



## Parent Handbook

Last Revised: March 2015

# Global Village Vision

LOVE GOD. LOVE OTHERS. LOVE  
GOD'S WORLD.

**Mission** Helping kids know God and become God's disciples; love God and worship God alone; and serve God by loving God's people.

**Values** F.A.I.T.H.

F- Family

A- Accountability

I- Igniting Love for Christ

T- Teaching God's Truth

H- Hope-filled Hands

Children and Family ministry is a multi-ethnic, all abilities, and intergenerational ministry to and with children. We seek to journey together to be transformed by God's spirit as we follow Jesus and grow as disciples. We are a diverse body, each created in God's image and designed to worship God and be valued, and have place and presence in the church community.

We believe that a child's spiritual formation begins at home, and that it is the role of the church to assist parents/guardians in raising children to know and live for God. We are committed to each child's spiritual growth with every ministry opportunity we have. We provide a safe and nurturing environment with a structure of safety policies and volunteer accountability in place.

Through prayer, discipleship, fun, and engaging learning activities we hope to ignite love for Christ in each child we serve. We teach the message of God's love, salvation through Christ, and the presence of the Holy Spirit, so that children are excited about becoming disciples of Jesus and knowing how to live for Him each day. We help our kids recognize their place in God's larger kingdom- where they are called to love their neighbor as themselves, by providing opportunities for relationships, service and prayer.

# SUNDAY SCHOOL

*\*Full Children's Ministry is available at both morning services.*

## **Environments**

Nursery (3-12 months)

Waddlers (12-24 months)

Toddlers (2 year olds)

Preschool (3 year olds)

Pre-Kindergarten (4 & 5 year olds)

Grade school (Kindergarten to 5th grade)

## **Sunday Morning Check-in/Check-out**

Classrooms and Grade school large group area are open 15 minutes before each service. All families must use our computer check-in system at child drop-off. Mobile phone text paging is available at check-in. Parent and child will receive matching labels/nametags which are referenced at child pick-up time.

### **\*Early Childhood Check-in is downstairs in Global Village.**

*Please pick up your early childhood child during communion.*

### **\*Grade School child check-in is at Q Café.**

*Please pick up your grade school child immediately after service.*

At pick-up time *for all ages*, please show your pick-up label to the classroom/small group leader. After service, please be mindful of where your children are at while you connect with others at Quest. Please note: some areas of the church are off limits to children (stage and backstage hallways).

### **Nursery, Waddler, Toddlers (3month – 2 year olds)**

Please drop off your child at the start of service. Your child's classroom worship activities include playtime, music, Bible stories, and snacks.

### **Preschool & PreKindergarten (3 to 5 year olds)**

Please drop off your child at the start of service. Kids will participate in a time of worship through singing and Bible lessons, play, and interactive group activities.

### **Grade School (Kindergarten-5<sup>th</sup> Grade)**

Grade-schoolers are dropped off at Q Cafe. Kids will participate in large group worship and teaching then go to small groups for Bible lesson discussion, and interactive group activities. Grade school children should be picked up after service at small group areas.

### **Families of children with special needs.**

All families are welcome at Quest. We look forward to helping all families integrate into the life of the church. Wheel chair access is available at our lower entrance off of 16th Ave West. The Global Village Staff are available to families of children with special needs to ensure the best care possible. Special Buddies are also available upon request. Feel free to contact Pam Christensen with any questions you may have.

### **Family Worship Sunday**

The first Sunday of each month all Preschool through Grade school children worship with their parents (at all services). Preschool & PreK parents bring children down and sign them into respective classes. Pick up as usual. Grade school children will return with KidMin Leaders to sanctuary for pick up. On Family Worship Sundays, child Check-in should be done at the start of service in Global Village and Q Cafe.

\*\*\*Preschool & PreK kids with sensitivity to loud music are welcome be dropped off in classrooms at start of service.

## **MORE ABOUT ENVIRONMENTS**

### **Nursery, Waddlers, Toddlers (3 months to 2 years)**

Babies and toddlers are welcomed into fun and safe classrooms focused on playing together and relationships. Our little ones experience God through play, music, Bible stories, and important truths like God takes care of me, God is with me, Jesus loves me, and Jesus is my friend.

