



Family Handbook 2022-2023



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Disclaimer: This handbook and the policies within are subject to change without notice

Introduction

Welcome to Central Kids the Children's Ministry of Central Christian Church. This handbook is intended to be your family's guide to the many policies and procedures of Central Kids. It is our hope that this handbook will enhance your family's experience while participating in any children's activity at Central Christian Church. In the coming year our main priority is to provide a secure and consistent environment for your children. We hope that you see evidence of this throughout this document and throughout every part of Central Kids.

At Central Christian Church, Central Kids is a place where kids:

- feel secure and safe
- experience God's Love
- develop Christian friendships that will last a lifetime
- have a fun and encouraging time
- get consistent Biblical teaching from caring adults

MISSION

Partner with families to build next-generation Christ followers

VISION

Our vision is to help parents build next-generation Christ followers who: have believed in Jesus as their personal Savior, are a part of strong Christian community, make choices based on Biblical truths, seek to know God more daily and who increase the kingdom through evangelism and serving in the local church.

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Central Kids Overview

DISCIPLESHIP PLAN

Central Kids exists to “partner with families to build the next generation of Christ Followers.” As part of this goal we have developed a guide, called our discipleship plan, that we believe will be another step in partnering with the families involved in our ministry. This discipleship plan is set up with five distinct, but interconnected steps, all of which we believe are necessary to develop our children into the next generation of fully devoted followers of Christ. All of these steps work together as a cycle in which a disciple of Christ begins to lead others into being a disciple of Christ. Each step is accompanied by a symbol, brief description of what this means, a verse of emphasis in this area and the year in which we will make this a priority in our special events such as VBS & camps.

Step 1 – Knowing Jesus



This is the first step to becoming a Christian in which a person knows Jesus Christ as their Lord and Savior and accepts His unconditional love.

Emphasis Verse: John 3:16

Emphasis Year: 1st Year

Step 2 – Knowing Each Other



In this step we believe it is vitally important that a person builds strong Christian friendships and is part of a growing, loving and caring Christian community.

Emphasis Verse: John 13:35

Emphasis Year: 2nd Year

Step 3 – Knowing God's Word



This step focuses on the need to know and be immersed in the word of God. As part of this we believe it is vital to understand the Bible as God speaking directly to us.

Emphasis Verse: 2 Timothy 3:16-17

Emphasis Year: 3rd Year

Step 4 – Keeping God's Rules



A very important part of being a fully devoted follower of Jesus Christ is living out what you know. This step involves being obedient and committed to what Jesus Christ has called us to do.

Emphasis Verse: Philippians 3:14

Emphasis Year: 4th Year

Step 5 – Keep Sharing and Caring



One of the final steps to be a fully devoted follower of Jesus Christ is telling others about the love you know.

Emphasis Verse: Matthew 28:19-20

Emphasis Year: 5th Year

WEEKEND CHILDREN'S PROGRAMS

Early Childhood (Infant to Pre-Kindergarten)

Our early childhood program serves infants to Pre-K. In our nursery, infants and 1-year olds are nurtured and lovingly cared for by trained volunteers. Children in the 1-year old room(s) will hear Bible stories and engage in fun age appropriate activities. Friendship Valley is where children ages 2 to Pre-K experience Bible stories, praise and worship time and fun activities all geared to help them gain an understanding that "God loves me," "God made me," and "Jesus wants to be my friend forever."

Elementary (Kindergarten to 5th Grade)

Our elementary age ministry is specifically designed to engage children from Kindergarten to 5th Grade. Children in this ministry have the opportunity to participate in praise and worship, age appropriate activities, small group time and an engaging and interactive Biblically based lesson. This ministry is designed with the goal of helping children to take the next step in discipleship and begin learning about God and the Bible on their own.



WEEKDAY PROGRAMS

Gospel Adventure Club is an intentional, Bible-centered children's ministry providing our church with a weekly club, programs and training for students in preschool through 5th grade. Our goal is to equip and to reach kids, and their families, with the gospel of Christ and train them to serve Him.

There are three clubs that are part of the Adventure Club Ministry at Central Christian. They are age-graded, and the curriculum, lessons, and games are structured accordingly.

