



# GRACE EV FREE CHILDREN'S MINISTRY VOLUNTEER INSTRUCTION SHEET

**Q: Where do I go when I arrive to serve for childcare?**

A: Please come to our Children's Ministry Check-in desk at least 20 minutes before the service begins. We will give you a nametag and tell you which class you will be serving in. Please be sure to bring your screening form if you haven't already turned one in. We ask that children of our volunteers attend classes offered for them and not be in the classroom with their parent volunteer. If you are serving at a time other than Sunday morning, and are a parent of a child in 3rd grade or older, your child may be a helper in your classroom.

**Q: What age kids will I be working with?**

A: We provide childcare for babies through 5th grade. Please let us know ahead of time if you have a specific age group that you feel more comfortable with. We have a 2-worker policy so that means you will be with at least one other volunteer in your classroom.

**Q: What do I do with the kids in the class?**

A: Each classroom has a notebook on the counter with a schedule and cleanup procedures. When you get to your classroom, please look at this schedule first. Classes will have some time playing in the classroom, playing on the playground, eating a snack, doing a coloring sheet and hearing a Bible story. The snacks, toys, and games are all kept in the labeled cabinets in the classrooms.

**Q: How do we do check-out and clean up at the end of the service?**

A: All the kids should come to you with a nametag label. At check-out time the parent will hand you a label with the same code as is on the child's nametag. Place the child's nametag and the parent's label on the clipboard. If the codes on the two tags are different or the parent does not have a label, then do not hand the child over to the parent. Please find one of the Children's Ministry Leaders to assist you. After all the kids have been picked up, please follow the cleanup procedures in the classroom notebook.

**Q: What do I do if a child is injured or is extremely upset?**

A: If a child is very upset and all efforts to console them are not working, go to the Check-in desk and inform the Children's Ministry leader that a parent needs to be paged. Give the child's code number from their nametag to the Children's Ministry leader. If a child has a minor injury, please use the first aid kit that is in the cabinet in the classroom. You will also need to fill out an incident report and have the parent sign it when they pick up their child. Turn this form into the Children's Ministry leader on duty before you leave. If the child has a major injury, please get the Children's Ministry Leader at the front desk and/or call 911 immediately.

**Q: What if there is an emergency or the fire alarm goes off?**

A: Refer to the evacuation plan found posted in each classroom. Specific emergency procedures are in the back of the each classroom notebook in the classroom. If the fire alarm sounds, lead the children over to Benton field, the middle school field to the south of our campus. Parents will pick up their children from Benton field.

**Q: Are there any rules or procedures that I need to know about?**

A: We have an entire handbook that we give to all of our Children's Ministry Volunteers. If you are only serving one time, these are the TOP 5 procedures that MUST be followed at all times:

1. NEVER LEAVE A CHILD UNATTENDED.
2. THERE MUST BE 2 VOLUNTEERS IN EACH CLASS.
3. ONLY WOMEN MAY TAKE CHILDREN TO THE BATHROOM OR CHANGE DIAPERS.
4. DO NOT CARRY CHILDREN OR LET THEM SIT ON YOUR LAP UNLESS THEY ARE UNDER 4 YEARS OLD. DO NOT SWING CHILDREN AROUND OR TOSS THEM IN THE AIR DURING PLAY.
5. DO NOT LET CHILDREN CLIMB ON TOP OF PLAY STRUCTURES OR STAND ON THE GATE ON THE PLAYGROUND.