



the**cross**community**church**

“a place to belong”

Parent Handbook

Dear Parent,

Thank you for trusting us with your children.

Here at Cross Kids, we don't baby-sit your children on Sunday mornings. We're here to provide a safe and fun environment that will lead your child to follow Jesus. It's our honor to partner with you in this task. We operate with four core values:

Safety

We will provide a safe environment for children to enjoy. We want children to be safe and feel safe, and parents to rest assured that their child is well cared-for while they are in the service. For this reason, we obtain applications and background checks on every volunteer. Adults are never alone with children, and there are always two adults with children at all times.

Fun

We want your child to have fun! Our desire is to see your child have such a good time they will be begging you to come back next week. We believe creating this fun environment for kids will help children learn more about Jesus. We use games, crafts, props, and creative stories to communicate the message, and we think it's okay to have a good time at church.

Truth

We don't want to simply entertain children, and we're not here to babysit. We want children to learn about Jesus. Lessons about Christ and the Bible will be age appropriate and will help them understand God's love and plan for their life.

Team

We believe that what happens at home is more important than what happens at church. Cross Kids is partnering with parents by providing resources, support, and

encouragement as they lead their families from where they are to where God wants them to be.

Sincerely,

The Cross Kids Coach

Kid's Environments

Cross Kids follows the Jefferson County School Board in placing children in the proper environment. In the event a child is home schooled, we will place them according to the grade that they would be in if they were enrolled in public school. All children's environments are video and sound monitored for the safety of our volunteers and children.

- Nursery – Newborns 6 weeks or older through 3 years old
- CrossKids – 3 years old (potty trained) through 5th grade. The CrossKids environment features a large group teaching time and a small group environment where children are further divided by grade.

Checking In Your Child

All regular attendees and first-time guests will check in at the Check-In Station.

1. Child check-in will begin at 10:29 (10 minutes before our service starts.) If children are not checked in by the time our band goes on stage, there may not be anyone there to check them in once our service has started. Children are checked in by the parent or person responsible for the

child at the check in station located in the Kids wing. The parent/ responsible party will be given a pin number at check in that will allow them to check their child out at the end of the service.

2. All Children's environments doors will be locked before the service and once the check in is closed. Parents and other non-volunteers will not be allowed in the children's environments. **With the exception of mothers going into the nursery to feed infants.**

3. Children can be checked out via the PIN given to the parent or guardian at check in. Children can be checked during the service if needed but will not be allowed to return to that environment once checked out. If you need to check your child out early or have been asked to come get your child, please alert a volunteer in the production booth or the lobby.

4. In the event that we need you to come get your child, you will be sent a text message alert via our child check in system. We ask that you keep your phone on vibrate and where you can see it during the service. If you receive an alert, make your way to the child check in station where they will meet you with your child.

Check in/ out Instructions

1. Gather your child/ children and bring them to the check in station starting at 10:29.

2. **Regular attendees:** give the check in station volunteer your child/ children's names and you will be asked to create a PIN to use at check out. Your child is now checked in and will be taken to the correct children's environment for their age. **First time guests:** will be asked to fill out a short form to get their information and their child/ children's information. Once that is completed, the parent or guardian will be asked to create a PIN to be used at check out. Now their child is checked in and taken to the correct children's environment.

3. We ask that parents or guardians keep their phone on vibrate and where you will see an alert if we text you to come pick up your child.

4. When picking up, please wait outside the door to allow one of our volunteers to bring your child to you. The child/ children will only be released to the parent or guardian who dropped them off or is listed as an Emergency Contact in our system.

Entering the Classroom

1. If a diaper and/or diaper bag is left with the child; make sure that the diaper bag has a nametag on it. The parent is asked to write his/her child's

full name using a permanent marker on all bottles, pacifiers, diapers and/or cups that are left with the child.

2. If the child is a crawling infant or a toddler, ask if there are any allergies and note them under "Special Instructions" on the form.
3. Please do not send your child with toys, handheld games, etc. Our volunteers have worked hard to prepare for your children, and there are plenty of things to do in each class. You may send "comfort or security" toys to help children feel safe and secure (blankets, teddy bears, etc.)
4. With the exception of baby bottles, there is no food or drink allowed in any of the children's environments. From time to time we may have a snack or candy given out by the teachers in our CrossKids environment, for this purpose, please make sure we are aware of any allergies your child may have.

During the Service

In the event of an emergency or should any of the staff need to contact you during the service, we will contact you via text message to the emergency contact numbers we have on file for your child. We may also send a volunteer to get you in the event the text message alert goes unanswered.

If called out of a service, please make your way to the Check-In area, where a volunteer will meet you and escort you to your child's classroom or bring your child to you.

Other Children's Program Reminders

1. If children are not dropped off prior to our band starting worship, the children's environment doors may be locked and no one there to check them in. This is done to minimize the disruptions for our teachers in the nursery and CrossKids rooms.
2. Please keep all personal toys at home or in the car.
3. Please allow your child to finish all food and drink before entering the classrooms.
4. Please do not bring your children if they are sick. Our volunteers are not allowed to administer medicine except for an EpiPen. And please make sure that any allergy information is listed on your child's information. Occasionally, our lessons may have candy or food in them, and we want to make sure everyone is safe.

5. In the Nursery, we know that babies cry and our volunteers have experience with children, or they would not be in our nursery. When crying is not due to an obvious concern (physically hurt or sick), the volunteer will console the child by addressing needs like wanting to be held, needing a diaper change, etc. If attempts to calm the child are not successful and the child has been crying for 10 minutes, the parents will be notified via text message from our child check in system.

6. Our volunteers and staff may take photos in the children's environments. These photos may be posted to Facebook or our websites. Parents must opt-out in writing if they do not want their child photographed, please notify the check-in volunteer if you wish to opt-out.

Our full children's program policies are available on our website under the "connect" tab and click on "children's programs".