



BECAUSE JESUS  
LOVES CHILDREN

# Highpoint Kids Policy Manual

UPDATED June 15<sup>th</sup>, 2022



Dear Highpoint Kids Team Member,

We are so glad to have you as part of our team as we minister to our children and their parents! Please take time to read the information in this handbook so that you will be prepared to help us serve Christ in the local church by working with families to reach and teach children. We will do this by creating the best nurturing environment possible for a child to accept Christ and grow in their relationship with Him.

If you have any questions, please feel free to contact Children's Pastor Karl Bastian at 303-366-2603. In an emergency, you can call or text his cell phone at 630-715-8085.

We are here to help you in any way we can!

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BECAUSE JESUS LOVES CHILDREN

# FOUR FOCUSES OF OUR MINISTRY

## **CHILD CENTERED**

God loves every child, and therefore we accept them and love them just the way they are. Children who need special attention are lovingly welcomed. We have fun, but it is fun with a purpose! Therefore, our teaching is creative and engaging and connects with the world of kids in order to help them connect with God.

**"To the weak I became weak, to win the weak. I have become all things to all people so that by all possible means I might save some." 1 Corinthians 9:22**

## **HIGHLY RELATIONAL**

We strive to be relational, not just informational. Throughout all of our programs, we seek to connect children with loving adults who know and love Jesus, understanding that this will be more effective than any program, product, or lesson ever will be.

**"As they talked and discussed these things with each other, Jesus himself came up and walked along with them;" Luke 24:15**

## **GOSPEL FOCUSED**

We believe that children are important and matter to God. Not only can children come to faith in Jesus Christ, but God commands adults to come to Him with the simple faith of a child. We present the Good News of salvation through Jesus often and clearly, providing opportunities for children to invite Him into their life as their Savior and Friend. Outreach beyond the walls of the church is common!

**"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matthew 19:14**

## **FAMILY FOCUSED**

We are dedicated to supplementing the family in their attempt to lay a spiritual foundation that, in God's timing, will lead a child into a relationship with God through Jesus Christ and then to provide a place where they can grow in their knowledge and love for God.

**"He commanded our ancestors to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children." Psalm 78:5-6**

# 10 STANDARDS OF EXCELLENCE

These are the standards we expect of everyone who ministers to our children.

## 1. A CHRISTIAN

Our ultimate goal in the Children's Ministry is to lead kids to Christ, and then help them grow in their Christian life. Therefore, our volunteers should have a personal relationship with Christ themselves! If you are unsure about where you stand in your relationship with God, do not hesitate to talk to one of our church pastors. We would be delighted to open God's Word and share with you how you can know for sure that you are saved and a child of God!

**John 3:16** For God so loved the world, that He gave His one and only Son, that whoever believes in Him will not perish, but have everlasting life.

## 2. FAITHFUL

Faithful in church attendance and involvement. Not only the Children's Ministry functions but also the regular worship services and other church events.

**Hebrew 10:25** Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.

## 3. ENCOURAGING IN SPEECH

Our words should be encouraging, uplifting, and positive. There should be no insults, cut-downs, gossip, slander, or any talk where someone may be hurt, especially in the presence of children. Humor should reflect a walk with God.

**Colossians 4:6** Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone.

**1 Peter 4:11** If anyone speaks, he should do it as one speaking the very words of God.

**Ephesians 5:4** Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.

## 4. AN EXAMPLE IN CHRISTIAN CHARACTER

Because workers in our Children's Ministry should be examples and a positive influence on the children they minister to, they should refrain from activities that do not glorify or honor God and in "gray areas" should be sensitive to the convictions of others in both their actions and conversation. In your personal life, you should be committed to Bible study, prayer, and Christ-living.

**Titus 2:6-7** Similarly, encourage the young men to be self-controlled. In everything set them an example by doing what is good. In your teaching show integrity, seriousness.

**1 Corinthians 6:19,20** Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.

## 5. RESPONSIBLE IN LEADERSHIP

This involves attending meetings and training or communicating when unavailable. This includes not planning events or outings without the knowledge and clearance of the Children's Pastor. Give respect to church procedures by following them.

