



NEC SON Shiners Parent Handbook

"WE LOOK AT THIS SON AND SEE THE GOD WHO CANNOT BE SEEN." -
COLOSSIANS 1:15A (MESSAGE VERSION)

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OUR LETTER TO YOU

Dear Ministry Parent or Guardian,

Greetings in the name wonderful of Our Lord and Savior, Jesus Christ! We would like to take this time to thank you for allowing us the privilege of caring for and serving your child(ren). We do not take this responsibility lightly and will do our best to continue to honor your trust.

We know that SON Beams Nursery workers have one of the most important jobs in New Era Church's Ministry! Our goal is to assist you as a parent as you lay a foundation of faith in the life of your precious child(ren). In a very real sense, we, along with you are your child's first picture of God and His love for them; our goal is that this picture is an exceptional one.

Qualifications for serving in the Children's Ministry are:

- ☀ **Being a Growing Christian**
- ☀ **Having a Love for Children**
- ☀ **A Willingness to Learn About the Characteristics of Children**
- ☀ **Dependability**
- ☀ **An Ability to Get Along with People (Parents and Children)**
- ☀ **Friendliness and Cheerfulness**
- ☀ **A Willingness to Serve**

Please know that every person who serves in the SON Beams Nursery has been trained in the policies and procedures and has been subjected to a local and national background check. If during the course of your child's nursery tenure you have questions, concerns or suggestions, please feel free to contact the Children's Ministry Director.

Again, thank you for your confidence in us and God's richest blessing be upon you and yours!

For the Children,

The SON Shiners Children's Ministry Leadership Team



MINISTRY FOUNDATIONS

OUR FOUNDATIONAL SCRIPTURE

“We look at this Son and see the God who cannot be seen.”
- Colossians 1:15a (The Message Version)

OUR MISSION STATEMENT

The SON Shiners Children’s Ministry- Loves like Jesus and Teaches others to do the same

The key question is... How does Jesus love?

Our answer... He loved us enough to give His life for our sins.

The question then becomes... How will you show His love?

OUR VISION STATEMENT

The SON Shiners Children’s Ministry at New Era Church exists to come alongside parents in their goal to have their children develop a personal relationship with Jesus Christ as their Lord and Savior. This is accomplished through providing a community that practices Worship to God, Obedience to God’s Word, Evangelism to the Lost, and Service in Love.

OUR CORE VALUES

- ☀ Partnering with Parents
- ☀ Teaching Biblically Based Lessons
- ☀ Offering Relevant Activities
- ☀ Exhibiting Excellence
- ☀ Modeling Kindness
- ☀ Maintaining Safety
- ☀ Having Fun!



OUR MINISTRY STRATEGY

- ☀️ Come alongside parents by providing classes resources, open lines of communication, and opportunities for involvement, etc.
- ☀️ Provide biblically based relevant lessons for children in our sphere of influence

4 Hear, O Israel: The Lord our God, the Lord is one.[a] 5 Love the Lord your God with all your heart and with all your soul and with all your strength.6 These commandments that I give you today are to be on your hearts.7 Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.8 Tie them as symbols on your hands and bind them on your foreheads.9 Write them on the doorframes of your houses and on your gates.
- Deuteronomy 6:4-9

OUR PRIMARY OBJECTIVE IN EACH CHILDREN'S AREA

SON BEAMS (1 YEAR OLD - KINDERGARTEN)

- ☀️ To teach babies and toddlers that God loves them and Church is a fun place

SON BURSTS (1ST – 4TH GRADE)

- ☀️ To teach children who God/Jesus is and the truth behind Bible stories

SON BLAZERS (5TH – 8TH GRADE)

- ☀️ To guide children as they make a decision to follow Jesus Christ as their Lord and Savior and begin to defend their faith



PARENT INFORMATION

- 1) In order to use the Nursery, a child must be **one year old and walking**.
- 2) Children must be **checked in and out of the Ministry Room** by a parent or other designated adult. Children **will not** be released to anyone other than a parent/guardian, or other authorized adult with the proper pickup tag.
- 3) Please use **child's full name, (no nicknames)** when signing him/her in or out.
- 4) Children must be in **the designated room for each specific ministry area: (1 yr - Kindergarten, Grades 1 – 4 and Grades 5-7)**.
- 5) If your child has an **allergy or special need, please make this information known** each time you drop off your child.
- 6) All children must have **current registration information** on file with the Children's Ministry prior to being able to stay in the Ministry.
- 7) **In the Nursery**, a child's personal items should be labeled or secured to child's clothing- (cups, pacifiers, diaper bags, etc.), prior to or at drop-off.
- 8) For **emergency purposes**, update your child's profile on a regular basis.
- 9) If your child **is sick** with a temperature of or over 99 degrees Fahrenheit, we ask that you **do not bring** him/her to the Ministry.
- 10) Please keep your **cell phone on vibrate and located** where you can access it and respond immediately to a text message about your child.
- 11) If your child is **crying excessively**, parents will be contacted to pick up their child. (Please allow only approximately 10 minutes of crying before parents are contacted.)
- 12) Please **pick up** your child from the Ministry area **immediately** following service, prior to socializing so as to allow our Ministry Partners to get home in a timely manner.



