

SOMA KIDS TEAM HANDBOOK

2013



PARENT AND VOLUNTEER INFORMATION

What We're All About

SOMA Kids exists to come alongside and assist parents in the discipleship of their kids. Discipleship is simply communicating gospel truth in the context of relationships, so we want to build relationships with your kids and teach them about Jesus! Please take some time to discuss with your kids what they are learning in their class and watch The City (our online private social network) for regular class updates!

Safety & Security

We've taken a number of steps recently in an effort to continuously review and adjust our strategies for keeping kids and volunteers safe on Sunday mornings. We have a check-in and check-out system that utilizes pre-printed name tags and a sign-in and sign-out sheet. All volunteers wear a name tag and check in and out with the security personnel.

Parents, please keep your cell phone on, silenced, and accessible during the gathering. Reasons a volunteer may need to contact you in keeping with specific safety policies are outlined on the next page.

Classroom Ages

SOMA Kids wants to serve our families well by offering age-appropriate games, activities, and learning. We recognize that the classroom divisions might not work for all kids. For example, an 18-month old baby who is still crawling might not be ready for the toddlers class... we need to respect our volunteer teachers by not expecting them to accommodate vastly older or younger kids in their classrooms. If you have questions about which class to put your child in, or if you feel your child needs to be moved up or down in a class, please discuss it with the Lead Teacher in your classroom.

Current Class Divisions & Contact Information

As Soma Kids grows, we often adjust the age ranges in order to keep class sizes consistent. The current class divisions are as follows:

Nursery: Birth to 18 months	Lead: Jill Doornink	509.981.9622
Toddlers: 18 months to 3rd birthday	Lead: Kanani Adams	509.499.3814
Preschool: 3, 4 and 5 year olds	Lead: Dan & Tricia Melin	509.869.5699
Younger Elementary: K to 2nd grade	Lead: Nelo & Tamee Heikkila	509.991.8969
Older Elementary: 3rd to 5th grade	Lead: Theresa & Kelly Hauenstein	509.939.4651

Coordinator: Joanna Hiteshew 509.723.3282

Administrator: Aaron Gibbs 509.828.2281

Please initial and date that you have read and will abide by this information

Initials:_____ Today's Date:_____

Diaper Changing & Bathroom Policy

It is the parent or guardian's responsibility to change your child's diaper or assist them in the bathroom before you check them into class, and as needed throughout the morning. For the safety of everyone involved, volunteers will not change diapers or assist your child in the bathroom. There will be no exceptions to this policy, meaning that even friends and babysitters you trust to assist your child in your home may not do so in the Sunday School context. For this reason, please keep your cell phone on, silenced and accessible. Volunteers will contact you via text if a child needs assistance.

If your child is able to use the bathroom by themselves, we'll ask them to use the smaller bathrooms at the end of the hall. One teacher will stand at the door of their classroom to watch your child walk to and from the bathroom. There will also be a security guard on duty to help monitor the hall, however, no volunteers will ever be alone with a child in the bathroom or otherwise.

Discipline Policy

Our classroom goal is to lovingly teach our kids about Jesus. If for some reason your child is disruptive, we can't ask our teachers to stop teaching in order to discipline your child. On the first disruption, we'll kindly ask your child to stop the behavior and re-direct them to listen to the teachers. On the second disruption, we'll ask them to sit in a chair for a 2-minute break. If the disruption continues, we'll text you to come pick up your child. Again, please keep your cell phone silenced, but accessible.

Sick Policy

If a kid or volunteer has had any of the following symptoms in the last 24 hours, we kindly request that you help care for our family by finding a replacement volunteer if necessary and by keeping sick kids and volunteers at home.

- vomiting
- fever
- colored nasal discharge

Classroom Ratios

The following adult to children ratios must be kept for safety. It is important for the registration person to be in contact with the teachers if capacity has been reached. If for some reason we are short teachers or there are more kids than planned we must either invite the parent to stay and help with class, or ask that their kids join them in the gathering downstairs. We will only cancel a class as a last resort.

Nursery: 1 adult for every 3 kids

All other classes: 1 adult for every 6 kids

Please initial and date that you have read and will abide by this information

Initials:_____ Today's Date:_____

VOLUNTEER ROLE DESCRIPTIONS

Volunteering

We are always looking to recruit new volunteers! All volunteers must first submit the volunteer application and pass a background check. There are many ways to serve.

Security: Greet other volunteers and families while also maintaining safety. The security guard will be the gatekeeper, letting people in only after seeing name-tags, writing/checking numbers and confirming every child is accounted for. The security guard will remain upstairs during the entire gathering and help tear-down.

Registration: Greet families during check-in, making sure each family finds their name-tags and signs each child in. Assign each family a number as they arrive and confirm it with the security guard. Welcome visitors and direct them to fill out Connect Card and go over bathroom / discipline policies. Serve as a back-up teacher if there are more children or fewer volunteers than expected. Help with tear-down.

Classroom Teachers: Prepare to teach the lesson and be in prayer during the week. Greet families, engage kids, participate in worship regularly and be excited to share and spend time with the kids. Follow-up with Lead teacher regularly.

Worship Leaders: Prepare to lead worship and be in prayer during the week. Greet kids, model/lead kids in how to worship. Be willing to help out in classrooms as needed.

Scheduling

Schedules will be posted on the City one month at a time. It is up to you to notify your classroom lead teacher or Aaron Gibbs if you have any scheduling conflicts for the upcoming month or if you plan on missing a particular Sunday gathering. Once the schedule is posted, please respond to the Planning Center Email to "Accept" or "Decline" your assigned date. If something comes up last minute and for some reason you need to "Decline," please find someone to trade with and notify your lead teacher.

Sunday Morning Timeline:

8:00 Prayer in the the Chapel downstairs
8:25 Prayer ends; dismissed to get ready for morning
8:45 Registration begins; teachers ready to meet and greet families @ doors
9:00 Gathering begins downstairs
9:15 Registration ends; Children's Worship begins in the City View Room (head count)
10:15 Registration opens back up for check-out
10:45 Clean-up
11:00 Go Home. Thanks for serving!

Please initial and date that you have read and will abide by this information

Initials:_____ Today's Date:_____

KEEP PAGES 1-4 FOR YOUR OWN REFERENCE & TURN IN PAGES 5-6 TO THE CHURCH OFFICE.

SOMA KIDS: VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Are you on The City? YES | NO

If not, will you sign up for The City? YES | NO

Will you comply to a background check? YES | NO

Briefly describe your relationship with Christ:

Why do you want to work with children?

Have you ever worked with children before? Y / N If yes, when & where?

Do You have any specific scheduling conflicts at this time?

Please circle which role you are most interested in:

Security

Registration

Teaching

Worship

Art

Reference #1:

Name: _____

Relationship: _____

Phone #: _____ Email: _____

Reference #2:

Name: _____

Relationship: _____

Phone #: _____ Email: _____

(Over)

In your own words, please describe the following policies and procedures:

Diaper Changing and Bathroom Policy

Discipline Policy

Sick Policy

Classroom Ratios

Scheduling

I have read the Volunteer Information and hereby agree to submit to the leadership of Soma Spokane and follow the requirements that have been asked of me for the glory of God and joy of the children and their parents. All information I have provided is truthful and complete to the best of my knowledge.

Name: _____ Date: _____

Signature: _____

After your application has been accepted, you will receive a background check request via email.