**1 Peter 2:17** Show proper respect to everyone: Love the brotherhood of believers.

**6. FAITHFUL IN COMMITMENTS MADE**

When you give your word, keep it. If you say you will do something, or be somewhere, follow through on it. If something happens where you cannot, then communicate so that those affected can take necessary action.

**I Corinthians 4:2** Now it is required that those who have been given a trust must prove faithful.

**Proverbs 28:20** A faithful [volunteer] will be richly blessed.

**7. PURE IN RELATIONSHIPS**

No team member should EVER be alone with one child, especially in a washroom or outside of a program. This is for your own protection as well as the church's, and especially for the children. We are to not only avoid sin, but even the appearance of sin. Hugs should be from the side as much as possible.

**I Timothy 5:1, 22** Treat younger men as brothers, older women as mothers, and younger women as sisters, with absolute purity...Keep yourself pure.

**Ephesians 5:3** But among you there must not be even a hint of sexual immorality, or of any kind of impurity... because these are improper for God's holy people.

**This includes being modest in dress. Be sure that your clothing glorifies God, not yourself. Don't allow how you dress to distract others from spiritual things.**

**I Timothy 2:9** I also want women [AND MEN] to dress modestly, with decency and propriety, ... with good deeds, appropriate for [MEN AND] women who profess to worship God.

**8. RESPECTFUL OF AUTHORITY** in word, action, and attitude.

**Hebrews 13:17** Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

**I Thessalonians 5:12** Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you.

**9. IN PARTNERSHIP WITH PARENTS**

The spiritual upbringing of children belongs first to the parents. The church's role is to supplement the training in the home. Always seek to work with the parents of the children whom you minister to. Seek their input; listen to their concerns. Never side with a child against a parent, or contradict a parent in front of a child. You are on the parent's team! If you have a concern about a parent, or a home situation, talk to the Children's Pastor immediately.

**Proverbs 22:6** Train up a child in the way he should go, and when he is old he will not turn from it.

**10. TEACHABLE IN SPIRIT**

This may be the most important trait of any team member who is seeking to serve the Lord! We all have weaknesses, but if we remain teachable, there is always hope! We must be willing to listen to constructive criticism and prayerfully consider the input of others. We do not need to always agree, but if we fail to listen, we hurt only ourselves and rob ourselves of another chance to grow.

**Proverbs 13:10** Pride only breeds quarrels, but wisdom is found in those who take advice.

**Proverbs 19:20** Listen to advice and accept instruction, and in the end you will be wise.

# MINISTRY ROLE DESCRIPTIONS

## FIRST IMPRESSIONS MINISTRY (*Kids Check-in*)

We call this First Impressions instead of “check-in” because it’s so much more than just checking kids in. Those who serve as Hosts and Greeters do much more than just help families check in their kids and get a security sticker. They give parents and kids their *First Impression* of our church! It’s a critical role. If you don’t know how to smile, don’t volunteer here! We have two distinct roles: Hosts and Greeters.

**Hosts** – We have one host per service. They are stationed at the Welcome Center for the entire service so that we always have someone available for families who arrive late or for other minor needs that arise. They get additional training on the check-in software and equipment so they can set it up and put away after the second service. They also help new families to register, visit the classrooms to get our weekly headcount, and have some other minor administrative responsibilities.

**Greeters** – These volunteers arrive 15-20 minutes before service and greet kids and parents as they arrive. They provide help with the check in process as needed, answer questions, and generally celebrate that they came to Highpoint today. If families are new, they help walk them through the check-in process and can even walk them to their various classes, introducing them to staff, and answering any questions they may have. Once check-in slows down, Greeters are free to head to the adult service. Some Greeters prefer to work both services on the Sundays they serve – greeting before first service, attending the first service, and then serving at the beginning of the second service before heading home. Some even choose to help in Early Childhood after greeting where we may need extra help.

## EARLY CHILDHOOD MINISTRY (*Preschool*)

**Story Tellers** – If you love to creatively tell Bible Stories to young children, we offer a wonderful opportunity. Each service our 3’s through 5’s gather for a Worship and Story Telling Time called *Jesus Jamboree*. Curriculum is provided with illustration and activity ideas, but we allow our Story Tellers to be creative and tell the Bible Story in their own style.