- Swimmers is our club for toddlers (late 2 and early 3 years old) through PreK.
- Climbers is the club for Kindergarten through 3rd Grade.
- Hikers is the club for the 4th and 5th Grade program.



Basically, community groups are where many people 'connect' with others to talk through and work out the real issues of the Christian life. In a large church like Central Christian, it can sometimes be difficult to meet and connect with people. Community groups are an excellent way to accomplish this.

We are happy to provide children's programming for these families. We offer a structured program that includes Bible stories, snacks, playtime, and crafts.

BIBLE STUDIES



Each semester the church offers a wide variety of Equipping classes where people can learn and grow spiritually with our Lord. The nursery is open for children to attend on several weekdays for many of these studies.

We also offer programming when various special events arise.

Mom to Mom

Bringing together moms of infants, toddlers, and preschoolers for fellowship and fun. It is the goal of our group to provide a Christ-centered, caring ministry where friendships, creativity and personal relationships with Christ can develop.

The group meets weekly, in the Hospitality Suite. Children's programming is provided through staff and volunteers. We provide a structured program by age that includes stories, snacks, playtime and crafts.

SPECIAL EVENTS

Throughout the year we provide many, age appropriate, fun activities that help to promote fellowship with others and the pursuit of a relationship with Christ. We encourage all children to invite friends and family to these special events. Below we have listed some, but not all of the special events hosted throughout the year.

Church Camps – Every summer we give our 4th through 5th grade students the opportunity to attend a camp specially designed for them to have a great time in the great outdoors. Typically, these camps are held in late July and are always built on the foundation of the Word of God.

Age Based Summer Programming – From outings to aviate to "Taco About Jesus" a variety of events are held during the summer to build community among our kids.

VBS- a wonderful opportunity to reach out to the community and get children and hundreds of people on a serve team to engage in the Word of God and help present Christ in an attractive and intentional way. Gospel Life on the move!

For more information on any of these Central Kids programs please contact the Central Kids office at 316-688-4400 or e-mail us at centralkids@ccc.org

Policies

Security

The safety of your children is one of the highest priorities of the Central Kids team. We have taken some extra precautions to help protect God's greatest resource...our children. Due to this concern for safety, Central Kids has instituted some very strict requirements for the registration, check-in and check-out of every child involved in Central Kids.

To help ensure the safety and security of all those involved, we require that every child be completely registered before participating in any Central Kids program. As part of this policy all parents or guardians are expected to have up-to-date emergency contact information on record with the Central Kids office at all times. Parents and guardians are also asked to immediately notify Central Kids of any changes in a child's registration information or any situation that may affect the security and safety of a child.

Upon check-in each child will receive a personalized identification badge that they must wear at all times. Children without this identification will not be allowed to participate in the Central Kids program. The child's parents or guardians will also be given a unique identification receipt that must be presented at check-out in order to pick up their child. In the event that either form of identification is lost, a Central Kids staff member will need to be contacted to help resolve the issue.

It is also important to note that only a child's parents or permanent guardians will be allowed to pick him or her up. This means that we will not release any child to a sibling, grandparent, relative or friend unless prior arrangements are made. This is to ensure the safety of all our children and to make sure we can relay any needed information directly to the parent or guardian.

Parental Supervision

Central Christian Church takes the safety and security of your children very seriously. For this reason, we ask that parents remain with their children at all times when not in the care of Central Kids. For your children's safety please do not allow them to be in any part of the building unsupervised as they could get injured or lost.

Volunteer Identification

As another layer of security Central Kids also issues name tags and Central Kids shirts with our logo to each staff member and volunteer so parents know who is authorized to work with the children. These staff members and volunteers also strictly enforce that no child will be permitted in the hallways or bathrooms without supervision. The Central Kids staff and volunteers also

constantly monitor the halls to make sure that no unauthorized people are near the children.

Inclement Weather and Emergency Evacuation

We want all our children to be safe, so we urge you to keep informed of possible cancellations due to bad weather. For all cancellations please call the Central Kids Hotline at 316-425-0655, contact the church office or check the church website at www.ccc.org. In addition, if we have your cell phone carrier and number on file we send a bulk text. We will try to get the word out to the media but there are no guarantees that they will announce any closures in a timely fashion.

