



parkwaykids

**Preschool
Playbook**

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Preschool Sunday Leader Team Playbook

How can I make sure every Sunday is a WIN?

Make every Sunday a WIN for kids and Team members in Parkway Kids by achieving 3 principles:

1. Have Fun!
2. Be Safe.
3. Grow Spiritually.

How does Parkway Kids join in the mission statement of Parkway Fellowship to "reach the lost at any cost and grow them to maturity"?

We reach the kids by creating a kid friendly environment through play, music, movement, and visual stimulation. Our Team plays a part in helping grow them to maturity by teaching key Biblical concepts, and by partnering with parents to continue providing instruction for spiritual growth.

Which of the five Biblical purposes of Fellowship, Discipleship, Ministry, Evangelism, and Worship does this ministry fulfill?

- **Fellowship:** Kids at this age connect to each other by playing together during free-time.
- **Discipleship:** The kids will be introduced to key spiritual concepts through age appropriate Biblical lessons.
- **Ministry:** Our Team ministers to parents by providing safe and welcoming environments for kids, allowing parents the opportunity to focus on what God is teaching them.
- **Evangelism:** Several times during the year, kids are given invite cards and encouraged to bring their friends on Sunday mornings.
- **Worship:** Kids sing & dance praise songs during Large Group time every Sunday.

The Leader

The Kids Pastor is Jim Lyman. His mobile phone number is 513.307.4035, and his email is jim.lyman@parkwayfellowship.com

How do I join the Parkway Kids Team?

- Complete an application/interview with the Preschool Pastor
- Complete Abuse Awareness Training
- Submit a background check
- Read the Playbook, watch the training videos, and complete a short quiz.
- Onboard with the Preschool Pastor on Sunday Morning.
- Shadow a teacher in a classroom before you serve.

The Schedule

Once we have your background check information, preferred service time, and rotation schedule, we will place you on one of our teams. You will receive email reminders regarding your time to serve from Planning Center Services. You should download the Planning Center Services app on your smartphone to have the scheduled service dates sent directly to your calendar.

What am I committing to as a Preschool leader?

- You are committing to an hour and a half on Sunday.
- Carve out approximately 15 minutes during the week to study the lesson so you are prepared for Sunday. (Found on Planning Center Services under files)
- Be in your classroom 15 minutes prior to your service time to prepare supplies and greet kids.
- Remain in your class until the next team of volunteers arrive or until clean-up is finished (last hour).

What do I do if I can't be there?

Notify our team by GroupMe as soon as possible if you are unable to fulfill your volunteer responsibility. Text one of our Staff Members ONLY IF you are unable to access GroupMe.

The Procedure

What do I do?

All leaders need to be familiar with the lesson before arriving on Sunday.

To view the lesson online, go to Planning Center Services, click on the date you are serving, then click Files.

- <https://planningcenteronline.com/schedule>

What is my schedule on Sunday morning?

Preschool Set-Up and Check In:

- Arrive 15 minutes prior to beginning of the service time.
- Check In on computer every Sunday you serve to receive a nametag.
- All curriculum and supplies you need will be in a designated box in your classroom prior to your arrival.
- Set out anything needed for the opening activity.

Schedule for the Elements of the Lesson:

- Check In (15 min before service hour - continue as long as needed) –
 1. ALL donuts and snacks should be eaten BEFORE entering or AFTER exiting the classroom.
 2. Kids may enter with a comfort toy/item from home BUT parents should be aware that it is the child's responsibility to keep up with it and be responsible with it.
 3. ALL kids need to be checked in with a COMPUTER PRINTED sticker tag. As they arrive, write their first and first initial of last name and tag number on the sign-in clipboard.
 4. Temporary hand written Orange Tags are only used when the computer system is not working-please direct parents to the Assisted Check In kiosks by the playground.
 5. Place all personal bags/items on hooks and add a Parkway Kids bag tag, if needed.
 6. If a parent wants to help acclimate their kid in the classroom, only one parent is permitted in the room for a short period of time. Contact a Kids Team member to assist with the parent during this transition time.
 7. Check Out/Dismissal begins when parents arrive, and continues until the beginning of the next service hour. See Dismissal Procedures.