**Worship Leader** – If you love leading young kids in fun singing, our Worship Leaders help lead the kids in active singing during *Jesus Jamboree*. We play videos on a TV, so no super musical giftedness required – just a strong, friendly, happy, up-front presence is needed to lead the songs.

**EC Helpers** – We have Ministry Teams of 4-5 helpers for each class every week – this adds up to around 20 Helpers needed every Sunday in Nursery, Two’s and Jesus Jamboree (3-5’s). If you can show up on time once or twice a month with a cheerful attitude and helpful heart, you’ll be a blessing to the children and other volunteers.

## ELEMENTARY MINISTRY (Kindergarten through 5th Grade)

**Lead Teachers and Worship Leaders in The Outpost** – If you have a passion for teaching and have the gifts and skills to creatively engage a large elementary audience, we have the most fun Kids Church Service on the planet! Filled with skits, drama, puppets, object lessons, interactive games and more – you’ll have a blast joining our Teaching Team. Our Worship Leaders help lead worship at the beginning.

**Trail Guide in The Outpost** – This is what we call our helpers in Elementary. No preparation needed! Trail Guides sit in with the kids, help them engage, assist in games and other elements as needed, greet new kids, pass things out, help with minor discipline and overall provide the adult presence we need in a room with nearly 100 children. Some even help with the media in the sound booth. [Perfect for parents who want to be a part of the kids church experience.](#)

**Peak 45 Leader** – Peak 45 is our Preteen Ministry for kids in 4th and 5th Grade. We hold periodic special events for them like [Nerf Wars](#), [Water Wars](#), [Church Escape](#) and more. Our desire is to have a special class for them on Sunday mornings during the first service, but are waiting for God to provide some leaders willing to serve every Sunday during first service and attend the adult service second service. These kids need to build relationships with leaders who are consistently there getting to know them, rather than volunteers on a rotating schedule. If that interests you, please let Pastor Karl know!

**Trail Blazers Teacher or Helper** – If you LOVE to teach and write your own lessons, you’ll love to be a part of this small elite team! To serve our volunteers with children, we offer a really fun second service class for elementary kids who have already attended first service. Pastor Karl provides a copy of the lesson from The Outpost and you get to create your own lesson for second service to take the lesson a little farther down the road (ie Trail Blaze!). It’s a smaller group so you can do games, crafts, and other activities that we can’t do in a large group. It’s a lot of fun. Volunteer for just one Sunday a month!

## SECURITY TEAM

**Security Team Members** – Our Children’s Ministry Security Team members provide a subtle presence during our ministry programs to help ensure a safe environment for our children and volunteers. We prefer to have two serving during each hour. They roam around both the outside and inside of the building being alert for any potential threats to the building or guests and are in communication with each other and leadership via walkie-talkies. They make sure doors are secure, rooms are prepped for any emergency, and assist in guiding children and leaders in the event of any emergency. They do not wear uniforms and serve in a discreet manner.

## CHECK-IN AND CHECK-OUT PROCEDURES

**REMEMBER:** any security system is only as good as the teachers who implement it. Please take these extra steps seriously in order to protect our children.

Classrooms will be open 20 minutes prior to regular church-wide activities and services. Children should not be dropped off early. **Under no circumstances are children to be left in a room unattended at any time.** The parent needs to remain with the child until volunteer staff arrives.

### Check In/Out

Every child in the children's ministry under our care (Nursery - 5<sup>th</sup> Grade) **MUST** be checked in in by his/her parent or guardian for the program. Upon signing in, the parent or guardian should be given a numbered tag, and another tag with that same alphanumeric code should be placed on the child. This must be done without exception. This is done for the safety of all our children. Our promise to parents entrusting their children to us is that their child will only be released to them or someone they have approved. Therefore, we must act with utmost responsibility to protect our children. Do not admit a child into a room that does not have a security sticker.

### Pick Up Policy

Children will not be released to other children. They may be released only to a parent, guardian, or other authorized adult. No child is released to an adult without a matching security tag. **No tag, no child, no exceptions!** If a parent loses their tag, they must return to check-in to get one and show picture identification matching the name of who signed the child in.

