



PARENT HANDBOOK

Everything you need to know about VCC Kids.





VCC's Mission:

Passionately Pursuing Christ Together

VCC KID'S Mission:

Here at VCC we love kids and we strive to teach them to KNOW, GROW, and SHOW the love of Jesus!

VCC KID'S Vision:

- Create a safe place for children and families to experience the presence of God.
- Build a Godly foundation for our kids through fun, engaging Bible lessons, meaningful relationships, and serving others.
- Provide a team of teachers who are dedicated, trained, and background checked.

Values:

- Worship God
- Engaging Bible Teaching
- Shepherding
- Safety
- Joyfulness
- Faithfulness

For the children and our protection,
Teachers are never alone with a child.

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THE GOSPEL

GOD'S PLAN for US

The gospel is the good news, the message about Christ, the kingdom of God, and salvation. Use these prompts to share the gospel with your kids.



GOD RULES. Ask: "Who is in charge at home?" Explain that because God created everything, He is in charge of everything. Read Revelation 4:11.



WE SINNED. Ask: "Have you ever done something wrong?" Tell kids that everyone sins, or disobeys God. Our sin makes God sad and separates us from God. Read Romans 3:23.



GOD PROVIDED. Explain that God is holy and must punish sin. God sent His Son, Jesus, to take the punishment we deserve. Read John 3:16.



JESUS GIVES. Explain that God must punish sin. He loves us and He sent His Son, Jesus, to earth. Jesus came to take away the punishment for sin. This is the best gift ever! Read 2 Corinthians 5:21.



WE RESPOND. Explain that everyone has a choice to make. Ask: "Will you trust Jesus as your Savior and Lord? You can turn from self and sin and turn to Jesus." Read Romans 10:9-10.

CLASSES

Nursery:

Taking care of your littlest family members is a big responsibility and we take that seriously in the nursery. Our goal is to provide a safe and clean environment where little ones sense the love of Jesus and parents can feel at ease while they enjoy sitting in service. Here we sing songs, play, and learn simple Bible truths that we call Gospel Gems.

Toddlers:

Our 2- and 3-year old's class is fun and fast-paced! Our goal for toddlers is to discover who God is through age-appropriate Bible stories and active learning. This is a safe place to play, have fun, and feel the love of Jesus.

PreK:

There is never a dull moment in the preschool class! These kids are curious and ready to learn. Our goal for preschoolers is to explore who God is through fun activities, games, worship, and age-appropriate Bible stories. Here we build relationships with friends, teachers, and Jesus!

Elementary:

In Elementary we have fun, make friends, and discover how much God loves us. Our goal is for kids to experience God and develop their faith. Here kids enjoy a time of worship, small group time, and various activities, which help them understand God's Word.

Teacher Preparation:

SCREENING

Each volunteer must:

- Attend VCC for 6 months
- Complete a VCC Kid's Ministry Application Packet
- Complete a background check

The Kid's Ministry Director will complete the following for each volunteer:

- Review application packet and background check
- Call references given on the application
- Interview the volunteer to place them in the most appropriate role.

DURING THE WEEK

During the week, pray for yourself, the children, their parents and families, and for the time you will spend with them. Be prepared for your class by going over your lesson and activities and having them clear in your mind before coming. This helps you feel peaceful and not overwhelmed.

ARRIVAL TIME

The classrooms are open for children 15 minutes before services begin. This means that the teachers who will be in the room for that service need to be in the room, ready to go, 15 minutes before the service start time. Children can only be checked into class once 2 adult teachers are present. Remember: for everyone's protection, we must never be alone with minors.

It is important to give all families a good first impression of our classes. Having all the teachers in the room, with the room set up gives that good impression. If teachers are waiting for the kids when they arrive, then they can greet them and immediately start connecting with them.

We should be giving our best to God and doing our very best when it comes to serving Him. We want to do our best as we serve our kids as well, and that includes following these rules.

