

Check-in/Check-out Procedures for Children

Visiting Family

- ◆ Please check in at either our upper level or lower level Welcome Desk by completing a brief registration form.
- ◆ Receive a 3-part nametag sticker with code number for each child with classroom information. Complete the nametag with necessary information and place on your child.
- ◆ Parent keeps the rest of the label with code number and must show this to the classroom teacher to check their child out.
- ◆ Escort your child to their class with the assistance of a welcome team host.

Member/ Regular Attending Family

- ◆ Every child, youth and adult member should have a Living Word nametag which serves not only as a way to get to know each other better, but also as a security system with a family code number on each. Additional persons such as grandparents can be added to your family code number by making a request with the Children's Ministry Director for persons approved to pick up your children.
- ◆ Kids must be wearing their name tag to enter the Sunday School classrooms and a parent/guardian must check out children (birth-5th grades) by showing their matching family code number. Temporary adhesive tags will be used for the child's name and family code number if the laminated nametag is misplaced. A lost laminated name tag can be replaced by filling out a request at the upper level Welcome Desk.
- ◆ Please show your appreciation to our volunteers by checking out your child(ren) within 7 minutes of the end of worship. Waiting children will be escorted to room 207 where they will be supervised until checked out.
- ◆ Parents who volunteer in a role that keeps them from being able to pick up their child after Sunday School can make special arrangements with the Children's Ministry Director or use room 207 option.

September 2008
Children's Ministry
www.livingwordumc.org

Living Word

Children's Ministry

2008-2009

Parent Handbook

- ◆ **Nursery** Birth - 2 years
- ◆ **Kaleidoscope Kids.** . . . Pre-K
- ◆ **K2Crew.** K-2nd Grade
- ◆ **Kairos 345.** 3rd - 5th Grade

Living Word United Methodist Church cares about your children and believes we have a sacred trust to keep them safe and help them grow in faith. Our volunteers and staff with children have submitted to background checks and our Good Shepherd training program.

Please follow these check-in/check-out procedures to ensure the safety of all member and visiting families.



Our Mission:

"To help children and their families to know, love and follow Jesus."

Priorities of Children's Sunday School:

- Kids need to know what God says so they can make the wise choice.
 - Establish the Bible as the source for wisdom and truth.
 - Emphasize a clear and concise point for each lesson.
 - Teach application, not just content.
- Kids need a personal relationship with God through Jesus Christ.
 - Appeal to a child's natural desire to experience God's presence and power and emphasize Jesus as Best Friend and Savior.
 - Train kids to understand the value of knowing God and responding to Him through worship and prayer.
 - Develop worship that encourages kids to be participants, not spectators.
- Kids need friends who believe what they believe to stay on the right track.
 - Encourage healthy friendships by connecting kids in small groups.
 - Provide an opportunity to share needs and pray for each other.
 - Create environments that encourage spiritual discussions.
 - Equip children to develop an on-going devotional life.
 - Celebrate growth in the fruit of the Spirit.
- Kids need mentors to point them in the right direction.
 - Disciple every child using maturing spiritual leaders as models.
 - Make sure each child and parent feels welcomed and valued.
 - Train, equip and support parents as the primary spiritual trainers.
 - Encourage small group leaders to share their Christian journey and faith.
- Kids need the right environments for growing up in Christ.
 - Create a fun, exciting atmosphere where kids can experience God through the Bible stories and worship.
 - Establish safe environments for parents to leave their children.
 - Use kid-friendly designs/décor that target the special interests of kids to let them know they are a priority.

Where Kids meet for . . . Sunday School



9:15

By ROOM:

Under 2 Room 217
2's Room 114
3's Room 113
4's and 5's Room 111

K-2nd grade Room 104
3rd - 5th grade Room 207

9:15

Curriculum used:

Pre-K, www.myfirstlook.org
K-2nd, www.252basics.org
3rd-5th, www.252basics.org

10:45

By ROOM:

2 and under Room 217
3 through 5's Room 111

K-2nd grade Room 205
3rd - 5th grade Room 207

10:45

Curriculum used:

Pre-K, Lil K www.kidmo.com
K through 5th grade,
www.iLiveBig.com

Nursery Policies

Please help us do our best job caring for your infant/toddler by:

- Labeling everything that belongs to your child: diaper bags, bottles, clothing, jackets, pacifiers, etc..
- Using our check-in system weekly by completing the nametag label with instructions for your child. Each tag has an identifying number that connect the child back to the parent for pickup.
- Be sure the nursery pager # is on the sign-in sheet and the number matches what is put on your identifying number tag. Remember our pagers vibrate only, so they need to be in a pocket, not in a handbag.
- Please follow the rules and health standards for sick children. When in doubt about symptoms, please stay home where your little one will feel more comfortable.
- Please pray for our nursery volunteers and paid workers and respect their time by picking up children promptly after service or an event has concluded.

Living Word Nursery 149	
Living Word United Methodist Church Loves Your Children!	
Please fill out the labels on the other side of this sheet. Place the small label on your child's diaper bag. Place the larger label on your child's back. If your child needs you during the worship service, we will activate your pager. You must present this stub when you pick up your child. Children are only released to the person presenting this stub.	
Keep This Stub Handy! © churchnursery.com, 2008	

(parent keeps this part of label)

This Bag Belongs To: 149	Child's Full Name: _____	Birth Date: 149
Parent's Full Name: _____	Pager #: _____	
Your Child's Diaper Was Changed At:	Please Check All That Apply:	
<input type="checkbox"/> Wet <input type="checkbox"/> Dirty	<input type="checkbox"/> Visitor	<input type="checkbox"/> Bottle, Time
	<input type="checkbox"/> Diaper	<input type="checkbox"/> Potty Training
	<input type="checkbox"/> Pacifier	<input type="checkbox"/> Allergy
	<input type="checkbox"/> Special Instructions _____	

(tag for diaper bag)

(tag for child's back)