

New Day Kids Ministry Handbook

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Our children are signs and wonders. (Isaiah 8:18)

Leadership Roles and Contact Information:

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1. Welcome & Mission

At New Day, we believe our children are not just the future-- they are signs and wonders for this generation. We are committed to raising them with purpose, power, and a deep love for Jesus.

We're equipping them to be:

- Destiny-minded in a directionless age,
- Wise in a world of confusion,
- Bright, shining stars who lead many to righteousness.

Additionally, a core value here at New Day is fun! We believe children can dive deep into God's Word while experiencing His joy. Our curriculum, *What's In the Bible?*—created by Buck Denver—uses puppets, silly songs, and engaging storytelling to teach the foundational truths of our faith. Through crafts, games, and play, kids not only learn about God—they encounter His love in a joyful, memorable way.

Serving at New Day Kids: Adults & Teens

We believe it is of the utmost importance that children know their way through scripture. We are passionate about teaching kids to know God's Word and to recognize His voice. This is our calling-- to invest in these young hearts, raising a generation of

signs and wonders who will point the world to Jesus. We're honored to partner with families in laying a strong, joyful, Scripture-filled foundation for every child.

Serving in New Day Kids is a joy and a responsibility. To get started, volunteers must:

1. Submit a volunteer application.
2. Complete a background check (18+).
3. Attend a Kids Ministry orientation/training.
4. Read and agree to all handbook policies.

Volunteers serve on scheduled rotations and receive ongoing support. Our goal is to equip and encourage our volunteers to thrive in their role!

Launching Leaders (Teens)

At New Day, we're passionate about raising the next generation of leaders. Launching Leaders is a church wide volunteer program for teens in 6th-12th grade. Students have the opportunity to serve in New Day Kids on scheduled Sundays, helping younger Children grow in Faith while developing leadership skills of their own. When not serving, they will attend the adult service and be engaged in teaching alongside the broader church family.

2. Classroom age breakdown

Nursery (Birth - 3 Years)

The nursery is where play and comfort beautifully combine. Babies need that extra bit of love-- hugs and snuggles, nose wiping and feedings, imaginative play and silly voice-- and our team is here to provide just that.

This ministry is more than a gift to parents, allowing them to receive from worship and the message. It's a sacred space dedicated to imparting the peace, love, and comfort of the Father to these precious little ones.

Explorers (K4 - 1st Grade, 4-6 Years)

This age group is incredibly curious and expectant-- opening their eyes to the world and experiencing the first joys of life. They believe in the power of God wholeheartedly and are eager to follow His direction. In the Explorers group, we come alongside these little explorers with big faith, guiding them through stories, imaginative play, and hands-on learning.

Adventurers (2nd - 5th Grade, 7-10 Years)

God has called these children to adventure and excitement as they begin to step into their destinies. We encourage them to dream with God, believe that nothing is impossible, and trust that the Holy Spirit strengthens them every step of the way. Through engaging lessons, crafts, and activities, they're learning to live boldly through faith.

3. Volunteer/Teacher Expectations

Arrival and Setup

1. Volunteers should arrive at least 30 minutes before the service they are scheduled for (8:00 am for the 8:30 am service, 9:45 am for the 10:15 am service, and 11:30 am for the 12:00 pm service) or sooner. Please be on time! Arriving on time is necessary to ensure quality spiritual education and is essential to the flow of New Day Kids. Please keep in mind that tardiness is like a domino effect, affecting volunteers, children, and families.
2. Volunteers check in at the check-in kiosk to the left of the children's church door. A sticker will be printed. The sticker must be visibly placed on your person.
3. Teachers will teach the lesson. All lessons are provided in the Planning Center under files, as well as the lesson plan email from the Children's Ministry Director.
4. Teachers check with the Children's Ministry Director or Assistant Director that they have access to all the props or tools needed for crafts, skits, and activities.
5. Teachers give technology a test run to see that it is working properly.

