



PARENT GUIDE

Note from the Director

Hello Parents,

We want you to know what a great blessing it is for us to partner with you in serving the spiritual needs of your children. The biblical responsibility of discipling our children, encouraging our families, and edifying our volunteers is one we take seriously.

“Start children off on the way they should go, and even when they are old they will not turn from it”. Proverbs 22:6 NIV

Feel free to reach out if you have any questions, comments, or suggestions, please email me amy@thehope.live

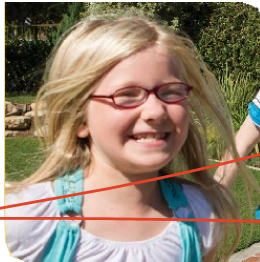
In Christ,
Amy DiCarlo
Hope Kids Director

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Purpose of Hope Kids

Hope Kids exists to serve both parents and children. We serve parents by coming alongside them in their effort to teach their children sound biblical truth with the ultimate desire that the Lord will give them new life and a heart to serve Him. We serve children by providing a safe and enjoyable environment where the Word of God is taught faithfully and Christ is exalted. Please let us know if there is any specific way we may better serve you and your child through our ministry.



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Structure of Hope Kids

Our Ministry

We serve infants, preschool and school aged through the fifth grade.

Children are divided into separate classrooms, based on age.

Sunday morning is divided into two ministry hours that run parallel to our main adult worship services:

First Hour, check in 8:50, Service 9:00–10:20 a.m. Second Hour, check in 10:50, Service 11:00-12:20pm

A separate team of teachers is responsible for each Sunday session.

Summer Hope Kids Camp is a week-long program to learn about the Bible through fun activities like games, crafts, songs, and Bible stories.

Our Classrooms

Each Preschool/Elementary classroom utilizes the following elements:

Bible Lesson

Each clear, age-appropriate lesson follows our three-year Hope Kids curriculum. The curriculum essentially takes the child from Genesis to Revelation, hitting the main events of God's redemptive story. This gives our students the big picture about what God is doing in the world.

The curriculum is structured according to three different age levels for age-appropriate learning.

For more information about our curriculum, contact us.



Worship Music

Our music is designed to exalt the person and work of God through Scripture-saturated lyrics, age-appropriate instrumentation, and engaging hand motions. We strive for a variety of music, including choruses and children's songs utilizing kid safe online sources.

Prayer

The Hope Teachers will pray for and with the children, providing a model for the many ways to pray for ourselves and others. We encourage children to participate in prayer or lead prayer as they become comfortable doing so.

Crafts

These creative activities capture children's attention and reinforce the Bible lesson. They also serve as a communication tool sent home to parents. They are meant to foster a discussion about what was learned in the classroom so parents can continue the conversations and reinforce the lessons at home.

Playtime

For all children, there is a specific time set aside to play, usually at the beginning and end of each session. This allows the children's energy to be channeled in a proper way and helps make the rest of the classroom time more productive.

Snack

A small snack is provided by the Hope Kids Ministry. Water fountains are available for Preschool/Elementary. Nursery children are encouraged to bring a water bottle only, with name on the bottle. Please do not bring any other food or drinks with your child. Due to allergy, health, sanitation and other concerns, if they would like a donut or treat from Hope coffee please assure they have finished eating before check-in. If your child has specific dietary needs please get approval from The Hope Kids Director to bring your own snack. Please note that Hope Kids Ministry strives to be a peanut-free zone. If you would not like your child to have a snack, simply inform the Hope Kids teacher of your desire.



Bathroom Breaks

All of our classrooms have a restroom within eyesight of the teacher. Children are allowed to use the facilities whenever they need to but must be able to clean and wash up independently. We also have water fountains available for drinks. Please note that it is very important for younger children to visit the bathroom before they are dropped off at a classroom.

Our Nursery Classroom utilizes many of the above elements as appropriate. Class time is play-based with children listening to worship music, a monthly scripture verse and prayer before snacktime. Water only bottles with the child's name are encouraged. Diaper changes are conducted after snack unless necessary beforehand.

Our Leaders

Hope Kids Ministry Director

Assists the Lead Pastor by providing leadership, planning and coordination of each Sunday session hour.

Supports the Hope Kids teachers in the classrooms to ensure all their needs are met.

Evaluates the classrooms for safety and efficiency.

Serves the parents by interacting with them regularly and addressing any questions or concerns.

If you need to speak with the Hope Kids Director on Sunday morning, please check in at the Hope Kids Check-In Center located in the lobby or email Amy DiCarlo: amy@thehope.live

Hope Kids Teacher and Assistants

Oversees the administration, personnel, teaching, safety, and environment of a Sunday school classroom.



Hope Kids Check-in Coordinator

Ensures that each Sunday morning the check in process runs smoothly, and helps provide registration assistance to new families.

Executive Pastor

Oversees the Hope Kids Director, ensuring proper safety, quality and environment of a Sunday morning session experience.

Nursery Director

Oversees the nursery ministry by creating a safe, welcoming environment for infants and toddlers, coordinating volunteers and schedules, and partnering with families to care for children during church services and events.

Our Qualifications

The following general qualifications apply to every adult serving in the Hope Kids Ministry.

Member of The Hope Church, completed Hope Kids Ministry Application and passed background check. Attends weekly worship service in addition to serving at Hope Kids. Is committed to fellowship through small groups. Consistently demonstrates the qualities of biblical character and meets the approval of Hope Kids Ministry leadership.

