



HANDBOOK /// 2022

Dear Leader,

Welcome to the Bethany Kids Team! We are excited and thankful that God has brought you to help us minister to the children and families of Bethany Church.

One of my favorite expressions is that we do not do “childcare”; we do children’s ministry! Our goal each week is to minister to hundreds of children in ways that are fun, exciting, age-appropriate, engaging, and safe. We want our messages to be biblical and memorable so we do our best to have songs, games, skits, crafts, activities, and illustrations that all reinforce the lesson each week.

We are partnering with families to make disciples of their children and have the privilege to help raise up future church leaders, community leaders, missionaries, worship leaders, and pastors that God will use to transform families, communities, nations, and the world!

Thank you for being willing to use your God-given gifts and talents to impact the next generation! We thank God for you and very much appreciate you because your sacrifice and investment of time and energy is so valuable in the lives of these children.

May the Lord bless you and keep you,

Pastor Adam & the Bethany Kids Staff



Bethany Kids Mission

- **Bringing all kids into the life, family, and purpose of God**

Bringing all children into the life, family, and purpose of God means that we want to introduce kids to Jesus, have them fall in love with Him and His church, and help them discover their gifts and calling as Christians!

In Matthew 19:14, Jesus said, *“Let the little children come to Me and do not hinder them, for the kingdom of heaven belongs to such as these.”* This is why we create environments that are fun, exciting, age-appropriate, engaging, and safe. We partner with families to build biblical foundations so that these children are excited about the gospel and ready to live it out!

Bethany Kids Values

- **Discipleship** - Inviting kids to follow Jesus
- **Groups** - Living life in community
- **Holy Spirit** - Living a Spirit-filled life
- **Prayer** - Talking to God everyday
- **Students** - Engaging kids in God’s purpose and plans
- **Word** - Standing on the Word of God
- **World Missions** - Giving and going everywhere
- **Worship** - Expressing our love for God and expecting His presence

Mandatory Reporting

Bethany Church is a mandatory reporting agency. In providing for the protection and care of the children in our ministry, we fully comply with all federal and state regulations pertaining to the reporting of child abuse and neglect.

“Abuse” means the infliction, exploitation, or involvement of a child in an act that seriously endangers the physical, mental, or emotional health and safety of the child. “Neglect” means the refusal or unreasonable failure to supply a child with necessary food, clothing, shelter, care, or treatment that substantially threatens the physical, mental, or emotional health and safety of the child.

As a worker in the Children’s Ministry of Bethany Church, you are a Mandatory Reporter. This means that if you see or suspect child abuse or neglect, you are obligated to report it. The presence of a single sign does not prove child abuse is occurring in a family. However, when these signs appear repeatedly, you should consider the possibility of child abuse.

If any of these situation occur, you are to notify the BTots Director immediately and report the abuse/neglect immediately:

- You observe any behavior and/or signs that may indicate a child is being maltreated physically, emotionally, and/or sexually
- A child confides in you about a situation that makes you suspect there is a situation of neglect or abuse

To report alleged abuse/neglect that requires immediate attention (the individual lives with the child), call toll-free 1-855-4LA-KIDS (855-452-5437) to speak with a trained specialist 24 hours a day, 7 days a week. To report alleged abuse/neglect that does not require immediate assistance (the individual does not live with the child), go online to the Louisiana Department of Children and Family Services Mandated Reporter Portal and fill out the Mandated Reporter Form online.

What does a typical BTots Service look like? _____

Pre-Service (15 min.)

- Doors will open for kids 15 minutes before service begins.

Service (75 min.)

- Welcome
 - Playtime Activities
 - Toy Stations
- BTots Breakdown
 - House Rules
 - Worship
- Large Group Lesson
 - Lesson Video
- Craft
 - Doing craft for the day
- Small Groups
 - Divided into 2 groups
- Dismissal
 - Names called as parents arrive
 - Craft and Color sheet given to child
 - Treasure Chest treat given to child
 - First Time Guests receive a VIP bag
 - Push Cards handed out

Post-Service (15 min.)

