



Kingdom Kidz Welcome Packet



Welcome to the family!

Thank you for entrusting your child to us. With God as our center and parents as our partners, our goal is to come alongside you and begin to plant the seeds of faith in the hearts and minds of our youngest children. Our ministry of Kingdom Kidz – nursery, preschool and “zone” are here to serve you and your child so that you can participate in the multitude of events that take place here at Trinity Temple Church of God in Christ. We hope that this packet will convey our commitment to care for, guard and protect your precious masterpieces of God’s creation. Our knowledgeable, loving and qualified leaders and caregivers will cradle, cuddle and comfort your children, and our security policy will ensure their safety. Please assist us in reaching these goals by taking time to review and understand our policies. If you ever have any questions or suggestions, please don’t hesitate to let us know. Once again, welcome to Trinity Temple. We look forward to meeting and serving the needs of your family.

**Pastor Whitney Williams & Pastor Chelsea Parker
And the Kingdom Kidz Ministry Volunteers**



The Information Desk

WE ARE HERE TO HELP...



This desk is in the lobby of the Kingdom Kidz Zone adjacent to our cafe on the lower level. If you are a first-time visitor or not on our permanent roster, please make this your first stop. The information desk is where our volunteers can:

- **Answer your questions about classes and events,**
- **Escort you to specific classrooms or large group areas,**
- **Assist you with enrolling in KidCheck or simply offer you a warm and welcoming greeting.**

This desk is open during all services on Sundays.

For Additional information contact Pastor Chelsea Parker or Pastor Whitney Williams at (816) 763-3000 or email kingdomkidz@trinitytemple.org.

The safety and security of children is of the utmost importance to us at Trinity Temple. Because of this, a secure, computerized check-in system is in use. Each child in the system receives a printed name tag each time they attend any of the classes or events at our church. Along with the child's name, the tag will list the child's room assignment, and each child will be assigned a numeric code which will be used to notify parents during services and events in case of an emergency.

Attention First Time Visitors

If your child has never attended any of our services you must immediately check in at our Information Desk, there you will be greeted and registered by one of our Kingdom Kidz volunteers. Both you and your child will receive special visitor badges for the day. Please follow this process each week until you make the decision to be added to our permanent roster.

Dropping Off Your Child





Our Security Policy

We believe that God has entrusted us with the responsibility of caring for children, security is a priority for all our instructional areas, therefore:

- **All children using our areas must sign in at one of our secure, computerized check-in stations and place their pre-printed badges on the back of their garment.**
- **An alpha or numeric assignment will be provided for parents to notify them in the event of an emergency involving their child/children.**
- **Please be sure that a volunteer is notified of any changes to your location if you will be in an area that is not normal for your ministry routine**
- **Our pastors or volunteers will always escort and monitor any visitors to the areas**
- **No one other than a parent/guardian or authorized pick-up representatives should pick up any child. In addition, this parent should be able to provide the assigned alpha or numeric assignment if needed for security purposes if deemed necessary.**
 - **Please be sure that all personal items are labeled that are left with your child. We ask that you limit the number of personal items with children 2 years old and above.**
- **The “Two Caregiver Rule,” that is implemented into our routines means that at times there will be at least two caregivers based on the state of Missouri defined ratios with any group of children in our care.**
- **We request that once parents have dropped off their children, they do not re-enter the classroom unless there is an emergency. Instead, please use the hallway to observe your child and assure yourselves that they are adjusting to their new surroundings.**

If you enter our Preschool/Nursery area with a stroller or car seat, please park it along the wall of the nursery lobby rather than trying to enter the usually crowded classroom hallways with the stroller or car seat

It is our prayer that all our children are always healthy our goal is the spread Jesus not germs. Unfortunately, this is not always the case. If your child displays any of the symptoms or conditions listed below, we would greatly appreciate your cooperation and consideration in not bringing him/her to our area. We understand that this may cause your family to miss worship or another church event, but it also helps ensure the health of your child and others:

- **Temperature of 100 degrees Fahrenheit or higher**
- **Diarrhea/vomiting (especially within the previous 24 hours)**
- **Unexplained infected skin patches, unusual spots or rashes**
- **Bacterial, fungal or viral infections (RSV, strep, flu, common cold, ringworm)**
- **Discoloration of skin or eyes or discharge from the nose or eyes, other than clear**
 - **Severe coughing/wheezing/difficult or rapid breathing**

The guidelines above apply to everyone in our care. If your child develops a fever or any of the other symptoms of illness while in our area, he/she will be separated from the other children, and you will be contacted through our notification system.

