



## KID CITY

# HANDBOOK

**Our desire for Kid City is that it encourages children to know and share the love of Jesus in our communities and in our city.**

**We draw our vision from Matthew 5:14 which says, 'You are the light of the world. A city set on a hill cannot be hidden.' We believe our children are set in their community to be a light.**

**We want to teach our kids and families that the light they carry is made to shine. They are made to be a beacon, drawing everyone around them into a relationship with Jesus. Our desire at Brownsburg Vineyard Church is to see the love of Christ made real in the lives of all those we encounter!**

### Kid City Ministry Values:

1. Biblical centered teachings
2. Engaging lessons
3. Teach the power of the Holy Spirit
4. Loving environment
5. Safety is a priority

### Contacts:

1. Director of Kid City: Emily Roy 317-270-4649 [Emily@thebvchurch.com](mailto:Emily@thebvchurch.com)
2. Admin Assistant: Jess Speers 219-689-9478 [Jess@thebvchurch.com](mailto:Jess@thebvchurch.com)
3. Youth Leader: Christian Butner [Christian@thebvchurch.com](mailto:Christian@thebvchurch.com)
4. Lead Pastor: Denis Roy [Denis@thebvchurch.com](mailto:Denis@thebvchurch.com)

### Ministry Overview:

Nursery, KinderCrew, and Elementary go to class before the adult service begins and are picked up immediately after.

KinderCrew and Elementary lessons are produced by the same company but are written for each age group. The lessons have a 10-12 minute video including: Bible story, Life Application, Monthly Bible verse, and Weekly big idea.

1. Nursery: New born to Potty trained - no curriculum
2. KinderCrew: Preschool and Kindergarten will learn God stories through age appropriate videos, crafts, and games. Children will have a monthly memory verse and begin to pray.
3. Elementary: First through Fourth grade students will continue to grow in their knowledge of the Bible and in their relationship with Jesus Christ. They will participate in weekly group prayer, memorize a monthly Bible verse and be challenged each week to apply the lesson to their life.

### Move-Up Sunday:

1. During the last Sunday of July, we host a special “Back to School Blessing” for all children (babies through high schoolers). We honor the work that the kids have put in and pray over them as they enter into a new year. The age-appropriate students will move up to the next class on this much-anticipated Sunday.

## Classroom Ratios

Our objective is to have the following classroom ratios:

1. Nursery 1:4
2. KinderCrew 1:10
3. Elementary 1:20

BVC follows a 2-volunteer rule. Even if there is less than the ratio number of kids, at least 2 volunteers will always be present.

## Volunteer Preparation

1. Regular attendance and participation in Brownsburg Vineyard Church.
2. All adult volunteers are required to pass a County Criminal Background Check.
3. All adult volunteers are required to pass a Sexual Abuse Training.
4. Shadow at least one Sunday in the class where you will be scheduled. Be observed by the Kid City Director or an experienced Kid City teacher at least one Sunday.
5. Create a Planning Center account.

## Volunteer Responsibilities:

### **KinderCrew and Elementary:**

Review the lesson on Planning Center and pray over your lesson.

### **All Volunteers:**

1. Volunteer once per month
2. Arrive at 9:45AM for prayer (contact Emily if you will be late)
3. Be in the classroom immediately after prayer- stand at the doorway
4. Welcome parents and children
5. Follow the Standard of Care Policies
6. If you are unable to attend on your volunteered Sunday, contact Emily immediately.

## Discipline

The goal of classroom discipline is to create and maintain a positive, productive, loving environment where children are taught to obey simple rules, recognize when they behave in ways that go against Gods will (sin), and discover their need for forgiveness and a Savior in Christ Jesus.

In regard to discipline, the following actions are to be communicated in love:

1. Physical discipline of any form is prohibited.
2. Verbally redirect the child- use clear and simple instructions.
3. Remove the child from the group, get down to their level and explain why their actions are not acceptable in the classroom. Do not yell, blame, or get frustrated. Communicate in love and care for the child.
4. Pray with the child.
5. If the child refuses and continues to cause a disruption, contact Emily and she will come to the classroom.
6. Parents will be notified of child's behavior, and the teacher's response.

