



Parent Handbook



SHARING THE
LIGHT OF JESUS
WITH OUR KIDS!



**Thank You for partnering
with us this year!**

**We consider it a great
privilege to be part of
discipling our next
generation.**

**Blessings,
The KIDZWAY Team**

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Rooms and Ages/Grades

Sunday Morning

Nursery- Preschool

Nursery: 9 months-23 months

2-year-olds (before 10/31)

3-year-olds (before 10/31)

4 & 5-year-olds (4 years by 10/31 – not yet in kindergarten)

Lower Elementary

Kindergarten

1st and 2nd Grade Girls

1st and 2nd Grade Boys

Upper Elementary

3rd-5th Grade Girls

3rd-5th Grade Boys



Parent Expectations

WHAT IS EXPECTED OF YOU AS A PARENT

PARTNERSHIP

1. WE ASK THAT YOU BE PLACED ON A PARENT ROTATION TO SERVE WITHIN KIDZWAY. IF YOUR CHILD ATTENDS KIDZWAY, WE ASK THAT YOU PARTNER WITH US AND SERVE. PLEASE FILL OUT THE ATTACHED PAPERWORK AND CONNECT WITH A KIDZWAY STAFF MEMBER TO LEARN MORE ABOUT SERVING.

PUNCTUALITY

2. WE ASK THAT YOU ARE ON TIME DROPPING OFF AND PICKING UP YOUR CHILD FROM KIDZWAY.

DROP OFF TIME

3. FOR YOUR CHILD'S SAFETY, YOU ARE RESPONSIBLE FOR ESCORTING YOUR CHILDREN TO THE CLASSROOM DOOR.



ALLERGY ALERT!

4. PLEASE LET US KNOW (**EVERY WEEK**) OF YOUR CHILD'S ALLERGIES AS OUR TEACHER ROSTER ROTATES FREQUENTLY. THERE WILL BE AN ALLERGY WRIST BAND FOR YOUR CHILD TO WEAR EACH WEEK (LOCATED AT CHECK-IN).

ON-CAMPUS POLICY

5. YOU ARE REQUIRED TO STAY ON CAMPUS FOR THE ENTIRE DURATION OF SERVICE WHEN YOUR CHILD IS ATTENDING KIDZWAY PROGRAMMING.



Procedures

1st Service Doors – 8:45a-9:15a

2nd Service Doors – 10:30a-11a

FIRST-TIME CHILDREN

1. Please stop at the first-time check-in desk located in the foyer. You will be asked to fill out an information card.
2. Your child will receive a special sticker to help our teachers know that it is their first time.
3. Please be sure to let the registration team know of any allergies your child may have.

CHECK IN

1. All children are required to check in before entering KIDZWAY.
2. **CHECK-IN STATIONS:** Will be open 8:45-9:15 (1st service) | 10:30- 11:00 (2nd service).
3. If you need your child after the doors have closed, please go to The Hub and a security team member will escort you to KIDZWAY.

ALLERGIES

1. Due to the high volume of children with allergies in KIDZWAY, we ask that **NO OUTSIDE FOOD** be brought into the KIDZWAY area.
2. KIDZWAY staff will provide snacks that are approved for our children with allergies. For a complete list, please see a KIDZWAY staff member.

CHILDREN STAYING TWO SERVICES

1. If you attend a group or serve in an area of ministry at CWC, your child may stay for two services.



2. If your child is staying two services, you must fill out a two service sticker, so that we know where to reach you, each service, in case of an emergency.

5TH SUNDAY FAMILY WORSHIP

1. On months that have a 5th Sunday in it, we ask that **3rd, 4th, and 5th** Grade children attend the main service for Family Worship.
2. We believe that our older KIDZWAY kids need to be included in the worship experience with the entire congregation to become familiar with our pastors, congregation, and worship here at CWC.
3. This occurs four times a year.
4. There is still programming for ages 9 months- 2nd Grade.

DIAPER POLICY

1. Please be sure that your child has a clean/dry diaper before entering KIDZWAY classrooms.
2. We will page you if your child has an accident, or needs further assistance.

DRESS CODE

1. Because KIDZWAY is a high energy environment and children will be playing and sitting on the floor, we ask that girls wear shorts or leggings under their dresses.
2. PLEASE refrain from any inappropriate language/images on clothing.

PICKUP POLICY

1. Please make sure you have your ticket ready for the teacher when you pick up your child.
2. If have you have lost your child's claim ticket, you must fill out the necessary form in order to pick up your child. The teacher will provide the form for you.
3. If a child loses their name badge, we will allow parents to pick them up as long as they show their pick-up tag.
4. Please notify KIDZWAY staff if there are any individuals that are NOT authorized to pick up your child.

****Children must be picked up by a parent or someone authorized by their parent/guardian.***



ADULTS IN CLASSROOMS

1. For security purposes, only members of the KIDZWAY team will be allowed in the classrooms.

(*We run a background check for all adults in our classrooms.)