### When a Pick Up Tag is Lost

What do we do when a parent loses the security tag? As you know, we can't release a child without the security tag, as that ensures we only give a child to the person who dropped them off. But how do we have that same assurance when they lose their tag?

1) If they checked in with the Church Center App, a copy of their tag is in the app. First ask if they used the app, they will be able to checkout quickly and easily with the app.



2) If not, a leader will need to take a note of the child's pick up number and return with that number (not the child) to check-in and enter that number in the Manual Station (the iMac). It will reveal WHO checked that child in. The Host can then confirm the identity of the person requesting the child with a PHOTO ID. If they are not the same person, or do not have a photo ID, the leader will need to get the children's pastor or another staff person at this point, as we can't confirm we are releasing to the same adult.

3) You may be asked why you can't simply reprint the pick up tag. (You can reprint the child's tag.) The reason you can not "reprint a pick up tag" is because ANYONE could use the phone number and name on the child's name tag to reprint a pick up tag, which clearly would void the entire security of the system.

Therefore, we need to encourage parents to:

- 1) Not lose their tags.
- 2) Take a PICTURE of their tags as a back up in case they lose the sticker.
- 3) Use the Church Center Check-in Smart Phone App.

Download at: [churchcenter.com/setup](http://churchcenter.com/setup) or use the QR code to the right:



### ***Why do we need such a strict security system?***

We live in a complicated and dangerous world. No longer does every family consist of a father, a mother, and children who all share the same last name. We have children from single parent homes, from divorced parents involved in custody suits, or families keeping foster children in various types of legal situations. Making sure that a child is dismissed to the appropriate adult is an awesome responsibility. Most children are abducted by someone they know and will go willingly. Therefore, it is dangerous to let a child go with someone just because the child knows the person. It could be a faulty assumption to give the child to any adult (even a parent) who comes for him/her at the door. This makes a security system an absolute necessity in our church! Thank you for keeping our kids safe!

**Remember, that a security system only works if it is used correctly!**

# ***DISCIPLINE AND POSITIVE GUIDANCE***

Our goal is that every child have a positive experience while they are a part of our ministry programs. For this to be possible, order and reasonable control of the classroom must be maintained, not only for safety but for a meaningful educational experience. Positive discipline is a part of meaningful discipleship. Children need and depend on guidance from caring adults to have a positive experience. Verbal encouragement should always be the first directive, but physically touching, soothing, encouraging, or restraining a child may be necessary to reinforce verbal guidance. The goal is always for the child's safety, enjoyment, and for the benefit of the entire group as well.

**The Children's Ministry Discipline Policy has three basic rules:**

- 1. Respect God**
- 2. Respect Leaders**
- 3. Respect Each Other**

In the event a child is having difficulty adhering to these rules, the following four-step process is to be used:

Move - Child will be moved to a different seat or area of the room if he/she is disrupting or bothering another child.

Remove - Child will be moved to a seat or area outside of the group circle or activity if behavior has not improved.

Time Out 1 - Child will be removed from the group (within the room) to talk with a leader. They will be asked to sit separate so they understand they need to cooperate if they want to participate.

Time Out 2 - Child will be removed from the group (within the room) to talk with a leader again. They will be asked to sit separate but warned that if they continue to disobey there will be further consequences. (Do not state what they will be, as you do not want to create an incentive such as "we will call your mother," which they may desire.)

Contact Parents - If none of the above are able to encourage the child to participate in a positive manner, or they are disrupting the learning environment for the other students, a parent can be contacted or a child removed to the check-in area while parents are contacted.