CHECK-IN

Checking Kids In:

- Welcome the child and parents when they arrive.
- Children are checked-in at the Check-in Station located at the entrance to the courtyard.
- Children are signed in and given a name tag. Parents are given a parent tag with a corresponding number to their children.
- Parents need to keep their tags in order to pick their child up from class after service.
- Once checked-in, children may then be taken to their designated classrooms.
- All children, from birth to Kindergarten, must have a responsible adult on campus.

Checking Kids Out:

- Each child should only be released to the parent/guardian with the matching number tag.
- Take the number (make sure it matches the child's nametag) and excuse the child from class.
- Send child home with their belongings and class work.

If the Parent does NOT have their parent tag:

- Radio a staff member for assistance in releasing the child.

What if you know the parent and the child?

- Even if you know the parent and child, you still must ask to see the tag. This helps other parents see that we have a secure process in place.

PAGING PARENTS

When to call a parent:

- If a child has been crying for ten minutes.
- There has been an incident involving the child that needs to be addressed (i.e. hurt, sick, behavior, etc.).

If you need to page a parent:

1. Call the Kid's Team on the walkie talkie.
2. Tell them the number you would like to be paged and why.
3. The Kid's Team will repeat the number back to you to confirm.
4. The Kid's Team will text the parent or post the number.
5. When the parent arrives, notify the Kid's Team again to take the number down. Forgetting this step causes distraction for those in the main service.
6. When the parent comes explain the reason why they were called out of service. If necessary call a Kid's Team member to deal with the situation.

Encourage Parents:

- Encourage parents to keep trying. Sometimes it takes a few weeks of consistently coming for a child to learn to enjoy it and follow the rules. More than likely, each time they come their child will be able to stay longer and longer.
- Pray with them if you feel led.
- Make sure they are aware of our Active Children's Room located off the main entrance where they can watch the service while their child can play and color.



Policies

PERSONAL GROWTH

You are more than what you can “do”. It is important that we all get fed spiritually. We encourage you to Sit One, Serve One in our services. This means that you are able to attend and worship in one service and serve in the other service. In addition, if something comes up and you miss attending one of our services, sermons will be posted on our website vccfresno.org as well as in our Valley Christian Center app.

BATHROOM BREAKS

- Young children may need supervision in the bathroom. This requires two adults at all time. You can call a Kid’s Team member on the walkie talkie for extra adult back-up when needed. For the children’s comfort and safety, men don’t take girls to the bathroom.
- If you have a bathroom in your class (rooms 301, 302, & nursery) please prop open the door slightly if you need to go inside to assist the child.

SUB REQUESTS

When you are sick or on vacation:

- Call or text the **Sub-line @ 321-7822** and leave a message.
- You can also email your request in advance to ce@vccfresno.org
- Or fill out a “Sub Request” slip in the Kids Resource Office and put it on your clipboard.
- Call another teacher in your class to let them know you will be out that day.
- **CALL EARLY:** Sub requests after 6:00pm on Saturday night probably will be too late to find a sub. Please call early so we have time to find a sub. If you feel the least bit sick don’t hesitate to call; we’d rather have too many teachers than not enough. Late calls (or worse: no shows), stresses and taxes the team beyond what is safe for the kids.

JUNIOR HELPERS

Any teacher under 18 years old is considered a junior helper. They may not take children to the restroom and are not considered as one of the adults necessary to supervise children in the class. We love junior helpers and encourage our families to serve together!

SPECIAL NEEDS

Sometimes families come to VCC with children who require a little more TLC than others. We want to go over and above to help these children and their families feel welcomed and loved. That is why we have created “[Special Friends](#)”.

Each child is unique and has a unique set of needs. Once we are aware of a child who may need or benefit from a Special Friend, then we will connect with the family to find out what might be the best way to care for their child and help them learn to the best of their ability. We will try to find a volunteer whose focus will only be on that child. They are only responsible for helping that child have a great experience while here at VCC.

HEALTH & WELLNESS

- Children having severe allergies or food sensitivities will have the information brought to the attention of the Children’s Director and will be indicated on their printed name tag and sign-in sheet.
- Nursery and toddler toys and classes are cleaned weekly.

