



**PARTNERING WITH PARENTS
TO POINT KIDS TO JESUS**

Parent Handbook

Dear Parent,

Thank you for trusting us with your children. At Exchange, our goal is not to merely baby-sit your children on Sunday mornings. We're here to provide a safe and fun environment that will help your whole family thrive.

Our primary goal is: PARTNERING WITH PARENTS TO POINT KIDS TO JESUS.

Behold, children are a heritage from the Lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior are the children of one's youth. Blessed is the man who fills his quiver with them!
Psalm 127:3-5

We have designed our entire Kids Ministry around this picture found in Psalm 127. We believe that our children are like arrows in our hands. God has given us our children as gifts for us to steward and direct somewhere. We will all point our kids toward something, whether we mean to or not. Put simply, Exchange wants to partner with you to help you point your kids to Jesus. This partnership must be very intentional and consistent. Parenting was designed to happen within community because it is beyond our capacity. We need each other to help us intentionally point the arrow toward the target that matters most.

It helps us to picture it like this: if the home is colored in yellow and the church is colored in red, where they merge is **orange**. Each plays a significant role toward pointing kids to Jesus. There is a humbling reality of parenting that shows you your inadequacy and limitations. That realization helps parents do everything they can to point their kids to the One who can inspire them, excite them, equip them, and save them.

There will come a day when you take a different role in your child's life and you are no longer as involved as you once were. There will come a day when all your child has is them and Jesus. Will it be enough? Will you have shown them a picture of Jesus that is worth our aim?

Thank you for allowing us to partner with you.

Sincerely,
Exchange Kids Leadership

This handbook is designed to help you have a smooth and simple experience with Exchange Kids. If you have any additional questions, please contact Ed Martin at ed@exchangenc.org or speak with the Kids Coordinator at the Kids Check-In Desk on Sunday morning.

Checking In Your Child



All first time and returning attendees will check-in their children in the Kids lobby. Please take your child to the bathroom before checking them in. While each classroom has a restroom, it is much easier for you to take care of that before the service begins. Our check-in system is called Planning Center. We simply ask for basic contact information which you will type into the computer. Every parent who checks in a child will receive a tag with a unique number. The child receives the other half of that tag, which will be stuck to the clothing. We will escort all visitors to the classroom and introduce you to your child's teacher. You will be asked to fill out an Information Sheet about your child. All other parents must escort their children to their classroom every week.

Drop-off



In an attempt to keep the classroom as safe as possible, parents are asked to not enter the classroom at drop-off.

Please inform the teachers of any instructions for your child as well as any allergies that we need to be aware of. Take note of the "allergy alert" snack signs posted. Please let us know if there is an allergy to the snack or if you have supplied your own for your child. The parent is asked to write the child's full name on all bottles and/or cups that are left with the child.

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.), but please mark them clearly with the child's name.

Picking Up Children

When picking up children, the Kids Coordinator will scan your tag at the check-out station first. You will then present it to the volunteer at the classroom to retrieve your child. Children will NOT be released to anyone other than the adult with the correct security sticker. The class volunteer will take the child's sticker and your portion of the sticker and stick them together, ensuring that we have a match.

Siblings are NOT allowed to pick up their younger brothers and sisters, even if they have the security tag. Adult relatives or caregivers will be permitted to pick up

children provided they have the appropriate security sticker. If there is any issue during pick up, please return to the Check-In Area and discuss it with the Kids Coordinator. To ensure complete safety, teachers have been trained to follow the established procedures. Any special circumstances must be brought to the attention of the Kids Coordinator.

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 in one of two ways: 1. One of our volunteers will come and find you in the service or 2. We will display your child's security number on the screen. The security number is the unique number assigned to your child for that particular service (this changes weekly). You will have the matching tag portion with you, so please see if it is your child being displayed on the screen.

If your number appears on the screen, please make your way to the Kids Check-In area, where a staff member or lead volunteer will meet you and escort you to your child's classroom.



Security

In order to keep Exchange Kids a safe and secure environment for parents and children, the following security measures are constantly in effect:

1. Volunteers at the doors of each classroom will match the number on the tag of the child to the number that the parents have. This happens every time a parent exits the environment with a child.
2. Only volunteers with the appropriate identification, parents with the appropriate documentation, or staff with staff name badges are allowed past the Kids Check-in Area..
3. No adult is allowed to work in an environment without a completed application and extensive background check.
4. Guests to Exchange Kids must check in at the Check-In Area and receive a guest badge which must be displayed at all times.
5. Every classroom or environment will have two adults present at all times. No adult is to ever be alone with a child.
6. In the event that a parent loses the tag, that parent will be required to show identification to the classroom volunteer, who will verify with the Kids Coordinator.



