

NEW SONG

— EARLY CHILDHOOD —

VOLUNTEER PACKET

*Leading our little ones to encounter the
love and presence of the Lord.*

Welcome to the Early Childhood Team!

First off, you are a gift from God and an answer to prayers! You bring a unique perspective and set of giftings to our team, and we are excited to see you thrive as you serve in this ministry and our church community. The work we do in early childhood ministry is foundational. We're nurturing seeds of faith in our littlest ones, planting the beginning of their lifelong relationship with the Lord. We believe that the care and discipleship we offer today shapes the future of the church—and that's something truly exciting!

Culture of Early Childhood Ministry

At New Song Early Childhood, we're committed to creating a safe, loving, and Christ-centered space where young children can experience God's love. Even as they're learning to express their faith, we believe they can encounter Jesus and start to build a strong, lasting foundation in Him. As leaders, your role is essential in making these early years a time of joy, comfort, and spiritual growth. Here's what we aim to embody:

Christ-Centered Care

In these early years, we want each child to feel God's love. We create a loving, safe environment where they know they are cherished by God. Whether through a kind word, a song, or a smile, every moment points to the truth that Jesus loves them.

Fostering Early Encounters with God

Even if they can't yet express their faith, young children can still experience God's presence. Through simple prayers, songs, and our care, we help lay the foundation for their relationship with Jesus. We believe God is already nurturing their sense of belonging in His family.

Heart and Presence, Not Just Hands

Serving in Early Childhood is more than just overseeing children—it's about being present and showing them the love of Jesus. Every hug, song, and word reflects God's heart for them. This ministry shapes their early understanding of who God is and how much He loves them.

EXPECTATIONS

Safe and Welcoming Environment Our primary responsibility is to create an atmosphere that is warm, welcoming, and Christ-centered.

Commitment and Responsibilities

- **Background Check:** Must be completed and cleared before serving.
 - **Team Meetings:** Attend regularly scheduled team meetings.
 - **Regular Attendance:** Attend New Song Church regularly
 - **Planning Center:** Confirm or decline availability within 3 days.
 - **Scheduling:** Block out unavailable dates at least 30 days in advance (except emergencies).
 - **Arrival:** Be present 15 minutes before service for prayer.
 - **Engagement:** Stay fully engaged with the kids during class time.
 - **Reflect Jesus** in all areas of life (Ephesians 5:1-2, 1 Corinthians 11:1).
 - **Be mindful of social media.** Parents may check your accounts, so post content that reflects Christ's character.
 - **Spend time with Jesus.** Personal time in prayer and the Word is key for spiritual growth and effective ministry.
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GENERAL CLASSROOM POLICIES

- **Two volunteers** must be present at all times. They cannot be dating, married, or related.
 - **Keep the bottom door locked** and the top door open when children are present.
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NAME TAGS

Children must wear name tags, and parents must have the matching pickup code. If a parent protests, kindly explain:

"We understand it's inconvenient, but this is a safety measure to ensure all children are safe and accounted for."

PAGING PROCEDURES

- Use the **tablet** to page parents by typing the child's ID tag number and pressing **ADD**.
- The number will display in the Worship Center.

- Once the parent arrives, press **Delete** to remove the ID number.

In case of a **medical emergency**, don't rely on the paging system. Direct someone to get security and/or the parent.

INCONSOLABLE CHILD PROTOCOL

If a child is inconsolable for 5 minutes or more, try the following techniques:

- Pray over the child.
 - Speak softly and calmly, sing songs, or offer distraction such as a toy.
 - Acknowledge their feelings, "It's ok to feel sad. Our grownups always come back!"
 - Give a "tour" of toys or cars out the window.
 - If the child continues to be upset, page the parent for assistance.
 - When the parent arrives, give them a few minutes to comfort the child (they can come into the room), and let them know they can try again either during this service or next week, whichever they prefer.
 - Ask what we can do to help their child be more successful.
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RESTROOM PROCEDURES

- Notify your teammate when you are assisting a child to the restroom.
- If the child needs assistance beyond getting onto the toilet, page the parent to come and assist.
- Help with handwashing, maintaining transparency while respecting the child's privacy.

BODILY FLUIDS / ILLNESS / INJURY

- **Gloves** are always provided. Use them if it's wet and not yours.
- Wear gloves when dealing with vomit or blood.
- **Secure the area** and ensure privacy for the affected child.