- Post-Service Dance to Action Songs
- Children who stay late may have parents who are:
 - Staff members
 - ATeam members serving
 - Attending Next Steps

What are my responsibilities?

Before Sunday

- Pray. In order to minister effectively to our kids and families, we desperately need the peace of God, the love of Jesus, and the power of the Holy Spirit. We do not know what these children are experiencing at home or at school so pray for yourself, your team, the service, the kids, and their families.
- Communicate. Please let your director or coordinator know if you will be able or unable to serve at your scheduled time.

Before Service

- Arrive 45 minutes before your assigned service begins.
- Check in at the Registration desk to print and wear your tag so the kids will know your name.
- Attend the pre-service huddle to pray, receive instructions, and go over the service. The curriculum and class schedule are designed for early childhood development and are intended to be easy to follow.
- Welcome families and children with a smile and a friendly greeting. Children must be checked in and have a tag on before entering the classroom so as you are checking their tags, greet the family by name. You are one of the first people these families interact with when arriving at Bethany so let them know that we are glad they are here!

During Service

- Lead by example - sing, laugh, raise your hands, pay attention, worship, say amen, and sit with the kids. Kids are watching so demonstrate what a Christian looks like.
- Stay off your phone and do not take pictures or videos of children in BTots.
- Make sure children do not leave the ministry area and never leave a child unattended. Accountability is critical in the children's ministry so never be alone with a child.
- Be proactive instead of reactive. If you see something that needs attention, offer to help instead of waiting to be asked. Stay engaged with the service and think about what is coming next so that you are ready.

How should I dress?

- In both attire and behavior, you should strive to demonstrate biblical standards in all situations. Dress comfortably but be neat and clean in your appearance because you are ministering to kids and their families.
- Wear your Bethany Kids shirt and your printed name tag. You can wear a long-sleeved shirt under your Bethany Kids shirt or an open jacket, but do not cover your Bethany Kids shirt or your printed name tag.
- Dress as you would for church so do not wear shorts, short skirts, or loungewear (sweatpants, leggings, pajama pants, athletic wear).

Policies and Procedures

Our goal is to create environments that are fun, exciting, age-appropriate, engaging, and safe. To ensure accountability and to help parents be confident in the well-being of their child, we have established the following policies and procedures.

Room Preparation

Before children arrive, please be sure you have done the following:

- *Infant and Crawler*
 - Put on blue shoe covers.
 - Start music on the Plex app
 - Set out playmats, swings, and toy stations.
 - Set out the infant care card with pens at the door.

Child's name: _____

Parent's phone number: _____

WELCOME TO



Will your child need a bottle? Yes No What time? _____

Does the bottle need to be warmed? Yes No Are puffs ok? Yes No

Does your child have any allergies? _____

Will your child need a nap? Yes No What time? _____

How soon would you like to be notified if your child cries

(our policy is 10 minutes max)? _____ minutes

Notes/special information: _____

- *Walkers-PreK*
 - Start music on the Plex app
 - Set out play activities and toy stations.

Check-In

- Every child must be checked in and given a tag when entering the classroom. Receive necessary items from the parents: bottles, diapers, pacifiers, etc., and place a “This Belongs To” sticker on loose items. If a child is checked into the wrong room or the parent wishes to change the child’s room, please the director or coordinator.
- If a parent informs you of a child’s allergy or dietary restriction, please write a description of it on their tag. If a child requires medication, the director or coordinator will call the parent to administer the medication outside of the classroom (this includes diaper rash cream).
- If a child is sleeping in his/her car seat, gently move the child to a swing or crib to sleep.

Class Time

- Every minute has a purpose so do your best to make the time that you have with these little ones valuable for the Kingdom of God!
- The curriculum and class schedule are designed for early childhood development so our activities will range from free play to worship, instructed playtime, video lessons, and small groups.
- Unless specified by the BTots coordinator, the only media to be played is worship videos, dance to action songs, and lesson videos.
- Please do not leave children in swings or bouncers for longer than 30 minutes. We want to engage and interact with each child throughout the service.