4. If a kid continues to cry after all attempts to console have been exhausted (diaper change, bottle, snack, rock, stroller ride, 1 on 1 attention, helper job given, comfort toy to hold, etc.), please let a Parkway Kids Staff or Coach know so that we can contact the parent.
- Nursery/Toddlers
 1. Welcome/Acclimation : Be on the floor playing with the kids
 2. Monthly Playtimes : Do provided activities posted on the wall with the kids explaining the Bible Truth.
 3. Diaper Check and Change : See Diapering/Bathroom Policy
 - Twos
 1. Social : Creative activities to reinforce the Bible story.
 2. Bible : Play Ollie Video & Lead in Worship using provided songs.
 3. Groups : Activities to reinforce the Bible lesson.
 4. Centers : Allow them to play while reinforcing about the lesson.
 - Threes
 1. Social : Creative activities to reinforce the Bible story
 2. Centers : Allow them to play while reinforcing about the lesson.
 3. Bible : Travel to Large Group for the Bible Story and Worship.
 4. Groups : Activities to reinforce the Bible lesson
 - Fours
 1. Social : Creative activities to reinforce the Bible story
 2. Bible : Travel to Large Group for the Bible Story and Worship.
 3. Groups : Activities to reinforce the Bible lesson
 4. Journal : Write down prayer requests and offer water at the tables –do not let them run around the room with cups please.
 5. Centers : Allow them to play while talking about the lesson.

Diapering/Bathroom Policy

- Diapering:
 - Only an adult leader over the age of 18 may change a diaper, while in the presence of another leader. **YOU MUST LEAVE BATHROOM DOOR OPEN WHEN CHANGING/ASSISTING!**
 - Never leave a child unattended on a changing table.
 - Put disposable changing pad on the changing mat.
 - Get a clean diaper from the child's diaper bag. If the child does not have a bag, use a diaper provided by Parkway Kids.
 - Put on gloves.

- o Place the child on changing pad.
 - o Change soiled diaper. If cream/ointment is needed, contact a parent to administer
 - o Place an "I've Been Changed" sticker on the clean diaper.
 - o Discard soiled diaper, disposable pad, and latex gloves in Diaper Genie.
 - o Disinfect your hands and changing table immediately after the diaper change.
- Bathroom/ Potty Training:
 - o An adult leader over 18 must accompany all kids to the bathroom. *No one **under the age of 18** may accompany kids to the bathroom.*
 - o Do not go alone into the bathroom with a child.
 - o Make sure the bathroom stall is empty before allowing a kid to enter.
 - o Leave the bathroom door and stall door open if it is necessary to enter the bathroom to help a kid. **YOU MUST LEAVE BATHROOM DOOR OPEN WHEN CHANGING/ASSISTING!**

Social Media

- Do not post pictures taken with minors.
- Do not post a child's name.

Closing a Classroom, the last hour used – check Leader Board

- Empty all trashcans, including diaper genies (if applicable).
- Put all leftover supplies back in the supply box.
- Clean all toys and surfaces kids come in contact with using disinfectant wipes or spray.
- Vacuum floor of any leftover debris.

Dismissal Procedures

- ***NO kid is allowed to leave without a matching tag. If the kid or the parent lost a tag, the parent must go to the Check In stations in the preschool area and get a signed replacement from a Parkway Kids Staff Member.***
- If a tag will not stay on a kid's clothes, ensure the tag is written on the clipboard. Then, place the tag by the door.
- Parents will show their parent tag at checkout with a code that will match the code on the tag of the kid they are checking out. If a child's tag is lost, check the clipboard for the matching code.
- Do not allow parents into the room during Check Out.
- If a kid was dropped off with a car seat, DO NOT buckle the kid in their car seat. Pass the kids to their parents over the baby gate and then hand them the car seat separately.
- Anyone with the child's 3 character pick up tag is permitted to check a kid out of the classroom.

- If a kid has not been picked up 15 minutes after the end of the last service (12:45PM), shut down your room as usual, place the Parent Notification sign on the whiteboard on the outside of the door, and please bring the kid(s) to a Parkway Kids Staff Member at Preschool Check-In.