## Principles of Discipline and Positive Guidance

- Model good listening and participation for the children.
- Be a good observer, looking for those who may need some help, or who are hindering the experience of the other children.
- Speak kindly, softly, and quietly and on the child's eye level.
- Identify what is important and emphasize it.
- Identify what is unimportant and forget it.
- Child-proof the environment.
- Identify limits that are appropriate and necessary. Once limits have been established, they should be clearly defined and consistently maintained. Verbalize suggestions or directions in a positive, specific form.
- Give children choices only when you are prepared to accept the child's decision. Otherwise, give clear calm directives.
- Acknowledge the child's perception or reaction.
- Acknowledge your own feelings.
- Unconditionally accept the child, although his/her behavior cannot be condoned or may have to be redirected. Try to empathize with the child. Attempt to understand and deal with the cause of the child's behavior.
- Avoid motivating a child by making comparisons between one child and another or encouraging competition. Emphasize progress toward self-improvement.
- Avoid rewarding bad behavior with the offer of a prize or treat if they change their behavior. Good behavior is expected.
- Help children to recognize and accept logical or "natural consequences." Empty threats or promises are meaningless.
- Attack the problem rather than the child with a problem.
- In some situations, "I" messages may be more appropriate than "You" messages. "I need for you to sit down" rather than "You need to stop running around."
- Know your own limitations.
- Affirm you are glad the child is here, you like them, and you know they are able to make correct choices.
- The behavior is the issue, not the child. "We can do this. You and I can beat this attitude." Or "Why is such a good kid doing such a mean thing?" Separate the behavior from the child so they want to do the right thing.

# ***SAFETY GUIDELINES***

The following guidelines are enforced for the protection of our children and team members.

For a complete copy of the **HIGHPOINT CHURCH MINISTRY TO MINORS POLICY** visit [HighpointChurch.us/childsecurity](http://HighpointChurch.us/childsecurity). Here are the most important items you should be aware of:

- Background checks are run on every individual desiring to work with our children.
- Children cannot be accepted into the room until there are at least two approved team members present.
- Do not allow any adults you are not expecting in the room unless they have a security sticker on showing they have checked in. If you are ever in doubt, tell the person to please check in with the Children's Pastor or a ministry coordinator. It is better to be safe than sorry.
- **Two team members must remain in the classroom at all times.** If a teacher needs to leave the room, someone must be contacted to assist while the team member is out.
- Only regular team members are allowed to take children out of the room for any reason. The only exception is if a parent takes his/her own child to the restroom or checks them out (with matching tag).
- Children can only be taken out of the classroom:
  - To go to the restroom within the secure wing.
  - If a baby is extremely upset and needs to be walked down the hall. In this case, the teacher can only walk the child within the preschool wing clearly visible to check-in area.
- Leaders must carefully follow Restroom Procedures:
  - The door to the restroom must remain open with the teacher standing outside and the child attending to his/her own needs, unless help is absolutely required.
  - As much as possible, women should assist children in the restroom. Only adults should change diapers.
- **Children will only be released to an adult with the matching security tag. NO EXCEPTIONS.** A picture of tag texted from another parent is acceptable. ONLY ADULTS may pick up children - not older siblings. When a tag is lost, they need to return to check-in for assistance. See Check-in Procedures. Only the Children's Pastor can approve any exceptions to our secure release policies.

An Accident or Injury Report should be filled out for any injury that is more than minor (bleeding or broken). However, report any incident to parents.

# HANDLING EMERGENCIES

In the case of an emergency, each team member should be prepared to know how to handle the situation calmly and quickly.

## First Aid Kit

There are First Aid Kits in every classroom and at check-in. Be familiar with where they are before they are needed so they can be quickly accessed.

## Injuries

Minor injuries can be handled by team members in the classroom, or in the hallway outside the class to avoid disruption. If an injury is more serious, please contact children's ministry leadership immediately who will determine whether to contact parents. If urgent, contact both immediately. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parent or guardian of the injured child should be immediately notified, along with the team member's coordinator, and the children's pastor. An ambulance should also be called immediately if warranted by the injury.

## Contacting Parents

First text parents asking them to come to their child immediately. Do not give any detail other they need to come to their child's classroom. Avoid using the word 'emergency.' No need to cause alarm. Do not take the child to the parent(s). If you need to remove the child from the classroom, take them to the check-in area or atrium. If the parent(s) do not come within a few minutes, call the number on the child's tag. You can also have the child's tag number displayed on screen in the adult service. To do this, give the tag number to the Check-in Host who will take care of this for you.

## Calling 9-1-1

Allow the ministry leader to call 9-1-1. If they cannot be reached quickly, the leader in the room should call. Make a determination depending on the emergency if time is critical. If a call has been made, let each leader know who gets involved to avoid multiple calls.

