

Welcome to the  
Hampton Heights  
Baptist Church  
Children's Department

**H H B C**  
**Kidz!**

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Dear Parents,

I would like to welcome you to Hampton Heights Baptist Church and to the Children's Department- "KIDZ in the WORD". It is our privilege to have you and your child with us.

Hampton Heights Baptist Church is committed to fulfilling our mission of providing opportunities and experiences that will allow children to grow in their relationship with God through His son, Jesus Christ. This handbook provides the details of our plan to meet the spiritual needs of our children.

We would love to have you join us in the Children's Ministry. Let us find the area you are the most comfortable and feel you have the most to give. This is a special investment in your child's spiritual growth. If you have questions please feel free to contact me.

In His Service,  
Ashley Blair McConaghy  
*Children's Director of Ministry*

## Mission Statement

Our prayer and mission is to *reach* children with the good news of Jesus Christ, *teach* them to be Christ-like, and *lead* them to serve God by serving others. By partnering with you, the parent, we will lay the foundation for each child to become life-long, fully devoted Christ followers.

### *Deuteronomy 6:5-7*

“Love the Lord your God with all your heart and with all your soul and with all your strength.

These commandments that I give to you today are to be upon your hearts.

Impress them on your children.

Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

### Children's Ministry Goals

**Connect-** through fellowship by developing Godly friendships.

**Grow-** as disciples by learning and living God's word.

**Serve-** in ministry by helping and sharing Christ with others.

**Worship-** by praising God and honoring Him in daily life.

## *Our Ministry Schedule*

### Sunday Mornings

9:30-10:20 Bible Fellowship Groups

10:45-11:30 Children's Church

(Children will leave during the offertory)

### Sunday Evenings

6:00-7:00

Mission Friends (4-5 years)

RA's and GA's (1st-5th)

### Wednesday Evenings

5:30 Family Night Suppers

6:30-7:30

KidzKlub and Wee Singers (4-5 years)

Bible Buddies and Kingdom Singers (1st-5th)

Nursery for ages birth through 3 years is available during all church services.

## General Policies

### *Enrollment Ages*

“Preschoolers” includes ages birth through 5-year-old kindergarten

Enrollment in babies to 2 year old classes is based on physical development

Enrollment in 3 year old to 5 year old classes is based on age as of September 1<sup>st</sup>

“Children” include grades levels 1<sup>st</sup> through 5<sup>th</sup>

Enrollment in children’s classes is based on grade levels

### *Promotion*

Babies through 2 year olds are transferred to a new class according to their physical development and the space available. Parents will be notified at least one week prior to the transfer.

Promotion Sunday is the first Sunday in September

Preschoolers 3 to 5 years will be promoted according to their age by September 1<sup>st</sup>

Children will be promoted according to school grade levels

*At least two adults will serve in a class or at an event with children. When two adults are not available, classroom doors will be left open to allow for observation by the hall monitor.*

## Contacting Parents

Leaders will notify the Preschool Director if a parent or guardian is needed. (Beepers are available to parents upon request.)

The Director will come and find the parent in the location indicated on the sign-in sheet.

Preschool parents should notify the Director concerning special requests about being called to the classroom. If crying persists for 15 minutes, parents will be called.

Parents are responsible for notifying the Children’s Director if changes in their BFG location or schedule are made during the year.

*If the preschooler’s behavior is endangering other children and/or inhibits Leaders from teaching other children, the parents will be called.*

## Discipline Policies

It is our desire to create environments where children feel safe, secure, and loved. Because of this goal, we believe we must do all we can to maintain control in every children’s ministry class, area and activity. Our discipline process is as follows:

1. Explain expectations
2. Praise positive behavior
3. Verbal correction as necessary
4. Separate student (within the classroom)
5. Notify parents

*Workers are never to spank, hit, grab, or shake a child. Physical restraint should only be used in situations where it is reasonably necessary to prevent a child from physically harming himself or another individual.*

## Receiving and Dismissal

Preschool and children's rooms will open 10 minutes prior to the scheduled time of the session.

Preschoolers should be picked up promptly at the conclusion of worship services, Sunday School, and other functions.

Children (1st—5th grades), unless requested otherwise by their parents/guardians, will be released from classes at the conclusion of the scheduled session.