- 13) Parents and / or Grandparents / Guardians whose children use the Ministry are strongly encouraged to volunteer, (or someone in the immediate family) **once a month.**
- 14) **In the Nursery**, if you are a parent volunteering, **please do not bring other siblings** to the Nursery unless they can be signed into the appropriate aged Ministry Room. For example, a 2-year-old belongs in the 2-year-old room, not with their 1-year-old sibling. (We need your full attention given to the children you are working with in the Nursery).
- 15) Due to liability issues, **no two family members** are to work alone in the same Ministry Room on the same scheduled day. There must be an unrelated adult also working in the Ministry Room.
- 16) If a child has a tendency to bite, **extra close supervision** will be offered to that child. **If “biting” happens, Biting Protocol will be observed first, Table of Contents, and then the Ministry Assistant will be notified** (who will notify the appropriate Ministry Administrator) so that the following protocol may be followed:
 - a. **First offense**- each set of parents will be notified, in a separate and private area, regarding the incident.
 - b. **Second offense**- an email to document the second offense will be sent to parents by the Children’s Ministry Director and Ministry Assistant.
 - c. **Third offense**- the child who has a biting habit will be restricted from Ministry offerings until he/she no longer demonstrates this type of aggressive behavior or until the next ministry season.
***This protocol will be followed for ALL Aggressive Behaviors**
- 17) Teenage helpers must be at least **15 years old** or older to work in the Children’s Ministry and will only be allowed to **serve with another adult. Also, there must be an unrelated adult working in the room with the teen.**
- 18) If the Children’s Ministry is on emergency lockdown, you will not be able to access your child until the lockdown is lifted. You will receive notifications when lockdowns occur.
- 19) Parents, please keep your cell phones on vibrate and accessible during Worship Service as the Children’s Ministry will contact you via text if there is a need.
- 20) In order to keep children safe and provide quality service, it is NEC’s EXPECTATION that if your child uses the SON Shiners Children’s Ministry, at least one parent from every family is asked to serve- 1 Service, 1 Sunday, 1 time monthly.



ITEMS NEEDED FOR CHILD UTILIZING SON BEAMS NURSERY

- 1) Extra Diaper or Pull-up
- 2) Wipes
- 3) Pacifier (connected to child's clothing)
- 4) Change of Clothes
- 5) Sippy Cup with Juice or Milk

* Parents please make sure your child's items are labeled and preferably in a diaper bag.

ITEMS NOT ALLOWED INTO CHILDREN'S MINISTRY ROOMS

- 1) **Medicine of any kind.** If a child needs medication, it MUST be administered by the parent. **If your child has asthma or an allergy that requires an epi-pen, these items can be kept in their possession or with their belongings. If in an extreme emergency, these items need to be administered, 911 will be called and parents will be notified immediately.*
- 2) **Personal Toys-** All Ministry Rooms are equipped with age-appropriate toys. Parents should keep personal toys with them. If items are overlooked and left mistakenly with a child, these items should be put away and returned upon parent pick-up. Children's Ministry is not responsible for loss or damages.
- 3) **Personal Food Items-** Please do not bring food into Ministry Rooms. Some children have allergies. Children are given a snack before dismissal.



SICKNESS / ILLNESS POLICY

Because sick children spread illnesses to other children and adults, we ask that you not accept a child into the ministry room with any of the following symptoms and/or illnesses:

- ☀ Fever
- ☀ Runny Nose
- ☀ Rashes
- ☀ Coughing
- ☀ Diarrhea
- ☀ Any contagious disease, for example, but not limited to:
 - ☀ Active Chicken Pox / Measles / Mumps
 - ☀ Conjunctivitis (Pink Eye)
 - ☀ Ringworm
 - ☀ Head Lice

If your child is being treated with **antibiotics**, he/she should be on the medication for at least **24 hours** before coming to the Children's Ministry offerings.

If your child has a continually clear-runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on after the child is no longer contagious. We want our children to remain healthy and happy.



CHILDREN'S MINISTRY SAFETY PRACTICES

To maintain safety, the Children's Ministry observes the following practices...

