

Kidtown 12 South

Parent Handbook

**Midtown Fellowship
2016**

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Wellness:

Children must be symptom free from the following (without medication) for at least 24 hours before entering Kidtown:

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

Please consider the health of volunteers and other children when checking your child into Kidtown. Please use discretion in order to help us avoid the spread of germs. A Kidtown Assistant or Director will contact you to pick up your child if they have any of the above symptoms.

If your child has an allergy, please alert the Assistant when checking in. If your child carries an Epi-pen, please instruct the teacher or Kidtown check-in assistant on how to administer the medication.

Checking In, Nursery - Pre-K:

A Kidtown Assistant will facilitate the check-in process downstairs. Please do not allow your child to check him/herself in. Other things to remember when checking in:

- Take your child to the bathroom before you leave them in the classroom
- Do not allow your child to bring toys or snacks from home. They may enjoy their snack in the downstairs venue before or after the service. No regular snack will be offered in

Kidtown; snacks that coordinate with the lesson may be offered from time to time.

- Parents must remain on the property if their child is in Kidtown.
- Parents who are not comfortable leaving their child in Kidtown are welcome to stay with their child in the Nursing Mothers Room, located the the bottom of the stairs leading to the sanctuary. We are unable to have adults other than scheduled volunteers in the classrooms due to space limitations and a required background check.
- If you drop off your child 15 minutes+ after the service has started or want to pick them up before the service is over, the assistant will take the child to the room from the check-in station.
- Keep the security tag that you are given upon check in. These will be matched when picking up your child. In case of emergency, your child will not be released without the tag.

Checking In, Elementary:

A Kidtown Volunteer will facilitate the check-in process upstairs. Please do not allow your child to check him/herself in. Other things to remember when checking in:

- Do not allow your child to bring food, drinks, or any items from home into the classroom. No regular snack will be offered in Kidtown; snacks that coordinate with the lesson may be offered from time to time.
- Parents must remain on the property if their child is in Kidtown.
- Keep the security tag that you are given upon check in until after the service is over. These will be matched when picking up your child. In case of emergency during the

service, your child will not be released without the tag.

Behavior Expectations:

Children do well when they know what is expected of them. The classroom structure will be similar from week to week. Having a predictable routine helps kids cope with an environment and understand appropriate behavior.

- Kidtown Rules
 - Helping Hands
 - Kind Words
 - Listening Ears
 - Quiet Voices

- Kidtown Discipline: If the rules are not followed, these steps will be taken
 - One Warning
 - Time Out in the Classroom
 - Assistant or Director will Text Parent

Parent Contact:

The Kidtown Director or Assistant will contact a parent via text to pick up their child in the following circumstances

- If a baby has been crying for more than 15 minutes
- If a child continues to act out after the discipline procedure has been followed
- If a child has been injured

Emergency Procedures:

Kidtown Staff and Volunteers have been trained on how to proceed in the unlikely event of an emergency. Please follow the directions given by the Executive Director and do not

attempt to get your children from Kidtown. Children will be released to a parent with their security tag once the situation has been resolved and all children are accounted for.

Classroom Ages:

Please use the following guidelines for moving your child to a new class. The Kidtown Assistants or Director can help you in this decision.

- Crib/Crawler: Birth to 16 Months
- Toddler/Walker: 17 Months to 2 Years
- 3s/4s: Third Birthday until entering Kindergarten
- Elementary: Entering Kindergarten through 5th Grade

Breastfeeding:

A room is available with audio from the service for the comfort of breastfeeding moms and babies. It is located at the bottom of the stairs near the Kidtown check-in station.

Baptism:

Contact the church office at 615-269-9015 or office@midtownfellowship.org to schedule a baptism. We recommend reading *Why We Baptize Infants* by Bryan Chapell. Copies are available at the church offices or at the Kidtown check-in station.

Communion:

If you have questions about if your child is ready to take communion, copies of *What is the Lord's Supper?* by Richard Phillips are available at the church offices or the Kidtown check-in stations. If you have additional questions, please contact Pastor Elliott Cherry. Informational meetings for parents on this topic will be held periodically.

Volunteering:

Kidtown operates in large part because of willing volunteers. As a parent, we ask you to prayerfully consider serving our congregation as a Kidtown volunteer. We believe that our children are a treasure and that the Lord is present when they are welcomed and loved in His name. Your ministry in Kidtown is a service to all churchgoers and an opportunity for your own spiritual growth. While families are welcome to serve together, we do ask for the safety of everyone that young volunteers do not hold other children.