**The only exception is if a child is new and their parent would like to stay and observe. If observing, the adult must wear a guest badge, sign in, and will not be authorized direct contact with any other child except their own.*

SUMMERS IN KIDZWAY

1. We run a special summer series (July-August) for our KIDZWAY kids.
2. Guest speakers are invited to come and share their gifts while still sharing the Gospel. We also run summer stations.
3. We ask that parents help during the summer months. This gives our faithful volunteers a chance to travel or join a group at church during the summer.
4. Our summer series is an excellent time to be involved, build relationships with our KIDZWAY kids, and serve the Kingdom!
5. Look for summer sign-ups beginning in April.

Promotion Sunday (when ALL children change rooms) will occur every year on the Sunday following Labor Day.

Please be prepared to update your family's information.



Example Service

Schedules

Preschool Planner

Date	08/12/2018
Bible Story Focus	Local Heroes- God wants us to serve Him where we are!
Opening 8:45 – 9:15 1st 10:30 – 11:00 2nd	Drop off/Pick up/Opening Activity-make foods out of playdough! Draw food on the giant paper at the table! Please have children wash hands as they enter the room Circus Room – use baby wipes
Clean Up/Potty Break 9:15 – 9:25 1st 11:00 – 11:10 2nd	Please have children pick up toys, go to the potty, and line up for worship
Worship Time 9:25 – 9:35 1st 11:10 -11:20 2nd	Please transition the children to KidzWay City for worship
Bible Lesson/Memory Verse 9:35 – 9:40 1st 11:20 - 11:25 2nd	Esther 4:12 - Mordecai asks Esther for help! ¹² When Esther’s words were reported to Mordecai, ¹³ he sent back this answer: “Do not think that because you are in the king’s house you alone of all the Jews will escape. ¹⁴ For if you remain silent at this time, relief and deliverance for the Jews will arise from another place, but you and your father’s family will perish. And who knows but that you have come to your royal position for such a time as this?”



<p>Snack Time 9:40 – 9:50 1st 11:25 – 11:35 2nd</p>	<p>Please have kids wash hands at the sink. This can take a while, but that is OK. Circus Room uses baby wipes. Have them go find their seat at the table. Have them sing or say a prayer (i.e. “Our hands we fold, our heads we bow, so we can talk to God just now. Thank you God for our friends that are here today and for our snack.”) Pass out napkins, snacks, and cups of water</p>
<p>Activity/Circle Time 9:50- 10:00 1st 11:35-11:45 2nd</p>	<p>Dress up as a local hero and talk about the local heroes in our neighborhood.</p>
<p>Craft Time 10:00 – 10:15 1st 11:45 -12:00 2nd</p>	<p>Color the local heroes page! 😊</p>
<p>Pick up 10:15 – 10:30 1st 12:00-12:15 2nd</p>	<p>Please match the tags with each child being picked up. Remind each child that you are happy he/she was here today.</p>



ELEMENTARY PLANNER

Opening Activity

8:45-9:10/10:30-10:55

Please welcome kids in! Have them work on the opening activity & free play. Encourage kids to communicate well. 😊

Clean up/Transition

9:10-9:15/10:55-11:00

Please transition your group to Garver Hall for the large group environment

Game/Praise/Prayer

9:15-9:25/ 11:00-11:10

AM Intro!

Game=Which is Faster?

Song 1= 2=

Transition to Craft/Story Station

9:25-9:28/11:10-11:13

Please walk with your group to their next station. Make sure they are quiet in the halls. 😊

Craft/Story Station

9:28-10:02/11:13-11:47

Please rotate between the two stations/assist craft/story leaders as needed

Transition to Snack

10:02-10:05/11:47-11:50

Please go back to your rooms for a snack

Snack

10:05-10:15/11:50-12:00

Please, give one snack per child. Ask kids questions from Small Group Discussion sheet (found on the bulletin board).

Dismissal

10:15-10:30/12:00-12:15

Please collect tags and match with parent pickup tag. Let the kids know that you were happy they came to church today! 😊



Policies

KIDZWAY POLICIES

1. BACK ENTRANCE TO KIDZWAY

- Other than KIDZWAY volunteers and security, **NO ONE** may use any other entrances/exits to KIDZWAY.

2. PAGING PARENT PROCESS

- KIDZWAY staff will page:
 - If a child is injured
 - If a child is crying for 15 minutes without relief
 - Discipline Issues
 - We use the three-strike method in KIDZWAY. The three steps are as follows:
 1. We address the behavior (give a warning).
 2. We give time for correction. We allow time in a “think about it chair” if the behavior continues.
 3. If desired behavior is not achieved, we will page parents to work with us. You may stay in KIDZWAY (with a guest badge) if you feel this would benefit your child.