Child Safety

The elders, staff, and volunteers of The Hope take safety seriously and desire to have a safe and God-honoring environment. To that end we have developed the following policies to help prevent safety or security issues. These policies are for the protection of the children in our ministry, as well as our employees, volunteers, and entire church family.



Name Tags

All church employees and volunteers who work with children are required to wear a Hope Kids Ministry name tag whenever they are supervising children.

Child Check-In

Check-in times are 8:50am for our 9am service and 10:50am for our 11am service.

To register for the kiosk system, go to the Lobby for Hope Kids Check- In and ask to complete the registration form. Your family information will be processed and integrated into the system.

Each Sunday, upon arriving at church, visit the Hope Kids Check-In kiosk located in the lobby. A parent/adult must check-in the child. We do not allow children to arrive unaccompanied and check themselves in. You also have the option to check in using the Church Center App but will still need to go to the kiosk to print out tags. Once checked in, please put one of the identification tags on your child in a visible location and keep your barcode tag for pickup.

Once You Have Checked In:

Nursery- One parent per child may walk their children to the Nursery classroom and check-in with the lead or an assistant. Please refrain from bringing other children or guests to the Nursery classroom. We need to limit the amount of traffic in our classrooms.

Preschool and Elementary-Parents please hand off your children to the Check-in coordinator who will guide them to the supervised playground. If your child needs you during the service, you will receive a text message on your cell phone. Please keep your phone on vibrate during the service. If we cannot reach you on a cell phone, a notification will be posted on the overhead screen.



Child Pick-up

When you check your child in at the Hope Kids Check-In Center, you will also receive a security tag. You must present this tag when you return to pick up your child after the service.

Pick up times will be between 10:20-10:30 am for the 9am service and 12:20-12:30 pm for our 11am service

It is your responsibility to be on time to pick up your children. If you serve in another ministry on Sundays please pick your children up between services even if they will be attending both.

There will be 2 points of child pick up:

Nursery(0-3): One parent per child please pick up at Nursery Classroom. Doors will be open during official check-out time. If picking up outside of this time, Check-in coordinator will buzz you back or you may ring the bell for entry.

Preschool -5th grade(4-11): Please pick up children at the gate to the left of the preschool building by the shed. Show your security tag and give us the names of your children to call them for pickup.

When arriving at pick up location please form a single file line down the sidewalk to ensure teachers can check each tag and release each child to their proper parent/guardian.

After the Hope Kids teacher verifies that the security code on the child's name tag matches your security tag, they will release your child. You are free to give your security tag to another person (16 or older) to pick up your child. We are very careful to release a child only to the person with the correct security tag. **You are responsible for who has your child's security tag!**

If you lose your security tag, please make your way to the kiosk room where one of our attendants will help you reprint the tag.

Make sure that you have all of your child's personal items before you leave the classroom. Lost and found items will be brought to the Hope Kids Director's Office and kept for a 1-2 week period to claim. Any unclaimed items will be donated.



Please be considerate of the Hope Kids volunteers and pick-up your child within 15 minutes of the close of the service.

If you would like more information about the check-in/pick-up process, please feel free via email to amy@thehope.live

What To Bring/Not To Bring

Children are encouraged to wear appropriate shoes for play, undershorts and jackets as needed. 3-5th graders are encouraged to bring their own Bible to read and participate in lessons.

Please refrain from bringing any extra toys, food or accessories with your child. These things get lost, cause issues with sharing, make messes or generally cause more things for teachers to keep track of. Please leave them at home. We prefer to loan our stuffed animals or fidget toys to keep your children busy and create fairness.

Behavior/Discipline

Behavior issues will be handled with gentleness and grace. We will not physically, verbally, or emotionally punish children for disobedience. Correction and redirection will be given to maintain classroom safety and order. If we are unable to get your child's compliance, or their actions are threatening the safety of other children (including siblings), we will contact you during the service. **We will contact you by sending a text message, so please have your phone available and on vibrate mode.**

Severe Allergies

If your child has allergies or uses an Epi-pen, please notify us prior to Sunday morning so that we may meet with you to determine if we are able to accommodate any specific requirements and/or complete any required training.



Sick Child

At times children can become ill suddenly. Should any child exhibit signs of illness, we will contact the parent, and then guide the child to an appropriate space where they can maintain privacy and care for the child until the parent arrives.

Classroom Evacuation

It is imperative that parents stay on the church campus while their child is in Hope Kids. Parents need to be readily available in the event of an emergency.

Should an emergency occur and an evacuation be necessary, all children will be escorted by Hope Kids volunteers to the northeast corner of the front parking lot by the big cross. In the event of an evacuation, parents may go to the northeast corner of the parking lot to pick up their children. Each classroom will be identified with individual signs.

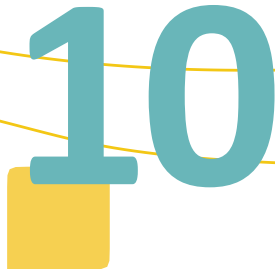
In an effort to protect the children, please keep in mind that normal checkout procedures will apply. Please be patient as we work for the safety and security of the children.

Promotion

Preschool and School aged children will be promoted to the next grade level once a year, at the beginning of August.

Nursery children ages 2.5-3.5 may be promoted throughout the year according to readiness and successful potty training. This will be at the discretion of the Hope Kids Directory, nursery leader and parent approval.

5th graders will age out of Hope Kids upon entering 6th grade and be encouraged to attend Youth Service Sunday from 1-3pm with our Student Pastor.



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