Health Pacs:

In the labeled drawer is a ziplock bag labeled: Health Pac. Each pac contains:

- Disposable gloves to be worn when handling any blood or bodily fluids.
- Antiseptic and cotton balls to clean cuts or scrapes.
- Adhesive bandages and 5x9 sterile pad.
- Ziplock bag to put trash in.

Accident/Incident Reports:

- Every accident that occurs during class needs a report filled out so we have a record of the situation for future reference. Even minor issues should be documented.
- If a child has an obvious injury or is very upset please contact the Kid’s Team on the walkie talkie to come.

Illness:

A child who is ill and could possibly expose others to illness is not to be admitted in the nursery or classroom. Kindly explain to parents that our health rules are for the protection of all of our children, including theirs. Offer to pray for the child to get better. You may also call the Kid's Team if you have questions about what is permitted or if you would like them to talk with the parent for you.

Symptoms include:

- fever, coughing, sneezing, runny nose and eyes, rash, vomiting, diarrhea, inflamed mouth and throat

Medications:

- Teachers are not to give or apply any medications. Parents are to be contacted and should give all medications.
- Medication is not to be left in the classroom. If brought, the medication is to be kept in possession of the Children's Director in a secure location.
- In the extreme case of Epi-pens and puffers, written instructions are to be provided by the parent. These should be written, signed, dated, and filed permanently.

DIAPER CHANGES

- Nursery and toddlers should be returned to their parents clean and dry.
- Only women are to change diapers.
- Use disposable gloves (a new pair for each child).
- Lay out the paper roll as a barrier on the changing table and please place soiled diapers in a plastic bag before throwing it away.
- Extra diapers and wipes are provided in the top drawer of the changing table for children who do not have a bag.
- Wash hands with soap and water or use hand sanitizer after changes.
- Wipe down changing table with wipes or sanitizing spray when finished with changes.



Child Safety

These policies are in place because it is important to Jesus that we carefully protect each and every child in our care. In addition, these rules also protect staff and volunteers. They represent wisdom and caution and are non-negotiable. Thank you for holding high standards.

Blood & Bodily Fluids

Blood and bodily fluids should not be touched by you or by any of the children. We need to treat every case as a possible danger. Disposable gloves are provided in your Health Pacs in your classroom. If you have a cut on your hands, cover it with a Band-Aid for your safety.

Holding Children

Holding children or babies should be done with absolute care. Never step over gates, children, or toys on the floor or into other hazardous places with a child in your arms.

Allergies

Health information is marked clearly on printed tags and on the sign-in sheets. Make yourself familiar with the health issues of the kids in your class.

Teacher Examples

We serve as an example to the children watching our lives. We try to avoid even the appearance of anything of questionable integrity. Please guard your:

- Social Media: if you have children/youth that read your posts please be careful of any adult content
- Dress: low cut tops or short skirts can quickly reveal too much when sitting or bending over tables.
- Language: inappropriate language is unacceptable.
- Tone of Voice: firmly correct wrong behavior with a kind voice. Guard yourself from showing frustration or harshness.
- Conversation: leave personal conversation with other adults for a more private time.

Appropriate Verbal Interactions:

- Positively reinforcing children.
- Telling clean, positive, light-hearted jokes.
- Encouraging children.
- Praising children.

Inappropriate Verbal Interactions:

- Calling children derogatory names.
- Discussing sexual encounters or in any way involving children in personal problems or issues or staff members/volunteers.
- Sharing secrets with children.
- Cursing.
- Telling offensive, vulgar, or sexually oriented jokes.
- Complimenting a child on his or her physique or body development.
- Shaming.
- Belittling.
- Making derogatory remarks, including but not limited to remarks about the child, their family, or ethnic background.
- Using harsh language that may frighten, threaten, or humiliate children.

