

# Salt Church

## Salt Kids Roles and Expectations

Thank you for volunteering to be a member of the Salt Kids Team at Salt Church! We are excited to have you serve with us. If you have any questions or need to contact me my information is as follows:

**Jodie Telg, Salt Kids Coordinator**

**352-262-9116**

[jodie@saltchurchuf.com](mailto:jodie@saltchurchuf.com)

Members of the Salt Kids Team play a **critical role** in welcoming families to our church and coming alongside those families in the **discipleship** of their kids. Parents care deeply about what happens inside the kids' rooms, and we want to make sure that they feel confident knowing their **kids will be safe, loved, and directed toward Jesus**. You play a huge role in making sure that happens.

To help accomplish this, here are some expectations:

1. **Be Here and Be early:** As soon as the schedule comes out, make note of the dates you are scheduled to serve and reply to the request on Planning Center Online. **Please be in the classroom 30 minutes before the service time starts.** We ask that you serve a service and attend a service when serving in Kids Ministry.
2. **RSVP:** If you are not able to serve on a date you are scheduled, be sure to **DECLINE** via **Planning Center** as soon as you can. We will find a sub for you. Also, if you are not able to serve and it is late in the week – like Saturday or Sunday morning – please also call or text me (Jodie Telg) so that we can find a sub.
3. **Care deeply for each and every kid:** Love the kids, play with them, greet them, talk with them, encourage them. HAVE FUN in the most fun role we have - you get to play all morning and help kids see the truth of the gospel! A parent will feel deeply loved by our church if we deeply love their kids.

4. **See the people, not the position:** You have a job to do in getting people checked in, teaching a lesson, or helping kids stay engaged, but your role is much bigger than getting a job done. Engage with parents and kids in conversations and try to get to know them.
5. **Understand your role:** in order to keep things consistent and moving each week, here are the list of roles that you may be asked to fill and what each of them entails:

#### **Check-In:**

- Meet and assist new and visiting families
- Direct regular attendees to check-in kiosk
- Overcommunicate with parents on where to go, what to do (make sure to tell them how we'll contact them if they're needed before service is over)

#### **Lead Teachers:**

- Manage the flow of the classroom using the provided curriculum (The Gospel Project)
- Inform classroom assistants of how to help as needed.
- Contact parents if needed via text
- Maintain the 3 R's of Respect (Respect for others, teachers, and what God has given us)

#### **Classroom Assistants:**

- Help students engage in the lesson
- Help however needed, as directed by the Lead Teacher
- Assist in maintaining classroom order

#### **Junior Helpers (Under Age 18):**

- Interact with kids and help as instructed by lead teacher

#### **Scheduling & Routine**

- For **First Service**, arrive by **8:30** to set up and be in the classroom.
- For **Second Service**, be in your classroom by **10:20** to relieve the previous volunteers and we ask that you stick around after the service to break down the classrooms.
- **Print yourself a nametag at the check-in kiosk**

### Planning Center:

- Mobile app - "Planning Center Services"
- [www.planningcenteronline.com](http://www.planningcenteronline.com)
- Email invitations and reminders

### Absences & Conflicts:

- For a planned absence, please simply decline
- on Planning Center or block out the date on planning center
- For **last minute illness absence, please contact Jodie Telg at 352-262-9116** as soon as possible.

### General Classroom Routine:

1. Arrival & free play
2. Group Bible lesson, song and activity
3. Snack
4. Dismissal
5. Disinfect toys and clean up/tear down classroom

## **SALT KIDS - Safety Policies**

### Volunteer/child safety:

- Wear your **name badge** during your entire serving time (you can print your name badge at the kid's check-in kiosk each week)
- The use of cell phones is not allowed while volunteering in classrooms, except to contact a parent or in an emergency.
- Volunteers may not remove a child from the Salt Kids area, except in emergency situations or to take a child to the restroom.
- Be aware of food allergies listed on a child's name tag before passing out the snack. **No** **outside food should be allowed in the classrooms.** We serve plain cheerios and skinny pop popcorn for snack. Bottles with formula and breastmilk are allowed in the 0-3 year old classroom.
- There are plastic gloves for use when changing diapers or dealing with body fluids such as blood or vomit; wash hands thoroughly afterward.
- Only female volunteers may take children to the restroom and change diapers, and should never be alone with one child in the restroom. Take kids to the family bathroom and stand outside the door while they go individually.
- Double check parent security tags at pick up regardless of if you know the family well or not.

- If a child has been crying for 10 minutes, a child seems ill, a child had an accident, a child is bleeding or injured, or a child intentionally injured another child or volunteer, have the lead teacher contact the parent.

#### Reasons to Contact Parents During Service:

- Child crying for 10 minutes
  - Please first attempt to calm the child - reading a book, snack, bottle (if provided), or walking around the room.
- Child claims harm has been done.\*
- Child intentionally harms another child or adult.\*
- Child is injured or bleeding.\*

\*In these events it is essential that Salt Church Staff be notified. Please contact the staff member who oversees your classroom ASAP.

#### Contacting Parents During Service:

- Contacting parents should go through the lead teacher in your classroom:
- You may need to text them The parent phone number should be listed on their nametag. If not follow these instructions:
- **This is (your name) with Salt Kids. Please come to (child's name) classroom.**

#### **Cleaning the Classroom:**

End of Each Service:

- Wipe down all tables with Clorox wipes.
- Remove crayon marks from tables with magic eraser (if necessary).
- Use vacuum to clean any snack off the rugs
- Throw away any trash and empty garbage cans into bathroom/cafe trashes.
- Spray/wipe down toys to disinfect.
- Put all toys and tables in the storage closet

#### **Illness Policy**

In order to ensure the safety and health of all children and volunteers, no child or adult will be permitted into Salt Kids classrooms if any of the following symptoms are displayed:

- Shortness of breath or difficulty breathing

- Fatigue, muscle or body aches
- New loss of taste or smell
- Fever or chills \*
- vomiting or diarrhea
- croup, wet, dry, or barky cough
- sore throat
- any unexplained rash
- lice
- any communicable diseases
- any skin infections
- pink eye
- green or yellow discharge from nose
- any symptoms of childhood diseases (scarlet fever, measles, mumps rubella, chicken pox or whooping cough or any other communicable disease not listed here)

\*Children/volunteers should be free from fever for 24 hours, without the assistance of medication, before being placed in Salt Kids classrooms.

## **EMERGENCY PROCEDURES - FIRE**

If you see a fire in the building or if one is reported to you, **ACTIVATE THE BUILDING FIRE ALARM.** (CONSIDER ANY FIRE ALARM AS A “REAL” ALARM WORTHY OF EVACUATION.)

### **EVACUATION OF CHILDREN:**

- Remain calm and clearly communicate directions to children.
- Feel any closed door. If hot, DO NOT go through that door. If the door is cool, crouch low and open the door slowly.
- Guide children in a line out of the classroom with an adult last to leave the classroom.
- Organize children, seated in a safe place.
- Await instruction from emergency personnel or Salt Church Staff.
- Only allow children to leave with a parent/guardian. Require parent identification (security tags, driver’s license, etc.) before releasing children.