## Major Emergencies

Our Children's Ministry Wing is a **SECURE WING**. This means that the doors to the Children's Ministry Wing are always LOCKED, but propped open. All other entrances are always locked and closed and are not used for entrance. (This includes the doors to The Outpost.) In the case of large scale emergency,

our Security Team or First Impressions staff will close the doors to the Children's Ministry Wing to secure it. Depending on the emergency, no one will be allowed into the wing (for the protection of the children). If it is a minor emergency, such as a protest or something non-life threatening, but the doors have been closed, only parents with a security tag will be allowed in to pick up their children according to normal pick up procedures. This will keep the wing secure. In the event of a high alert, or event involving First Responders, no one will be allowed into the wing until the police provide an "all clear."

## Fire Alarm

In the case of a fire alarm, have the children form a line as quickly as possible. After counting the children, follow the fire escape pattern that is on the wall in each room. If a fire alarm sounds, the building must be evacuated and everyone must remain outside until an "all clear" sign is given by the authorities. In most cases, the evacuation is out the doors to the North side to the field then head toward the parking lot to the grass and will remain in groups by class with their leaders. Count the children before re-entering the building and again after you are back in the room before releasing any.

The last leader to leave the room should do a thorough search of the room and restrooms for any children to assure every child is evacuated.

**Do not let a child go with a parent during a fire drill.** Parents must wait until the children are back in the rooms and go through the correct checkout procedure. **No child is to be released outside the building to a parent without staff approval.**

This is because we must ensure no child is lost and every child is accounted for during an emergency and returned to the proper custody. This will frustrate parents but calmly and firmly explain that calm and order are critical in an emergency.

