steps:

Step 1: Greet

- The Lead Worker stands at the counter and greets parents and children as they arrive.

Step 2: Get

- The Lead Worker will receive one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child’s code on the roster, or add it to the bottom if they are not on the list.
- Complete a Child Info card with the parent. This tells us how we can best meet the child’s needs during the service. Please note that we are not permitted to feed children meals in the nursery, but can give them church provided snacks and their own bottles, due to allergy restrictions.

Step 3: Group

- Allow the child into the classroom, grouping them with a Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Captain if a problem arises.
- Fifteen minutes after the service has begun, the Lead Worker will reconcile the number of children on the roster with the number in the class.

B IN-CLASS ACTIVITIES

Play with babies:

Workers are asked to sit among the babies, engaging them with toys, sounds, books, conversation, and simple play. Workers should try to keep the babies entertained and appropriately stimulated,

rotating them from one station to another as needed (playmats, exersaucers, bouncers, swings, high chair seats, etc.)

Allow babies to rest when needed:

When a baby shows signs of being tired, or if a parent has designated a sleep time for their child, the Workers should lay them down in a crib in the sleeping room. This room must be constantly monitored.

Change soiled diapers:

When a baby has a diaper that is wet or soiled, Workers are required to change them at their earliest convenience. Diapers left unchanged can lead to irritation and rash. When changing a diaper, Workers are asked to:

- wash/disinfect their hands prior to picking the child up
- lay the child down on change pad while standing directly in front of them, remaining in this position until change is complete
- remove the soiled diaper, wipe infant's bottom with provided baby wipes, place wipes inside soiled diaper, roll diaper up and secure it by re-fastening velcro closures.
- dispose of the diaper in the provided receptacle under the change station
- select a new diaper (the same size as soiled one), place it on the child, and redress them
- pick the child up, and return him/her to their previous place of play.
- return to the change station, clean with disinfectant wipes, and ensure that all supplies are tidied.
- wash/disinfect their hands again before returning to their general nursery duties.

Distribute Snack (where applicable):

The Lead Worker will decide when snacks should be distributed. Generally this takes place halfway through the service, or when the children begin to show signs of irritability. The Nursery snacks are age-appropriate and nut-free. When passing out snacks, the Workers must check the child's tag for allergy restrictions, and reference the child info card to check for specific parental requests, as some parents do not wish for their children to consume our snacks. Children must be sitting on their bottoms in order to receive a snack, and are encouraged to say "please" and "thank you" if developmentally able.

C CHECK-OUT PROCESS

- The Lead Worker will position herself/himself for check-out and the other Workers will continue interacting with the children in the classroom.
- As families return to the nursery, the Lead Worker will follow these steps

Step 1: Receive

- The Lead Worker stands at the counter/door greeting parents as they arrive for pick up. He/She is to warmly and calmly call children to the door to meet their parents, or ask the present Nursery Workers to bring each child as they are called.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Do not allow anyone to pick up a child without this receipt. Without this receipt, no child should ever be released from the classroom. If the parent does not have a receipt, gently explain our policy to them, and call the Captain, asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Lead Worker will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

D CLEAN UP

Tidy & organize equipment and supplies:

Workers are asked to return all large toys and baby gear to their assigned spots, organizing toys by type and tidying shelves. A diagram/picture of the correct setup is posted near the front counter.

Sanitizing used toys:

Workers are asked to ensure that all toys that have been sucked/chewed on have been placed in the wash bin in the Nursery kitchen area. After the 5:00 and 11:15 services, as well as following our Tuesday morning Women's Bible Study, these toys are to be sanitized in the dishwasher. The Lead Worker will perform this duty. Specific dishwasher instructions will be posted in the kitchen area. At each service the Lead Worker is asked to unload the previously washed toys from the dishwasher in order to have them available for use during his/her service.

Garbage Disposal:

At the end of each service, the Lead Worker is asked to retrieve the garbage from each receptacle, tie knots at the top of each bag, and dispose of them in the appropriate Molok container located along the wall on the west side of the building. Emptying our garbage bins after each service will help to eliminate the lingering smell of soiled diapers in the nursery.

Disinfecting wipe-down:

Workers are asked to wipe down all hard surfaces (counters, tables, chairs, large toys) with child-safe disinfectant wipes, provided in the Nursery.

Laundry:

After each service the Lead Worker is asked to make sure that all soiled/used linens have been placed in the laundry bin. Depending on which service it is, various laundry-related tasks must be completed. Duties are as follows:

5:00 service: Lead Worker removes any dry laundry still in the dryer, folds it, and puts it away in cupboards during service, as time allows. Workers place used 5:00 linens in laundry bin

9:00 service: At beginning of service Lead Worker runs a wash cycle for laundry currently in the bin (Women's Ministry and 5:00 service linens). Before the end of service, wet laundry is to be transferred to dryer. Workers place all 9:00 used linens in laundry bin.

11:15 service: Lead Worker removes dried laundry from dryer, folds it, and puts it away in cupboards during service, as time allows. Workers place all 11:15 used linens in laundry bin.

Women's Ministry (Tuesday morning): At beginning of service Supervising Volunteer runs a wash cycle for the laundry currently in the bin (9:00 and 11:15 service linens). Before the end of service, wet laundry is to be transferred to dryer. Volunteers place all used linens from Tuesday morning in laundry bin.

Lights & Doors: Once all children have been picked up, and all clean up duties have been performed, the Lead Worker is asked to turn off all lights and close all doors. The one exception to this guideline may be the transition between the 9:00 and 11:15 services, as Workers coming and going sometimes cross paths.

HARVEST KIDS

**EARLY CHILDHOOD
PROCEDURES**

HARVEST KIDS WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids Ministry provides care and spiritual direction for children from birth to Grade 5 (inclusive) concurrent with our weekend worship services. Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis. We believe that this environment will allow parents to Worship Christ with the body of believers at Harvest Bible Chapel, free of distraction and concern.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom.
- Workers are permitted to have a water bottle with them in the classroom, however, no other beverages or snacks are acceptable.
- In the spirit of "Worship One, Work One", Workers are expected to both attend a worship service and serve in Harvest Kids on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

There are four teams that serve in the Harvest Kids Ministry on a rotating basis. Each team serves every four weeks. Ideally every Worker serves on two teams. Although this frequency is optional, it is optimal. Workers are to look ahead at the calendar and plot their scheduled shifts in advance, since their time in Harvest Kids does not fall on the same week of each month.

Each week an email will be sent to all Workers as a friendly reminder about the upcoming weekend's schedule, requests for any needed Workers, as well as other notes regarding Harvest Kids policies and events. Due to the important nature of these emails, it is vital for all Workers to read them, regardless of whether or not they are serving that week.

If at the last minute, Workers are unable to make their scheduled shift due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

When Workers know in advance that they will not be able to make certain scheduled shifts, replacement Workers must be found. Please read below for specific guidelines.

FINDING REPLACEMENT WORKERS

Workers are responsible for finding replacements for themselves when they are unable to make a scheduled shift. When this happens, Workers are asked to:

1. Find replacements at their earliest convenience, in order to avoid last minute emergencies.
2. Choose a replacement Worker for themselves who serves on a different team, but in the same role. Note: Lead Workers can only switch with other Lead Workers.
3. Contact fellow Workers in a respectful and professional manner when trying to arrange for replacements. Please refer to the provided contact list. Please note that this information is only accessible to Harvest Kids Workers and should not be shared publicly.
4. Communicate the changes that have been made to the Section Head/Scheduler. Please be specific with names, dates, and service times. It is preferable that this is completed no later than the Tuesday before the service involved.
5. Courteously offer to switch shifts with their replacement and should send them a friendly reminder beforehand.

HARVEST KIDS AGE GROUP BREAKDOWN

Nursery:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Early Childhood:

- Early Childhood (A): children age 2.5 - 3.5 years
- Early Childhood (B): children age 3.5 - end of Junior Kindergarten

Grade School:

- SK & 1's: children currently in/graduating from senior kindergarten and grade one
- 2's & 3's: children currently in/graduating from grade two and grade three
- 4's & 5's: children currently in/graduating from grade four and grade five

AGE GROUPS & CLASSROOM BREAKDOWN

The Early Childhood section of Harvest Kids is comprised of two main groups:

- Early Childhood (A): 2.5–3.5 years
- Early Childhood (B): 3.5–end of Junior Kindergarten

KEY ROLES & RESPONSIBILITIES

Early Childhood Lead Workers are responsible for:

- Overseeing check-in and check-out
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Deciding when parents need to be paged to come and tend to their children
- Leading children in worship (with DVD)
- Leading practice of memory verses and prayer time
- Praying with class before Bible Story is presented
- Reading Bible Story from provided book (Early Childhood A only)
- Distributing snack
- Ensuring that other Workers are on task
- Ensuring that room is cleaned and tidied at end of service
- Completing Incident Reports as necessary
- Communicating information about physical incidents and behavioural issues with involved parents
- Completing the Lead Worker Report and following up with the Grade School Section Head regarding any specific concerns after each weekend service
- Change diapers when necessary (excludes Jr. Workers)

Early Childhood (B) Bible Story Teacher:

The scheduled teacher will present an age-appropriate Bible lesson to the class and will lead a related Bible Activity to foster greater understanding of the concepts taught. The teacher will present this lesson at all three services on their scheduled weekend, but is free to leave the classroom while not teaching, if he/she so desires.

SECTION SPECIFIC POLICIES

Bathroom Procedure:

Child-designated restrooms are located inside each Early Childhood classroom. For accountability purposes, children should be sent into washrooms alone (without the adult Worker, and not with another child). If a child requires assistance for any reason Workers are permitted to enter the restroom, but are asked to leave the door open while inside. Workers are asked to ensure that each child has flushed the toilet, washed their hands, disposed of their paper towel properly, and cleaned up any other messes made before exiting the restroom to return to class.

