



**CENTRAL KIDS**  
*Family Handbook*

# 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. 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.

## Central Christian's Vision:

CCC seeks to be a body of disciples who bring glory to God in all things according to Scripture – worshiping Him, equipping His people, and evangelizing the world – as we eagerly anticipate the restoration of heaven and earth under one head, Christ the King.

## Central Christian's Mission:

A family that loves God, knows God, loves people, and makes disciples of all nations.

## Central Christian's Values:

### *Abiding*

No eternal fruit can be born apart from the work of Christ through His spirit in us as His people. We must abide in His love, abide in His grace, abide in His body, and abide in His power.

- Prayer
- Consistency in the Word
- Rest in His righteousness
- Stillness
- Community
- Faith
- Scripture memorization

### *Being*

Holistically following Christ, adopting His purpose, heart, and view of the world/sin, and emulating His example in a self-sacrificing way as we adopt a likeness to Him in every way which leads us to and experience of, and a hope for, attaining the abundant life He promised.

- Bearing His name and image
- Bearing His reign in every sphere of life
- Bearing faithful witness
- Joining in the suffering of Jesus
- The "one another's"
- Church discipline
- Hospitality

- Repentance
- Support and counsel
- Cultural understanding
- Biblical Worldview: Who are we? Where are we? What's wrong?
- What is the remedy?

### *Knowing*

This is a multifaceted pursuit of growth in doctrinal and theological knowledge never divorced from the requirement of experience through walking in a manner worthy of the gospel empowered by the Spirit.

- Biblically centered preaching and teaching in worship gatherings, gospel life classes, House Churches, and ministries of CCC.
- Seeing maturity not based on intellect but on an ever-shrinking gap between what we know and what we do.
- Systematic, exegetical, and theological approach to discipleship from kids to adults. Understanding the outcomes for each.

### *Going*

The outworking fruit of being the people of God as we seek to see His redeeming work permeate every area of culture seeing to right that which has been made wrong by sin as we proclaim the good news! It is taking the "good news" and proclaiming it to the ends of the earth hastening the day of Christ's return.

- Intentionally Missional
- Sacrificial
- Seek to break down the compartments of our lives, no sacred and secular divide.
- No less than 10% of our budget is dedicated to missional activity.
- Train and develop missionaries; local and international.
- Equip people to address the challenges of faith.
- Adopt an "as you go" mentality.
- Everyone is a missionary.

# Central Kids Team Contacts

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# Sunday Morning Programing

## **Early Childhood (Infant to Pre-Kindergarten)**

Our early childhood program serves infants to Pre-K. In our nursery, all children are lovingly cared for and nurtured by trained staff and volunteers. All children will hear Bible stories and engage in fun age-appropriate activities that are 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 5<sup>th</sup> Grade. Children in this ministry have the opportunity to participate in praise and worship with their parents and then branch off into their own space where they can engage in age-appropriate activities, small group time and an 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. They learn to make wise choices, God is always with them, God always loves them, and we can trust God no matter what.

## **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 during the 9:30 am service and a class for adults with special needs during 11:00am Gospel Life Classes. We do want to assist our children with special needs as best as we can.

***Special Needs Program Registration-*** We ask that parents of children with special needs 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

## **Check-In & Drop Off Times**

On Sunday mornings, we welcome your family to begin by checking in your child at our Children's Check-In kiosks and counter. Once you have received your identification stickers from our check-in kiosks, families should make their way to the appropriate counter(s) to check-in their children.

We encourage families to worship together during the Worship Service, especially participating in communion as a family. To encourage this, our elementary children's programming will begin after communion is taken during our Worship Service. After communion, an announcement will be made from the stage dismissing you to take your elementary aged child to our children's programming, where they will engage in age-appropriate activities and biblical teaching. After the Worship Service, you can either pick up your child or, if you choose to attend one of our adult Bible classes (called Gospel Life Class), you may pick them up afterward.