Safety Guidelines for Serving in Parkway Kids

Situations Requiring Contacting a Parkway Kids Staff Member

- If a kid becomes ill
 - If a kid has a runny nose (green in color), persistent cough, fever, or rash, we will ask the parent to keep their kid with them. If you notice this during the service times please notify a staff member, and we will contact the parent.
 - If you notice a kid is sick during check-in, please tell the parent dropping off the following: "Has your child been feeling okay? Let me check with a Parkway Kids Staff Member to check on him/her."
 - If a kid begins vomiting, an adult leader should escort the kid to the restroom away from the other students while remaining calm and comforting. Contact a Parkway Kids Staff Member and alert them to the situation. The Parkway Kids Staff Member will bring the appropriate cleaning supplies and handle contacting the parent/guardian.
- If a kid has been injured
 - Minor Injuries can be treated with a little tender loving care, a cool cloth and a Band-Aid.
 - Small First Aid kits are available in the cabinet of each room.
 - You CANNOT treat any injury with medication of any kind (i.e. alcohol cleaning wipes, antibiotic cream, Advil, etc.).
 - When a kid is treated, please complete an "Ouch Report" and have a staff member sign the report before the kid is picked up. When the parent arrives, please let them know what happened and ask them to sign the "Ouch Report". Names of other children should NEVER be mentioned on paper or aloud. The parent receives the yellow copy of the "Ouch Report" labeled "Parent" and the white copy should be turned into a Parkway Kids Staff Member.
 - Our Kids Pastor will follow up with the parent, if necessary, the following week.
 - It is important to remember that we are not authorized to dispense any over the counter or prescription medications.
 - In the event a kid needs more medical attention than we can provide, please notify a Parkway Kids Staff Member and the parent will be notified.
- If there is any sort of excess behavior problem (i.e. disrespect, disruption, aggression, etc.)
 1. Give a verbal warning to stop while telling kid *what is appropriate to do instead*.
 2. If behavior is harmful to other children or persists, please complete an "Incident Report" and have a staff member sign the report before the kid is picked up. When the parent arrives, please let them know what happened and ask them to sign the "Incident Report". Names of other children should NEVER be mentioned on paper or aloud. The parent receives the yellow copy of the "Incident Report" labeled "Parent" and the white copy should be turned into a Parkway Kids Staff Member.
 3. If disruptive behavior continues after staff conversation, alert Parkway Kids Staff Member to come get the kid and staff member will call the parent.
 4. If kid displays disruptive behavior week after week despite all the above attempts, a parent will be asked to remain in the room to aid in behavior management for the entire service.⁵
- **Immediately contact a Parkway Kids Staff Member if a kid is physically aggressive with another kid***

Precautions

- If a kid has to use the restroom, they should use the facilities located in each of the classrooms with minimal assistance as needed.
- Never be alone with a kid. **YOU MUST LEAVE BATHROOM DOOR OPEN WHEN CHANGING/ASSISTING!**
- Team members under 18 are not allowed in the babies and toddlers (under 24 months) classrooms without a designated adult supervisor.
- Monitor the kid's environment and report any suspicious activity to a Parkway Kids Staff Member immediately.
- Be aware of any special notes indicated on the kid's nametag. (i.e. allergies, medical conditions) as well as the F (first time guest), B (birthday this week), L (Legal check out procedure).
- L on the tag means the original parent check out tag **MUST** be presented or a staff member must accompany the parent to check out – No pictures / authorized stamp tags.
- Hot liquids of any kids (coffee, tea, hot chocolate, etc.) are not allowed in the classroom.
- Kids are not allowed to be unsupervised on campus.

Special Needs

If you notice a kid in your class who may have special needs or require more attention than you can provide, contact a Parkway Kids Staff Member to initiate an evaluation with our Special Needs Team.

If a child is placed with a Special Needs Buddy. Please allow the Buddy to address all needs of this child. Special Needs Children often require a different action/response to engage.

Emergency Procedures

The kids watch you for cues on how to respond to a situation. Remain calm in all situations in order to maintain authority over the class, and to direct the kids in the safest course of action.