### **Preschool, PreK (3 years to 5 years)**

Preschool and Pre-K children are a part of classrooms that use TruBlessings & TruWonder curriculum. Through play, story-telling and other activities, children explore the Bible as the Big God Story, and learn that they have a place in the Big God Story too! Teachers and classroom assistants engage kids on a variety of levels through play, music, Bible stories, and friendship building. Every week, kids take home **Homefront** which provides parents an opportunity to teach the bible story that kids will explore the following week.

### **Elementary (Kindergarten-5)**

In Gradeschool, we divide the kids into small groups by grade. Kids participate in Large Group activities- worship, prayer, Bible stories, worship response, and close service out with small group time. During Small group, leaders focus on helping kids engage in meaningful discussion and activities, and games that connect children to God's word, and a life of following Jesus. Every week, kids take home **Homefront** which provides parents an opportunity to teach the bible story that kids will explore the following week.

# KEEPING KIDS SAFE

## Our Commitment to Child Protection

It is our hope and purpose to provide a safe environment for children where they can learn, discover and grow in their knowledge and love of God. We will take the appropriate steps to ensure Quest is a positive experience where children are free to be themselves and enjoy, explore and be nurtured in their spiritual formation.

## Photo Permission

The general understanding is that all church activities may be taped and photographed for church uses. Entry into any church building constitutes consent to be photographed or taped for church purposes. However, when a family becomes regular attenders at Quest they will be asked to sign a photo permission form which is stored for multi-purpose use for Quest photos and social media. Names are never used and children are not tagged on Facebook. Any family can opt out of consent at any time with an email or note to a Children's Pastor or Director.

## Screening Volunteers

All Children & Family Ministry volunteers must meet the following qualifications:

- Complete the Global Village Leader Application
- Background Check completed by Church Staff
- Have attended Quest for 4 to 6 months, and attend Quest worship weekly

## Safety and Accountability

**Adult to Child Ratios:** 1:2.5 for Nursery, 1:4 for Toddlers, 1:7 for Preschool & Pre-Kinder, 1:10 for Grade school.

**Two Adult Rule:** We strive to have 2 adults in all classrooms, regardless of class size. As this is not always possible, the service supervisor is mindful to check regularly on these classrooms.

**Open Door/View Policy:** All classrooms either have an unobstructed window or are required to have at least part of the door open to maintain a view into each classroom. Infant changing tables are kept in full view of the room. When speaking one on one with a child, our KidMin leaders do so in the open view of other leaders or church staff.

## Wellness Policy

We encourage sick children and KidMin volunteers to stay home. A more detailed explanation of our illness policy is posted in all early childhood classrooms. Reasons your child should stay home:

- a fever of 100 or higher
- unclear drainage from the eyes or nose

- pink eye- unexplained itchiness/redness of the eyes, with discharge
- symptoms of pain (a child complaining or showing physical signs such as holding their head, etc.)
- diarrhea or vomiting
- unexplained rashes (possible chicken pox, fifth disease, etc.)
- lice

### **Allergies**

Each of our classrooms is a nut-free zone. We are happy to work with families to make sure there are safe foods available for your child in their classroom. Parents are responsible for letting Quest staff and volunteers know about their child's allergies. Please be sure to mention all allergies to your child's classroom teachers. "I have allergies" stickers are available. In addition, parents can add allergies to their child's profile in CCB. Allergies are indicated by white print on a black background on the child's printed name tag. Children can grow out of allergies. If your child's allergies change, please let teachers know. We cannot accept a child's word that they are now allowed to have an item they were previously allergic to.

If your child has emergency medication for severe allergic reactions, please let the classroom teachers know. If you would like to leave the medication with your child, you may fill out an emergency medication form. Hosting stations and classrooms have copies.

### **Emergencies**

All entrances to our buildings are either locked or monitored by Quest staff. If there is an emergency, which requires leaders and children to evacuate any of our buildings, children's ministry leaders will be responsible for taking your children to safety. The children will gather together in Quest's north parking lot by the garden shed, or the lower parking area on 16th Ave between Q Cafe and Quest Church. In case of evacuation, please proceed to the designated safety zones listed above to pick up your child. Children and Family Ministry volunteers are trained in earthquake, fire, and lockdown procedures.