In the event that inclement weather occurs while your children are in our care the Central Kids staff and volunteers have been instructed in how to deal with these emergencies. In the case of a tornado warning children will be taken to a predetermined location where they will be kept safely until the threat has passed. Children will not be released to their parents until the all clear is given by the Central Kids staff.

In the case of an emergency evacuation the children will be escorted to a predetermined location. No children will be released until the evacuation is complete, the children have arrived at the proper location, all children are accounted for and permission has been given by the Central Kids staff. We appreciate your cooperation in the event that an emergency does occur.

Child Wellness

In any area that involves children, sickness can become a large dilemma, as it gets passed from child to child and eventually family to family. So for the safety and well-being of all of our children and families, we have established a wellness policy that will help you determine when a child should and should not be brought to a Central Kids program.

The following list of symptoms will determine if a child should NOT be admitted to a Central Kids program:

- Persistent coughing
- Persistent sneezing and/or eyes
- Any discolored nasal discharge glands
- Unusual fatigue and irritability
- Complaints of stomachache
- Head lice (while any nits can be found)
- Vomiting
- Runny nose
- Swollen
- Rash (except diaper rash)
- Inflamed throat
- Earaches

- Diarrhea (two or more loose bowel movements)
- Fever (over 99°; must be fever free for 24 hours)

If a child shows signs of any of these symptoms while in our care, the child will be isolated from the others and a parent or guardian will be contacted. In the case of children with allergies who might exhibit some of the above-mentioned symptoms, exceptions will only be made with a note from the doctor. Our desire is to protect all children and volunteers from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

Medication

The Central Kids staff and volunteers do not administer medication. Medication is to be administered by parents and should be left at home. For the protection of other children, medication should not be put in bottles or Sippy cups. Children requiring medication to be administered in case of an emergency, (Epi Pen, etc.) must have a Medication Authorization Form on file. Parents will be notified immediately in the event that medication is needed to be administered.

Children with Special Needs

Central Christian Church and the staff of Central Kids believe that every child is a special blessing from God. We affirm that every child is created in the image of God, to love and be loved by our creator. However, we also understand that some children have special needs that make our programming environment difficult for them. At this time Central Christian Church has a weekly special needs program for elementary aged children. This program is headed by Meghan Melchor, director of Special Needs. We want to assist our children with special needs as best we can.

We ask that parents of children with special needs to contact the Central Kids office to set up a time to talk with a staff member about their child's unique needs so we can determine the best situation (course of action) for each child. This will give us an opportunity to put together an appropriate plan of action as we partner with these families. We also ask that the first time a child with special needs attends Central Kids weekend programming the parent(s) stays with their child to help the child, volunteers and staff get acquainted with their child's needs

Child Discipline

First and foremost, staff and volunteers in Central Kids are to NEVER physically discipline a child at church. It is our belief that this type of discipline, also known as corporal punishment, is to be left up to the individual family.

Any disciplinary action taken by staff or volunteers are not meant to be punishment, but rather are meant to be a time of teaching. This type of discipline is intended to have a two-fold effect: first, to immediately stop the inappropriate behavior; second, to help the child find another, more appropriate way to conduct him or herself. Here are just a few examples of the procedures we advocate in correcting behavior:

- Acknowledge a child's good behavior and help stop the behavior before it begins.
- Redirect behavior; try offering the child another activity.
- Offer the child a choice instead of simply saying "no".
- Talk through problems and help the child think about how to resolve the issue.

Once a volunteer and Central Kids staff member have tried to deal with the child's inappropriate behavior for a reasonable amount of time, the child will be taken just outside the classroom and asked to state the offense and the appropriate behavior. The child will be warned that if the inappropriate behavior continues, parents or guardians will be contacted. If the inappropriate behavior continues, the parents will be called, and the child will have to leave for that one program. In some cases, it may be appropriate to ask the parent to sit with their child in class to ensure corrected behavior, but this course of action will be at the discretion of a Central Kids staff member. Ultimately a child will not be allowed to disrupt a class continually. In time, and after much positive effort, a child may be removed from a classroom due to inappropriate behavior, but only after the Children's Pastor approves this measure. It is a last resort, but it will be used when absolutely necessary.