Class Time

1. Please be in the classroom and ready to receive the children in your class directly after worship.
2. Every child should have a security sticker. If you find that a child is missing their sticker, notify the Children's Ministry Director or Assistant Director.
3. Be aware of children with allergies. Any allergies will be listed on the nametags. It is the teacher's responsibility to ensure parents leave an EpiPen if needed.
4. Caregivers and children will only leave the classroom to use the restroom. Otherwise, everyone must remain in the room at all times.
5. Enjoy being with the kids! You are ministering to each child and guiding them closer to the Lord.

After all children are dismissed from the last service, follow the clean-up checklist provided in each room before leaving.

Discipline & Behavior Guidelines

We believe discipline is an act of love that guides children into becoming who God has created them to be. All discipline must be age-appropriate, respectful, and never punitive. Volunteers are encouraged to:

- Redirect behavior gently and consistently.
- Use positive reinforcement to encourage good choices.
- Speak to children calmly and at eye level.
- Remove a child from a situation only when necessary and never in isolation.

If a child is consistently disruptive or aggressive, notify the Children's Ministry Director for support. Never raise your voice, physically restrain a child, or use shame-based language.

Parents will be notified if behavior persists or immediate intervention is needed.

For children in the nursery, if a child has been crying for two minutes or longer, please inform the Children's Ministry Director or Assistant Director, and we will immediately notify parents.

Parent Communication

We value open, encouraging communication with parents. We communicate with parents through:

- Text messages for immediate needs (illness, injury, behavior).
- Orientation at check-in.
- Emails, newsletters, and handouts with classroom updates.

Volunteers should never initiate private communication with children or parents outside of the church setting. For sensitive matters, always loop in the Children's Ministry Director.

4. Child Safety Policies

First Time Guests

1. All first-time attendees will come to the check-in station to register. They will provide parent and child information and be checked in for the day.
2. After the account is created, provide the parent/guardian with a security sticker for each child.
3. Explain to the parent/guardian how the security sticker works.
4. New families should be introduced to the Children's Ministry Director and Assistant Director to welcome them and give them a tour if needed.

Check-In/Out Procedures

1. Families who are already in the system will go to the check-in station on the wall to the left of the entrance to the New Day Kids area.
2. They will use their phone number to pull up their family and check in their children.
3. The system will print a security sticker for each child and a sticker to be brought back to check out.

Note: If a parent is needed during service, one of the room's volunteers will notify the check-in desk volunteer or the Children's Ministry Director, who will contact the parent/guardian to alert them.

Dismissal Procedures

1. When a parent arrives, ask for the child's security sticker before releasing the child. If a sticker is missing, the check-in station will receive the name of the parent and verify that the children they are requesting are with those parents. If you have any concerns or questions, ask Kayleigh-ann or Grace to verify that the parents are, in fact, the child's parents. Parents should keep possession of their stickers so that they can pick up other children using the same tag.
2. The check-in station person will use the radio to say the child's name who needs to be brought to the check-in area. A Launching Leader can be used to walk with the children or any other children's ministry worker or staff member, or safety team member.
3. Take the name tag off the child before returning to the parents, so everyone knows that the child has been securely picked up.

Snacks & Allergy Info

New Day Kids does provide snacks for children during class. We offer the following snacks:

1. Pirate's Booty (gluten-free and nut-free)
2. Hippeas (nut-free, dairy-free, gluten-free, organic, vegan)
3. Annie's Bunny Snack Packs (organic)
4. YumEarth Lollipops (Top 9 allergy free, organic)
5. Black Forest Gummy Bears (gluten-free, organic)
6. If a child has any allergies, they will be listed on their security sticker.

Wellness & First Aid Guidelines

First aid kits are available in each classroom. We can (for liability reasons) administer ONLY Band-Aids and ice packs, except in cases of life-threatening emergencies.

For any child with severe allergies requiring an EpiPen, please be sure to have parents supply this to the classroom teachers or one of the children's ministry team.