### **9:30 Service**

*Check-In Times: 9:15am-9:45am\**

*Drop Off Time for Elementary ONLY: After Communion during service*

### **11:00 Gospel Life Class**

*Check-In Times: 10:45am-11:00am*

*\*Please note that we cannot accept check-ins for our Worship Service after 9:45am unless a check-in sticker has already been obtained for the child(ren) being dropped off*

# 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 not independent steps, all of which we believe are necessary to developing 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, and a verse of emphasis in this area in which we will make this a priority in our special events such as 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



## Step 2 – Knowing Each Other

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

Emphasis Verse: John 13:35



## 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



## 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



## Step 5 – Keep Sharing and Caring

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

Emphasis Verse: Matthew 28:19-20

# Wednesday Night Programing

## Gospel Adventure Club (GAC)

Gospel Adventure Club is our Wednesday Night Programming- it is a place for kids to pursue Godly adventure. We offer a clear, consistent, and truthful presentation of the Gospel by blending epic Bible teachings, scripture memorization, loud and proud children's worship, puppet adventure shows, high energy games, and fun theme nights for our young Christ followers. *Be strong and courageous, seek truth, and adventure.*

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

- **Swimmers** is our club for preschoolers (at least 3 by September 30<sup>th</sup> of the same calendar year)
- **Climbers** is our club for Kindergarten through 3<sup>rd</sup> Grade
- **Hikers** is our club for 4<sup>th</sup> and 5<sup>th</sup> Graders

***GAC meets Wednesdays from 6:30 - 8:00pm, end of September through April***

## 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.

## Faith & Family Events

Faith & Family events are a time of family bonding, where parents and students are encouraged to engage in specific themed activities, grow in fellowship with the church, and hear the gospel message. *Parents are required to attend these events if their children are attending.*

## Vacation Bible School (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!

## Summer Fun Events

During the Summer months Central Kids hosts several age-based events to encourage fellowship and fun for families and friends.

## Church Camp

Every summer we give our 4<sup>th</sup> & 5<sup>th</sup> grade students the opportunity to attend a camp specially designed for them. During this camp students will enjoy spending time with other campers, age-appropriate biblical teaching, and a fun connection with the great outdoors. These camps are typically held in late July.

## 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... His 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.

**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. 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.

**Personalized Identification Stickers-** Upon check-in, each child will receive a personalized identification sticker 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 parent or guardian who checks them in will also be given a unique identification receipt that must be presented at check-out in order to pick up their child. If either form of identification is lost, a Central Kids staff member will need to be contacted to help resolve the issue.

**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. Central Kids staff and volunteers also continually monitor the halls throughout the time children are in their care to ensure that no unauthorized individuals are near the children.

\*\*It is also important to note that only a child's pre-approved 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, or they are given the appropriate pick-up receipt for the same day. 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.

\*\*While children are in the care of Central Kids, we do ask **at least one parent to remain on campus** in case of an emergency. We also ask that parents pick up their children in a timely manner after services & events - this will generally mean within 15 minutes of the scheduled end time.

## **Inclement Weather and Emergency Evacuation**

**Service & Event Cancellations-** In the event of a severe thunderstorm warning, tornado watch or warning, winter storm warning, hazardous driving conditions, or other severe weather alerts, church leadership may cancel a service or event. When this occurs, Central Christian Church will send out mass text alerts to those who's phone number and carrier are on file. Announcements of any closures or cancellations will also be made via social media in a timely fashion.

**Emergency Procedures-** In the event an on-campus emergency occurs while children are in Central Kids care, children will be taken to designated safe zones, specific to the emergency. Please note that **no** children will be released from Central Kids care until the Central Christian Security Team and Central Kids Staff has given the all clear. 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. For the safety and well-being 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.

*A child should NOT be admitted to a Central Kids program if they show any of the following symptoms:*

- Persistent coughing • Vomiting • Persistent sneezing • Runny nose and/or eyes
- Any discolored nasal discharge • Swollen glands • Unusual fatigue and irritability
- Rash (except diaper rash) • Complaints of stomachache • Inflamed throat • Head lice (while any nits can be found) • Ear aches • 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. We appreciate your cooperation in maintaining a healthy ministry environment.

**Medication-** 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 emergency medication is needed to be administered.

## **Child Discipline**

First and foremost, Central Kids staff and volunteers 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 is not meant to be punishment, but rather to be a time of teaching. This type of discipline is intended to have a two-fold effect: first, to immediately stop 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 & help stop bad 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 correct a child's inappropriate behavior for a reasonable amount of time, the child will be taken 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, parents or guardians will be called, and the child will have to leave for the duration of that 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 Family Life Pastor approves this measure. It is a last resort, but it will be used when it is absolutely necessary.

**Violent behavior** from a child towards others or him or herself will not be tolerated, and parents or guardians 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**

Central Christian 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.*

## **Volunteer to Children Ratios**

Central Kids is dedicated to maintaining safe and relationally appropriate volunteer-to-child ratios to provide the most effective learning experience for children. The following are approved volunteer-to-child ratio guidelines.