Violent behavior from a child towards others or him or herself will not be tolerated and the parents will be notified immediately. This type of behavior includes but is not limited to malicious pulling of hair, hitting, kicking, fighting and biting. Our goal is to maintain the safety of all of our children and this type of behavior is not safe for any of those involved.

Child Protection

The church has established a suspected child abuse policy to protect your children from the potential of child abuse and in summary it states as follows:

Our Church defends the sanctity of human life at every stage, seeks to protect persons from injustice, and does not hesitate to condemn all that afflicts the human person. The Church is firmly committed to the care of families and their children. We consider abuse or neglect of children as contrary to Christian morality and as

an offense against the dignity of the human person.

1. One such damaging violation occurs when children are physically, mentally, emotionally, sexually, etc., abused or neglected. In such a case, Central Christian Church will have as its primary concern the alleged victim's safety and well-being. It will be committed to pastoral care for the alleged victim, the family, and for the accused. The actions described below are meant to ensure the safety of all, and to protect the rights of all, including the right to a good name for the accused. With these pastoral concerns in mind, the following steps will be the official policy of Central Christian Church.

2. Abusive or neglectful behavior in any form is outside the scope of employment for all persons at the Church. The Church strongly supports the state as it tries to deal with this social and moral evil. We intend to comply with all civil laws, and we also expect those serving with us to do so. All employees, affiliates and volunteers of the Church must comply with state and local laws as well as with Church policy and guidelines about child abuse.

3. This policy statement is meant to emphasize our deep pastoral concern for the victim and the family of the victim; to safeguard against fraudulent claims that may ruin the reputation of innocent persons; and to assist in the reconciliation of the offender and his or her family.

4. This document is intended to present guidelines that will thwart child abuse, mitigate harm to others, and provide guidance to church personnel in responding to allegations.

To see this policy in its entirety please contact the Central Kids office.

Separation Anxiety

Around the age of 6 months, children recognize when strangers are around. Some children are bothered by this and others are not. Many parents are concerned when their child cries and become concerned that the child is being harmed by the crying, which is a very natural reaction.

One of the best ways the experts tell us to overcome crying of this nature, no matter the age, is to set a consistent pattern of attendance and activity. As the attendance is increased, the child will come to know the care providers and their fears will lessen. Taking the child to the adult service or staying home will only prolong and delay the process.

Central Kids uses paid staff and volunteers who desire to build a relationship with your child. Through this relationship being a fully devoted follower of Jesus Christ is modeled for each child through loving hands, guided play, and learning time. So,, if your child is struggling with separation anxiety please try to be as on time and regular in attendance so your child can benefit from these activities.

Promotion

Children are placed in classes according to their date of birth. Since August 31 is the cutoff date used by Sedgwick County Schools, we use that date to determine which class a child is in. Children will remain in the same class for an entire year, with promotion being in early June for those already in Elementary School (K-5). For those in our Early Childhood program (Infants – Pre-K) promotion will take place at the first of August. Infants will also be promoted developmentally when they learn to crawl and walk.

Check-In, Drop Off and Check-In Cut Off Times:

9:30 Service

(Parents can check-in children staying for both services as well)

Check-In Begins: 9:00 am Drop Off Begins: 9:15

11:00 Gospel Life Encounter

Check-In Begins: 10:30 am Drop Off Begins: 10:45 am

Volunteer to Children Ratios

These ratios have been developed as a guide for the Central Kids staff to follow to ensure that your children receive the best experience possible. These are communicated with our families so that they understand the priority we place on their children having a great experience and the need we have for volunteers.

Grade/Age	Teacher to Child Ratio	Number of Volunteers Needed Per Service
Infants YELLOW	1 to 2	5
Toddler ORANGE	1 to 4	6
Toddler BLUE	1 to 6	5
Preschool GREEN	1 to 6	5
Preschool RED	1 to 6	5
Kindergarten	1 to 8	4
1 st Grade	1 to 10	4
2 nd Grade	1 to 10	4
3 rd Grade	1 to 10	4
4 th Grade	1 to 10	2
5 th Grade	1 to 10	2
	Total Needed	46

In the event that a teacher to child ratio is exceeded Central Kids reserves the right to close a specific age group and admit no more children for that service. If an age group is closed, we are more than happy to reopen that group if additional volunteers arrive.

