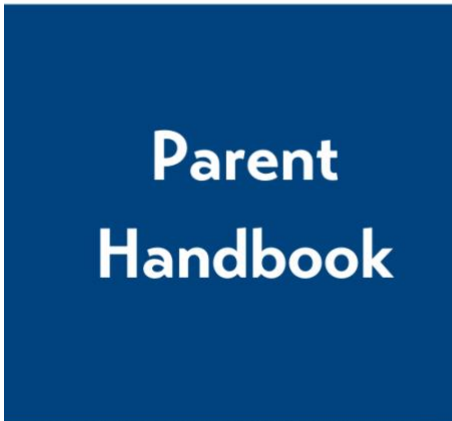




# Central KIDS



Parent  
Handbook



Love God  
Love My Neighbor  
Love the World



2021 - 2022

Jesus said, “Let the little children come to me and do not hinder them, for such belongs the kingdom of heaven.”

- Psalm 78:4-9

Welcome to Central Kids Ministry!

We know that your child is valuable to you. We know that your desire for them is to come to know this holy, gracious, and loving God who pursues them recklessly. As you train and teach your children, “When you are sitting...Walking...Lying down...When you rise.” (Deuteronomy 11:18), we want to be the extension of your daily display of God in their lives.

That is why we at Central Kids want to partner with you by providing a safe and welcoming environment where they may know God simply and be renewed by the gospel of Jesus Christ. Our prayer as teachers and volunteers, as we share the Truths of God each week, is that the children will be able to confess that He is a living God who cares for them. Our hope is that as they become disciples of Christ, they will learn and see that they, despite their age, can also encourage and build up the faith of those around them.

In these pages, we have outlined how Central Kids Ministry will operate. Please take the time to read over the content so that it might serve you and your child.

We are so excited to have you here with us! We are trusting that God will do the good that He has planned for you and your child this coming year.

Grateful for you,

Heidi Suh

Central Kids Ministry Director  
heidi.suh@christcentralpc.org

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# Christ Central Presbyterian Church Mission

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## **CCPC VISION**

“For the Gospel to bring spiritual, relational, and cultural renewal to greater metro DC and the world.”

## **CCPC MISSION**

“Christ Central exists to glorify God by multiplying and maturing Christ-centered disciples who love God, one another, our local communities, and the world.”

# Central Kids Mission

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## **LOVE GOD**

## **LOVE MY NEIGHBORS**

## **LOVE THE WORLD**

# Ministry Overview

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## MINISTRIES

Central Kids is divided into 4 ministries:

<b>1. NURSERY</b>	<b>CLASS NAMES</b>
Walking or 18 months - Age 2.5	Pandas Giraffes

The Nursery Ministry is for the youngest of our children. In our nursery-age classes, we minister to our little ones through a bible lesson, play, and by individually praying over every child.

<b>2. EARLY CHILDHOOD</b>	<b>CLASS NAMES</b>
Ages 3 - 5	Elephants (Ages 3-4) Lions (Ages 4-5)

In the Early Childhood Ministry, children worship through a bible lesson, praise, activities or crafts.

<b>3. YOUNGER ELEMENTARY</b>	<b>4. OLDER ELEMENTARY</b>
Kindergarten - 2nd grade	3 <sup>rd</sup> – 5 <sup>th</sup> grade

Elementary Worship is modeled after the adult main worship. *The Gospel Project* bible curriculum and lessons will be completed during Class Time.

## SERVICES

As of 9/12/21, Central Kids will be available ONLY during Service 1:

**SERVICE 1 (S1) 9:00 am - 10:15 am**

## ALL-CHURCH SUNDAYS

All-Church Sundays are set apart to corporately worship with every member of CCPC. At least once a month, children will join with their parents/guardians in the sanctuary to worship God together.

**There is NO SUNDAY SCHOOL on All-Church Sundays.**

# Communications

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## REGISTRATION

### VISITORS

For those who are visiting, please check-in at the Christ Central Welcome Center where a Guest & Member Relations member will be happy to assist you.

### COMMITTED ATTENDEES

Registration is required for all children who would like to commit to attending Central Kids Sunday School for the fiscal year. Registration can be done online through The Church Center App or via URL: [www.christcentralpc.churchcenter.com](http://www.christcentralpc.churchcenter.com).

## CHURCH CENTER APP

### CHURCH TO HOME

Once a child is registered, he/she will be added to our church's online portal. You may access it by either downloading The Church Center App or at [www.christcentralpc.churchcenter.com](http://www.christcentralpc.churchcenter.com).



Any communications from Central Kids to you and your child will be through this portal.