CLASSROOM SCHEDULES

EC-A Classroom Schedule:	Time	5:00 Service	9:00 Service	11:15 Service
Arrival & Free Play	30 min	4:45-5:15	8:45-9:15	11:00-11:30
Clean Up	5 min	5:15-5:20	9:15-9:20	11:30-11:35
Worship and Prayer	15 min	5:20-5:35	9:20-9:35	11:35-11:50
Memory Work	5 min	5:35-5:40	9:35-9:40	11:50-11:55
Bible Story	10 min	5:40-5:50	9:40-9:50	11:55-12:05
Colouring Sheet	10 min	5:50-6:00	9:50-10:00	12:05-12:15
Snack	10 min	6:00-6:10	10:00-10:10	12:15-12:25
Free Play	20 min	6:10-6:30	10:10-10:30	12:25-12:45
Additional Free Play	—	—	—	—
EC-B Classroom Schedule:	Time	5:00 Service	9:00 Service	11:15 Service
Arrival and Free Play	30 min	4:45-5:15	8:45-9:15	11:00-11:30
Clean Up	5 min	5:15-5:20	9:15-9:20	11:30-11:35
Worship and Prayer	15 min	5:20-5:35	9:20-9:35	11:35-11:50
Memory Work	10 min	5:35-5:45	9:35-9:45	11:50-12:00
Bible Lesson	15 min	5:45-6:00	9:45-10:00	12:00-12:15
Teacher-Led Activity	10 min	6:00-6:10	10:00-10:10	12:15-12:25
Snack	10 min	6:10-6:20	10:10-10:20	12:25-12:35
Colouring Sheet	10 min	6:20-6:30	10:20-10:30	12:35-12:45
Free Play	—	—	—	—

IN-SERVICE PROCEDURES

A CHECK-IN PROCESS:

- Upon arrival, the Lead Worker will turn on all lights, open doors, and ensure that the classroom is in proper working order. He/She will ensure that all toys and activities are ready to be played with.
- Once all Workers are present, the Lead Worker will open the classroom in prayer. This should take place no later than 20 minutes before the service start time.
- The Lead Worker will position herself/himself for check-in and the other Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Lead Worker will follow these steps:

Step 1: Greet

- The Lead Worker stands at the counter and greets parents and children as they arrive.

Step 2: Get

- The Lead Worker is to get one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.
- The Lead Worker is to ask the parent if the child is toilet trained and should indicate this with an asterisk beside the child's name on the attendance roster.

Step 3: Group

- Allow the child into the classroom, grouping them with a Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Captain if a problem arises.
- Fifteen minutes after the service has begun, the Lead Worker will reconcile the number of children on the roster with the number in the class.

B IN-CLASS ACTIVITIES (these items relate to the classroom schedules)

Free Play:

Children are free to play with the toys and activities provided in the classroom. Workers play alongside children, helping them explore the classroom, ensuring safety, and encouraging cooperative play. Children who do not obey the classroom rules, or have intentionally disobeyed an order from a Worker should be put on a temporary time out, sitting on a chair by the Lead Worker for 3 minutes. Lead Worker/Worker must be sure to talk with the child about his/her disobedience and behaviour before allowing them to integrate back into the play time. Reconciliation that needs to occur between two children should be enforced and observed by the Worker.

Clean Up:

Workers and children tidy up all toys, putting them back in their designated spots. Workers should encourage children to do as much of the clean up on their own as possible. Pictures/diagrams of proper set up can be found near the counter in each classroom.

Worship & Prayer Time:

Consists of musical worship, prayer, and Bible memory work.

Musical Worship:

Early Childhood A: The Lead Worker will have the children congregate on the carpet area where they will each be asked to choose a circle to sit on. Once the group is sitting quietly, the Lead Worker should pray, thanking God for the day and the group that is gathered, and dedicating their time of Worship and learning to Him. The Lead Worker will then play two songs on the provided Worship DVD, leading the children in genuine worship, with singing and actions. The worship DVD is on the DVD player. Encourage children to participate by doing the actions and using their bodies to worship God.

Early Childhood B: The Lead Worker will have the children congregate in the teaching area, each choosing a carpet square on which to sit. Once the group is sitting quietly, the Lead Worker should pray, thanking God for the day and the group that is gathered, and dedicating their time of Worship to Him. The Lead Worker will then play two songs on the provided

Worship DVD, leading the children in genuine worship, with singing and actions. The worship DVD is on the DVD player. Encourage children to participate by doing the actions and using their bodies to worship God.

Prayer:

The Lead Worker will discuss the importance of prayer with the kids and encourage them to identify items to pray about and pray out loud. The Lead Worker will utilize the prayer wall to encourage discussion and help the children to think of things to pray about.

Bible Memory Work:

The Early Childhood section teaches twelve Memory Verses each year; one per calendar month. The Lead Worker will help the children learn, recite and practice the current memory verse during this time. A colourful poster for each verse is displayed on the classroom wall.

Early Childhood A: The Lead Worker should encourage children to say the verses as a group and as individuals. When time allows, children may be rewarded with stickers, for trying to say their verse(s) independently in front of the group.

Early Childhood B: The Lead Worker will provide opportunity for interested children to recite the verse from the previous week's lesson. Any child who can recite this verse will receive a sticker. The Lead Worker will then proceed to help the children learn, recite and practice the current EC memory verse. The children should be asked to say the verses as a group and as individuals. When time allows, children may be rewarded with stickers for trying to say their verse(s) independently in front of the group.

Bible Lesson:

Early Childhood A: The Lead Worker will pray with the children, preparing their hearts and minds for the lesson to come. A short story will be read from the classroom books provided (schedule will be posted in weekly emails). Other Workers are encouraged to sit with the children on the carpet, keeping close to them in order to encourage attentive and quiet listening throughout the duration of the lesson. Excessively disruptive children should be removed from the carpet/classroom (see discipline policy).

Early Childhood B: The Bible Story Teacher will pray with the children, preparing their hearts and minds for the lesson to come. He/She will engage the children for 5-10 minutes, presenting the curriculum in a creative and interesting way, effectively communicating the "Key Phrase" for them to take away. Teachers may use props, costumes, the felt board, or dramatic play to help the children connect with the story. Other Workers are encouraged to sit amongst the children, keeping close to them in order to ensure they remain attentive and quiet throughout the lesson. Excessively disruptive children should be removed from the teaching area/classroom (see discipline policy).

Bible Activity:

Early Childhood A: Children will be directed to find a seat at the tables in order to complete a colouring activity that corresponds with the lesson.

Early Childhood B: The Bible Story Teacher will then lead the class in a hands-on / movement-oriented activity that helps the children apply in a practical and fun way, what they have learned in the lesson. This activity will take all different forms and each week it will be something different. Other Workers are asked to participate and help the children remain engaged.

Snack:

Workers are to refer to the attendance roster to note any children who cannot have snack due to allergies. While the children engaged in the Bible Activity, the Lead Worker will be preparing the snack. Workers must wash/disinfect hands before preparing and serving snacks.

Early Childhood A: Once the majority of the group has completed the colouring sheet...

Early Childhood B: Once the Bible Activity is over...

...the Lead Worker will lead the class in a prayer of thanks for the food (or have a child pray if one volunteers). Workers will work together to pass out one Dixie cup of "snack" to each child. Proper etiquette and manners are encouraged. No seconds are to be distributed. When children are done their snacks, they are required to clean up after themselves by pushing in their chairs and throwing their paper cups in the garbage bin.

Free Play:

After snack, the children are free to play with the toys and structures in the classroom until their parents arrive to pick them up.

C CHECK-OUT PROCESS:

- The Lead Worker will position herself/himself at the counter for check-out and the other Workers will continue interacting with the children in the classroom.
- As families return to the classroom, the Lead Worker will follow these steps

Step 1: Receive

- The Lead Worker is to greet parents as they arrive.
- They are to warmly and calmly call children to the door to meet their parents. If there have been any discipline/behaviour problems during class time, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is in class. If an Incident Report has been written up, the parent should be asked to read and sign it, and should be offered a copy. Another copy must be given to the service Captain.
- While the Lead Worker is overseeing the door, the other Workers should continue in play with the children, ensuring that they do not all crowd the counter area.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the captain, asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Lead Worker will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

D CLEAN UP

Tidy & organize equipment and supplies:

Workers are asked to return all large toys and furniture to their assigned spots, organizing toys by type and tidying shelves. Colouring sheets and crayons should be tidied on desks and at back counter. A diagram/picture of the correct classroom setup is posted near the front counter.

Garbage Disposal:

At the end of each service, the Lead Worker is asked to retrieve the garbage from the soiled-diaper receptacle, tie a knot at the top of the bag, and dispose of it in the appropriate Molok container located along the wall on the west side of the building. Emptying our garbage bins after each service will help to eliminate the lingering smell of soiled diapers in the classroom.

Left-behind work:

Any colouring sheets left behind should be put in the provided recycling bin, rather than being left out.

Disinfecting wipe-down:

Workers are asked to wipe down all hard surfaces (counters, tables, chairs, large toys) with child-safe disinfectant wipes, provided in the classroom.

Lights & Doors:

Once all children have been picked up, and all clean up duties have been performed, the Lead Worker is asked to turn off all lights and close all doors. The one exception to this guideline may be the transition between the 9:00 and 11:15 services, as Workers coming and going sometimes cross paths.

HARVEST KIDS

**GRADE SCHOOL
PROCEDURES**

HARVEST KIDS WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids Ministry provides care and spiritual direction for children from birth to Grade 5 (inclusive) concurrent with our weekend worship services. Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis. We believe that this environment will allow parents to Worship Christ with the body of believers at Harvest Bible Chapel, free of distraction and concern.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom.
- Workers are permitted to have a water bottle with them in the classroom, however, no other beverages or snacks are acceptable.
- In the spirit of "Worship One, Work One", Workers are expected to both attend a worship service and serve in Harvest Kids on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

There are four teams that serve in the Harvest Kids Ministry on a rotating basis. Each team serves every four weeks. Ideally every Worker serves on two teams. Although this frequency is optional, it is optimal. Workers are to look ahead at the calendar and plot their scheduled shifts in advance, since their time in Harvest Kids does not fall on the same week of each month.

Each week an email will be sent to all Workers as a friendly reminder about the upcoming weekend's schedule, requests for any needed Workers, as well as other notes regarding Harvest Kids policies and events. Due to the important nature of these emails, it is vital for all Workers to read them, regardless of whether or not they are serving that week.