Visual Pagers and Contacting Parents

In the event that we need to contact a parent during a worship service we will use the visual paging system in the Worship Center. This system allows us to show the pager number that has been assigned to your family and is on your identification receipt. If you see your 3-digit number appear on the black boxes next to the screens,

please move immediately to the lobby check-in counter or to your child's classroom.

If you will not be in the worship service, please notify a Central Kids staff member at the check-in counter so that we can make a note of your location in the event that we need to contact you.

Diaper-Changing and Restroom Usage

We treat the care of our youngest and most precious with the absolute highest importance. This is especially true when it comes to the changing of diapers. We require that only women change diapers and that these women be trained Central Kids staff or volunteers. We require that those who change diapers wear gloves, put down a clean sheet for each child whose diaper is changed, follow parents' instructions regarding care of diaper area (powder, ointment, etc.), and have another volunteer on hand to help once the diaper is changed.

However, once a child has promoted into the Pre-School ministry the ministry space provided for this age is not equipped with diaper changing facilities. So, in the case that a child in this area is not potty trained and needs a diaper change the parents will be contacted to assist the child. Once the child has been changed, they are welcome to return to the Central Kids program.

When a child is fully potty trained and needs to go to the restroom, volunteers are to take at least one other child along with them. When helping a preschooler in the restroom the door is to always remain open far enough so that other workers can see in. Children who can use the restroom on their own must go in groups with adult supervision outside of the restroom.

Potty Accidents

In rare situations we have children who have a potty accident during our programming that are Preschool GREEN or older. In these situations, our desire is to make the child and parents as comfortable as possible in an already uncomfortable situation. To help with this we will contact the parent or guardian and wait a minimum of five minutes for the parent or guardian to arrive at the nursery, and then assist them as necessary. In the case that a parent or guardian cannot be contacted within five minutes then at least two adults must be present to assist the child.

What to Bring

For children under 3 years of age a diaper bag should include:

- Change of clothes
- At least one diaper
- A labeled cup and or bottle

Bags should never include medicine or other poisonous things without explicit knowledge of nursery

staff (see medication section above). Please do not bring toys and playthings from home as they are often left behind or taken from the child owner by another child. We also ask that you try to label items at home so that the check-in process will be that much easier and quicker and help to guarantee the return of your property. We will have labels on hand in case you forget to label some items. Walking children need to wear rubber-soled shoes for days we are on the playgrounds.

Feeding & Snacks

We are a peanut and tree nut free facility. Cheerios are provided in the infant rooms. Pretzels and/or cookies that have been processed in a peanut and tree nut free facility are provided as a standard snack in the 1 year old through 1st grade classrooms. Parents are asked to provide an alternate snack for children with wheat allergies. During special events, snacks other than the approved peanut free and tree nut free snacks may be provided. Allergy alert posters will be posted at classroom doors with snack information and an “allergy alert” sticker will be placed on children in the Early Childhood Ministry.

Dress Code

We ask that parents exercise good judgment in dressing their children for any Central Kids program. Children should wear comfortable, appropriate fitting and modest clothing. When dressing your children keep in mind that:

- Children should be able to play indoors or out without fear of destroying clothes.
- There will be messy crafts from time to time.
- Themed wear should be appropriate and not include offensive material.

Children will not be allowed to participate in a Central Kids program if they are wearing clothing containing explicit language, drug or alcohol paraphernalia, or inappropriate images. In severe and extremely rare cases in which a child’s clothing is offensive or inappropriate the Central Kids staff may ask the parents to change the child’s clothing before they are allowed to participate in a Central Kids program. This course of action will always be handled in a way that is not embarrassing or demeaning.

