


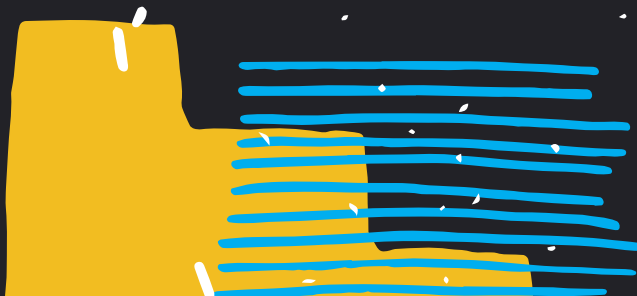


Bayside Kids

KNOW. LOVE. SERVE

Helping kids
KNOW, LOVE,
& SERVE Jesus

“Jesus said,
‘Let the little
children come to
me, and do not
hinder them, for
the kingdom of
heaven belongs to
such as these.’”
Matthew 19:14



DEAR BAYSIDE KIDS TEAM MEMBER,

Welcome to the family! We are so excited you're here. Take a moment to reflect on your childhood. Most of you have a short list of names of people who impacted your childhood years. They gave you a new direction. Their belief in you gave you a new sense of worth. They showed up at a new phase of life, and in some new way helped shape your future. There are pivotal moments in every kid's life when they need someone who will be the one to show them something new about God or life. You are here in that pivotal moment with our Bayside kids, and what an honor that is!

Kids ministry is not childcare. By serving in Bayside Kids, you are changing the landscape of eternity. Imagine a guest that comes for the first time. You may be the only one who has ever told them about the love of Jesus or even shown them a Bible. What an awesome privilege that is! Our programming is intentionally filled with moments where you can help kids know, love, and serve Jesus. We do this through engaging worship, meaningful small groups, and dynamic storytelling that teach spiritual truths in a developmentally appropriate way. It is through your time, gifts, talents, and faithfulness that we have the opportunity to partner together to be the ones who make a real change in kids lives for eternity. Thank you for your willingness to be used by God to do His work. Our prayer is that while at Bayside Kids you will experience the grace and power of Christ as you make a difference in the lives of kids. We are honored to be serving alongside you in a church that truly honors and cares for families in our community! We look forward to getting to know you and your story better as we serve together.

Blessings,
James Hamilton
Children's Pastor, Granite Bay



**AS A BAYSIDE KIDS TEAM MEMBER,
YOU KNOW YOU ARE WINNING WHEN YOU:**
Create safe and fun environments
Build meaningful relationships
Partner with parents and family

When kids see themselves the way a loving adult sees them, it changes how they see themselves. Even if you are not a small group leader, you are a huge part of creating lasting relationships and influence in the lives of kids who walk through our doors. From greeters, to check in, to snack, or craft, each position plays a vital role in helping kids know, love, and serve Jesus!

Bayside Kids

Helping kids know, love, and serve Jesus.

“You are young, but do not let anyone treat you as if you were not important. Be an example to show the believers how they should live. Show them with your words, with the way you live, with your love, with your faith, and with your pure life.” 1 Timothy 4:12 (ICB)

As a Bayside Kids Volunteer, you know you are winning when you:

- Create safe and fun environments
- Build meaningful relationships
- Partner with parents and family
- Relational Ministry

Each phase of a child’s life comes with unique needs, changes, and challenges. No matter what phase of life they are at, what challenges they are facing or questions they are asking, relationships create a safe space for kids to resolve who they are and bring clarity to the things they are facing. That is why small groups are such a huge part of what we do in Bayside Kids!

It’s not babysitting -----> It’s discipleship

It’s not pizza -----> It’s a relationship

It’s not an event -----> It’s a platform

It’s not filling a volunteer slot -----> It’s influencing someone’s future

When kids see themselves the way a loving adult sees them, it changes how they see themselves. Even if you are not a small group leader, you are a huge part of creating lasting relationships and influence in the lives of kids who walk through our doors. From greeters, to check in, to snack, or craft, each position plays a vital role in helping kids know, love, and serve Jesus!

BAYSIDE KIDS SAFETY & SECURITY

Bayside Kids policies and procedures exist for the protection of the children we serve, as well as, our volunteers. Following these safety and security guidelines is a large part of your role when serving as a volunteer. You must observe these policies even with your own children who may be in your class. Casual observers may not know that you are the parent and we want to display care and safety at all times. Please take a moment to review the following. If you have any questions regarding these policies and procedures, please do not hesitate to ask a Bayside Kids staff member.