If at the last minute, Workers are unable to make their scheduled shift due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

When Workers know in advance that they will not be able to make certain scheduled shifts, replacement Workers must be found. Please read below for specific guidelines.

FINDING REPLACEMENT WORKERS

Workers are responsible for finding replacements for themselves when they are unable to make a scheduled shift. When this happens, Workers are asked to:

1. Find replacements at their earliest convenience, in order to avoid last minute emergencies.
2. Choose a replacement Worker for themselves who serves on a different team, but in the same role. Note: Lead Workers can only switch with other Lead Workers.
3. Contact fellow Workers in a respectful and professional manner when trying to arrange for replacements. Please refer to the provided contact list. Please note that this information is only accessible to Harvest Kids Workers and should not be shared publicly.
4. Communicate the changes that have been made to the Section Head/Scheduler. Please be specific with names, dates, and service times. It is preferable that this is completed no later than the Tuesday before the service involved.
5. Courteously offer to switch shifts with their replacement and should send them a friendly reminder beforehand.

HARVEST KIDS AGE GROUP BREAKDOWN

Nursery:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Early Childhood:

- Early Childhood (A): children age 2.5 - 3.5 years
- Early Childhood (B): children age 3.5 - end of Junior Kindergarten

Grade School:

- SK & 1's: children currently in/graduating from senior kindergarten and grade one
- 2's & 3's: children currently in/graduating from grade two and grade three
- 4's & 5's: children currently in/graduating from grade four and grade five

AGE GROUPS & CLASSROOM BREAKDOWN

The Grade School section of Harvest Kids is comprised of three main groups:

- SK and Grade 1's: children currently in/graduating from senior kindergarten and grade one
- Grade 2's and 3's: children currently in/graduating from grade two and grade three
- Grade 4's and 5's: children currently in/graduating from grade four and grade five

WORKER CONDUCT & EXPECTATIONS

Grade School Lead Workers are responsible for:

- Opening the classroom in prayer 20 minutes before service
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out
- Deciding when parents need to be paged to tend to their children
- Ensuring classroom policies and procedures are being followed by all Workers
- Completing Incident Reports upon occurrence
- Ensuring that the classroom is cleaned and tidied before and after the service (according to the diagram/picture)
- Communicating information about physical incidents and behavioural issues with involved parents
- Completing the Lead Worker Report and following up with the Grade School Section Head regarding any specific concerns after each weekend service

Grade School Workers are responsible for:

- Assisting Lead Workers and Teachers in whatever ways that are needed
- Interacting with children and developing relationships with them
- Setting an example for the children by participating wholeheartedly in Scripture Station, Large Group Worship, Bible Lesson, prayer, and Small Group time.
- Leading Binder Check and Small Group time, for a group of children in the classroom following the Bible Lesson
- Encouraging appropriate behaviour throughout the duration of the service

Grade School Bible Teachers are responsible for:

- Praying and preparing diligently for their lesson in advance
- Submitting their lesson plan to the Pastor of Family Ministries no later than the Wednesday prior to their teaching weekend
- Teaching the lesson three times; once at each of our three services.
- Arriving in the Harvest Kids Worship Area no later than 30 minutes into the worship service, so that he/she is ready to teach as soon as they are cued.
- Bible Teachers are permitted to leave the Harvest Kids area while not teaching the lesson, if they so choose.

Grade School Worship Leaders are responsible for:

- Preparing and planning for worship in advance, knowing the songs, actions, and words of the scheduled worship set.
- Arriving in the Harvest Kids Worship Area 20 minutes before their scheduled shift so that they can pray with the Grade School Lead Workers, and prepare for their role of leading worship.
- Play music at the 10 minute mark into each service to signal the Grade School classes to "Clean Up, Line Up, Show Up"
- Be an enthusiastic host and representative of Harvest Kids
- Welcome all groups to Large Group Worship

- Lead Grade School in corporate prayer at some point during the worship set
- Lead Grade School in vibrant, whole-hearted, and genuine worship.
- Worship Leaders are permitted to leave the Harvest Kids area while not leading worship during the weekend services, if they so choose.

Section Specific Policies:

- All children in the Grade School section are required to be accompanied by a Worker when going to the bathroom. No child is allowed to be outside of the classroom (in the hallway) alone during the service.
- “You plus two”: Workers must take two or more children to the bathroom at a time. One Worker should never be alone with one child for any reason. This is for accountability, and the safety of the Worker and child alike.
- For accountability purposes, the Worker should stand inside the entrance to the washroom so that he/she remains visible to those in the hallway.

CLASSROOM SCHEDULES

Grade School Schedule:	Time	5:00 Service	9:00 Service	11:15 Service
Arrival & Table Activities	15 min	4:45-5:00	8:45-9:00	11:00-11:15
Scripture Station	10 min	5:00-5:10	9:00-9:10	11:15-11:25
Clean Up, Line Up, Show Up	5 min	5:10-5:15	9:10-9:15	11:25-11:30
Large Group Worship	20 min	5:15-5:35	9:15-9:35	11:30-11:50
Bible Lesson	20 min	5:35-5:55	9:35-9:55	11:50-12:10
Return to Classroom	5 min	5:55-6:00	9:55-10:00	12:10-12:15
Binder Check	10 min	6:00-6:10	10:00-10:10	12:15-12:25
Small Group Time	15 min	6:10-6:25	10:10-10:25	12:25-12:40
Table Activities (If time allows)	—	—	—	—

IN-SERVICE PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Lead Worker will turn on all lights, open doors, and ensure that the classroom is in proper working order. He/She will set out the table activities on the childrens’ tables.
- Once all Workers are present, the Lead Worker will open the classroom in prayer. This should take place no later than 20 minutes before the service start time.
- The Lead Worker will position herself/himself for check-in and the other Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Lead Worker will follow these steps:

Step 1: Greet

- The Lead Worker stands at the doorway and greets parents and children as they arrive.

Step 2: Get

- The Lead Worker is to get one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.
- The Lead Worker is to ask the parent if the child is toilet trained and should indicate this with an asterisk beside the child's name on the attendance roster.

Step 3: Group

- Allow the child into the classroom, grouping them with a Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Captain if a problem arises.
- Fifteen minutes after the service has begun, the Lead Worker will reconcile the number of children on the roster with the number in the class.

B IN-CLASS ACTIVITIES (these items relate to the classroom schedules)**Table Activities:**

As children arrive they will be asked to choose one of the table activities laid out in the classroom to work on with their fellow classmates. When asked to do so, the children will place all pieces/parts of their activity back in the tub it came in, and place it on the appropriate shelf.

Scripture Station:

The Lead Worker will lead the class in a Bible Memory activity to help them learn and memorize the week's verse. These games are outlined in detail the weekly curriculum, which is emailed to all Workers the week leading up to the service. All supplies and instructions needed for these activities will be provided by Harvest Kids Administration, and will be found in a basket at the front of each classroom.

Clean Up, Line Up, Show Up:

When music begins to play from the Harvest Kids Worship Centre, Lead Workers are asked to cue their children to clean up their areas, line up at the classroom door, and then follow you to the Harvest Kids Worship area to show up for Large Group Worship time. Upon arrival in the Worship area, each group will sit in the appropriate section, according to age (SK's and 1's in the front, 2's and 3's in the middle, and 4's and 5's in the back). Workers are asked to sit amongst the children during this time rather than standing along the perimeter of the room in order to encourage proper behaviour and attentiveness throughout the Large Group time.

Large Group Worship:

The Worship Leader will lead the children in songs of Worship, introduce the key phrase for the day's lesson, and pray with the large group during and following the Worship time in order to focus hearts and minds on Christ and the Word of God.

Bible Lesson:

Before the Bible Teacher begins, the Worship Leader will dismiss the 4's and 5's back to their classroom where they will receive their Bible Lesson, separate from the younger groups. The Bible Teacher will then present a dynamic, age-appropriate and engaging lesson to the two younger groups, based on the topic/scripture outlined in the Harvest Curriculum for that week. The Teacher will pray over the group when finished, thanking Him for His Word, and the lessons learned from it that day.

Return to Class

Binder Check:

Each Worker will work with a small group of children, seated around a table. He/She will ask each child to recite their memory verse from the previous week's lesson, check in their binder to see if they completed their daily devotionals (look for parents' initials), and ask if they have brought their Bible with them. Each of these items earn the child points. The Worker will record these points on the front sheet of the binder.

Small Group Time: The Worker will continue in conversation with the small group to which they have been assigned. He/She will lead a discussion based on the questions listed in the lesson plan (emailed to Workers prior to weekend, as well as provided in class) and pray for the children after taking prayer requests.

Table Activities (if time allows):

Once Small Group time is over, children are free to engage with the Table Activities once again, as they await the arrival of their parents.

C CHECK-OUT PROCESS

- The Lead Worker will position herself/himself at the door for check-out and the other Workers will continue interacting with the children in the classroom, ensuring that they do not crowd the doorway.
- As families return to the classroom, the Lead Worker will follow these steps

Step 1: Receive

- The Lead Worker is to greet parents as they arrive.
- They are to warmly and calmly call children to the door to meet their parents. If there have been any discipline/behaviour problems during class time, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is in class. If an Incident Report has been written up, the parent should be asked to read and sign it, and should be offered a copy. Another copy must be given to the service Captain.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the captain, asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Lead Worker will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

D CLEAN UP**Tidy & organize equipment and supplies:**

Workers are asked to return all Table Activity Tubs to their proper locations, and position the desks and chairs as they were originally placed. A diagram/picture of the correct classroom setup is posted near the class entrance.

Garbage Disposal:

At the end of the 11:15 service, the Lead Worker of each classroom is asked to retrieve the garbage from the receptacle, tie a knot at the top of the bag, and dispose of it in the appropriate Molok container located along the wall on the west side of the building.

Disinfecting wipe-down:

Workers are asked to wipe down all hard surfaces (counters, tables, chairs, large toys) with child-safe disinfectant wipes, provided in the classroom.

Lights & Doors:

Once all children have been picked up, and all clean up duties have been performed, the Lead Worker is asked to turn off all lights and close all doors. The one exception to this guideline may be the transition between the 9:00 and 11:15 services, as Workers coming and going sometimes cross paths.

