



OVERVIEW FOR NEW FAMILIES

Classes Available

Children from birth through 5th grade are cared for as part of Kid's Kingdom on Sundays at both services and on Wednesday evenings. The exception is for special needs children who have their own class on Sundays at 9:30am.

Birth through Preschool Classes

On Sundays during both the 9:30am and 11:00am services, there are preschool classes for every age from birth through pre-K. Our littlest ones are just loved on while our preschoolers participate in a preschool music class during both services. They go to the 3 year old classroom for preschool music then return to their individual classrooms for a story, worksheet/craft and snack. Our classes offer parents time to learn and worship together on Sunday morning with minimal distractions.

On Wednesday evenings, there are typically two classes: one for preschoolers and one for birth through 2 years old. The number and location of classes is adjusted to fit the children who attend.

We know it may be a big decision to leave your child in a class, so we want it to be an easy transition for you. If you want to stay with your child the first few times, you are welcome to do that. When checking your child into a class, please make a quick exit if your child cries. Tears are normal and prolonged departures often make matters worse. The childcare workers do their best to figure out what might make your child happy. They will always try to calm or divert the child's attention. If a child cannot be calmed down after 10-15 minutes of consecutive crying, they will contact you.

Special Needs Class

There is a class for younger special needs children called *Just As I Am Junior* on Sundays at 9:30 am. They frequently participate in preschool music and have a story, worksheet/craft and snack. We only accept special needs students who we feel we can successfully support in our classroom. All guardians are asked to fill out a Special Needs form prior to their child's acceptance into the class. These forms are available at the Assisted Check In desk.

Elementary Classes

On Sundays during the 9:30am service, there is a separate class for every elementary grade with the exception the 4th & 5th graders are combined in a "tweeners" class. During the first service, the format is that of a traditional Sunday School class with a story, worksheet/craft, memory verse and snack with skits and other age appropriate activities also used. Your child is encouraged to bring their bible.

On Sundays during the 11:00 service, there is a separate class for the Kindergarteners and the combined 4th & 5th grade "tweeners" classes. The 1st through 3rd graders are combined in Kid's Church Live which is structured like a junior church. Our Kid's Church Live program was designed by two child psychologists. It was designed to be higher energy and attractive to kids who don't want to have to sit still for a second class or just find sitting still challenging in general.

On Wednesday evenings, typically the classes are split into K-2nd and 3rd-5th grade with all the elementary students combined for the opening and closing activities.

Not Ready?

If you're not ready to put your child in a class, we completely understand. We know it's a big decision and we want you to be comfortable with it. We do ask that if you bring your child in the worship center and your child makes noises that you please take him/her to the foyer or the Café. In both the foyer and the Café, there is a live audio feed from the worship center for those parents who need to step out with their child.

Class Hours

The classes will begin accepting children 15 minutes prior to the scheduled start of the Sunday services or Wednesday evening classes. If there is a single teacher in the room, they cannot accept children into the class until a second unrelated teacher is present. If they know the other teacher is running late, they may ask a parent to stand in the class until the teacher arrives.

Please pick up your children as soon as the service/class concludes. Many of our teachers also have young children they must pick up so your timely arrival is greatly appreciated.

Check In Process

Parents are required to check their child in at the Assisted Check In desk or one of our satellite Express Check-in Stations. Here you will receive the child's name tag and a Check In slip showing any allergies, medical conditions, security concerns, and who is authorized by you as the guardian to pick up that child.

As a newcomer, you will be asked to fill out a self-registration form at the Assisted Check In desk the first time you visit. You will then proceed to the Assisted Check In desk where your registration will be completed. As part of this, you will be shown how to use the satellite Express Check In station for all future visits. We will scan you and your elementary student's fingers as well as take your picture. We store the finger scan as a number not as an actual finger print.

Once registered, a guardian or an elementary child (starting with Kindergarten) can scan their finger at any of the satellite Express Check In stations and have the needed nametags and Check In slips printed.

Check In Slip

The Check In slip should be given to the teacher when the child is dropped off. No child is accepted into a class without a Check In slip. On the Check In slip is a picture of the child and a picture of every guardian authorized to pick up that child. The pictures are used by the teachers to visually validate that only those approved by the guardians are permitted to pick up the child from class.

The Check In slip will include any special notes about caring for your child and how we can contact you if needed such as cell phone number (only Verizon currently works well in our building) or pager. Pagers are available at the Check In stations for our birth through 2 year olds as well as our Just As I Am Junior students.

If you want to make any changes to the information on your child's Check In slip just go to the Assisted Check In desk on a Sunday morning. As the child's guardian you can add someone to the Check In slip as an "Other Authorized" which means they have your permission to pick up your child and their picture will appear on the Check In slip. You can also submit an "Other Authorized" form online at www.whfriends.org/grow/children.

Child's Name Tag

The child's name tag should go on their back if a preschooler and on their front if an elementary child. No child is accepted into a class without a name tag. The name tag will note allergies and have a code indicating if there is a medical or security issue of which the teachers need to be aware.

Parents of younger preschoolers will have an extra name tag printed: one tag for the child, one tag for the diaper bag.

Pagers

Pagers are available for the guardians of the younger preschool children. If they vibrate and flash, please return to your child's classroom as your child needs you. Please leave the pager in your child's classroom or at a Check In station when leaving the building.