- Page parents to care for their child. In an emergency, send someone to get security and the parent.
 - **Radio security** to handle clean-up and fill out an “Ouch Report” as soon as possible.
 - **Do not allow children** with the following symptoms:
 - Green/yellow runny nose
 - Fever, vomiting, or diarrhea within the past 24 hours
 - Persistent coughing, rash, or open sores
 - Unusual irritability or fatigue
 - Upset stomach or swollen, red, or runny eyes
 - **If a child gets injured**, page the parent immediately. Fill out an “Ouch Report” and notify the director.
 - **For medical emergencies**, direct someone to call 911 **FIRST** and get immediate help.
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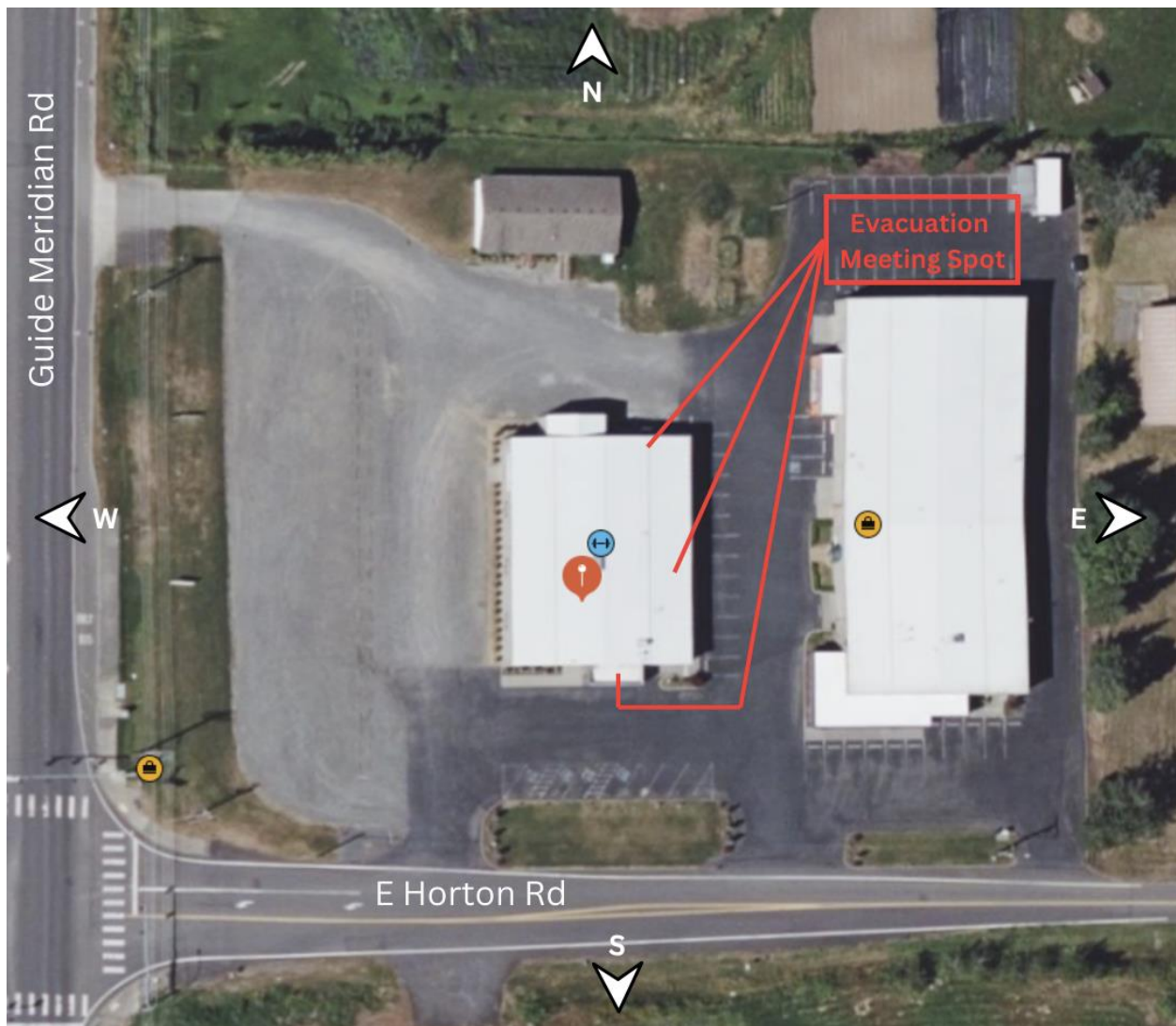
UNSAFE BEHAVIOR

If a child becomes physically violent (hitting, kicking, etc.):

1. Remove them from the interaction.
 2. Set a clear boundary: "We do not hit/kick."
 3. If the behavior persists, page the parent and notify the director for pickup.
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SNACKS & ALLERGENS

- We generally do not allow outside snacks to prevent allergen risks.
- If a parent requests an exception, the snack must be free from the Big 8 allergens (milk, eggs, soy, peanuts, etc.).



FIRE & EVACUATION

In the event of a fire or evacuation, follow these steps:

1. **Nursery:** Exit through the door by the mother's room or the front doorway, depending on which is safest at the time.
2. **Toddlers:** Exit through the door by their bathroom (next to the mother's room).
3. **Evacuation Cribs:** Use evacuation cribs to transport children outside safely.

Meeting Place: After exiting, gather all children at the designated **meeting place**—the **church parking lot near the playground**, away from the building, so security can account for everyone. Do not re-enter the building until it is declared safe by the appropriate authorities.

EMERGENCY / LOCKDOWNS

Radios:

- Every classroom has a two-way radio provided by Security.
- Press and hold the button to speak clearly, release to hear a response.
- In a medical emergency, **don't rely solely on the radio**—give clear instructions to a specific person.

LOCKDOWN (Internal Threat):

- Immediately bring any students in the hallway into your classroom.
- **Lock** all classroom doors (top and bottom).
- Have kids gather in the farthest corner and sit quietly until security clears the room.

LOCKDOWN (External Threat):

- Keep all children inside and continue activities until security releases them.
- **Never open the back door** if someone knocks—call security.