HARVEST KIDS

**REGISTRATION
PROCEDURES**

HARVEST KIDS WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids Ministry provides care and spiritual direction for children from birth to Grade 5 (inclusive) concurrent with our weekend worship services. Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis. We believe that this environment will allow parents to Worship Christ with the body of believers at Harvest Bible Chapel, free of distraction and concern.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom.
- Workers are permitted to have a water bottle with them in the classroom, however, no other beverages or snacks are acceptable.
- In the spirit of "Worship One, Work One", Workers are expected to both attend a worship service and serve in Harvest Kids on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

There are four teams that serve in the Harvest Kids Ministry on a rotating basis. Each team serves every four weeks. Ideally every Worker serves on two teams. Although this frequency is optional, it is optimal. Workers are to look ahead at the calendar and plot their scheduled shifts in advance, since their time in Harvest Kids does not fall on the same week of each month.

Each week an email will be sent to all Workers as a friendly reminder about the upcoming weekend's schedule, requests for any needed Workers, as well as other notes regarding Harvest Kids policies and events. Due to the important nature of these emails, it is vital for all Workers to read them, regardless of whether or not they are serving that week.

If at the last minute, Workers are unable to make their scheduled shift due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

When Workers know in advance that they will not be able to make certain scheduled shifts, replacement Workers must be found. Please read below for specific guidelines.

FINDING REPLACEMENT WORKERS

Workers are responsible for finding replacements for themselves when they are unable to make a scheduled shift. When this happens, Workers are asked to:

1. Find replacements at their earliest convenience, in order to avoid last minute emergencies.
2. Choose a replacement Worker for themselves who serves on a different team, but in the same role. Note: Lead Workers can only switch with other Lead Workers.
3. Contact fellow Workers in a respectful and professional manner when trying to arrange for replacements. Please refer to the provided contact list. Please note that this information is only accessible to Harvest Kids Workers and should not be shared publicly.
4. Communicate the changes that have been made to the Section Head/Scheduler. Please be specific with names, dates, and service times. It is preferable that this is completed no later than the Tuesday before the service involved.
5. Courteously offer to switch shifts with their replacement and should send them a friendly reminder beforehand.

HARVEST KIDS AGE GROUP BREAKDOWN

Nursery:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Early Childhood:

- Early Childhood (A): children age 2.5 - 3.5 years
- Early Childhood (B): children age 3.5 - end of Junior Kindergarten

Grade School:

- SK & 1's: children currently in/graduating from senior kindergarten and grade one
- 2's & 3's: children currently in/graduating from grade two and grade three
- 4's & 5's: children currently in/graduating from grade four and grade five

SETUP AND SHUTDOWN OF THE COMPUTERS

There are four self check-in computers, two guest check-in computers, and a Worker check-in computer in the main foyer. There are also two check-in computers upstairs on the second level of Harvest Kids.

How to Set Up Check-In Computers with Scanners:

- 1 Turn on computer
- 2 Password “higherground” (login should be HG Express Check in)
- 3 Click on the Fellowship One icon
- 4 Punch in service code – Codes are found at the guest desk
- 5 Select “self check in” (the other boxes that should be automatically highlighted are “entire household”, “allow item tags”, “always print extra”)
- 6 Click NEXT – computer is now ready for barcode scanning
- 7 Make sure printers are also turned on and the green light is on.

How to Set Up Guest Check-In Computers (laptop):

1. Follow steps 1-4 above
2. Select “Assisted Check in” (the other boxes that should be checked are “hide image”, and “enable rapid”)
3. Set up the Paging System:
 - Open the Firefox icon on the desktop
 - “Alpha Display” should open as the home page
4. Make sure printers are also turned on and the green light is on.

How to call a parent using the Paging System:

1. Type the child’s number where it says “Enter Message Here”
2. Press ADD
3. To remove the number after the child has been picked up by the parent, highlight the number and press DELETE

How to reset the system between the 9:00 and 11:15 services:

1. Press ESC on keyboard
2. Enter service code for 9:00 am
3. Select “change activity”
4. Enter service code for 11:15 am

***Note:** Resetting the system can be done partway through the 9:00 am service on the self check in computers but the computer monitor should be turned off to prevent late registrants from signing in under the wrong service.

Computer Shutdown (for the 5:00 and 11:15 services)

- 30 minutes after service has begun, 3 of the 4 self check in computers can be shut down. The one closest to the desk should be left open as people are often up to 45 minutes late to register their children for Harvest Kids.
- The laptops must remain on for the entire service as the captain may need to use the paging system.

How to shutdown the computers following the 5:00 & 11:15 services:

1. Press ESC
2. Enter the service code that you have just completed registration for
3. Close all applications
4. Select SHUTDOWN from the bottom left hand menu
5. Turn off the printer and monitor

TECHNICAL PROBLEMS

If the touch screen is not working...

- Most often the cause for this is that the computer has been left on for too long (ie. overnight).
- You must SHUTDOWN the computer and start it up again. Do not simply restart the computer because this will not solve the problem.
- You can simply pull out the MOUSE from in the cupboard but this often confuses people as they are used to having the touch screen.

If a printer is not working...

- Are the plugs properly plugged in?
- Is it out of stickers?
 - New sticker rolls can be found in the Registration counter under the laptop
 - Push the two green buttons on the sides to open the top of the printer
 - Pull the two green pieces away from the roll
 - Remove the old roll
 - Place the new roll with stickers feeding from the top
 - Feed the stickers through the little green guides
 - Place end of sticker roll at the edge of the black roller
 - Close printer top
 - Press button to feed one sticker through to check for proper alignment
- Is there a paper jam?
 - The only thing you can do is work at the stickers until they come out. There is a small front cover underneath the roller that can be popped off which often helps to get things unstuck. If you are really having difficulty, slit the stickers with scissors to aid in the process.
***Note:** You may have to reset the printer after a jam if it doesn't start working properly right away. (See below on realigning the stickers)
- Is the printer light RED instead of green?
 - If the light is red, hold down the button until you see it blink four times, then release. This is how you reset the printer. When the light goes green, press the button once so that one sticker comes out and you can check to make sure it is properly reset and aligned.

If the stickers are not printing so that they stop at the perforated line...

REALIGNING THE STICKERS:

- Hold down the printer button. You will see it flash twice, three times, and then FOUR times.
- Release the button after it flashes four times. The printer should then reset itself and be aligned again.
- Press button to feed one sticker through to check for proper alignment

If the whole system is down / internet is not working...

- FIND KUBA!!! Natasha or Greg McFarlane may be able to help you but Kuba is your absolute best bet.
- If the problem is not fixed 15 minutes before the service begins, we must default to the back up plan.

BACK UP PLAN (COMPUTERS ARE NOT WORKING)

There are binders for each classroom located under the registration counter. Each binder contains stickers and a list. These will be used by the Lead Workers of each classroom, who will be responsible for signing in the children that arrive in their sections.

The Registration Team members are asked to:

- Hand the binders out to the Lead Workers in each classroom
- Close/put away the check-in computers so that families arriving do not try to check-in
- Keep the Guest Check-In area open, as visiting families will still need to sign in at the registration desk. There is a Guest Registration Binder for this purpose.
- Inform questioning parents that the system is down and their children will be manually signed in at their classroom.

REGISTERING GUESTS

First Time Guests Check-In Process

- Have parents complete the registration form, being sure that all items have been filled in, including the consent portion on the back of the form requiring the parent's signature.
- Stamp the date on the form
- Enter the child's name and date of birth into the computer.
 - If the entire family is visiting for the first time, select "new household". Enter the parents names followed by any children. Additional information will be added to the system later in the week.
 - If it is the child's first time in Harvest Kids, but the parents have previously attended Harvest, enter the child as an "individual" to his/her parents' profile.
 - If the child is visiting with a regular Harvest family or a grandparent (not their legal guardians), add them to this family as a "visitor".
- Record any allergies the child has in the comments section.
- Print the child's tags, selecting the print button twice so that they receive two name tags. One tag is to be put on the child, one is to be given to the teacher upon entering the classroom and the parent is to keep the tag with the 2 sets of numbers on it.
- Highlight the child's name tag so that the teachers know it is their first time in higher ground.
- Give the parent a visitor's package.
- Leave the new registration forms in the front of the binder. Do not file! The Children's Ministry Administrator will take these forms and enter all the extra information during the coming week.

2nd and 3rd Time Guests

- Find the family's Registration Form in the binder, filed under the CHILD's last name.
- If it is an older form without the consent portion signed on the bottom, please have them fill out a new form.
- Stamp the date under the 2nd or 3rd visit label.
- Find the family in the computer and print the tags, remembering to select the print button twice so that they receive two name tags per child. Highlight the child's name tag so that teacher's know that they are new to Harvest Kids.
- ***Note:** if you have trouble finding them in the system using their last name, try using their phone number or first name and last initial.

4th Time Guests

- Find the family's Registration Form in the binder, filed under the CHILD's last name.
- Stamp the date under the 4th visit label.
- Assign the family a barcode (see below) and give the child the appropriate Harvest Kids material.
 - Children in Grade school (SK to Grade 5) should receive a Harvest Kids drawstring bag as well as a binder.
- Show the family how to use the barcode using the worker check in computer.

ASSIGNING A BARCODE

- Select the HEAD of the household (usually the father)
- Click to EDIT this person
- Select an unused barcode (found in the registration desk), and type the barcode number in the appropriate box on the screen.
- Update the individual's profile so that the new information is saved.
- Write the barcode # in the top right hand corner of the family's registration form.
- Give the family their barcode and walk them through the process of using it at the worker check in computer.
- Put the form in the folder at the back of the binder.

ADDITIONAL INFORMATION

Calling the Captain:

Use the phone at the registration desk to call the service captain.

Communication Book and Sticky Notes:

Please pay attention to any notes written in the communication book or on individual registration forms in the binder. These notes are from the Children's Ministry Administrator, usually regarding incomplete forms or other pertinent information for the Registration Team to be aware of. If you need to communicate anything to the Registration Section Head or Children's Ministry Administrator, please record these items in the communication book.