Resources, curriculum, and a list of events will be made available through this portal as well.

## CHECK IN – NAME TAGS & FAMILY TAGS

### ON SUNDAYS

Before entering Central Kids Sunday School, please check-in at the designated kiosks at the entrance of the church. Every child in Central Kids must check in and obtain name tag or a visitor tag prior to entering our classrooms. The name tag will have a designated identification number. You will also receive another tag called the Family Tag. This will have the same designated identification number.

**Parents/Guardians, please keep the Family Tag with you at all times** for checking out your child and/or in case you will be paged.

**PARENT  
PAGING SYSTEM**

**ON SUNDAYS**

Family Tags will have an identification number used to page parents/guardians. In the cases that you will be paged, the identification number will be shown in the main sanctuary via the front jumbo screens. A parent/guardian should proceed immediately to the child's classroom.

# Sunday School Overview

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## **CHECK-IN / DROP-OFF**

### **CHECK-IN**

Parents will check in their children at one of our computer kiosks. They will be issued a name badge sticker to be placed on the child and a corresponding sticker for the parent or guardian for pick-up.

### **DROP-OFF**

Drop-off times for Sunday School do not begin until **8:50 AM**. Children are prohibited from being dropped off prior to these times. Drop-off locations may vary according to class/age group.

There must be at least **two adult volunteers present** in the classroom to allow drop-off

## **CHECK-OUT / PICK-UP**

### **PICK-UP**

Pick-up times are after the Congregational Services have ended, around **10:15 AM**.

All children are picked up from the classrooms.

### **CHECK-OUT**

Parents/Guardians **MUST present the FAMILY TAG** to the teacher so that he/she can match the numbers with the child's tag. This is to ensure the safety of the children under Central Kids.

The child's tag will be scanned (via Check-out device) and collected as proof of check-out.

## **LOST TAG**

In case a Family Tag is lost, notify either the Director and/or Administrator at the Check-in Kiosk.



# Schedule

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## NURSERY & EARLY CHILDHOOD

<b>S1</b>	<b>EVENT</b>
8:50 AM	DROP-OFF to Classrooms
9:00 AM	Class Time: (Varies in form depending on age) Play, Worship, Bible Story, Craft/Activity, Snack Clean Up
10:15 AM	PICK-UP at Classrooms *Bring Family Tag

## ELEMENTARY

<b>S1</b>	<b>EVENT</b>
8:50 AM	DROP-OFF to Large Multipurpose Room (Room2306)
9:00 AM	Children's Worship Service
9:30 AM	Small Group Class Time
10:15 AM	PICK-UP at Classrooms *Bring Family Tag

# Curriculum

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All children in CentralKids will be learning from **The Gospel Project** this Sunday School year.

## **WHAT IS THE MISSION OF THE GOSPEL PROJECT?**

The Gospel Project exists to point preschooler and kids to the gospel of Jesus Christ on every page of Scripture.

## **WHAT IS THE PURPOSE OF THE GOSPEL PROJECT?**

We believe that the whole Bible works together to tell a single story: God's plan to redeem His people through His Son, Jesus Christ. Through weekly group Bible studies and additional resources, the Gospel Project shows participants of all ages how God's plan of redemption unfolds throughout Scripture and still today, compelling them to join the mission of God.

## **WHAT IS THE INTENDED OUTCOME OF THE GOSPEL PROJECT?**

- Help people grasp the gospel story of the Bible by tracing major themes and essential doctrines throughout all of Scripture.
- Help churches develop a gospel culture where the gospel saturates every experience, where doubters become believers who become declarers of the gospel.
- Help move children to gospel mission in which their daily lives declare the gospel in work and deed.

## **WHAT ARE THE INDICATORS THAT THE GOSPEL PROJECT IS WORKING?**

- Children will be captivated by the gospel story of redemption.
- Church culture will become saturated by the gospel.
- Children will live on gospel mission at home and around the world.

**For more information, please visit the following sites:**

**PRESCHOOL**      [www.gospelproject.com/preschool](http://www.gospelproject.com/preschool)

**K-5TH GRADE**      [www.gospelproject.com/kids](http://www.gospelproject.com/kids)

**VIDEO OVERVIEW**      [www.vimeo.com/266562939](http://www.vimeo.com/266562939)

# Safety Procedures & Protocols

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## **COVID-19 PROTOCOLS**

If a child or volunteer is exposed to Covid-19 outside of church, we ask that:

- The child or volunteer choose to opt out of Central Kids in-person events for the next 2 weeks
- OR the child / volunteer provide a negative Covid-19 test results to the Director of Central Kids.