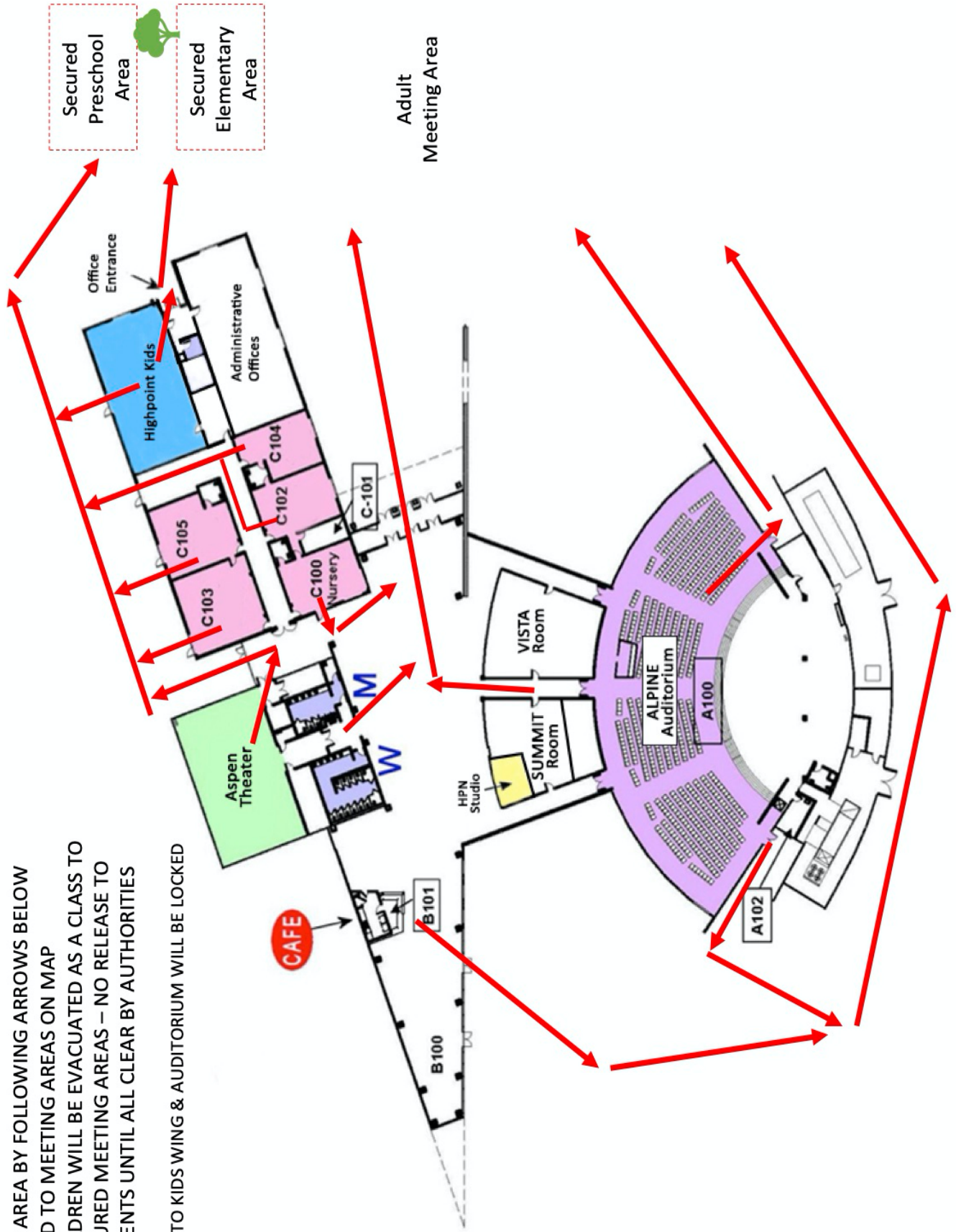
## Know the Count

Every leader should know how many children are in the room before an emergency so that every child can be accounted for if they are relocated. There is a Communication Board on the wall in each classroom where leaders are asked to record the count. This helps everyone know the count and also serves as a backup count for attendance records.

# EVACUATION MAP

- EXIT AREA BY FOLLOWING ARROWS BELOW
- HEAD TO MEETING AREAS ON MAP
- CHILDREN WILL BE EVACUATED AS A CLASS TO SECURED MEETING AREAS – NO RELEASE TO PARENTS UNTIL ALL CLEAR BY AUTHORITIES

DOORS TO KIDS WING & AUDITORIUM WILL BE LOCKED





# ACCIDENT or INJURY REPORT

Name of injured child \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent(s) \_\_\_\_\_ Phone \_\_\_\_\_

Classroom \_\_\_\_\_ Service \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Describe how child was injured. Include the location, names, actions of all children, and adults involved. Be as detailed as possible.

Describe the child's injuries.

Describe actions taken to treat the injuries.

How and when was the parent notified?

List the names and phone numbers of witnesses to the accident.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Reported By: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Comments:



# HEALTH AND FOOD POLICIES

Our children's health is a high priority, therefore we make every effort to ensure our ministry environment is safe and clean.

1. For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists currently or has occurred within the past 24 hours:
  - a. Fever
  - b. Vomiting or diarrhea
  - c. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough.
  - d. Common cold – from onset through one week
  - e. Sore throat
  - f. Croup
  - g. Any unexplained rash
  - h. Any skin infection – boils, ringworm, etc.
  - i. Pink eye or other infection
2. If a child develops a fever or other symptoms of illness, the parent will be contacted to take the child home.
3. Children's ministry team members and staff are not able to administer medication. They must be given by the parents.
4. Should your child develop an infectious disease (measles, mumps, chicken pox, etc.) following a session in the preschool/children's area, please contact the children's pastor or immediately.
5. Reasonable steps, such as wearing gloves, should be taken by all volunteers to avoid contact with any type of bodily fluids.
6. Infants will be fed formula, milk, juice or water only as provided by parents. Only plastic baby bottles are to be sent in the diaper bag. Each bottle should be labeled with the child's name, contents, and time to be given.
7. Preschoolers two years old and older are served a snack during most ministry programs when they are in a classroom for at least one hour.
8. Allergy notification: Snacks and food activities are a common occurrence in the Preschool/Children's division. If your child has a food allergy or a special need related to food, please be sure it is noted in Planning Center so that it can will show up on their name tag. If it is serious, please also notify his/her teacher.
9. We strive to be a peanut-free environment but encourage parents to be prepared for emergencies as we cannot ensure what others may bring.