Postcards:

Please take a few minutes once the service has begun to fill out postcards for any new visitors to Harvest Kids. A simple message such as the one below is ideal:

*Hi Daniel & Addie!
We are so glad that you joined
us in Harvest Kids this weekend.
We hope to see you again soon!
You are loved.*

Once you have written a postcard please record in the top right corner of the registration form that this has been completed.

What do I do about parents who want their children to be together?

This is something that you will need to use your discretion for. If it is a cousin visiting from Chicago for the weekend, I would allow the cousins to be together as long as they are close in age. Always put the older child into the younger grade. If the family plans to return to Harvest Oakville, we strongly suggest that the child get used to the classroom that is appropriate for them. When in doubt, call the captain and get their input or permission to change a classroom assignment for a child.

Changing a Child's classroom assignment:

- 1 Select the child whose class needs to be changed.
- 2 Click "next". This will take you to the screen that shows you the child's classroom assignment.
- 3 Manually select the correct section; nursery, early childhood or grade school and then the appropriate classroom from the options provided. This change will remain in the system for future check ins.

HARVEST KIDS

**SPECIAL NEEDS
PROCEDURES**

HARVEST KIDS WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids Ministry provides care and spiritual direction for children from birth to Grade 5 (inclusive) concurrent with our weekend worship services. Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis. We believe that this environment will allow parents to Worship Christ with the body of believers at Harvest Bible Chapel, free of distraction and concern.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom.
- Workers are permitted to have a water bottle with them in the classroom, however, no other beverages or snacks are acceptable.
- In the spirit of "Worship One, Work One", Workers are expected to both attend a worship service and serve in Harvest Kids on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

There are four teams that serve in the Harvest Kids Ministry on a rotating basis. Each team serves every four weeks. Ideally every Worker serves on two teams. Although this frequency is optional, it is optimal. Workers are to look ahead at the calendar and plot their scheduled shifts in advance, since their time in Harvest Kids does not fall on the same week of each month.

Each week an email will be sent to all Workers as a friendly reminder about the upcoming weekend's schedule, requests for any needed Workers, as well as other notes regarding Harvest Kids policies and events. Due to the important nature of these emails, it is vital for all Workers to read them, regardless of whether or not they are serving that week.

If at the last minute, Workers are unable to make their scheduled shift due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

When Workers know in advance that they will not be able to make certain scheduled shifts, replacement Workers must be found. Please read below for specific guidelines.

FINDING REPLACEMENT WORKERS

Workers are responsible for finding replacements for themselves when they are unable to make a scheduled shift. When this happens, Workers are asked to:

1. Find replacements at their earliest convenience, in order to avoid last minute emergencies.
2. Choose a replacement Worker for themselves who serves on a different team, but in the same role. Note: Lead Workers can only switch with other Lead Workers.
3. Contact fellow Workers in a respectful and professional manner when trying to arrange for replacements. Please refer to the provided contact list. Please note that this information is only accessible to Harvest Kids Workers and should not be shared publicly.
4. Communicate the changes that have been made to the Section Head/Scheduler. Please be specific with names, dates, and service times. It is preferable that this is completed no later than the Tuesday before the service involved.
5. Courteously offer to switch shifts with their replacement and should send them a friendly reminder beforehand.

HARVEST KIDS AGE GROUP BREAKDOWN

Nursery:

- Newborns: babies approx. 0-9 months; non-mobile infants
- Crawlers: babies approx. 10-18 months (1.5); crawlers and dependant walkers
- Walkers: babies approx. 19-30 months (2.5); independant, active walkers and toddlers

Early Childhood:

- Early Childhood (A): children age 2.5 - 3.5 years
- Early Childhood (B): children age 3.5 - end of Junior Kindergarten

Grade School:

- SK & 1's: children currently in/graduating from senior kindergarten and grade one
- 2's & 3's: children currently in/graduating from grade two and grade three
- 4's & 5's: children currently in/graduating from grade four and grade five

Worker Responsibilities and Expectations:

- Workers are required to arrive and be in position at least 20 minutes before the service begins. This allows for the classrooms to be opened on schedule and provides time for the team to pray together before families arrive.
- Workers are asked to place all personal items in the designated space provided in each classroom.
- Workers must wash/disinfect hands upon entering the classroom and before serving snacks
- Workers are permitted to have a water bottle with them in the Special Needs classroom, however, no other beverages or snacks are acceptable.
- In the spirit of “Worship One, Work One”, Workers are expected to both attend a worship serve and serve in the Special Needs classrooms on the weekends they are scheduled.
- When contagiously ill, Workers are asked to refrain from serving and should follow the procedures outlined in the scheduling section of this document for making their absence known to the leadership.
- Workers are responsible for remaining in the Special Needs classroom until all children have been picked up by their parents, or until the Lead Worker has dismissed them due to decreased numbers/ratio.

Special Needs Lead Workers are responsible for:

- Prayer before service with Workers
- Overseeing check-in and check-out (communicating with parents before service)
- Ensuring that Workers are engaged with the children
- Managing behaviour in the room
- Leading Bible story
- Preparation and cleanup of the room
- Communicating with Section Heads
- Assigning Workers to specific children

Special Needs Workers are responsible for :

- Being fully engaged with their child during the class
- Encouraging and assisting their child to participate
- Praying one-on-one with their child during prayer time
- Communicating with parents after the class
- Taking child to the bathroom as needed

CLASSROOM SCHEDULE

Special Needs Classroom Schedule	Time	9:00 Service
Arrival & Structured Activities	30 min	8:45-9:15
Integrated Worship	5 min	9:15-9:30
Transition	5 min	9:30-9:35
Snack & 1:1 Prayer Time	10 min	9:35-9:45
Bible Lesson	5 min	9:45-9:50
Video Bible Lesson	5 min	9:50-9:55
In Class Worship & Memory Work	10 min	9:55-10:05
Creative Time	20 min	10:05-10:25
Free Activity	-	10:25 -

SPECIAL NEEDS PROCEDURES

CHECK-IN PROCESS

- Once all Workers are present, the Lead Worker will open the classroom in prayer. This should take place no later than 20 minutes before the service start time.
- The Lead Worker will position herself/himself for check-in and the other Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Lead Worker will follow these steps:

Step 1: Greet

- The Lead Worker stands at the counter/door and greets parents and children as they arrive.

Step 2: Get

- The Lead Worker is receive one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.

Step 3: Group

- Allow the child into the classroom, grouping them with a Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Captain if a problem arises.
- Fifteen minutes after the service has begun, the Lead Worker will reconcile the number of children on the roster with the number in the class.

DURING THE SERVICE

Sign-in and structured activities:

- Interactive books
- Puzzles
- Creative Board (magnets, chalkboard/dry erase board markers)
- Music Corner

Integrated Worship (HarvestKids)

Transition

- Rotate back to classroom

Snack and 1:1 prayer time (Lead Worker or Worker prays)

- Prayer Cards
- Emotion Cards
- Photographs
- Pray over the child

Bible lesson + Story (based on 8-week theme ie. love, joy, creation, etc)

- Bible stories from the big books
- Bible lesson prepared to convey a specific point

Video Bible lesson (watch DVD of the Bible story that was read)

In-class worship + Scripture memory:

- Worship DVD in-class
- Use a Bible verse poster as in the JK/SK class
- Signing memory verse

Creative Time (reinforce the lesson using a different creative activity each week)

- Art
- Music
- Food
- Serve (opportunities to serve the church)

Pick-up and free activity time:

- anything in the class
- what the children bring (iPads, books etc.)

SPECIAL NEEDS MINISTRY DISCIPLINE STRATEGY

Children with special needs often display behaviours that are uncharacteristic for many children their age, but which are completely normal and acceptable for them. Below are some examples of behaviours that are acceptable and common for our children, behaviours that we seek to discourage as we work with the families to develop skills that will enable the children to be more comfortable and constructive in group settings, and behaviours that, for the safety of all of our children and workers in Harvest Kids, are unacceptable. Suggested responses and notes accompany each category of behaviour.

We believe that an environment of safety in the classroom must be maintained at all times. When a child is aggressive or provoking in his/her behaviour, the safe and caring atmosphere of the classroom is threatened. Please be diligent in applying a response that will ensure the safety of all staff and workers, and that will allow all children to benefit from their time in the Harvest Kids Classroom.

1. ACCEPTABLE BEHAVIOURS

Acceptable Behaviours	Responses	Notes
Rocking (body rocking back and forth)	ensure safety of child and others, ie., keep a safe distance from others and objects	this behaviour is more apparent when the children get excited, ie., during worship time
Flapping arms	ensure safety of child and others, ie., keep a safe distance from others and objects	this behaviour is more apparent when the children get excited, ie., during worship time
Verbal expressions or outbursts	monitor volume of child's voice and encourage him/her to be	
Jumping	ensure safety of child and others, ie., keep a safe distance from others and objects	

2. BEHAVIOURS TO DISCOURAGE

Behaviours to Discourage	Responses	Notes
Verbal outbursts during worship or lesson time that disrupt the group	<ul style="list-style-type: none"> • set expectations for child to listen and allow others to listen • encourage him/her to be quiet as appropriate 	<ul style="list-style-type: none"> • be proactive to explain what is happening or what will be happening next • provide opportunities for child to participate with questions or comments at a reasonable voice volume
Climbing on tables, chairs	<ul style="list-style-type: none"> • set expectations for where children can stand or climb • ask child to come down • redirect with an alternative activity 	<ul style="list-style-type: none"> • during worship integration, children climb on the risers at the back of the room. Encourage them to stay on the first level
Chewing (clothing, DVD cases)	<ul style="list-style-type: none"> • set expectations for what is acceptable to chew • if appropriate, more to snack time 	<ul style="list-style-type: none"> • provide Jonathan and Rachel with their chewies • other children don't have these

3. UNACCEPTABLE BEHAVIOURS

Unacceptable Behaviours	Responses	Notes
Pinching or hitting	<ul style="list-style-type: none"> • gently hold the child's hands and say "No pinching/hitting" • request an apology • redirect to another activity • if the behaviour persists, ask the student to sit in the quiet area for a few minutes • if the student is unable to stop the behaviour, call for a Captain to page the parent 	<ul style="list-style-type: none"> • this often happens if a student has been told "no" to something he/she wants to do • if the behaviour is directed toward another child, an incident report may need to be completed and parents notified
Taking food without permission	<ul style="list-style-type: none"> • gently hold the child's hands and say "that is not your food, it is not for you to touch" • redirect child to another activity, or if appropriate, offer a snack for him/her to enjoy 	<ul style="list-style-type: none"> • food and personal belongings should be stored out of sight and reach of students and snacks should only be offered at snack time
Running away from staff/out of classroom	<ul style="list-style-type: none"> • One worker must remain with children in the classroom at all times, and one worker must be with the runner at all times. Don't leave children unattended for any reason. • using gentle words, seek to calm the child and understand why he/she is running away • encourage child to return to class • remind child of expectations to listen and allow others to listen, too (quiet voices in the hallways) • gently take the child by the arm or hand and move him/her back toward the classroom • if these attempts are unsuccessful, call a Captain to page the parent 	<ul style="list-style-type: none"> • there is always a trigger for this behaviour. Children are not trying to be funny, so treat this seriously and seek to understand what caused the child to run out in the first place.