Parents may request in writing that their children not be released until a specific person picks them up. In this case, please pick up the child(ren) promptly. Changes in pick up requests should be made in writing.

## Illness Policy

Making the decision about whether or not a child is too ill to attend church can be difficult. Here are some guidelines that may help you make the decision.

**Fever**- child should remain home until fever free for 24 hours without the use of fever reducing medicines

**Colds/Runny Nose**- colds are contagious; a non-clear discharge is an infection and the child should stay home

**Coughs**- coughs can be contagious, especially if the cough is moist or fever persists

**Medication**- a child who has been on antibiotics for 24 hours (and also fever-free) is considered non-contagious.

**Chicken Pox**- contagious until all sores have dried

**Head Lice**- notify the Director of Children's Ministry when head lice is found; treat the child, family, car and home before returning to church.

**Upset Stomach**- child should not attend if there has been vomiting or diarrhea within the last 24 hours.

**Pink Eye**- red, itching, oozing or matted eyes indicate a contagious illness; if taking antibiotics for 24 hours, should be non-contagious

These are offered as guidelines. All of our families and children appreciate your thoughtful consideration for the health of others.

**Leaders will not give medication.**

**Parents will be notified if a child shows any sign of illness or injury.**

## Preschool Policies

### *Preschool Check-In/Check-Out*

Upon arrival, parents should complete the appropriate sign-in sheet.

The Preschool greeter will tape a name tag on the back of the child and give the parent a corresponding name tag for pick-up.

Parents will present their name tag and sign the child out. If attending

Children's Church, the parents will present their name tag to the Children's Church teacher and also sign the child out.

Only authorized adults (18 years of age or older) are allowed inside the rooms or to pick-up a child.

### *Labels/Supplies*

- All personal items (i.e. diaper bags, plastic bottles, jackets, Bibles) should be labeled by the parents with the child's first and last name.
- Parents of preschoolers in diapers or training pants should provide extra diapers, wipes, and a complete change of clothing.

### *Feeding/Snack Time*

Juice and goldfish will be served to each child ages 1 to K-5 during the Worship Service and child care sessions.

Occasionally Bible Fellowship Group lessons, Wednesday evening classes and special events incorporate a snack.

You may submit a written request to the Children's Director if you do not want your child to be served snacks furnished by the church.

Babies will be served formula, milk, juice or water as provided by the parent in labeled plastic bottles according to the parent's instructions. Spoon feeding of babies is not practical for workers because of time and circumstance.

Parents must make Leaders aware of food allergies.

Nursing mothers may use the Nursing Room located across the hallway from the nursery rooms.

## Hygiene

We make every attempt to keep the preschool wing clean and sterile.

Each room utilized for children with diapers contains a changing table with a vinyl cover that can be wiped down after each use.

Leaders are instructed to wash their hands after each diaper change and after contact with any bodily secretions.

All rooms are adjacent to restrooms and are equipped with disposable gloves, hand sanitizer, and hand soap.

Crib sheets are changed after each use.

Toys that come in contact with any body fluids are removed from the room, washed and sanitized; all toys are washed and sanitized at least once per month.

Equipment (tables, chairs) is sanitized weekly.

*Adopted August 2010*

## Hampton Heights Baptist Church

2511 Wade Hampton Boulevard  
Greenville, SC 29615

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_  
(Name) (Phone)

Birthday: \_\_\_\_\_ Special Interests: \_\_\_\_\_

Medical Information/ Special Conditions:  
\_\_\_\_\_  
\_\_\_\_\_

### Waiver of Liability-

I/we, the parents of the above named child, hereby give my/our approval to be in the care of and/or participate in the activities. I/we know that accidents/injuries may occur when children take part in play or activities and not all accidents are preventable. I/we hereby waive, release, absolve, indemnify, and agree to hold harmless the membership of Hampton Heights Baptist Church, Hampton Heights Baptist Church Incorporated, the organizers, supervisors, volunteers, and participants from any claim arising out of any injury to my/our child from the result of any cause.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Photo/Video Release-

I hereby consent that photographs, audios, and videos taken of my child during activities at Hampton Heights Baptist Church may be used for purposes of event documentation, media coverage and promotion, and on the Hampton Heights web site.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_