

CALVARY KIDS

VOLUNTEER ROLES + RESPONSIBILITIES

CALVARY KIDS WORSHIP LEADER(S) RESPONSIBILITIES:

Arrive Time: 10:00AM

- **Setup Macbook**
 - Connect HDMI/USB-C.
 - Connect Audio Jack from Amp.
 - Open Proclaim App and select "Open Recent". Select "Calvary Kids Worship" the "service date" should be current.
 - Click "On Air" to display program on the TV.
- **Setup TV**
 - Turn TV on.
 - Source HDMI 1.
- **Welcome Kids as they come in**
 - Once Kids are checked-in they must stay in their classrooms with their teachers. Check-in begins at 10:15AM.
 - Please do your best to keep both doors closed on either side of the Calvary Kids Area.
 - Sunday School Teachers will escort their classes to the Calvary Kids Worship Area at 10:35AM.

Welcome and Worship begins at 10:35AM.

NURSERY VOLUNTEER RESPONSIBILITIES:

"LITTLE SEEDS" - MT. 17:20 (AGE 0 - 3)

- Please head downstairs to the Nursery once the Worship Service is over, **BEFORE** the announcements begin. This will ensure that you arrive before parents do to drop off their little ones.
- Welcome parents and introduce yourself.
- **Check-In:** Have parents check their children in, initial beside their name and place a child name tag on their back.
- **Snacks & Drinks:** Ask parents to have sippy cups + parent-approved snacks labeled.

ASK FOR ALLERGIES!

- **Diapers:** Parents will be notified via text if a diaper change is needed.
- **Crying policy:** try to soothe crying babies, but if child is unconsolable, please text parents to come help.
- **Sickness Policy:** Gently & lovingly inform parents if their children appear sick, they need to keep them with them upstairs and sit towards the back of the service.
- **Behavioural Policy:** Throwing toys, hitting, and biting is not allowed. Lovingly correct children if they do. Inform parents if behaviours persist.

TEACHER RESPONSIBILITIES:

“ROOTED SAPLINGS” - COLOSSIANS 2:7 (AGE 4 - GRADE 2)

“ABIDING BRANCHES” - JOHN 15:5 (GRADE 3 - GRADE 4)

“FRUIT BEARERS” - GALATIANS 5:22-23 (GRADE 5 - GRADE 6)

- **Arrive Time:** 9:00/9:30AM, set up room, tables chairs, print materials etc.
- **Check-In:** Your Helper or Floater will check-in all the children for your class beginning at 10:15AM. Once they are checked in they will go to their classes. **They are to stay in the classroom with you until you lead them into the worship area at 10:35AM.**
- Use this time as you wait to connect with the kids. Use the “Come On In” materials from the “ABC Curriculum”. There are plenty of games, word searches and colouring sheets that you can use.
- **Calvary Kids Worship:** Be helpful and be engaged! Remember that this is a time of worship and these precious children will be looking to you as an example as to how to worship the Lord.
- **Bible Lesson:** Please come prepared with your lesson using your “myAnswers” login to access the “my Answers ABC” Curriculum. If you need help getting logged in please see Pastor Justin or Madison Hickey.
 - There are plenty of materials to choose from to supplement your teaching time. Including games, crafts, and review questions.
- **Goals:** Complete; Bible Lesson, memory verse, lesson poster and print the take home sheet.
 - All classes are synced with the same lesson. The “**Take Home Sheet**” is a very useful tool to encourage further discussion after your job is done. Siblings from different classes will be able to discuss what they have learned with each other and their parents too with this useful tool!
- **Check-out:** Please ensure all children are signed out by their parents. They are to initial beside their children’s name.
- **Clean Up:** General clean up.

HELPER RESPONSIBILITIES:

“ROOTED SAPLINGS” (AGE 4 - GRADE 1)

- **Arrive Time:** 9:00/9:30AM, report to teachers and ask how you may be able to help them.
- **Check-In:** Please be at the Check-In Station by 10:15am. You will be responsible for checking in all the “Rooted Saplings” (Age 4 - Grade 1). Have parents initial beside their children’s names. **Once they are checked-in they must stay with their teacher in their classroom.**
 - Please give **New Parents** a “**New Parents Information**” package.
 - We will need them to spell their children’s name and provide a cell phone number that we can reach them at in case their child is sick, injured, inconsolable, or misbehaving. If any of these situations arise, we will bring their child back to them.
 - Remind Parents to take their children to the washroom before dropping them off.
- **Calvary Kids Worship:** Remain at the check-in station while worship is being led. Participate as best you can while staying at your station.
- Assist in the class with whatever is needed.
- **Washroom:** Take children to the bathroom as needed. Please adhere to the “**Policy for Protecting Vulnerable Persons** - Washroom Supervision”.
- **Check-out:** Please ensure all children are signed out by their parents. They are to initial beside their children’s name.
- **Clean Up:** Help teacher with any clean up before leaving.