HARVEST KIDS AWANA
PUGGLES
PROCEDURES

HARVEST KIDS AWANA WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids AWANA Ministry provides care and spiritual direction for children from JK to Grade 5 (inclusive) Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our Harvest Kids AWANA ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in the youth room at least 20 minutes before AWANA begins. This allows us to check in children on time and provides time for the team to pray together before families arrive.
- When contagiously ill, Workers are asked to refrain from serving and to make their absence known to the leadership.
- Workers are responsible for remaining in the youth room until all children in their group have been picked up by their parents, or until their AWANA director has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

AWANA begins October 9th and ends April 30th with Family Night. There are 26 Tuesday nights that AWANA will run, with December 25th, January 1st off for Christmas and March 12th off for the March break. Workers are to look ahead at the calendar in advance, and let their directors know if there are weeks they will not be able to serve.

If at the last minute, Workers are unable to make it to AWANA due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

AGE GROUPS & CLASSROOM BREAKDOWN

The Puggles section of Harvest Kids AWANA is comprised of: Children 0-3 years of age

KEY ROLES & RESPONSIBILITIES

Puggles Director's are responsible for:

- Arriving 20 minutes before AWANA to begin in prayer
- Organizing Workers in classrooms, ensuring that they all know what will happen for that evening
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out
- Ensuring classroom policies and procedures are being followed by all Workers
- Completing incident reports upon occurrence
- Ensuring that the classroom is set up and organized as the photo and instructions depict (toys away, bed linens changed, etc.)
- Communicating with the Commander & Family Ministries Staff after each Tuesday night any issues or needs that arise

Puggles Workers are responsible for:

- Looking to the Puggles Director for direction and instruction.
- Actively interact with the babies while in the Puggles classroom.
- Working as a team, being in constant communication with one another in order to stay on top of the needs arising in the classroom.

SECTION SPECIFIC POLICIES

Age Restriction:

Puggles Workers are not eligible to serve in the Puggles classroom until they are sixteen years of age.

No Shoes:

Puggles Workers are not permitted to wear shoes in the Puggles classroom. Socks or slippers must be worn at all times. Puggles Worker slippers are provided within the classroom.

Diaper Changing:

Workers must follow diaper-changing rules when changing diapers. For accountability purposes, men are asked to refrain from changing diapers.

Changing Bed Linens:

After a baby has used a crib, Puggles Workers are asked to remove the used sheet and place it in the dirty laundry basket. They are then required to replace it with a fresh sheet and place a "clean" sign on the mattress.

Toys & Sanitation:

Puggles Workers are asked to place toys that babies have sucked or chewed-on in the “wash bin” to ensure they are disinfected before they are reused. This will require Puggles Workers to keep a close eye on the toys the babies are playing with, not allowing them to pass to other children. Puggles Workers are asked to refrain from dumping all of the toys out on the floor during the service, since this would mean having to disinfect everything, rather than the toys that were actually used. Also, if all toys are used in one service, there will be not be any clean, sanitized ones available for the following services.

DURING AWANA PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Puggles Director will turn on all lights, open doors, and ensure that the classroom is in proper working order.
- Once all Workers are present, the Puggles Director will open the classroom in prayer. This should take place no later than 20 minutes before the beginning of AWANA.
- The Puggles Director will position herself/himself for check-in and the other Puggles Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Puggles Director will follow these steps:

Step 1: Greet

- The Puggles Director stands at the counter and greets parents and children as they arrive.

Step 2: Get

- The Puggles Director will receive one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child’s code on the roster, or add it to the bottom if they are not on the list.

Step 3: Group

- Allow the child into the classroom, grouping them with a Puggles Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Commander or a Family Ministries Staff member if a problem arises.
- Fifteen minutes after AWANA has begun, the Puggles Director will reconcile the number of children on the roster with the number in the class.

B IN-CLASS ACTIVITIES

- **Play with babies:** Puggles Workers are asked to sit among the babies, engaging them with toys, sounds, books, conversation, and simple play. Puggles Workers should try to keep the babies entertained and appropriately stimulated, rotating them from one station to another as needed (playmats, exersaucers, bouncers, swings, high chair seats, etc.)
- **Allow babies to rest when needed:** When a baby shows signs of being tired, or if a parent has designated a sleep time for their child, the Workers should lay them down in a crib in the sleeping room. This room must be constantly monitored.

- **Change soiled diapers:** When a baby has a diaper that is wet or soiled, Workers are required to change them at their earliest convenience. Diapers left unchanged can lead to irritation and rash. When changing a diaper, Puggles Workers are asked to:
 - Wash/disinfect their hands prior to picking the child up
 - lay the child down on change pad while standing directly in front of them, remaining in this position until change is complete
 - soiled diaper, roll diaper up and secure it by re-fastening velcro closures.
 - dispose of the diaper in the provided receptacle under the change station
 - select a new diaper (the same size as soiled one), place it on the child, and redress them
 - pick the child up, and return him/her to their previous place of play.
 - return to the change station, clean with disinfectant wipes, and ensure that all supplies are tidied.
 - wash/disinfect their hands again before returning to their general puggles duties.
 - Distribute Snack (where applicable): The Puggles Director will decide when snacks should be distributed. Generally this takes place halfway through AWANA, or when the children begin to show signs of irritability. The Puggles snacks are age-appropriate and nut-free. When passing out snacks, the Puggles Workers must check the child's tag for allergy restrictions, Children must be sitting on their bottoms in order to receive a snack, and are encouraged to say "please" and "thank you" if developmentally able.

C CHECK-OUT PROCESS

- The Puggles Director will position herself/himself for check-out and the other Workers will continue interacting with the children in the classroom.
- As families return to the classroom, the Puggles Director will follow these steps

Step 1: Receive

The Puggles Director stands at the counter/door greeting parents as they arrive for pick up. He/She is to warmly and calmly call children to the door to meet their parents, or ask the present Puggles Workers to bring each child as they are called.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Do not allow anyone to pick up a child without this receipt. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the Commander or Family Ministries Staff, asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Puggles Director will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

D CLEAN UP

- **Tidy & organize equipment and supplies:** Puggles Workers are asked to return all large toys and baby gear to their assigned spots, organizing toys by type and tidying shelves. A diagram/picture of the correct setup is posted near the front counter.
- **Sanitizing used toys:** Puggles Workers are asked to ensure that all toys that have been sucked/chewed on have been placed in the wash bin in the Nursery kitchen area. Specific dishwasher instructions will be posted in the kitchen area. After each AWANA night the

Puggles Director is asked to follow the instructions in order to have clean toys for the upcoming weekend.

- **Garbage Disposal:** At the end of each AWANA night, the Puggles Director is asked to retrieve the garbage from each receptacle, tie knots at the top of each bag, and dispose of them in the appropriate Molok container located along the wall on the west side of the building. Emptying our garbage bins after each night will help to eliminate the lingering smell of soiled diapers in the nursery.
- **Disinfecting wipe-down:** Puggles Workers are asked to wipe down all hard surfaces (counters, tables, chairs, large toys) with child-safe disinfectant wipes, provided in the Nursery.
- **Lights & Doors:** Once all children have been picked up, and all clean up duties have been performed, the Puggles Director is asked to turn off all lights and close all doors.

HARVEST KIDS AWANA
CUBBIES
PROCEDURES

HARVEST KIDS AWANA WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids AWANA Ministry provides care and spiritual direction for children from JK to Grade 5 (inclusive) Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our Harvest Kids AWANA ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in the youth room at least 20 minutes before AWANA begins. This allows us to check in children on time and provides time for the team to pray together before families arrive.
- When contagiously ill, Workers are asked to refrain from serving and to make their absence known to the leadership.
- Workers are responsible for remaining in the youth room until all children in their group have been picked up by their parents, or until their AWANA director has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

AWANA begins October 9th and ends April 30th with Family Night. There are 26 Tuesday nights that AWANA will run, with December 25th, January 1st off for Christmas and March 12th off for the March break. Workers are to look ahead at the calendar in advance, and let their directors know if there are weeks they will not be able to serve.

If at the last minute, Workers are unable to make it to AWANA due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

AGE GROUPS & CLASSROOM BREAKDOWN

The Cubbies section of Harvest Kids AWANA is comprised of:
Children 3 and 4 years of age

KEY ROLES & RESPONSIBILITIES

Cubbies Director's are responsible for:

- Arriving 20 minutes before AWANA to begin in prayer
- Organizing Workers in classrooms, ensuring that they all know what will happen for that evening
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out
- Ensuring classroom policies and procedures are being followed by all Workers
- Completing incident reports upon occurrence
- Ensuring that the classroom is set up and organized as the photo and instructions depict (toys away, bed linens changed, etc.)
- Communicating with the Commander & Family Ministries Staff after each Tuesday night any issues or needs that arise

Cubbies Workers are responsible for:

- Looking to the Cubbies Director for direction and instruction.
- Actively interact with the children while in the Cubbies classroom.
- Working as a team, being in constant communication with one another in order to stay on top of the needs arising in the classroom.
- Helping the children during handbook time

CUBBIES SPECIFIC POLICIES

Bathroom Procedure:

Child-designated restrooms are located inside each Early Childhood classroom. For accountability purposes, children should be sent into washrooms alone (without the adult Worker, and not with another child). If a child requires assistance for any reason Cubbie Workers are permitted to enter the restroom, but are asked to leave the door open while inside. Cubbie Workers are asked to ensure that each child has flushed the toilet, washed their hands, disposed of their paper towel properly, and cleaned up any other messes made before exiting the restroom to return to class.