Appropriate Physical Interactions:

- Pats on the back, arm, shoulder
- Side hugs
- Shoulder to shoulder, "temple" or "A-frame" hugs
- Handshakes
- High-fives and hand slapping
- Touching hand, face, shoulder, arm
- Arms around shoulders
- Holding hands (with young children)
- Soothing infants
- Sitting beside a child
- Sitting with a small child on adult's legs

Inappropriate Physical Interactions:

- Any form of affection that is unwanted by the child or staff member/volunteer
- Any physical activity that is, or could be perceived by another to be, sexually stimulating to the adult or the child
- Full frontal hugs except when holding infants
- Kisses on the mouth
- Kisses of any kind that are unwanted by the child

- Touching chests or anywhere below the waist
- Showing affection in isolated locations such as closets, remote hallways, staff-only areas, or other private rooms
- Staff member/volunteer sleeping in a bed with a child
- Wrestling with children
- Piggyback rides
- Tickling
- Allowing a child to cling to the leg of a staff member/volunteer
- Holding a child on a staff member/volunteer's lap so the child is straddled over private areas
- Massage given by a child to a staff member/volunteer
- Massage given by a staff member/volunteer to a child



Major Signs of Abuse or Neglect:

The following are the major signs of physical and sexual abuse, emotional damage, and neglect. The presence of one of these signs, or even several in combination, may not indicate that abuse has occurred. They may indicate a recent accident, or the presence of a medical condition, emotional illness, or other problem. If a number of these signs occur together or if they reoccur frequently, child abuse or neglect might be the cause.

Signs of Neglect:

- Poor hygiene, bad odor
- Inappropriate dress for weather
- Left alone, unsupervised for long periods
- Failure to thrive, malnutrition
- Untreated medical condition
- Constant hunger, begging, or stealing food
- Extreme willingness to please
- Frequent absence from school
- Arriving early or staying late at school or play areas or other people's homes

Signs of Physical Abuse:

- Bruises; welts on face, neck, chest, back
- Injuries in the shape of object (belt, cord)
- Unexplained burns on palms, soles of feet, back
- Fractures that are inconsistent with the account of how an injury occurred
- Untreated medical condition
- Extremes in behavior: very aggressive to withdrawn and shy
- Fear of going home
- Fear of parents and/or other adults

Signs of Emotional Damage:

- Low self-esteem
- Self-denigration
- Severe depression
- Aggression
- Withdrawal
- Severe anxiety
- Failure to learn

Signs of Sexual Abuse:

- Pain, swelling, or itching in genital area
- Bruises, bleeding, discharge in genital area
- Difficulty walking or sitting, frequent urination, pain
- Stained or bloody underclothing
- Venereal disease
- Refusal to take part in gym or other exercises
- Poor peer relationships
- Age-inappropriate interest in sex
- Drastic change in school achievement
- Running away or delinquency
- Regressive behavior

If you suspect abuse, complete an incident report and give to the Children's Director immediately. The Children's Director will follow up according to Foursquare Policy on Suspected Abuse.

Emergency Procedures

Teachers shall be responsible for the supervision of children and shall remain with children until directed otherwise.

Responsibilities include:

- Supervise children in your care.
- Take steps to ensure the safety of children and other leaders in the implementation of emergency procedures.
- Direct children in your care to inside or outside evacuation areas according to the emergency procedures.
- Give appropriate direction during an emergency.
- Take attendance when class evacuates.
- Report missing children to the Children's Director and Emergency Team Members.
- Execute assignments as directed by the Emergency Team.
- Obtain first aid services for injured children from a person trained in first aid. Arrange for first aid for those unable to be moved.

Calling 911

Dial 911 and follow script located in Kid's Safety Manual

Power Outage

Have children sit down, wait for parents to arrive, and entertain children till dismissed.

Fire Emergency

Evacuate to designated meeting location and follow Fire procedures located in Kid's Safety Manual.

Earthquake

Take cover under sturdy furniture and cover face and head with arms. Evacuate when given the instruction to by Emergency Team.

Lock Down

Close gates, turn off lights, close windows, remain quiet in class, wait for "All Clear", and the evacuate.

Contact Information

Children's Director:

Whitney Ghabrial

whitneyg@vccfresno.org

cell: (559) 304-1076

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