Check Out

- For infants and crawlers, please go around the room twenty minutes prior to the end of the service to ensure that every child who needs a diaper change has received one. Please gather all of the children’s items and return them to their proper diaper bags, if they have one. Wipe any fluids or crumbs from their faces.
- For walkers-PreK, please go around the room twenty minutes prior to the end of the service to ensure that every child who needs a diaper change has received one and that the potty-trained children have gone to the restroom. Place each child’s color sheet in their bag, or keep it by the door for check-out.

- When checking out, a child is allowed to leave only with a parent who has the proper security tag.
- If a parent has lost their tag, then ask for the phone number printed on the child's tag. If the parent does not know the phone number printed on the child's tag, contact the director to personally check the child out.
- If a child has lost their tag, contact the director to personally check the child out.

Cleanup

- At the end of your class time, please follow the classroom cleaning checklist located in your binder.
- Please wait to use chemical cleaners until all children have exited the classroom.
- Once all applicable procedures have been checked off on the sheet, please give your sheet to the coordinator to sign.
- Please report any toys that are broken or need batteries replaced to the coordinator. All toys will be deep-cleaned on a weekly or biweekly basis by a Bethany staff member.
- If a child's personal item has been left behind, please label it with a "This Belongs To" sticker and give it to the coordinator.
- All laundry and trash bags should be removed and taken to their designated areas.

Locked Entries

- Access to all Bethany Kids areas should be limited to the pastoral staff, Security Team, and the Bethany Kids Team. These are people who have completed background checks and have been cleared to be around children.
- If a parent wishes to visit the BTots space outside of regular pick up and drop off times, contact the director or coordinator so they can provide a brief visit.
- If you are suspicious of anyone in a Bethany Kids' area, immediately notify the director or coordinator.

Physical Touch

- Appropriate displays of affection include handshakes, high-fives, kneeling or bending down for brief hugs, pats on the head, shoulder, or back, holding hands during prayer, and sitting beside small children.
- Inappropriate displays of affection include kissing children, lengthy embraces, holding children over 3 years old on your lap, touching knees or legs of children,

wrestling, tickling, piggyback rides, massages, and any form of unwanted affection.

- Avoid comments or compliments (spoken, written, or electronic) that relate to physique or body development.

Diaper Changing & Restroom

- Diaper changing should be done only by a female BTots leader who is 16 years of age or older, and should begin no later than 20 minutes before the service ends. The BTots coordinator will be glad to assist you in diaper-changing if needed.
- Change diapers only on the provided changing table and review the “Diaper-Changing Procedure” located at each changing station. We do not apply creams or powder to any child. If a parent specifies these needs, contact the BTots coordinator, who will call the parent for administration.
- Not all diapers need to be changed, as we have only a short time with the children. However, diapers that are heavily wet or dirty need to be changed. If you note anything odd while changing the diaper, such as a rash, infection, or unusual marks, immediately contact the BTots coordinator.
- Many children are still in the process of potty-training. Please make sure that children who are potty-training or who are potty-trained attempt to use the restroom at least once. Children ages three through PreK will typically let you know when they need to use the restroom. It is helpful if you ask the younger children who might need a little prompting or reminder.
- For those children who may need assistance, be sure to leave the stall door open with the second female leader directly at the threshold of the door (one foot in, one foot out) for accountability. Be professional, be quick, and please return any unused pull-ups to the family.

Minor Injuries

- Whether it is a bruise, scrape, or a cut, our responsibility is to notify the parents.
- Treat the injury with a cool cloth or a band-aid while reassuring the child. We are not authorized to dispense over-the-counter or prescription medications.
- Inform the director or coordinator so they can inform the parent during service and discuss it with them upon arrival.
- Fill out an accident report and turn it in to the director or coordinator.