# MINISTRY STEWARDSHIP

Our facilities and everything we have in them is a gift from God. We have these resources because God has provided through the sacrificial giving and faithful support of those who call Highpoint their church. It is the responsibility of each and every one of us who serve in the Children's Ministry to take seriously the stewardship of our facilities and resources.

## Support Highpoint Church

It should go without saying, but if you are serving in our Children's Ministry, you ought to be supporting the ministry of our church through your faithful giving. While we often give during the children's offering to model giving and encourage the kids to give, that is no replacement for supporting the church through faithful giving. You can join with others supporting our church at [highpointchurch.us/give](http://highpointchurch.us/give).

Purchases for the ministry are not reimbursable unless approved in advance. Donations are always welcome, but we do not expect team members to donate needed materials. If you need something, just ask!

## Caring for Classrooms

- Pick up trash and left-over supplies quickly and throw out or put away to help keep our rooms clean and inviting.
- Please help us keep the walls and doors clean by not mounting items with tape, tacks, or anything that will damage the surfaces. We use "poster-puddy" to put temporary items on walls or doors.
- Decorations should be clean, in good condition, and reflect the theme of the room, the lesson, or a Christian environment.
- Do not use notes or signs to address concerns. "Do not touch," or other such signs are negative and do not create a warm or welcoming environment. If there is a concern, let's address it.
- Please demonstrate care and respect for classroom Bibles.
- At the end of a classroom session, put materials away, straighten furniture/equipment, and vacuum the floor if it needs it. The sooner the better so crumbs, etc. are not ground into the carpet.
- Keep decorations up to date. We get used to them, guests are not.
- Wipe down commonly touched surfaces often to keep them clean.
- **RULE OF THUMB: LEAVE IT BETTER THAN YOU FOUND IT.**

# GOOD TO KNOW

Here are some additional tips, resources, guidelines, or policies of the Children's Ministry that may not fit anywhere else in this manual. If you ever have any questions about something, never hesitate to ask! There are no dumb questions or anything too trivial to ask. Questions often lead to improvements and refinements, so we appreciate them!

**SOCIAL MEDIA** Be sure you are following us on social media

- **Highpoint Church on Facebook**  
facebook.com/highpointaurora
- **Highpoint KIDS Group on Facebook:**  
facebook.com/groups/highpointkids/
- **Highpoint KIDS on Instagram:**  
instagram.com/highpointkidmin/

**SCHEDULING:**

- Planning Center: [home.planningcenteronline.com](http://home.planningcenteronline.com)
  - Be sure to accept/decline your service invitations and block out dates that you already know you'll be out of town.

**PASTOR KARL'S WEBSITE**

- **PastorKarl.com** – a media resource for children. Be sure your kids enjoy the videos on this site. There is something new every week!
- **Kidologist.com** is Pastor Karl's blog.
- **Kidology.org** - Pastor Karl has a children's ministry website for children's ministry leaders and volunteers. While it has an annual membership fee, any Highpoint Church volunteer is entitled to a free membership! Simply visit [Kidology.org/join](http://Kidology.org/join) and sign up for the free Starter membership. Next, contact [support@kidology.org](mailto:support@kidology.org) and let them know you are a volunteer at Karl's church and they will upgrade your membership to All Access at no charge so you can benefit from the resources on the website.
- **KidminTalk.com** is Pastor Karl's podcast available on Apple and Google Podcasts, iHeart Radio, Spotify, or wherever you listen.

# *GOOD TO KNOW CONT.*

## **LOST AND FOUND**

- Lost and Found items are left at the check-in counter and marked with a date. They will be disposed of after 3-4 weeks. We often post a picture in the Highpoint Kids Facebook Group.

**ANNUAL EVENTS** – Here are a few of the special events we host. Watch social media for dates and details and for other events.

- **EGG Olympics** – our annual Palm Sunday Super Easter event for kids!
- **Nerf Wars** – our annual 3-5<sup>th</sup> Grade Nerf event.
- **Trunk or Treat** – our annual outdoor super fun event for families, the Saturday before Halloween.
- **Family Gingerbread Building** – our annual Christmas family event every December.

**If there is something that would be helpful to include in this manual, please let Pastor Karl know.**

**Karl's Contact Info:**

**karl@highpointchurch.us**

**630-715-8085 cell, texts welcome**