SUGGESTED ADULT TO CHILD RATIOS

- 1:2 Ratio 2 Months-9 Months
- 1:4 Ratio 10 Months- 19 Months
- 1:6 Ratio 20 Months- 36 Months
- 1:10 Ratio 4 Years
- 1:15 Ratio Age 5- Grade 5

BASIC SAFETY

- Never be alone with a child or leave a child unattended.
- You may not ride the elevator with a child unless two adults are present.
- Married couples serve with another unrelated adult volunteer in the room at all times.
- If at anytime you feel threatened or witness a threatening situation, please contact a staff person immediately. We use a code word to alert staff to contact security. That code word is “puppet” and we use it in a sentence, “Please grab the puppets so we can start the show”. If you hear that word in a situation that you witness, please contact campus security.
- Electronic devices should be kept on your person but only used for emergencies while serving in Bayside Kids.
- No photos of minors may be taken while serving in Bayside Kids.
- No photos of minors may be posted online.
- Name tags must be worn while serving.
- Rooms must be cleaned, sanitized and reset after each service.

APPROPRIATE CONTACT WITH CHILDREN

- Hugging should only be done if the child initiates the contact. A quick side hug or a high five is an acceptable form of affection.
- No kissing or coaxing a child to kiss you.
- Extended, hugging, tickling, or prolonged physical contact of any kind is not appropriate in Bayside Kids.
- Lap sitting is only appropriate for children under three years old. If an older child insists on sitting in your lap, move them to sit next to you.
- Never touch a child in any area that would be covered by a bathing suit.
- Never allow a child to touch you in a way that is inappropriate.
- Never throw or toss a child and engage in horseplay.

EMERGENCY PROCEDURES

CLASSROOM FIRE EVACUATION

- Stay calm! We will periodically run a fire drill. However, if you hear the fire alarm, assume it is real and begin evacuating the children.
- Familiarize yourself with all the fire exits. The Evacuation plan is listed in each room.
- Before evacuating, count the number of children in your class/group and (if applicable) compare against your handwritten list of children. Take list with you. Count the kids again when you arrive safely in the evacuation zone.
- For babies place in evacuation cribs (four per crib) or carry two per volunteer.
- Check the room for stragglers (including bathrooms). Close the door.
- Once evacuated, please wait for further instructions from a staff member on the Bayside Kids team.
- Please stay with your group at all times. Do not leave to get your own children to obtain first aid, or for any other reason.
- First Aid will be brought to the evacuation zone.
- Release children only to their parents and only after you have been given the okay to dismiss by a Bayside Kids staff member.
- Do not dismiss any children, including elementary age, to go on their own.
- Do not allow parents to take their child from your care during the process of evacuation.
- Remind the parents they can walk with you but you cannot release a child until you have arrived at the evacuation zone and have been authorized to release children.

LOCKDOWN PROCEDURES

- Stay calm.
- Close classroom doors and if possible lock doors, if your doors lock from the outside a staff member will come by and lock your door.
- Move children to an area of your classroom that is least visible from the hallways and windows.
- Do not open the door for anyone. Once the situation is resolved, security personnel will unlock the door with a key.
- Keep the children quiet and calm. Sing, pray, play quiet games, and read stories. Assure them that our God is great and loves us very much. Do not address the situation with children present.

- Release children to their parents only after you have been given the okay to dismiss children by a Bayside Kids staff member. Do not allow parents to take their child from your care during the process of a lockdown.

MISSING CHILD PROCEDURES

- Time is critical if a child is missing. Volunteers should contact a staff member immediately with the following information:
 - Name/Age/Sex.
 - Color of hair, shirt, skin.
 - Ministry where child was checked-in (room number or grade).
 - The person reporting the lost child should remain with the staff member until further direction is given by a member of Bayside's Security Team.
 - A Bayside staff member will contact the security team.