FLOATER RESPONSIBILITIES:

“ABIDING BRANCHES” (GRADE 3 - GRADE 4)

“FRUIT BEARERS” (GRADE 5 - GRADE 6)

- **Arrive Time:** 9:00/9:30AM, report to teachers and ask how you may be able to help them.
- **Check-In:** Please be at the Check-In Station by 10:15am. You will be responsible for checking in all the “Abiding Branches” (Grade 2 - Grade 4) & “Bearing Fruit” (Grade 5 - Grade 6). Have parents initial beside their children’s names. Place name tag on child. **Once they are checked-in they must stay with their teacher in their classrooms.**
- Remind Parents to take their children to the washroom before dropping them off.
- **Calvary Kids Worship:** Remain at the check-in station while worship is being led. Participate as best you can while staying at your station.
- Assist in the class with whatever is needed.
- **Washroom:** Take children to the bathroom as needed. Please adhere to the **“Policy for Protecting Vulnerable Persons - Washroom Supervision”**.
- **Check-out:** Please watch the main door that no kids “escape” without a parent.
- **Clean Up:** Help teachers with any clean up before leaving.

NEW PARENTS:

- **Please give all New Parents a copy of the “Hello New Parents” package.**
- **The last page contains the “Intake Form”. We ask all new parents to fill out this form right away so that we have critical information to best care for their children.**
- Allow uncertain parents to remain if they wish.

CALVARY KIDS POLICIES

*SICKNESS + FIRST AID:

- Calvary Kids is a “well-child” ministry. Children may be declined from check-in or dismissed early from class if they show signs of illness or an inability to participate with the group due to illness symptoms. They are not to have experienced any of the below symptoms within the last 24 hours:
 - fever
 - vomiting
 - diarrhea
 - sore throat or cough
 - coloured discharge from eyes or nose
 - unexplained or contagious rash, lice
 - diagnosed illness (e.g. pink eye, measles, mumps, chicken pox)
- Children may attend class with continually-clear runny noses or non-contagious rashes due to allergies.

- **Calvary Kids' First-Aid kit is located in the kitchen above the sink. If you have provided any First Aid (e.g applied band-aid for a paper cut) please notify the parent at check-out.**
- **If there is a serious health emergency please call 9-1-1 immediately and notify a certified First Aid person from the posted list in the kitchen. Then notify the parents and Madison Hickey and/or Pastor Justin Hickey.**

PARENT TEXT SYSTEM:

- If a child is sick, injured, inconsolable, or misbehaving either the teacher, helper or floater may contact the child's parent via text during service to have the child taken up to the service.
- **When notifying a parent via text please include; the child's name, classroom and reason for notification.**

EVACUATIONS:

- In the event that the facility must be evacuated, please take all the children in your classroom outside the main doors to the STOP Sign as a meeting area. Take a role call and ensure all kids are accounted for.
- If re-entry isn't possible, parents will re-connect with their children outside, proceeding with the normal check out process.

WASHROOM SUPERVISION:

"POLICY FOR PROTECTING VULNERABLE PERSONS"

- Parents and guardians are to be asked to take their Children to the washroom before dropping them off at Children's Ministry.
- If a Child does need to go to the washroom, they must be escorted by an Adult volunteer, and there must always be at least three (3) individuals present. This can be accomplished by one (1) Adult volunteer taking a minimum of two (2) Children to the washroom at the same time, or by two (2) volunteers being in direct line of site of each other while taking one (1) Child to the washroom.
- Volunteers escorting a Child or Children to the washroom are to do the following:
 - If a Child does not need help in the washroom, then the volunteer is to walk them to the washroom, check the washroom for other Adults and, once empty, wait outside the washroom for the Child to finish.
 - If a Child needs help in the washroom, the volunteer must prop open both doors to the washroom with door stops before entering the washroom with the Child.
- At no point is a volunteer allowed to:
 - Be alone in a washroom with a Child when the doors are closed.
 - Change the diaper of Child or infant.
 - Enter the washroom alone with a Youth.

VOLUNTEER “CALL-IN” (SICK/AWAY) PROCEDURE:

- We understand that there are times where you may be scheduled and something comes up making you unavailable. Please follow the below steps.
 - 1. Contact the next teacher, helper or floater in the schedule to switch with you. They will take your week and you theirs. If they are unable to switch with you, continue down the list.
 - 2. If no one in your rotation is available please contact a “supply” if available for your class.
 - 3. If none of the above options are available please contact Madison Hickey (705-955-4507 or madisonhickey@calvarylondon.com) as soon as possible.
- Please note that in the weekly bulletin the schedule remains unchanged.

SNACKS

Calvary Kids is a Peanut Free Zone.

"LITTLE SEEDS"

- Please ask parents to have sippy cups + parent-approved snacks labeled.
- Please reference your “Check-In + Check-Out” list for any allergies in your class.

“ROOTED SAPLINGS” + “ABIDING BRANCHES” + “FRUIT BEARERS”

- Teachers may provide snacks to the children in their class. They must be sealed/new snacks not opened.
- Please reference your “Check-In + Check-Out” list for any allergies in your class.