SERIOUS INJURIES – e.g. broken bones, severe laceration, convulsions, unconsciousness

- Do not move the injured kid. A Parkway Kids leader must remain with the kid.
- Stay calm and comfort the kid while another team leader cares for the other kids in your class. Be sure to keep other kids away from the injured kid.
- Have another team leader call 911 and notify a Parkway Kids Staff Member for further assistance immediately.
- A staff member will contact you with updates of the kid's condition. You may be asked to give information to assist the staff in reporting the incident.
- Once the kid is treated, please complete an "Ouch Report" and give it to a staff member to follow up. Names of other children should **NEVER** be mentioned.

FIRE

- AS SOON AS the Fire Alarm sounds, IMMEDIATELY follow evacuation procedures.
- Take the clipboard by the door and the emergency kit (red backpack) and prepare the class to evacuate.
 - Babies and Toddlers – Utilize the evacuation cribs in the room by putting every child into the crib and rolling it out.
 - 2s – Pre-K – Use the blue lead rope to help keep kids together as you evacuate.
- Follow the fire evacuation route posted next to the exit door in your classroom.–& clipboard?
- One leader should lead the kids out while another leader stands at the door counting the number of kids in your care.

- 6 ○ **After all kids have been counted, check under any furniture, bathrooms, or other areas where a kid could hide.**

- o Walk your kids to the area designated on the evacuation plan posted on your clipboard –the grassy area on the south side of the parking lot.
- o Once all leaders have arrived, if possible, have your kids sit on the ground and re-count the kids to make sure that every kid is accounted for.
- o All Check Out procedures will be placed on hold until you have reached the secure location and all kids have been re-counted. **Do not release any kids until this has been completed.**
- o If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

TORNADO/INCLEMENT WEATHER

- o A Parkway Kids Staff Member will notify you that we are moving to a shelter-in-place situation.
- o Follow the tornado evacuation plan listed on the map posted next to your door.
- o Take the clipboard by the door and the emergency kit (red backpack) and prepare to evacuate.
- o All check-out procedures will be placed on hold until you have reached the secure location and all kids have been accounted for.
- o If parents arrive to pick up a kid, follow the same procedure as in a classroom. No kid is to be released from your care without a matching tag.

MISSING KID

- o Remove all distractions, music, video, etc. and make an announcement in the classroom calling the kid's name. Ask kids and leaders in the room to help you look under furniture, in closets, bathrooms, etc.
- o If the kid is not found, your classroom will go into **Lockdown. Station a volunteer at each door, not allowing anyone in or out of the room.**
- o Notify a Parkway Kids Staff Member immediately. The Parkway Kids Staff Member will notify the parent of the situation.
- o If the kid is still not found, the entire wing or area of the church will be put in **Lockdown.** Each room in the area will be checked for the missing kid.
- o Lock classroom doors.
- o If the kid is still not found, the entire campus will be put into **Lockdown** until further notice.

THREAT OR DANGER OF BODILY HARM

- o In the event that there is someone on campus that poses a potential threat to any individual, contact a Parkway Kids Staff Member immediately.
- o The threat will be identified and then addressed.
- o If need be, the Parkway Fellowship Staff will place the campus in **Lockdown.**

Essential Beliefs that We Teach Our Kids -PAGE 1

We believe that every kid at Parkway Fellowship deserves to be taught Biblically sound teaching. Therefore, we require ALL Parkway Kids Team Members to be familiar with our essential beliefs.

About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are coequal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

About Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13

About the Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to be led by God daily.

2 Corinthians 3:17; John 16:7-13; 14:16,17; Acts 1:8; 1 Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18.

About the Bible

The Bible is God's Word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160; 12:6; Proverbs 30:5

About Human Beings

We are all made in the spiritual image of God, to be like Him in character. We are the supreme object of God's creation. Although every person has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

About Salvation

Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10, 14; 1 Peter 1:3-5

About Eternity

We all were created to exist forever. We will either exist eternally separated from God by sin, or in union with God through forgiveness and salvation. The place of eternal separation from God is called hell.

Heaven is the place of eternal union and eternal life with God.

John 3:16; Romans 6:23; Revelation 20:1 (hell); Matthew 25:41; Revelation 21:27 (heaven)