Promotion to the Next Class

Our preschoolers move up to the next class on their birthday with just two exceptions. An infant moves up to the 1 year old class once they are able to walk successfully. A 3 year old moves up to the 3 year old class once potty trained (with some exceptions approved by the Director for older 3 year olds and parents willing to come and change their diaper).

Our elementary students move up with their class in August aligning with when area public schools start.

Child Illness

If your child becomes ill or injured during the service, you will be contacted. For the health and safety of all children, and nursery staff and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea, or is feeling unwell
- Cough, croup (except in the case of allergy)
- Colored runny noses
- Contagious skin rash
- Pink eye
- Lice
- Impetigo (infected wounds), boils, untreated ringworms
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

Drop Off and Pick Up

Preschoolers need to be brought to class by their guardian. Elementary aged children, at the guardian's discretion, can go to their classroom with a sibling or by themselves. It is the guardian's responsibility to see that the child gets to the classroom with a nametag on and a Check In slip. Friends Church's responsibility starts when the child is accepted into the classroom with the required nametag and Check In slip and ends when the child is handed off to the parent at the end of class.

Snacks

Food allergies are one of our top concerns. If your child has food allergies, please note that on their Check In slip. For the safety of your child, we also ask that you specifically tell the teachers every week that your child has food allergies so that all teachers will be aware. We promise them that we won't think you are nagging or being over protective but this will help a substitute be quickly aware that there is an allergy issue.

The snack we provide are Gerber's Graduates Puffs (nursery), Pepperidge Farm cheddar goldfish, and Pretzel rods (all made in peanut and tree nut free facilities). In the older elementary classrooms ONLY, the teachers may provide a homemade snack that takes into account the allergies restrictions of the class. The teachers are instructed to have any homemade snacks visible to the parents so that parents can evaluate if the snack is something their child can safely eat.

Please do not bring any products with nuts into the classrooms. The rooms are kept nut free areas whether or not there are children in the room with nut allergies. You can help us by making sure there are no items with nuts in the diaper bag left in the classroom.

If a child has a particular food allergy, the nametag and Check In slip should note this. If it is a food allergy where the child cannot have the provided snack, then you can supply a pre-packaged alternative. Your child's name should be on these pre-packaged alternatives and they will not be used except for your child.

Offering

Each elementary class (1st-5th) on Sunday has an assigned World Vision child from a third world country. Throughout the year, with the help of their teachers, they will correspond with this World Vision child and learn about the child's life. The children will be encouraged to bring in an offering that will go towards supporting this child. The goal is to help them understand how truly blessed they are and develop a heart of empathy for those less fortunate.

Medication

Our teachers are not adequately trained to dispense any type of medication. If your child requires medication, please come to their class at the appropriate time to administer it.

Teacher Certification

Only teachers and teen helpers who are approved inclusive of background checks and training are allowed to serve in the classrooms. Only women, 18 years of age or older, are allowed to change diapers or assist preschoolers in the bathroom.

A parent can come in to a classroom to help their child work through separation anxiety but after the third time must complete the background check and take the required training to continue coming into the class.

Media Policy

Willoughby Hills Friends Church is a vibrant, active congregation, committed to sharing the love of Christ in an open but responsible way. Through various forms of media, Willoughby Hills Friends Church may present images or other recordings of worship and congregational life to the rest of the world, primarily on our website, but also in brochures, directories, informational displays, special video projects, and so on. However, we are also very aware

of the safety and sensitivities of those involved, and thereby provide the following statement of policy which will govern photography and videography at Willoughby Hills Friends Church.

Parents/guardians, who do not wish their child's photo or video to be potentially posted online or otherwise displayed, regardless of the context, must fill out the Media Release Opt-Out form. The Media Release Opt Out form is available on the Friends Church website. Willoughby Hills Friends Church will make every effort to exclude the indicated minor from any individual or small group photography.

Please note that children may still be included in general group or crowd photos without identifying information; however, you may always request that any photo be removed from display.

Nursing Mother's Room

A Nursing Mother's Room is available by the sanctuary and includes a nursing area, changing table, and rocking chairs. The service broadcast is available via the computer in the Nursing Mother's Room.

Ways You Can Help

1. Clearly Label items (sippy cups, bottles, pacifier, etc.) with the name of the child that will go into the class with the child.
2. Teach your child that toys they don't want to donate to the classroom should not be brought into the room
3. Do not send food your child into the room with food unless they have an allergy and you are providing a packaged snack for them.
4. Do not send any items with nuts into the classroom including items that stay in the child's diaper bag.
5. Update your child's picture at the Assisted Check In station when they have a birthday (they will get a gift 😊) so your child looks like the picture on their Check In slip. Alternately, email a picture of your child to the church at CEOffice@whfriends.org and request their picture be updated.
6. Verify the information is correct on your child's Check In slips especially allergies, cell phone number, custody issues and medical issues that might arise in the classroom.

Comments, Questions and Concerns

Please feel free to contact us. We welcome your input and thank you for letting us care for your child. A copy of this letter is on the church website at www.whfriends.org/grow/children (or just search on "children") as a ready reference. Our Check In team is a great source for answers to questions as well.

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