If there is any injury in a classroom, the volunteers should treat the injury if possible and alert the parent. Please notify the New Day Kids Director. The church medical safety team member is available as well to assist as needed. If an injury needing immediate

medical attention occurs, alert the New Day Kids Director, who will call 911 and our medical responders team.

Restroom & Diapering Policy

Parents are encouraged to take their toilet-trained child to the restroom before dropping him/her off in class. New Day Kids will strive to have additional volunteers available so that two volunteers take preschool children to the bathroom while two volunteers remain in the classroom. Children should attempt to use the restroom on their own before help is given.

Diapering Instructions

Changing diapers must be done in the presence of another adult volunteer. Volunteers are expected to always prepare the area ahead of time, attend to a child when on the changing table, and never leave a child alone, even to reach down to get a diaper.

Child Wellness, Safety & Security

Children must be symptom-free from the following illnesses without medication for 24 hours before entering the classroom:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Conjunctivitis (Pink Eye or other eye infection)
- Rash
- Nasal drainage, which is green or yellow
- Sore throat
- Open sores
- Cold
- Excessive coughing
- Lice

We do not recognize teething as a cause of fever or diarrhea.

If children are not feeling well or any of these symptoms arise during their time in New Day Kids, parents will be contacted.

Medications

For children with severe allergies requiring an EpiPen, a parent should provide the volunteer with the EpiPen in case of emergency. We are unable to administer any other medication to children. If a child requires medication, please make arrangements so that the parent can personally administer what is required.

Special Needs Inclusion Policy

At New Day Kids, we believe every child is uniquely created in the image of God and beautifully reflects His heart. We are committed to creating a Christ-centered, inclusive environment where children of all abilities can experience God's love, grow in their faith, and belong in community.

If a child has special needs—whether developmental, behavioral, sensory, emotional, or physical—we kindly ask parents or guardians to share this information during check-in or directly with leadership. This helps us serve each child with wisdom, compassion, and intentional care.

Our team will make every reasonable effort to:

- Provide thoughtful accommodations tailored to each child's needs
- Foster a welcoming atmosphere of patience, joy, and respect
- Partner with parents to ensure consistent support and understanding
- Communicate clearly and compassionately about a child's needs or challenges

Volunteers receive guidance on how to best serve children with diverse abilities, and we are always open to feedback and suggestions from families. Our heart is that every child would feel safe, seen, and valued—and come to know the love of Jesus in a real and personal way.

Photo/Video & Media Policy

Photos/videos are only allowed with parent permission and used strictly for ministry purposes (e.g., slideshows, newsletters). Volunteers may not take or post photos of children on personal devices or social media. Parents may opt out of the use of their child's photo or video.

5. Volunteer Safety Policies

We believe that it is of utmost importance that our children be nurtured in a responsible and safe environment. We also desire that our volunteers be protected from any false allegations of misconduct.

1. Each volunteer in our ministry is required to complete a background check before serving.
2. Each volunteer in our ministry is responsible for all policies and procedures in this guide.
3. Every classroom and hallway is under video surveillance.
4. We hold regular volunteer training to ensure our volunteers understand and follow our policies and to enable them to nurture our children.
5. There is a “Two-person” rule (18 years and older) in place for all classrooms. There should always be two volunteers present while children are in the room. This is to protect the children from possible abuse as well as the adults from false accusations. If there is a situation in which there is only one adult for a brief period of time, the door to the room should remain open, and the Children's Ministry Director should be made aware so someone can come and stand in the room.
6. Volunteers are not to have the lights off in the classrooms for an extended period.
7. If there is a safety concern for any child or a child discloses sensitive information, please tell the Children's Ministry Director immediately.
8. Volunteers will need to check in with the Check-In Team upon arrival to receive their volunteer label and sign in.

6. Emergencies & Special Situations

Procedures: Specific Emergencies

Although every precaution is taken to avoid emergencies, we understand that they do occur on occasion. In any emergency, our goal is to maintain the safety of our children and volunteers.