*Following CDC guidelines, exposure is defined as being “within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.”*

If a child or volunteer tests positive for Covid-19:

- Please notify the Central Kids director.
- The entire ministry will be notified of a positive case.
- Everyone in the affected small group or class will be asked to either opt out of in-person events for two weeks OR provide negative test results to attend.

## **WELLNESS CHECK**

### **SYMPTOMS TO LOOK FOR**

For the safety of the children in our ministry areas and our volunteers, PLEASE STAY HOME if your child has experienced any of these symptoms within the past 24 hours:

- Fever of 100 or higher
- Vomiting or diarrhea
- Cold with nasal drainage that is green or yellow
- Conjunctivitis (Pink Eye or other infections)
- Chills
- Sore throat
- Rash of unknown origin, or that causes the child too much discomfort
- Lice

If a child develops any of these symptoms while in Sunday School, a parent will be paged to pick up the child.

## **ACCIDENTS & EMERGENCIES**

All Central Kids volunteers can administer only BAND-AIDS and ICE PACKS. Volunteers are not given permission to administer any medication.

If there is ever an injury during Sunday School, the teachers will immediately notify the director. An incident report will be filed with a copy given to the parent.

In cases of emergencies, the volunteer will notify the director and the parent will be paged. In some cases, 911 will be called.

## **EMERGENCY EVACUATION**

All Central Kid volunteers are trained regarding emergency plans and procedures. Therefore, in case of an emergency that requires children to be evacuated from the building, we ask that you get yourself to safety and allow our volunteers to do as they are trained in getting the children to safety. Once all has been cleared by the officials, you will be given directions on where you will be reunited with your child(ren). If you are interested in reading the evacuation procedures, please contact the Central Kids director.

Central Kids will hold at least two evacuation drills during the Sunday School calendar.

## **FOOD / SNACKS & ALLERGIES**

Parents, please make sure that all of your child's allergies be recorded in his/her registration. What has been recorded will be made known to your child's classroom teacher. Your child's allergies should be listed on his/her name tag. If you do not see it, please notify someone at the Check-in Table.

### **NURSERY / EARLY CHILDHOOD**

To maximize safety and minimize contact, parents please send your child to your class with his/her own snack. Snack time is given to children ages 1-5.

Please have all belongings including water bottles labeled with the child's name.

### **ELEMENTARY**

There are no snack times provided to students during Sunday School.

## **BATHROOM & DIAPERING**

Parents are encouraged to take their child to the restroom prior to dropping him/her off in Central Kids Sunday School.

### **NURSERY & EARLY CHILDHOOD**

- **Only** parents may change diapers. If a child's diaper needs to be changed, the parent will be paged.
- For pre-school age children who need assistance with using the classroom restroom, the teacher or the teaching assistant will help the child when needed, with the restroom door open ajar.

### **ELEMENTARY:**

- During Sunday School, Central Kids Elementary students will be escorted to the bathroom either by a volunteer or using a buddy system. The volunteer or buddy will be told to wait outside at the entrance of the bathroom until the student is ready to be escorted back to class.

## **CRYING & BEHAVIOR MANAGEMENT**

### **CRYING**

Children who are new to the church or are experiencing the common "separation anxiety" that usually appears between 12 and 18 months, will often cry in the nursery. Please know that we are accustomed to this and want to be partners with you through this phase. Sometimes short stays (leaving your child for a short amount of time and then returning) are needed for a few weeks and then you can start leaving your child a little longer each time. You are also welcome to stay in the room to help your child get comfortable.

Our staff and volunteers are trained to handle a crying child in the following manner:

- When crying is due to obvious concerns (physically hurt or sick), the volunteer or staff will address needs such as diaper changing (paging the parent/guardian), hunger or the desire to be held.
- Volunteers/staff are encouraged to try activities that comfort children, including quiet reading, music, playtime or craft activities.
- They are to reassure children that they are in a fun and safe place.
- If attempts to calm the child are not successful and the child has been crying consistently for 10 minutes, the parent/guardian will be paged.

**CRYING &  
BEHAVIOR  
MANAGEMENT  
(Cont'd)**

**BEHAVIOR MANAGEMENT**

We hope that all children will enjoy their time at Central Kids. However, there are times when disciplinary actions are needed.

**4-STEP "STOPLIGHT"**

We utilize a "STOPLIGHT" visual to incorporate the 4-step progressive discipline approach with the ultimate goal to keep or return the student in all activities.

Below are a few basic guidelines that we will follow:

**Step 1 – 1<sup>st</sup> VERBAL WARNING (GREEN LIGHT)**

When a student moves outside established guidelines, a verbal warning will be given to redirect the child before physically intervening. With younger children some physical redirection may be necessary.