## Classroom Safety

1. Each room has a first-aid kit. Report if the kit needs restocked.
2. Teachers are not allowed to give medicine of any kind. If medicine is required during service, the parents must return to the classroom to administer the medicine.
3. Wipe down all toys after class with Clorox wipes.
4. If you see any toys or safety hazards notify Emily- dangerous toys in the nursery can be thrown away.
5. A guardian will need to be contacted if a child is injured, sick with a high fever or throwing up.

## Kid City Standard of Care Policies

1. Never leave a child of any age alone anywhere.
2. Absolutely no one-on-one scenarios with children.  
If you are the first teacher in the room and you are either waiting for another teacher or more children, please stand at the doorway where you are visible to all.
3. Two adults are required in the nursery at all times, whether in the classroom or outside. If you are waiting for another adult, you must remain in a public place where others can see you.
4. No one is allowed to take a nursery child to the restroom. If the child needs to use the restroom, contact their guardian. If the guardian does not respond, contact Emily.
5. Do not change a child's diaper if another adult (who is not a Kid City volunteer) or youth is in the room. Only change diapers when the two volunteers are the only adults present. Additionally, do not change a diaper if you are the only adult in the room. This should never happen.
6. In the KinderCrew room, no adults are allowed in the mini-bathroom. There will always be 2 volunteers in that room to hold each other accountable. If the child needs help, contact a guardian. If you do not have the guardian's information, call Emily Roy (317-270-4649) and she will get the guardian out of service.
7. All volunteers are required to pass a county criminal background check and pass a sexual abuse training program.
8. If you see something, say something. The handbook section, "Reporting of Physical or Sexual Abuse," lists procedures to report abuse.
9. You are a volunteer for the children, always do what is in the best interest of the children. 80% of abuse happens in isolation - always be alert.
10. Be respectful of privacy - no photos of individual children and confidentiality regarding student issues. If something needs discussed, address the issue with Emily.

## Reporting of Physical or Sexual Abuse

**Mandated Reporting.** Indiana law requires that everyone is a “mandated reporter” - i.e., if a BVC Kid City volunteer “...has reason to believe that a child is a victim of child abuse or neglect that individual shall make a report.”

### **Required Reporting of Evidence or Suspicion of Abuse**

1. Any volunteer over the age of 18 who has reason to believe that a child is a victim of child abuse or neglect must make a report.
2. The report must first be made to law enforcement (9-1-1) or to the Indiana Department of Child Services (800-800-5556). The obligation to report cannot be fulfilled by reporting it to a BVC staff member or ministry leader.
3. After notifying the authorities, the individual shall notify 1) the Lead Pastor or, if unavailable, Dana Haram; AND 2) the Director of Kid City ministry.
4. Nothing in this Handbook negates the right or responsibility of volunteers to report suspicions of abuse to the appropriate enforcement agency:
  - a) Law enforcement if the immediate situation, in the volunteer’s judgment, is dangerous and/or urgent (dial 9-1-1); or
  - b) Indiana Department of Child Services via the Indiana Child Abuse Hotline (800-800-5556).
5. The reporting required by Indiana law includes a worker’s responsibility to report the suspicion of abuse if the worker sees or hears evidence of it (such as bruises on a child), or if a child confides in a worker that he or she has been abused at home or elsewhere.
6. Anyone who reports, regardless of age or whether it’s to law enforcement or the Child Abuse Hotline, is shielded from litigation, prosecution, or any other kind of risk if a claim is incorrect, when the report is made in good faith. Refer to the handout “Reporting Basics: Suspected Abuse or Neglect of a Child” for more information on questions you may be asked while reporting. Contact the Director of Kid City to receive an extra copy.
7. If a Kid City volunteer witnesses actual abuse taking place at BVC, he/she must follow the procedure below.

**Reporting Witnessed Physical or Sexual Abuse.** If you witness sexual or physical abuse taking place at BVC, you have three responsibilities:

1. Immediately intervene to ensure the child's safety (given that it is safe to do so).
2. Next, contact law enforcement (dial 9-1-1).
3. Finally, notify the BVC Lead Pastor or Dana Haram.