ACCIDENTS, INJURIES & MEDICAL EMERGENCIES

- Assess the situation; does the child need immediate medical attention?
- Stay with the child and send a fellow volunteer to notify a staff member right away.
- A staff member will decide if our First Aid team should be notified.
- In the case of any emergency, immediately contact First Aid using our radio system on channel 4. If it is a serious emergency and no First Aid is on campus, call 911.
- First Aid Kits (including band-aids, gloves, sterile pads, & tweezers) are downstairs at the staff desk by the elevator, upstairs at the staff desk, in the room C233 tech booth, and the B222 tech booth and C235.
- There is a Defibrillator in the Bayside GB Cafe.
- If care is needed, an Ouch Form Located in each room binder will need to be filled out and signed by the volunteer/teacher that witnessed the event. The Ouch Report also requires a parent and staff/first aid representative signature. This must be turned in by Bayside Kids Staff Member to Director of Finance.
- If there is a spill of bodily fluid (due to cuts, nose bleed, vomit, urine, feces, etc.), latex gloves must be worn (available in First Aid Kits) and must be disposed of properly.

ALLERGIES

- Parents are responsible for informing volunteers of allergies pertaining to their child each time they are dropped off.
- Due to the large number of kids with allergies on our campus, we request that Bayside Kids Classrooms be free from nuts. Peanut butter and any nut products (including candy with nuts) should not be brought into the children's ministry classrooms.

- All Epi-Pens are to be marked with the child's name and placed in a designated area inside of the classroom out of the reach of children.
 - The Epi-Pen should stay in the possession of the classroom lead while the child is in Bayside Children's Ministries care. The Epi-Pen should travel with the child when the child leaves the classroom.
 - Parents should take the EpiPen home with them when the child is picked up.
- If a child has an allergy, please put a red "Allergy Alert" sticker on him/her with all information completed as a reminder to other volunteers.
 - Medication
 - Bayside Kids volunteers are not allowed to administer any type of medication to any child at any time. Call a Staff Member immediately, if a child is in need.
- Incident "Ouch" Reports
 - Please fill out an incident report when incidents occur during service.
 - Reports can be obtained from a staff member and must be returned to the same person.
- Well Child Policy
 - In order to promote health and wellness in all children, any child who is ill or appears ill cannot be left in Bayside Kids.
 - A child should not be left under our care when any of the following exist:
 - Fever.
 - Vomiting and/or diarrhea (even associated with teething or antibiotics)
 - Any symptoms of the usual childhood diseases: scarlet fever, German measles, mumps, chicken pox, whooping cough, and hand, foot, mouth.
 - Sore Throat.
 - Cough.
 - Any unexplained rash.
 - Pink Eye.
 - Parasites: nits, lice, ringworm, etc.
 - Runny nose with yellow or green discharge.
- Children must be symptom free for 24 hours before returning to children's ministry. If a child appears to have developed a fever or any signs of illness while in Bayside Kids, contact a staff member. The parent/guardian will be notified to pick up the child immediately and will remain with a staff member until the parent picks them up. The child will be invited back when he/she is well.

BATHROOM POLICIES

- Below are bathroom policies for the various bathrooms our kids use on a regular basis. Never allow yourself to be in a bathroom with a child alone.
- Bathrooms within Early Childhood Classrooms (8 weeks through 4 years)
 - Only Live Scanned Adults may take kids to the bathroom.
 - If assistance is needed another live scanned adult must be present during assistance.
 - Allow no more than 2 children, in the bathroom, at a time.
 - If a child can go on their own, let them (just stand on the outside of the door ready to help if needed).
 - If your assistance is required, ask another volunteer to stand at the door and watch you as you assist the child (remember to use disposable gloves).
 - If you are on the playground and a child needs to use the bathroom, one live scanned adult and another volunteer need to bring the child in together.
 - Assist children in washing their hands.
- Bathrooms outside of Early Childhood and Elementary (K-5th) Classrooms
 - Only Live Scanned adults may take kids to the bathroom.
 - Before allowing kids into the bathroom, check to make sure there are no adults or teenagers in the room. While kids are using the bathroom, do not allow adults or youth volunteers to enter.
 - Line kids up along the wall outside the bathroom allowing them to take turns (if the bathroom can accommodate multiple kids, let a few in at a time).
 - All volunteers stay outside of the bathroom.
 - If your assistance is required, ask another Live Scanned adult to watch as you assist the child (remember to always use disposable gloves available at the staff desk).
 - Keep the main bathroom door propped open at all times so that you can hear what is going on.
 - Remind children to wash their hands.
 - Check to make sure the bathroom is clear, when all children are finished and return to the classroom.