CUBBIES SCHEDULE

Activity	Time	Schedule
Arrival	15 min	6:15-6:30
AWANA Opening	10 min	6:30-6:40
Rotation	5 min	6:40-6:45
Games	20 min	6:45-7:05
Rotation	5 min	7:05-7:10
Worship & Teaching	15 min	7:10-7:25
Rotation	5 min	7:25-7:30
Handbook	15 min	7:30 -7:45
Free Play	15 min	7:45-8:00

CUBBIES PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Cubbies Director will turn on all lights, open doors, and ensure that the classroom is in proper working order. He/She will ensure that all toys and activities are ready to be played with.
- Once all Workers are present, the Cubbies Director will open the classroom in prayer. This should take place no later than 20 minutes before the service start time.
- The Cubbies Director will position herself/himself for check-in and the other Cubbie Workers will prepare to receive children into the classroom. Two Workers must be present in order to open any classroom.
- As families arrive, the Cubbies Director will follow these steps:

Step 1: Greet

- The Cubbies Director stands at the counter and greets parents and children as they arrive.

Step 2: Get

- The Cubbies Director is to get one of the nametags from the parent and place it in the designated tray, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.
- The Cubbies Director is to ask the parent if the child is toilet trained and should indicate this with an asterisk beside the child's name on the attendance roster.

Step 3: Group

- Allow the child into the classroom, grouping them with a Cubbie Worker and the other children present.
- Parents are not permitted to enter the classroom past the counter due to our security and insurance policies. Please kindly explain this if a parent is requesting access. Call the Commander of Family Ministries Staff, if a problem arises.
- Fifteen minutes after the service has begun, the Cubbies Director will reconcile the number of children on the roster with the number in the class.

B AWANA OPENING (these items relate to the classroom schedules)

AWANA Opening: Children are dropped off in Cubbies classroom and will have their own AWANA opening. This will include *Oh Canada*, and any AWANA announcements.

C ROTATE TO THE GYM

D GAMES

Games: Children will be lead in age appropriate games in the gym by the AWANA Games Director. Workers play alongside children, helping them, ensuring safety, and encouraging cooperative play. Children who do not obey the Game time rules, or have intentionally disobeyed an order from a Worker should be put on a temporary time out, sitting by the Cubbies Director for 3 minutes. Cubbies Director/Cubbies Worker must be sure to talk with the child about his/her disobedience and behaviour before allowing them to integrate back into Game time. Reconciliation that needs to occur between two children should be enforced and observed by the Cubbies Worker.

E ROTATION BACK TO CUBBIES CLASSROOM

F WORSHIP & TEACHING

Worship & Teaching Time: Consists of musical worship, prayer, and Bible lesson.

- **Musical Worship:**

The AWANA Worship Leader will have the children congregate in the teaching area, each choosing a carpet square on which to sit. Once the group is sitting quietly, the Cubbies Director should pray, thanking God for the day and the group that is gathered, and dedicating their time of Worship to Him. The AWANA Worship Leader will then play two songs on the provided Worship DVD, leading the children in genuine worship, with singing and actions. The worship DVD is on the DVD player. Encourage children to participate by doing the actions and using their bodies to worship God.

- **Bible Lesson:**

The Bible Story Teacher will pray with the children, preparing their hearts and minds for the lesson to come. He/She will engage the children for 5-10 minutes, presenting the curriculum in a creative and interesting way, effectively communicating the “Key Phrase” for them to take away. Teachers may use props, costumes, the felt board, or dramatic play to help the children connect with the story. Other Workers are encouraged to sit amongst the children, keeping close to them in order to ensure they remain attentive and quiet throughout the lesson. Excessively disruptive children should be removed from the teaching area/classroom (see discipline policy).

G ROTATE TO HANDBOOK TIME

- During Handbook Time the Cubbies Workers encourage and help the children learn, recite and practice the current memory verse they are working on during this time.
 - The Cubbies will have the opportunity to recite their verses to a Listener in order to complete the sections in their handbooks that they worked on during the week

H FREE PLAY

Free Play:

After handbook, the children are free to play with the toys and structures in the classroom until their parents arrive to pick them up.

I CHECK-OUT PROCESS:

- The Cubbie Director will position herself/himself at the counter for check-out and the other Workers will continue interacting with the children in the classroom.
- As families return to the classroom, the Cubbies Director will follow these steps

Step 1: Receive

- The Cubbies Director is to greet parents as they arrive.
- They are to warmly and calmly call children to the door to meet their parents. If there have been any discipline/behaviour problems during class time, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is in class. If an Incident Report has been written up, the parent should be asked to read and sign it, and should be offered a copy. Another copy must be given to the Commander or Family Ministries Staff.
- While the Cubbies Director is overseeing the door, the other Cubbies Workers should continue in play with the children, ensuring that they do not all crowd the counter area.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the Commander or Family Ministries staff, asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Cubbies Director will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

J CLEAN UP

- **Tidy & organize equipment and supplies:** Workers are asked to return all large toys and furniture to their assigned spots, organizing toys by type and tidying shelves. A diagram/picture of the correct classroom setup is posted near the front counter.
- **Garbage Disposal:** At the end of each AWANA night, the Cubbies Director is asked to retrieve the garbage from the soiled-diaper receptacle, tie a knot at the top of the bag, and dispose of it in the appropriate Molok container located along the wall on the west side of the building. Emptying our garbage bins after each service will help to eliminate the lingering smells.
- **Left-behind work:** Any colouring sheets left behind should be put in the provided recycling bin, rather than being left out.
- **Disinfecting wipe-down:** Workers are asked to wipe down all hard surfaces (counters, tables, chairs, large toys) with child-safe disinfectant wipes, provided in the classroom.
- **Lights & Doors:** Once all children have been picked up, and all clean up duties have been performed, the Cubbies Director is asked to turn off all lights and close all doors.

HARVEST KIDS AWANA

SPARKS

PROCEDURES

HARVEST KIDS AWANA WORKER GUIDELINES

OUR PURPOSE

The Harvest Kids AWANA Ministry provides care and spiritual direction for children from JK to Grade 5 (inclusive) Our objective is to supplement and support the primary leadership of parents and guardians in the home, by providing a learning environment that supports the four pillars of Harvest Bible Chapel. We seek to fulfill the four pillars of Harvest Bible Chapel in a way that is engaging for children at various stages of physical, mental, social and spiritual stages of development. Our mission statement is to glorify God by leading children in a relationship with Jesus Christ.

We seek to provide a safe and nurturing environment, in which parents feel comfortable entrusting their children to us on a regular basis.

It is our goal to offer quality care and Christ-like love and attention to each child that spends time in our Harvest Kids AWANA ministry. We desire to build special relationships with the families that entrust their children into our care, and believe we can do this by:

- praying for each child individually while they are in our care
- demonstrating personal interest in and love for each child as we interact with them
- taking time to introduce ourselves to new children and their families
- putting forth effort to learn and remember the names of our children and their families
- sharing specific, individualized, and encouraging reports with parents about their children's experience during their time in our care
- exhibiting humility and love in our speech as we interact with families

WORKER CONDUCT & EXPECTATIONS

- Workers are required to arrive and be in the youth room at least 20 minutes before AWANA begins. This allows us to check in children on time and provides time for the team to pray together before families arrive.
- When contagiously ill, Workers are asked to refrain from serving and to make their absence known to the leadership.
- Workers are responsible for remaining in the youth room until all children in their group have been picked up by their parents, or until their AWANA director has dismissed them due to decreased numbers/ratio.

SERVING SCHEDULE

AWANA begins October 9th and ends April 30th with Family Night. There are 26 Tuesday nights that AWANA will run, with December 25th, January 1st off for Christmas and March 12th off for the March break. Workers are to look ahead at the calendar in advance, and let their directors know if there are weeks they will not be able to serve.

If at the last minute, Workers are unable to make it to AWANA due to illness or unforeseen circumstances, they are to call the Children's Ministry Administrator at the church and are asked to leave a voicemail message explaining the reason for their absence. Refer to the contact page for phone number and extension.

AGE GROUPS & CLASSROOM BREAKDOWN

The Sparks section of Harvest Kids AWANA is comprised of:
Children in SK through to Grade 2

KEY ROLES & RESPONSIBILITIES

Sparks Director's are responsible for:

- Arriving 20 minutes before AWANA to begin in prayer
- Organizing Workers in the color teams (Blue, Green, Red & Yellow), ensuring that they all know what will happen for that evening
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out throughout the Sparks Section
- Ensuring Harvest Kids policies and procedures are being followed by all Workers
- Completing Incident Reports upon occurrence
- Ensuring that the classroom is set up and organized as the photo and instructions depict (toys away, bed linens changed, etc.)
- Communicating with the Commander & Family Ministries Staff after each Tuesday night any issues or needs that arise

Sparks Lead Workers are responsible for:

- Overseeing check-in/check-out for their Color Team
- Looking to the Sparks Director for direction and instruction.
- Actively interact with the children while in Handbook & Games time
- Helping with discipline & disruptive behavior when it arises

Sparks Workers are responsible for:

- Working as a team, being in constant communication with one another in order to stay on top of the needs arising in the group
- Helping the children during handbook time
- Actively participating during game time
- Workers are encouraged to sit & play amongst the children, through the night

SPARKS SPECIFIC POLICIES

- All children in the Sparks section are required to be accompanied by a Sparks Worker when going to the bathroom. No child is allowed to be outside of the classroom (in the hallway) alone during the service.
- "You plus two": Sparks Workers must take two or more children to the bathroom at a time. One Sparks Worker should never be alone with one child for any reason. This is for accountability and the safety of the Sparks Worker and child alike.
- For accountability purposes, the Sparks Worker should stand inside the entrance to the washroom so that he/she remains visible to those in the hallway.