Major injuries

- In the event of a broken bone, convulsion, fainting, unconsciousness, or other serious emergency, we follow the three C's: check, call, care.
 - Check - inspect the area for immediate hazards
 - Call - instruct someone to call 911
 - Care - a person trained in CPR and first aid should address any life-threatening issues until paramedics arrive.
- Remain calm and help the children to remain calm. Speak reassuringly to the injured child.
- Move other children to another area but do not move the injured child and do not leave the injured child alone.
- Inform the director or coordinator so they can contact the parents and campus pastor and advise them of the child's situation.
- If the child needs to be transported to a hospital and the parents cannot be located in time, the director or coordinator will accompany the child to the hospital.
- Fill out an accident report and turn it in to the director or coordinator.

Fire Evacuation

- We treat all fire alarms as real so as soon as you hear the alarm, begin the evacuation plan.
- Remain calm and grab the red fire bag that includes the following:
 - Tablecloth
 - Evacuation rope
 - Flashlight
 - First Aid Kit, gloves, and wipes
 - Red and Green cards
- Count all children before leaving the room.
 - Place the infants and crawlers in a crib with wheels.
 - Have the walkers through PreK line up and grab the evacuation rope.
- Follow the evacuation route outlined at your campus.
- Once at the evacuation meeting point, remove the tablecloth and lay it on the ground.
- Recount the number of children you have. If all children are present, hold up your Green card to let Security know that your class is accounted for.
- If you are missing a child, hold up the Red card. Stay with your class and allow the Security Team to locate the child.

- If a parent comes up to the class during evacuation, have them help you escort the class to safety. They are not allowed to take their child during evacuation.
- Once the Security Team has given the all clear, return to the BTots area. A child can be released to their parents if they present matching tags.

Active Shooter

- In the event of an imminent threat to the safety and security of the children or leaders, the Security Team will announce over the radio, “Active Shooter”.
- Call 911, identify yourself, let them know that we have an active shooter, and that you are escorting a group of children away from the premises.
- Remain calm, grab the red fire bag, and count all children before leaving the room.
 - Place the infants and crawlers in a crib with wheels.
 - Have the walkers through PreK line up and grab the evacuation rope.
- Begin walking away from your campus to put distance between the children and the intruder.
- Once children are not in the immediate area of the intruder, remove the tablecloth, lay it on the ground, and wait for emergency personnel to arrive.
- Recount the number of children you have. If you are missing a child, stay with your class and let the Security Team know so they can look for the child.
- As families arrive to pick up their children, use your smartphone to create a checkout list. Record the child’s first and last name as well as the first and last name of the family member leaving with the child. Once all of your children have been picked up, text that list to your director or coordinator.

Severe Weather

- In the event of a weather-emergency, all team members and children must move into the most interior room of the BTots’ area.
- Team members should sing, pray, and use other activities to keep the children calm.

Service Opportunities

Just as kids come in all shapes and sizes, so do the fantastic adults who minister to them each week! We want to make sure you have the opportunity to discover and develop the gifts that God has given you while serving in Bethany Kids. To help you do that, we have service opportunities in several different areas.

- **Door Host** - greets and helps families find classrooms
- **Check-in Team Lead** - greets and oversees the check-in process
- **Check-in Team** - greets and helps families check in their kids
- **Classroom Teacher** - oversees the flow of the classroom
- **Classroom Helper** - helps with the flow of service and leads a small group
- **Decorations** - helps in decorating during the week
- **Supplies** - helps in preparing supplies during the week

Pray and ask the Lord in which areas He would have you serve. Talk to your BTots director to find out where there is a need and to let them know about the areas in which you are interested. As the body of Christ, different members will fulfill different roles, but everyone plays an essential role in ministering to children and their families.

BTots Signature Page

After signing, please remove this page and return it to your Campus BTots Director.

By signing below, I am acknowledging that I have read, understood, and agree to uphold the values, responsibilities, and policies & procedures laid out in this handbook.

Your signature _____ Date _____

Director's signature _____ Date _____