DIAPER CHANGING POLICIES

- Diaper Changing
- Only Live Scanned adult women may change diapers.
- Make sure that all supplies (diapers, wipes, gloves) are ready before placing a child on the changing table.
- Never move away from or turn your back on the changing table while changing a diaper.
- Wear disposable gloves while changing diapers, wash hands with soap and water after each diaper change AND use a new pair of gloves with each diaper change.
- Place new, clean changing paper under each child before changing a diaper.
- Dispose of diapers, gloves, and changing papers in outdoor garbage cans.
- Disinfect your hands after changing diapers.
- Disinfect diaper changing area at the end of EACH service.
- You may not administer any form of diaper cream or rash medication.

VOLUNTEER IDENTIFICATION & VISITING ADULTS

- Volunteer Identification
 - All volunteers are required to wear a nametag while in a classroom.
 - Volunteers can get their name tags at any registration kiosk.

PARENTS REMAINING ON CAMPUS FOR SERVICE AND BAYSIDE KIDS EVENTS

- Parents or guardians of children must remain on campus for the duration of the child's stay with Bayside Kids.
- Parents or Guardians should be in service, bible study or some form of Bayside event for children to be in Bayside kids.

VISITING ADULTS/PARENTS

- Unauthorized adults are never allowed in a classroom.
- If person (parent/youth/adult) is interested in observing, they must register as a visitor with a Bayside Kids staff member. These visitors will not be allowed to lead a group of children or be alone in any capacity with children. They are simply here to observe.
- Any adult/teenager seen in hallways without proper identification must be asked to leave the building (also contact a staff member). Proper identification includes: nametag, visitor tag, or parent pick-up tag.

PAGING PARENTS

- Reasons for paging a parent:
 - Crying for more than 10 minutes.
 - Persistent discipline issues (a danger to themselves or others).
 - Illness.
 - When a child can not be soothed and needs their parent.
 - When child is miserable or non-compliant.
- Ways to calm a small child who is crying, pray over them and try singing, reading, rocking, blowing bubbles, etc. to see what will calm them.

- Ways to calm and re-engage an older child. Keep calm and lower your voice, pray with them, acknowledge their feelings, give choices, problem solve with child, give the child space to de-escalate, re-engage them if possible and talk about forgiveness and Christ's love. A good verse to refer to is Ephesians 6:4. "Do not exasperate your children; instead bring them up in the training and instruction of the Lord".
- If you should need to call a parent at any time during a service, contact a staff member. They will take attempt to text/call a parent prior to paging them.
- A staff member will take the security tag number found on the child's name tag and will give it to the audio/visual team in the worship center.
- The child will be cared for by a staff member in the hallway until a parent arrives.

LOST TAG PROCEDURE

- If a child has lost his/her tag, contact a staff member. They will send the parent or guardian to the check in lobby for another tag for the child.
- If a parent has lost his/her security tag your initial response should be something like this:
 - "I am not authorized to release a child without a pick-up tag. Let me call my supervisor and they will be able to help you out. We have security processes in place to protect your child. I'm sure you understand the importance of your child's safety."
- The child should remain in the classroom until the staff member releases the child to the properly cleared adult.
- The staff member will log into The Rock and ask to see a photo ID. While in The Rock the staff member will:
 - Search for the name of the child.
 - Verify the name on the ID is an authorized person to pick up the child by viewing "Household".
 - If the person's name isn't listed, contact the authorized person via their phone number.
 - Take all necessary measures to verify that child can be released to this person.
 - If there is no photo ID available: ask the person to verify the child's date of birth, home address, phone number, & other members of the household.

SUSPECTED CHILD ABUSE OR NEGLECT

- Bayside Kids wants the best for all children. If you observe behaviors, or a child tells you and/or signs that may indicate a child being maltreated physically, emotionally and/or sexually, notify a staff member immediately.
- If you, as a volunteer in Bayside Kids, have reasonable cause to believe that any person who has contact with children during their time in Bayside Kids with impure motives and/or shows signs that they have the capacity to harm children in any way, report your suspicions to a staff member immediately.

- You may be asked to complete a suspected child abuse report.
- Confidentiality will be maintained as much as possible. Do not discuss the suspected abuse with other volunteers, parents, etc. All information regarding the individual should be brought to a children's staff member immediately and kept confidential between a staff member and the proper authorities.

DRESS CODE

- All volunteers are required to wear a Bayside Kids Lanyard and highly encouraged to wear their Bayside Kids shirt. In addition Slacks, jeans, shorts of appropriate length (3" above the knee or longer) are requested as well. We love to get messy in kids ministry, so be prepared to wear clothes that can handle fun! Ladies, please refrain from wearing skirts, as it makes working with children (floor time) difficult. Please make sure that your clothes are neat in appearance.
- In our baby rooms, we ask that socks are worn at all times. No shoes should come in contact with the carpet to keep the classroom as sanitary as possible.