SPARKS SCHEDULE

Activity	Time	Schedule
Arrival	15 min	6:15-6:30
AWANA Opening	10 min	6:30-6:40
Rotation	5 min	6:40-6:45
Worship & Teaching	20 min	6:45-7:05
Rotation	5 min	7:05-7:10
Handbook	20 min	7:10-7:30
Rotation	5 min	7:30-7:35
Games	20 min	7:35 -7:55
Rotation	5 min	7:55-8:00
Check Out	—	—

SPARKS PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Sparks Lead Worker will stand at the end of their color teams row with clipboard in hand.
- Once all Workers are present, the Commander will open the evening in prayer. This should take place no later than 20 minutes before the night begins.
- The Sparks Lead Worker will position herself/himself for check-in and the other Sparks Workers will prepare to receive children into their color Teams row. Two Workers must be present in order to receive any children.
- As families arrive in the youth room, the Sparks Lead Worker will follow these steps:

Step 1: Greet

- The Sparks Lead Worker stands at the end of their row and greets parents and children as they arrive.

Step 2: Get

- The Sparks Lead Worker is to get one of the nametags from the parent and place it on the clipboard, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.

Step 3: Group

- Allow the child into the row, grouping them with a Sparks Worker and the other children present.

B AWANA OPENING (these items relate to the classroom schedules)

AWANA Opening: After the children are dropped off in their color teams row in the youth room. The AWANA opening includes Oh Canada, and any AWANA announcements.

C ROTATION BACK TO HARVEST KIDS WORSHIP AREA

D WORSHIP & TEACHING

- Large Group Worship: The AWANA Worship Leader will lead the children in songs of Worship, and pray with the large group during and following the Worship time in order to focus hearts and minds on Christ and the Word of God.
- Bible Lesson: The Bible Teacher will then present a dynamic, age-appropriate and engaging lesson to the Sparks, based on the topic/scripture outlined by Harvest Bible Chapel for that week. The Teacher will pray over the group when finished, thanking Him for His Word, and the lessons learned from it that night.

E ROTATE TO DESIGNATED CLASSROOM FOR HANDBOOK TIME

F HANDBOOK

During Handbook Sparks Workers will meet with their color team to work with the children to help memorize scripture and pass through sections of their handbooks

G ROTATE TO THE GYM

H GAMES

During Game Time Sparks Workers are to participate in the excitement of organizing teams, maintaining order, supporting the Games Director, encouraging participation and modeling good sportsmanship

I ROTATE BACK TO THE YOUTH ROOM FOR DISMISSAL

J CHECK-OUT PROCESS:

- The Sparks Lead Worker will position herself/himself at the end of the row for check-out and the other Sparks Workers will continue interacting with the children in the row.
- As families return to the row, the Sparks Lead Worker will follow these steps

Step 1: Receive

- The Sparks Lead Worker is to greet parents as they arrive.
- They are to warmly and calmly call children to meet their parents. If there have been any discipline/behaviour problems during the evening, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is at AWANA. If an Incident Report has been written up, the parent should be asked to read and sign it, and should be offered a copy. Another copy must be given to the Commander or Family Ministries Staff.
- While the Sparks Lead Worker is overseeing the Check-out, the other Sparks Workers should continue interact with the children.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the Commander or Family Ministries Staff asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Sparks Lead Worker will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.

HARVEST KIDS AWANA

**TRUTH & TRAINING
PROCEDURES**

AGE GROUPS & CLASSROOM BREAKDOWN

The Truth & Training section of Harvest Kids AWANA is comprised of: Children in Grade 3 through to Grade 5

KEY ROLES & RESPONSIBILITIES

Truth & Training Director's are responsible for:

- Arriving 20 minutes before AWANA to begin in prayer
- Organizing Workers in their Grade level Groups, ensuring that they all know what will happen for that evening
- Greeting and interacting with parents and children in a friendly, warm, and welcoming manner
- Overseeing check-in/check-out through out the Truth & Training Section
- Ensuring Harvest Kids policies and procedures are being followed by all Workers
- Completing incident reports upon occurrence
- Communicating with the Commander & Family Ministries Staff after each Tuesday night any issues or needs that arise

Truth & Training Workers are responsible for:

- Overseeing check-in/check-out for their Grade level group
- Looking to the Truth & Training Director for direction and instruction.
- Actively interact with the children while in Handbook & Games time
- Helping with discipline & disruptive behavior when it arises
- Working as a team, being in constant communication with one another in order to stay on top of the needs arising in the group
- Workers are encouraged to sit & play amongst the children, through the night

TRUTH & TRAINING SPECIFIC POLICIES

- All children in the Truth & Training section are required to be accompanied by a Truth & Training Worker when going to the bathroom. No child is allowed to be outside of the classroom (in the hallway) alone during the service.
- "You plus two": Truth & Training Workers must take two or more children to the bathroom at a time. One Truth & Training Worker should never be alone with one child for any reason. This is for accountability, and the safety of the Truth & Training Worker and child alike.
- For accountability purposes, the Truth & Training Worker should stand inside the entrance to the washroom so that he/she remains visible to those in the hallway.

TRUTH & TRAINING SCHEDULE

Activity	Time	Schedule
Arrival	15 min	6:15-6:30
AWANA Opening	10 min	6:30-6:40
Rotation	5 min	6:40-6:45
Handbook	20 min	6:45-7:05
Rotation	5 min	7:05-7:10
Games	20 min	7:10-7:30
Rotation	5 min	7:30-7:35
Worship & Teaching	20 min	7:35 -7:55
Rotation	5 min	7:55-8:00
Check Out	—	—

TRUTH & TRAINING PROCEDURES

A CHECK-IN PROCESS

- Upon arrival, the Truth & Training Worker will stand at the end of their Grade levels row with clipboard in hand.
- Once all Truth & Training Workers are present, the Commander will open the evening in prayer. This should take place no later than 20 minutes before the night begins.
- The Truth & Training Worker will position herself/himself for check-in and the other Truth & Training Workers will prepare to receive children into their Grade levels row. Two Workers must be present in order to receive any children.
- As families arrive in the youth room, the Truth & Training Worker will follow these steps:

Step 1: Greet

- The Truth & Training Worker stands at the end of their row and greets parents and children as they arrive.

Step 2: Get

- The Truth & Training Worker is to get one of the nametags from the parent and place it on the clipboard, and ensure that the other nametag is securely placed on the child. They must write the child's code on the roster, or add it to the bottom if they are not on the list.

Step 3: Group

- Allow the child into the row, grouping them with a Truth & Training Worker and the other children present.

B AWANA OPENING (these items relate to the classroom schedules)

AWANA Opening: After the children are dropped off in their Grade level row in the youth room. The AWANA opening will include *Oh Canada*, and any AWANA announcements.

C ROTATION TO DESIGNATED CLASSROOMS FOR HANDBOOK

D HANDBOOK

During Handbook, Truth & Training Workers will meet with their Grade level group to work with the children to help memorize scripture and pass through sections of their handbooks

E ROTATE TO GYM

F GAMES

During Game Time, Truth & Training Workers are to participate in the excitement of organizing teams, maintaining order, supporting the Games Director, encouraging participation and modeling good sportsmanship

G ROTATE TO HARVEST KIDS WORSHIP AREA

H WORSHIP & TEACHING

- **Large Group Worship:** The AWANA Worship Leader will lead the children in songs of Worship, and pray with the large group during and following the Worship time in order to focus hearts and minds on Christ and the Word of God.
- **Bible Lesson:** The Bible Teacher will then present a dynamic, age-appropriate and engaging lesson to the Sparks, based on the topic/scripture outlined by Harvest Bible Chapel for that week. The Teacher will pray over the group when finished, thanking Him for His Word, and the lessons learned from it that night.

I ROTATION BACK TO YOUTH ROOM FOR DISMISSAL

J CHECK-OUT PROCESS

- The Truth & Training Worker will position herself/himself at the end of the row for check-out and the other Truth & Training Workers will continue interacting with the children in the row.
- As families return to the row, the Truth & Training Worker will follow these steps

Step 1: Receive

- The Truth & Training Worker is to greet parents as they arrive.
- They are to warmly and calmly call children to meet their parents. If there have been any discipline/behaviour problems during the evening, parents should be notified in a discreet, loving, and professional manner, with the hope of seeing improvement the next time the child is at AWANA. If an Incident Report has been written up, the parent should be asked to read and sign it, and should be offered a copy. Another copy must be given to the Commander or Family Ministries Staff.
- While the Truth & Training Worker is overseeing the Check-out, the other Truth & Training Workers should continue to interact with the children.

Step 2: Receipt

- Parents must show the parent receipt with the matching code found on the child's name tag in order to receive their child. Without this receipt, no child should ever be released from the classroom.
- If the parent does not have a receipt, gently explain our policy to them, and call the Commander or Family Ministries Staff asking them to meet the parent back at the registration desk to have a new receipt printed.

Step 3: Release

- The Truth & Training Worker will release the child to the parents with a friendly and personal farewell.
- Highlight the child's code (not their name) on the roster to show that they have been released.



CONTACT LIST

HARVEST STAFF

Pastor of Family Ministries - Jon Miller

jmiller@harvestoakville.ca

905.827.4888 ext 239

Children's Ministries Admin - Natasha Penny

harvestkids@harvestoakville.ca

hkscheduling@harvestoakville.ca

905.827.4888 ext 210

HARVEST KIDS SECTION HEADS

Harvest Kids Registration - Lindsay Whittingstall

harvestkids.checkin@gmail.com

Harvest Nursery - Agnes Robertson and Kara Robertson

harvestnursery@gmail.com

Harvest Early Childhood - Erin Connell & Michelle Dias

harvestearlychildhood@gmail.com

Harvest Grade School - Andrew Claxton

harvestgradeschool@gmail.com

Harvest Special Needs - Sarah Britnell & Jen Doyle

harvestspecialneeds@gmail.com

AWANA DIRECTORS

Awana - Natasha Penny & Gord Davies

awana@harvestoakville.ca

Awana Cubbies Director - Michael Joshua

harvestcubbies@gmail.com

Awana Sparks Director - Louis Bettencourt

harvestsparks@gmail.com

Awana Truth & Training Director - Natalie Hutchison

harvesttruthandtraining@gmail.com