*\*Keep in mind there must always be at least two volunteers in every room.*

<b>Age</b>	<b>Volunteer-to-Child Ratio</b>
Infant (Yellow Room)	1 adult for every 2 babies
Toddler (Orange Room)	1 adult for every 4 toddlers
Toddler (Blue Room)	1 adult for every 6 toddlers
Pre-K (Green Room)	1 adult for every 6 preschoolers
Pre-K (Red Room)	1 adult for every 6 preschoolers
Kindergarten	1 adult for every 8 students
1 <sup>st</sup> -5 <sup>th</sup> Grade	1 adult for every 10 students

## **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 their 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 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.

With that being said, **no** child in Central Kids Ministry will be left to “cry it out” at any event. When needed, parents will be notified of their child's hysteria (no more than 15 minutes of non-stop crying).

## **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 taking place sometime during the summer months for those already in Elementary School (K-5) as well as those in our Early Childhood program. Infants will also be promoted at any point throughout the year, once they are at least 1 year old and walking consistently with parental consent.

## **Suspected Child Abuse, Neglect and Exploitation**

CCC defends the sanctity of human life at every stage, seeks to protect people from injustice, and does not hesitate to condemn all that afflicts the human person. CCC is firmly committed to the care of families and their children. CCC considers abuse, neglect and exploitation of children or adults as contrary to Christian morality and as an offense against the dignity of the human life.

This document is intended to present guidelines that will impede child abuse, mitigate harm to others, and provide guidance to CCC when responding to allegations. CCC strongly supports the state as it tries to deal with this social and moral evil. CCC intends to comply with all civil laws. All employees, affiliates, and

volunteers of CCC must comply with state and local laws as well as with CCC policy and guidelines about suspected abuse, neglect, and exploitation of a child.

## Definitions

- **Minor** - Any person between the ages of 0-18. A minor may include any 18-year-old still enrolled in high school.
- **Child or Children** - Any minor from birth through fifth grade.
- **Youth** - Any minor from sixth grade through 12th grade. Youth may include any 18-year-old still enrolled in high school.
- **Vulnerable Adult** - Any person 18 years of age or older who is unable to legally consent, unable to comprehend the nature of certain actions, or susceptible to coercion or abuse. This may include individuals who are mentally or physically disabled and the elderly.
- **Volunteer** - A person performing services or donating time or effort without compensation who is authorized to work with children, youth, or vulnerable adults.
- **Employee** - A paid staff member of CCC.
- **Worker** - A volunteer or employee authorized to work with children, youth, and vulnerable adults.

## Prevention

In the interest of maintaining the safety and security of employees and students, CCC will order a background check to be performed every three years on each employee. The reports obtained will contain information about the employee's criminal history, credit history, driving and/or motor vehicle records, education, or employment history. All results will be reviewed by HR and kept in the employee file.

To help ensure the safety and security of all people involved, we require that every colleague, students, and congregation be completely enrolled at CCC before participating in any camps or programs.

## Reporting

All employees subject to mandatory reporting guidelines are expected to fully comply and report any reasonable suspicion of abuse or signs of neglect to local authorities.

Employees and volunteers who become aware of or have reason to suspect that a child or youth has been abused or neglected are asked to immediately inform supervisor unless the supervisor is the suspected perpetrator, in which a report must be made to HR. The employee or volunteer maybe required to complete a Central Christian Church Incident Report, along with reporting to local authorities.

If the parent or guardian is the suspected perpetrator, the ministry leader will defer to local authorities on notifying the parents or guardian. If an employee is the suspected perpetrator, the said employee may be subject to suspension pending the outcome of the investigation.

Failure of a mandated reporter to comply with this policy may result in discipline up to and including termination.

## **Reporting Abuse or Neglect of an Adult or Child**

**If this is an emergency, call your local law enforcement agency or 911.**

Reports of Abuse, Neglect and Exploitation of an Adult or Child may be made to the Kansas Protection Report Center by calling **1-800-922-5330**.

## **Internal Investigation and Media Response**

CCC considers any allegation of child neglect, abuse, or exploitation a serious matter. Each situation will be fully investigated by ministry leaders using DCF and legal counsel as appropriate. CCC will cooperate fully with law enforcement or governmental agencies in investigations into situations which require these agencies to be involved. If media becomes involved in the investigation, the Lead pastor or his designated spokesperson will be the only person to convey information to the public. The designated spokesperson will be the only person to convey information concerning the situation and will do so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the individuals involved.

***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](mailto:centralkids@ccc.org)***