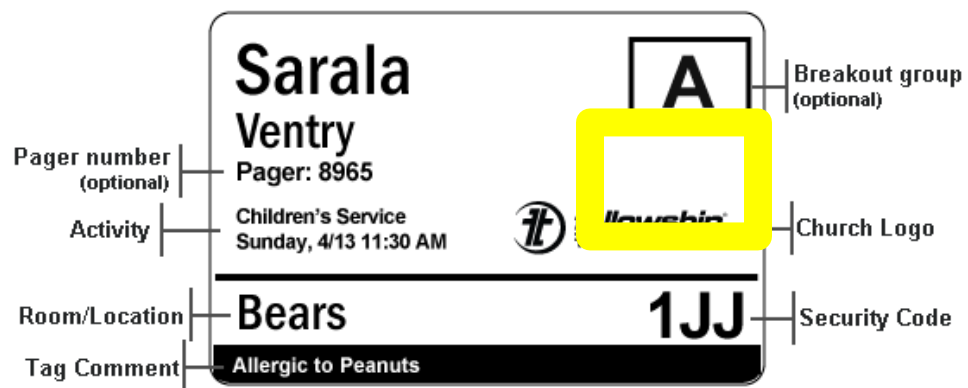


○ Medical Emergencies:

- If a child shows any signs of illness:
- Health Policy: For the protection of our children and other volunteers, we will not admit anyone with visible signs of illness. Please do not allow your child to attend programming if he/she has had any of the following symptoms within the past 24 hours:
 1. Diarrhea
 2. Vomiting
 3. Body rash with fever
 4. Sore throat with fever
 5. Colored nasal discharge
 6. Severe coughing
 7. Pink eye
 8. Skin infections
 9. Head lice
 10. Fever

***Volunteers are not permitted to administer medications**

- Paging Number: Each child will have a call number on their name badge (this is why it is important that each child is checked in). If we need to reach you, we will use the Security Code **1JJ** on the screens in Church, as seen below.



3. INCIDENT REPORTS:

- If an incident occurs, a volunteer will complete the Incident Report Form explaining the incident.
- You will be asked to sign the incident form if your child was involved in the incident.
- A KIDZWAY Director will follow up with you concerning the incident.

4. KIDZ CASH: Used each week in elementary as our positive reinforcement

- When children earn 20 Kidz Cash (bringing Bible, being nice to a friend, etc.), they tithe two of their Kidz Cash (10%) and then get to shop at:
 - **Lower Elementary:** BOB (Basket of Blessings)
 - **Upper Elementary:** ROB (Rack of Blessings)

5. SECURITY TEAM:

The security team provides a physical presence within the facilities and around the property to help ensure its safety.

6. FAMILY ROOM

If at any time your little one cannot sit in the main service and does not attend KIDZWAY, there is a sitting room with a live feed of the service available.



PRESCHOOL POLICIES

1. **SNACKS:** Due to food allergies, there are no outside snacks allowed. The snack list provided by KIDZWAY is available upon request.
2. **DIAPER TAGS:** Please have diaper bags clearly labeled. KIDZWAY labels are available at check-in areas and rooms and are to be placed on diaper bags to prevent confusion for our volunteers.
3. **DIAPER CHANGING:** Please drop off your child with a clean/dry diaper before programming begins.
4. **POTTY:** If your child is potty-trained; please take them to the bathroom before dropping them off at their classrooms.
5. **ITEMS:** Please be sure that all items are clearly labeled with your child's name (sippy cups, blankets).
6. **OUTSIDE TOYS:** We ask that toys be kept at home. Age appropriate toys are provided in each room.



Emergency Evacuation Procedure

EMERGENCY EVACUATION PROCEDURE:

- KIDZWAY has an emergency evacuation plan. Evacuation Packets are located in wall pockets in each classroom.
- Instructions:
 - Children will be taken outside using the appropriate exit doors.
 - All KIDZWAY volunteers are equipped to lead children to safety.
 - Parents will be connected with children as soon as the situation is under control. If you would like further information on the emergency evacuation process, please contact a KIDZWAY staff member.





Baby Blessing Class

This class is designed to answer questions about our Baby Dedication process and allows you the opportunity to connect with families who are in the same season of life! You can sign up by contacting lori.schramp@cwc.life

Baby Dedication

All families must participate in the Baby Blessing Class to have your little one dedicated. Contact lori.schramp@cwc.life for Baby Dedication dates.

Baptism

We encourage our youth, who have accepted Jesus as their Savior, to take the next step in their faith walk and be baptized. Contact lori.schramp@cwc.life to schedule a Family Baptism Meeting to learn more.

KIDZWAY Outreach Events:

(These are subject to change based on the effectiveness of the Outreach Event)

Trunk or Treat

A family friendly- Halloween alternative! Please, no scary costumes! All Ages!

KIDZWAY Camp!

For children who have completed kindergarten-completed 5th grade! Join us in the 3rd Week of June for an experience like no other!

[Have other questions about KIDZWAY? We would love the opportunity to chat!](#)
[Contact any of the KIDZWAY Team Monday, Wednesday-Friday or Sunday. 570.742.8987](#)