Parents as Volunteers

The parents of children involved in Central Kids of Central Christian Church are expected to be involved with the Central Kids Ministry on a regular volunteer basis. Parents play the most vital role in ensuring that the ministry to their children is a success. We believe the primary responsibility for “training up a child...” belongs to the parents. The church provides support to the parents though

a variety of studies, classes and ministries. As part of this calling Central Kids can use volunteers who are gifted in a variety of ways; from teaching a class of children, to serving at the check-in counter, to helping behind the scenes. There are an endless number of ways that we can use a parent’s talents and gifts. Please contact us to find out more about how you can use your gifts in the Central Kids Ministry.

Parent Behavior

The parents of children involved in Central Kids of Central Christian Church are expected to treat all volunteers and staff in a respectful and mature manner. Any parent who treats a volunteer or staff member in a disrespectful and immature manner will be asked to remove their children from the Central Kids program of Central Christian Church until a meeting can be arranged with the Children’s Pastor and the issue is resolved in an appropriate manner.

Parents who have a concern with any volunteer or staff member of Central Kids are asked to take this concern directly to the Children’s Pastor so that the concern can be addressed in an appropriate manner.

Communication with Parents

We believe strongly that open and consistent communication is one of the main keys to the success of Central Kids. This is especially true for the families involved with Central Kids. As part of our effort to communicate effectively we need to have up-to-date contact information including email addresses for each parent. This will allow us to communicate information about upcoming programs, exciting serving opportunities and various other administrative needs. We will also publish a list of upcoming events, which will be at the check-in counter, to help keep parents informed about our programs.

Procedures

Family Registration and Security

Registration

To help ensure the safety and security of all those involved, we require that every child be completely registered before participating in any Central Kids program. The registration process is as follows:

A family will need to give their information to an attendant at the Central Kids Check-In Counter in the Main Lobby of Central Christian Church. This process may be completed at the same time as check-in (see below) for those who are new to Central Kids.

Check-In

1. Central Kids check-in will take place at the Check-In Counter in the Main Lobby.
2. Families who are registered will need to enter the last four digits of the home phone number they provided on the registration form at one of the touch screen kiosks located in the Main Lobby.
3. Families will then be asked to select the children whom they are checking in by touching the appropriate names on the screen.
4. Once the appropriate names are selected a personalized identification badge will be printed for each child, which must be worn by that child at all times.
5. The system will also print out a unique identification receipt for each child that must be kept by the parent or guardian who checked them in. This receipt must be presented at check-out in order to pick up the appropriate children.
 - a. As part of this process all parents or guardians are expected to have up-to-date emergency contact information on record with the Central Kids office at all times.
 - b. Parents can update information with the Central Kids staff member at the check-in counter.
6. Once each child has a personalized identification badge, the parents should then escort them to the appropriate locations to drop them off. If there are questions about these locations, please ask one of the volunteers at the Check-In Counter.

Check-Out

1. To pick up children parents should return to the location at which the children were

dropped off unless they have been notified otherwise.

2. The child's parents or permanent guardians will then present the unique identification receipt they were given at check-in to the volunteer or staff member working in this area.
3. The volunteer or staff member will then make sure that the child is appropriately checked out.
4. Parents or permanent guardians are the only ones allowed to pick up children and therefore should have their unique identification receipt with them at all times.

Medical Emergency

In the event that a medical emergency would arise, Central Kids is committed to putting the well-being of the child first. This means that immediate first aid will be administered unless the parent has advised otherwise.

Parent Contact

The first step in any medical emergency is to make every effort to contact the parents or guardians of the child involved. In the event that the parent or legal guardian can be contacted they will be consulted on what type of medical action they wish to take. However, Central Kids staff or volunteers will never administer drugs or medicine of any kind unless the parent has given explicit written permission.

In the event that a parent or legal guardian cannot be contacted, the Central Kids staff will take appropriate actions to make sure that the child's well-being is put first. This could range from simple first aid to the need to call 911 to elicit the help of trained medical professionals. For this reason, it is imperative that Central Kids has all of the appropriate medical information on each child in its care and it is the responsibility of the parent or legal guardian to make sure that this is kept up-to-date.

Medical Assistance

In the event that emergency medical personnel are contacted the Central Kids staff will allow them to provide appropriate care for the child who is injured or ill.



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