Volunteer Requirements

All volunteers are required to fill out an application and receive a clear background check authorization form. We run a background check on every volunteer who works with minors. Exchange Students, 6th grade and above, are permitted to volunteer, but they are always under the supervision of an adult. Our volunteers also participate in regular training programs.

Room Openings

Classrooms open 15 minutes prior to each service. Rooms cannot and will not be opened until the necessary volunteers are in place. Parents will not be allowed to drop off kids unless there are two volunteers present in the classroom.

Parents in the Room

One of the primary values of Exchange Kids is to provide a safe environment for children each week. You may choose to stay with your child during the service to observe the environment or comfort your child, but you must follow the guidelines. Please check in as a guest and receive a guest name tag. You will not be allowed to be alone with, lead children in activities, or care for any other child except your own.



General Wellness Guidelines

To ensure the health of children and volunteers, we ask that sick children do not attend Exchange Kids classes. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

- Fever (over 100.4 degrees)
- Vomiting or diarrhea within the last 24 hours.
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, or whooping cough.
- Common cold, including colored runny nose. Sore throat.
- Croup.
- Any unexplained rash.
- Any skin infection – boils, ringworm or impetigo.
- Untreated pink eye or other eye infection.
- Any communicable disease.
- Lice, including the presence of eggs or nits.

These are the guidelines that we follow and we expect that a child or volunteer be free of fever for 24 hours before coming back to church. In the event of a contagious disease (lice, chicken pox, etc.), parents will be notified as soon as possible by email.



Medication

Exchange Kids volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and give it.

In a situation where a child has a potentially life-threatening condition and medication may need to be given, a Medication Authorization form should be completed and signed by the parent.

EACH time a parent drops off a child and his/her medication, clear directions must be written out BY THE PARENT outlining the symptoms present when medication is needed and how it is to be dispensed. The form is to be given directly to the class leader by the parent so he/she can read the directions and ask for clarification if necessary. The signed form is to be turned in at Check-In for their records.



Accidents/ Health Conditions

If a teacher encounters a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing), they will immediately call 911 from a cell phone or the phone in the lobby. Minor accidents (bumps, bites, bruises, scrapes, etc.) will be handled in the room and parents will receive an "Incident Report" when picking up their child.

Special Needs

Special needs children are to be a part of the whole, not separated from the group. The child will be included in all activities offered. We will provide personal attention and one-on-one care as needed.



Disciplining Children

Exchange Kids volunteers are always prepared and will be sensitive to children's needs. Volunteers should never use harsh words, sarcasm, or corporal punishment. In the event that a child becomes disruptive, the parent will be notified. Children that bite or hit will be isolated from other children. The teacher will discuss the situation with parents, but will not reveal the identity of the other child. After three times of such an incident, the parents will be asked to keep the child with them until the behavior is no longer present.

Crying Children

Crying children obviously need care and compassion. We will reassure the child that their parent will come back for them if necessary. We will contact you if your child has been crying consistently for 10 minutes.



Diapering

The person changing diapers will be a female. No men will be allowed to change diapers. Diapers will be checked each service. Parents should send appropriate sized diapers and pull-ups, and possibly a change of clothes. A child is never punished for toileting accidents. Until a child is fully potty trained, parents should send them in a pull-up.



Feeding

Please write down specific instructions regarding bottles or feeding at the class. We will do our best to adhere to all suggested times and directions. Make sure all bottles, diaper bags, and containers are labeled. Only adults are permitted to feed children. You are welcome to come to the classroom to feed your child and then return to the service as you wish.



Bathroom

Each kids' classroom has a bathroom. No child will be alone in the bathroom with an adult unless they need special assistance. If a young child (3 and younger) needs assistance or requires special assistance, female volunteers can provide it. We will help the child wash their hands and return to the class. Once a child is potty-trained they are expected to "take care of their business" (including wiping) on their own. If there is a problem, we will page the parent.



Evacuation Procedure

In case of an emergency, DO NOT go back to your child's classroom. Please evacuate the building, where you will find your child's class outside waiting for you. Please stay with your child and their teacher until all children are accounted for and you have been formally dismissed. We are fully staffed to evacuate your children.

Thank You for Reading!