### **Caring Well for Kids with Special Needs**

It is our desire to provide a church home for each family who comes to Quest. We understand the integration process for a child with special needs is unique to that child. While we cannot always meet every need in every way, we will make every effort to accommodate each child. We use the following process:

We begin with a conversation with parents/caregivers (and child, where appropriate). Children & Family Ministries staff will meet with parents to discuss what does or does not work for their child, their child's strengths and challenges, as well as how we can best minister to their family. Staff will communicate with volunteers any necessary information that will help the child integrate into the classroom while maintaining confidentiality for families. If requested, we will provide a special buddy for the child, a volunteer that is intentionally paired with them, to help the child participate in Global Village children's ministry. We will strive to keep open communication with parents, leaders and staff. We know that caring for children with special needs requires adjustments at times. We will be flexible in order to be successful.

## **MINISTRY TO PARENTS AND CAREGIVERS**

### **HomeFront**

Homefront is a great resource from our curriculum, David C. Cook. Homefront is a tool for parents to guide you in your role as the primary spiritual mentor of your child. There are encouraging articles, inspiring and fun ideas, and great methods for building rhythms for your family- of prayer, scripture reading, and service. Homefront will help families engage your faith and grow together. <http://homefrontmag.com>

### **Baby Dedication and Baptism Class**

This class is offered quarterly for parents who want to dedicate or baptize your young one.

### **Esperanza**

This weekly Moms Group meets at Q Cafe on Thursdays from 10-12. Esperanza is a fellowship group, that focuses on a theme each quarter for personal growth. Childcare is provided at Global Village.

### **Praying Parents Group**

Parents of grade school children gather the first Tuesday of each month during the school year for a time of prayer for kids and schools. They meet from 9:30-11am at Q Cafe. No childcare is provided.

### **New Parents Group**

The New Parents Group meets for 8 weeks at a time and is a great class for folks with a newborn or in preparation for parenting. A range of topics are discussed such as baby development, sleeping and eating and parent self care.

### **Community Groups (C-groups)**

We encourage all families to get involved in a c-group in their local area. C-groups are a great way to engage your whole family in relationships with other believers, provide opportunities for the family to serve together, and deepen the life of worship in our church through intergenerational connectedness.

### **Parent Classes**

We regularly schedule a variety of classes to equip, inspire and support parents in the parenting journey and spiritual mentorship of your children. Topics range from understanding preschool development, the transition to kindergarten, or preparing with your child for believer baptism.

## **SEASONAL CALENDAR**

Specific dates are set for all Global Village events on a quarterly basis. In general here are some of the events and classes look forward to each year!

### **Ongoing Classes & Events**

KidMin Leader Training

Keeping Kids Safe Training

Kids Baptism Class

Parents Days (parents are invited to join kids for service on specific dates)

### **Fall**

Fall Festival

Family Service Opportunity

Spiritual Parenting Class

Kindergarteners move up to Grade school Program

### **Winter**

Kids Christmas special (activities vary)

Family Advent Resources

3rd-5th Grade Overnighter

### **Spring**

Family Lent Resources

Family Service Opportunity

### **Summer**

Family Ministry Potluck- June

5th Graders graduate to Middle School

Camp Cascades- Summer Camp (dates vary)

Vacation Bible School



## WAYS YOU CAN BE INVOLVED

The spiritual formation of children is top priority. Our main hope is that each parent feels equipped to invest in the life of your child. We want each child to experience the overwhelming love of God, grace extended to them through Jesus, and to be empowered by the Holy Spirit to serve in the church as disciples of Christ. We invite parents to participate in worship, not just with your own children, but with your children's friends and other youth and adults who desire to pour out God's love to all kids at Quest. We do not require parent to volunteer in Children's Ministry, but we do strongly encourage your participation in some ministry area at Quest. Volunteering as a KidMin leader is one great way to invest in our church community's children.

- Join the team as a Small Group Leader, Lead Teacher, Assistant or Substitute.
- Join the Hosting Team for Children & Family Ministry
- Volunteer at a Special Event
- Participate in Parents Days
- Be a Team Coordinator for special events like Spring Fling, Trunk or Treat, or VBS
- Participate in Parent Classes or Groups
- Help us spread the word about Quest! Invite your neighbors and friends to come worship with us on Sundays.

Thank you in advance for your partnership in ministry, and entrusting your child to the loving care of volunteer Leaders at Global Village.

***PASTOR KATEY & PAM***

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