We CANNOT administer any medications to children attending our area. If your child develops an infectious disease (chicken pox, pink eye, etc.) after he/she has been in our areas, we would appreciate you contacting our Childre's Pastors or Nursery Director to inform them know so other parents can be alerted.

When minor accidents occur, the volunteers will handle the situation until parents arrive. Attending volunteers will be responsible for filling out a Kingdom Kidz Injury Report when any accident has occurred.

These forms will be completed when any of the following has happened:

- **Illness, accident or injury requiring first aid treatment of any kind**
 - **Bump or blow to the head**

If an unusual or unexpected event jeopardizes the safety of any child or volunteer in the case of medical emergencies, every effort will be made to contact the parents and all necessary parties.

Our Health Policy





Our Food Policy

Infants will be fed formula, milk, juice or water in bottles provided by parents. Parents must provide these bottles pre-mixed and ready to go, if needed. A refrigerator will be provided to keep bottles fresh. Warming instructions, if any, should be conveyed to the nursery coordinator, room leader or childcare supervisor and listed on the sign-in sheet in the designated classroom. Please send only plastic bottles in diaper bags and remember to print name tags or use labels from home for all items left with your child. During Sunday services and other weekday services, if applicable all children will be served a snack and drink. Meals/snacks from home are not allowed as they pose a possible allergy or health threat to other children. A space is available in designated areas for nursing moms. Please speak to a nursery volunteer for additional information. All surfaces and rooms where food may be served are kept clean through regular use of non-toxic, disinfectant spray.

Please be sure that our pastors, check-in volunteers or the room leader are informed of your child's allergies or any special conditions that may require intervention or special precautions. A red allergy notification binder found at the information desk and kitchen area will be updated for every child with any type of special condition while attending Trinity Temple. These alerts will help to ensure your child's safety during his/her time with us. There are times where families will require a little more TLC. Each child in our care will need a unique level of care. It is our ministry to go above and beyond for any child that may need a modification to our program for success.

Allergies and Special Needs





Clean and Safe Spaces

It is our responsibility to make sure that your child has a safe and sanitary environment here at Trinity Temple.

- **The “Volunteer Rule” will always be in effect to ensure the safety of all children and volunteers. Children are NEVER left unattended for any reason.**
 - **General cleaning, maintenance disinfecting and floor cleaning are completed by Trinity Temple facilities staff.**
 - **All toys and any linens are washed on a weekly basis.**
- **Diaper changing for babies and toddlers must be done by a nursery volunteer in the sight of at least one other volunteer Preschoolers or any child who needs assistance in the bathroom will be assisted by a volunteer in the sight of another volunteer or Pastor.**
 - **Disposable gloves are worn by all volunteers and disposable wipes are also used with each diaper change.**
 - **Soiled diapers are disposed of in plastic-lined receptacles that are covered and inaccessible to children.**
 - **All diaper containers are emptied and cleaned after each session.**
- **Hand washing is a must before and after all diaper changes, entering all Kingdom Kidz areas and as needed when in contact with the children. It is our goal to spread Jesus Not Germs.**
 - **First Aid kits are available in the Preschool/Nursery area, Kingdom Kidz Zone, Kitchen and Information Desk.**
- **Children WILL NOT be released to parents while an emergency exit is in progress. Instead, once all children have been accounted for, the children will be released from our designated safe spot which is the grass area between the picnic tables and Trinity Temple Senior Living Complex.**

Classroom Management

The behavior of children while in Kingdom Kidz will be managed in a manner that will protect and encourage the children's independence, creativity and ability to mature and be nurtured in the growing knowledge of God's love. Children will be encouraged to follow the directions given by volunteers. As a superstar member of God's kingdom, we know that young children are active, curious and social. When children behave in inappropriate ways, we will make every effort to redirect them. Here are some strategies that we use:

- Telling them to "Give a hug instead of a hit"
- Modeling positive ways to solve problems
- Separating children who are disagreeing
- Providing extra attention and maintain proximity
- Redirecting and Shadowing "Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6
- Showing love to all the children, reassuring them that no matter what they do or say, caregivers and, most of all, Jesus loves them
- As a last resort, calling parents to come into the room and assist or remove the child if they are a danger to themselves or others.





We are looking forward to growing with your family with God at the center of all we do.