Ex: Removing a toy from the hands of a child that is hitting another

**Step 2 – 2<sup>nd</sup> VERBAL WARNING (GREEN LIGHT)**

When a Student moves outside established guidelines a second time, the student will be removed or directed away from the group and a 2<sup>nd</sup> verbal warning will be given along with a restating of the guideline that has been broken and providing a clear explanation of your expectations.

Ex: "Jamie, you didn't stop hitting David when I asked you to, so you need to sit quietly in the blue chair for three minutes."

**Step 3 – DIRECTOR'S INTERVENTION (YELLOW LIGHT)**

If a child continues to choose behavior outside of established guidelines, then they will be removed from the current activity where the Children's Director will sit down with the student and discuss what has happened and how might the student be returned to class time. Once a student has two occurrences of discipline, the parents will be contacted.

**Step 4 – PARENTAL INTERVENTION (RED LIGHT)**

If after the above three steps have been taken, the student continues to choose "Out-of-Bounds" behavior, then the student will be taken to their parents. It will be necessary for the parents and the student to meet together with the leaders involved in the progressive discipline process to help develop a pathway of return for the student.

# Parent Responsibility

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For the safety and well-being of your child, please adhere to the policies and procedures that are outlined in this student handbook.

- If your child has severe allergies or special medical conditions, please explain them to the ministry director for your service prior to dropping off your child in Sunday School. <sup>[L]</sup><sub>[SEP]</sub>
- Please do your best to commit to the Sunday School of your choice so that both children and teachers have the consistency necessary in promoting a safe and positive learning environment.

<sup>[L]</sup><sub>[SEP]</sub>

## **NURSERY / EARLY CHILDHOOD** <sup>[L]</sup><sub>[SEP]</sub>

- Please alert the teacher if your child is potty-training and take them to the restroom before drop off. <sup>[L]</sup><sub>[SEP]</sub>
- It is often most beneficial to quickly drop off your child, as this generally reduces separation anxiety and helps the child adjust quicker to the classroom. <sup>[L]</sup><sub>[SEP]</sub>
- We kindly ask that you allow our volunteers to take your child, comfort your child, and help your child transition into the classroom. Therefore, please drop off your child at the door rather than entering the classroom. <sup>[L]</sup><sub>[SEP]</sub>
- In addition, we ask that you do not remain in the hallway where you may be visible to your child. Not only would this help to reduce a child's separation anxiety, but also minimize crowding in the hall. <sup>[L]</sup><sub>[SEP]</sub>
- Please label all of your child's belongings. <sup>[L]</sup><sub>[SEP]</sub>
- Please leave all toys and dolls at home as they can get lost or cause other children to be upset. <sup>[L]</sup><sub>[SEP]</sub>

## **ELEMENTARY**

- Please do your best to arrive on time in order for your child to actively participate in Bible Study and worship from beginning to end. Our Sunday School begins with corporate Bible Study and then Worship and then Bible Study. <sup>[L]</sup><sub>[SEP]</sub>
- Please send your child to Sunday School with a designated backpack and a Bible. Our classes study from the English Standard Version (ESV). <sup>[L]</sup><sub>[SEP]</sub>
- Please refrain from bringing toys into Sunday School as it can be distracting during Worship and Class Time.
- Offering of tithe is collected during Central Kids Worship. <sup>[L]</sup><sub>[SEP]</sub>

# Volunteers

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## **SAFETY REQUIREMENTS & IDENTIFICATION**

Volunteers are trained to follow the basic safety guidelines.

Volunteers can be identified by the ID badges that they wear when serving at Central Kids.

All volunteers in Central Kids Ministry is required to complete an application process, which includes a personal interview and background check.

All volunteers are required to read and follow all Central Kids ministry policies and procedures.

We hold comprehensive teacher trainings once a year and bi-monthly trainings to (1) ensure our volunteer understand and follow our policies and procedures and (2) enable them to have nurture and teach our children.

There is a 2-person volunteer (not from the same family )rule in place for our classrooms.

## **SERVICE OPPORTUNITIES**

We recognize that ministry to children cannot be done apart from the church body. Because of this, we encourage many to use the gifts God has given to build up the next generation of Christ followers. We would love to have you join the team as we partner with parents in their primary role as disciple makers. Please contact the Central Kids director to find out more.

The following are service opportunities within Central Kids:

- **Teachers and Assistants for all age groups**
- **Worship Team**
- **Sunday Ministry/Security Team**
- **Parent Liaison**
- **Administration Help**