Evacuation

In the event of an emergency requiring evacuation to maintain safety, the New Day Kids evacuation plan is as follows:

1. Line up the children and note how many and which children you have in your class. Children who cannot walk will be carried.
2. Walk outside of the classroom to the Emergency Exit door and proceed as far from the building as possible.
3. Wait for permission from the Children's Ministry Director to dismiss children from their parents.

Tornado

1. In the event of a tornado (or warning), New Day Kids volunteers will take direction from the New Day Safety Team or Directors.
2. Children will gather, with their teachers/volunteers in the hallway and center of the Wellspring room as far away from windows as possible.
2. Please wait for permission from the New Day Safety Team or Children's Ministry Director to dismiss the children to their parents.
3. In all circumstances, please use the attendance roster to verify the location of all New Day kids.

Intruder

In the event of an intruder or threat within or near the building, New Day Kids will initiate a **lockdown**. Volunteers will be notified immediately and are expected to follow the established safety procedures.

Your top priority is to **keep the children calm, quiet, and secure**. Follow the appropriate lockdown protocol based on the instructions received:

- **Soft Lockdown:**

Volunteers will **secure classroom entry points** and continue normal New Day Kids activities **as calmly as possible**. No one should leave the room until an all-clear message is given by leadership.

- **Full Lockdown:**

Volunteers will **secure all entryways, turn off lights**, and move children **out of sight** (away from windows and doors).

Do not open the door for anyone unless it is a **uniformed first responder** or church leadership giving a clear signal.

Remain in lockdown until a designated leader or emergency personnel gives the all-clear.

Special Events Protocol

For special events (such as Christmas programs, Easter services, VBS, or family nights), our commitment to safety, structure, and spiritual engagement remains the same.

Please note the following:

- **Check-in and dismissal procedures** remain the same unless otherwise communicated. All children must be checked in and out using the standard security sticker system.
- **All volunteers must wear name badges** and be identified as part of the New Day Kids team.
- **Children should wear their printed security stickers** throughout the event to ensure proper identification and pickup.
- **Dismissals must follow our regular safety protocol**, including verifying parent stickers and properly logging pickups.

Additional volunteers may be scheduled to help with the increased number of children or specialized activities. Please follow the specific **arrival times requests** to:

- Review any modified curriculum or special event plan in Planning Center.
- Help with setup, decorations, or prep work as assigned.
- Receive any last-minute instructions or team prayer before the event begins.

Special events are an incredible opportunity to minister to families and the broader community. Thank you for serving with joy, flexibility, and a heart for the Gospel!

Closing Statement:

Parents,

It is our greatest joy at New Day Kids to serve you and your children!

Our heart is that New Day Kids would be able to partner with you as you raise your children to be signs and wonders in this generation, that they would “grow in wisdom and stature, and in favor with God and man.” (Luke 2:52)

This ministry is intended to create a safe, joyful, and Jesus-centered space where kids can grow in faith and flourish in His love. We pray that you and your family are eternally impacted by the love, the dedication, and the enriching spiritual influence of our staff, teachers, and volunteers.

Volunteers,

We couldn't do this without you. Thank you for helping make New Day Kids a place where children encounter God's love every single week.

Your faithfulness, joy, and presence create a lasting impact on young hearts—hearts that are learning to know God's voice, walk in His truth, and shine His light in the world.

As you serve, remember: this is more than childcare—it's ministry. Every moment matters. Whether you're changing a diaper, leading a game, teaching a Bible verse, or offering a comforting hug, you are sowing seeds of eternal value.

We are so grateful for your partnership, and we're honored to serve alongside you in raising a generation of signs and wonders. Let's continue to create a safe, joyful, and Jesus-centered space where kids can grow in faith and flourish in His love.

With gratitude,

Kayleigh-ann Rutan, Children's Ministry Director

Grace Ayers, Children's Ministry Assistant