CHECK IN/OUT

- All children must check-in at one of the kiosks in our Kid's Lobby before entering a classroom. Check-in begins 15 minutes before the start of a service.
- First time guests should go to the "New Families Line".
- Check-In - When a child is brought to a classroom, the following procedures are used:
 - Greet each family at the door, welcome each child by name as they arrive with a smile.
 - If kids have a hard time with separation, don't be afraid to take charge and tell parents we will call if the child doesn't settle down.
 - Ask and note any allergies.
 - Label belongings with labels or masking tape.
 - Introduce new kids to a potential friend.

CHECK-OUT

- Make sure that the parent tag number matches the child tag number (if a parent has lost his/her tag, please refer to the lost tag procedure located on page.....).
- The person picking up a child must be at least 16 years of age and have the parent pick up tag.
- Remove the child's tag and throw away. You do not have to collect the parent's tag (only view it for a confirmation).
- Make sure you say goodbye to children and something like, "see you next week".

- Stay in the classroom until all children have been accounted for. There should NEVER be less than 2 adult volunteers in a room with a child.
- Only Adult, Live-Scanned volunteers should check-in & out children.
- Manual Check-In - If the check-in system is down, we check-in directly inside of each classroom.
- A folder with pre-printed labels and sign-in sheets can be found inside of each classroom.

SPECIAL NEEDS

- Bayside Kids Special Needs Ministries serves children ages 3-11, teens ages 12-17, and young adults.
- Our ministry exists as an open invitation for children- young adults with special needs to come experience who Jesus is. We provide an atmosphere where children can come in for arts and crafts, learn our memory verses for the month, and interact with stories from the Bible.
- Our goal is to unleash the gifts and passions of these children and teens, so that they can impact the lives around them for the kingdom of God.
- Our Special Needs Ministries includes additional training while serving in this area of ministry (please refer to our list of quarterly trainings for more information contact Scott.Shaulljr@baysideonline.com).
- Please see bathroom policies and procedures for ALL Bayside Kids (Note: We only allow for one child or teen in the restroom at a time. The only exception is if they need extra support, in which case, two live scanned adults may enter to assist).

LEADING A CHILD TO CHRIST

To lead a child to Christ is the greatest privilege of all. Trust Him to give you the words and watch Him do the miracles! Remember, children cannot be “made” to accept and follow Jesus Christ. That happens only with the help of the Holy Spirit when the child is ready.

- Share Your Testimony: Start by describing what you were like “Before Christ”. Keep within appropriate boundaries as you share your story.
- Next, describe what realization you came to that motivated you to accept Christ. Then, tell them about your life after accepting salvation. Tell them how your life is changing and about the benefits you are experiencing by having Christ in your life.
- Share the BIBLE: Gospel in clear, age-appropriate words. Use simple phrases, not Christian-speak. Describe how God is holy and loving and perfect and cannot ignore sin. Make sure kids know everyone has sinned, and out of love for us, God sent His Son, Jesus, to pay for our sins by dying on the cross.
- SAY the Prayer: It is not enough to hear the Gospel, we must accept the free gift of forgiveness and say with our lips, “Jesus Christ is Lord and Savior of my life”. If a child is ready to receive this gift, use the ABC acronym to guide him/her with what to pray:
 - A - Admit your sins and ask for forgiveness.
 - B - Believe in Jesus. Believe that Jesus is the Son of God who died on the cross for our sins.
 - C - Choose to follow Jesus the rest of your life.

Do not have the kids repeat what you say but have them use their own words.

- CELEBRATE!!!: After a child has decided to follow Jesus, celebrate! Tell them Jesus is their ‘Forever Friend’ and Savior and will never leave.
- Follow-up: Make sure to tell the parents, and be prepared for them to either rejoice or be totally confused. Follow up by giving them a “I Have Decided” card, or a Bible if they don’t already have one.
- In the weeks that follow, continue to ask about the child’s growth. Help him/her apply God’s Word to everyday life.
- Kids Baptism Class- available last Sunday of every month
- Ministry Director to follow-up for Baptism class and next steps.

WELCOME TO THE TEAM!

WE CAN'T WAIT TO SERVE

WITH YOU.



Bayside
Kids

AIDS