MINISTRY PARTNERS MUST BE:

- 1) **Approved** by Ministry Administration,
- 2) Undergo a **Background Check**,
- 3) **Oriented to Ministry Procedures**,
- 4) **Wear proper Ministry Attire, and Nametag** while serving.

MINISTRY PARTNER PRACTICING PROCEDURES:

- 1) A Ministry Partner must **not be alone** with a child at any time.
- 2) There must be at least **two Ministry Partners present** in the Ministry Room at all times.
- 3) **No two family members are to work alone in the same Ministry Room on the same scheduled day.**
- 4) Ministry Partner **physical contact with child must be age-appropriate.**
- 5) Window **blinds must be kept open.**

CHECK-IN PROCEDURES:

- ☀ Children must be **signed into the Ministry by a parent/guardian (18+).**

CHECK-OUT PROCEDURES:

- ☀ **Children are not to be released to anyone other than a parent or other adult (18+) presenting the matching identification tag.**

CHILD TOILETING AND DIAPERING PROCEDURES:

- ☀ **Restroom Guidelines:** Never allow a child to go to the restroom unsupervised. If old enough to use the restroom without your assistance, monitor them frequently from the Nursery bathroom window or room hallway.
- ☀ **In the Nursery, diapers** are to be changed only in **designated areas** and in the **presence of other caregivers. Doors** are to remain **open and unlocked.**



LOCK-DOWN POLICY (FOR NON-IMMINENT DANGER IN THE AREA):

- ☀ Ministry Leaders will be notified to a danger outside of the building.
- ☀ Doors are locked and secured.
- ☀ No one is allowed in or out of the classroom, which includes check-in, check-out or restroom breaks.
- ☀ Shelter in place until notified that lock-down has been lifted.

ACTIVE-SHOOTER POLICY:

- ☀ Exit via nearest exit as shown on evacuation routes posted by the doors of each room.
- ☀ Once outside, quickly move to the designated meeting area and a take head count.
- ☀ If unable to exit safely,
- ☀ quickly usher children into in nearest room, then lock and barricade the doors, and turn off lights.
- ☀ Have everyone crouched down quietly out of sight, but near the door.
- ☀ If doors / barricades are breached- FIGHT! FIGHT! FIGHT!
- ☀ Shelter in place until notified that the threat has been cleared.

FIRE POLICY:

- ☀ Exit via nearest exit as shown on evacuation routes posted by the doors of each room.
- ☀ Once outside, quickly move to the designated meeting area and a take head count.

TORNADO “WARNING” POLICY:

- ☀ Lead all children to the lower-level hallway in a calm and orderly fashion.
- ☀ Have children sit alongside the hallway wall.
- ☀ Everyone should crouch low, head down, protecting the back of the head with the arms.



ACCIDENT POLICY

Children's Ministry Partners must be familiar with efficient procedures for handling accidents, even though our hope is that they never need to put the procedures into practice. **A quick First-Aid Guide is available in each First-Aid Kit in each Ministry Room** should a minor accident occur. Often, a quick hug and sympathetic ear are enough to calm a child's outward distress.

However, should any accident occur, Ministry Partners must be alert and watchful no matter how slight an injury appears.

Serious Accidents: Answer the following questions:

- 1) Is the child **unresponsive**?
- 2) Is the child **having difficulty breathing**?
- 3) Is the child's **cry unusual?** (high pitched?)
- 4) Is the child's **pulse weak or rapid**?
- 5) Is the child **vomiting**?

If any of the above questions are answered YES, call 911 and parents immediately!

MINOR INJURY:

1) Administer proper first aid, 2) Notify the Ministry Assistant, who will notify the proper Ministry administrator, and 3) Fill out an Injury Notification Form (**A copy of this form is to be presented and explained to the parents upon pick-up of their child.**) A copy of the incident will be kept on record by the proper Ministry Administrator.

- ☀ A First-aid Kit available in each Ministry Room.
- ☀ A quick First-aid Guide is available in each First-aid Kit.
- ☀ The Injury Notification Form is located at each First-aid area



NEW ERA CHURCH COVID-19 POLICY

- 1) It is preferred that ALL volunteers be vaccinated
- 2) Masks are required at services.
- 3) Volunteers who are not vaccinated will be asked to continue to mask when working with children.



IMPORTANT PARENTAL REMINDERS:

- 1) Check-in for SON Shiners Ministry Offerings: Opens- 9:30 / Closes- 10:15
- 2) For safety reasons, Ministry doors are locked @ 10:15 / Reopen @ 11:00
- 3) Please Check-in SON Beams Nursery Children ONLY at the Nursery Station: (Ages- 1yr thru kindergarten)
- 4) If child has allergies, please alert the Children's Ministry upon drop-off.
- 5) Please keep your cell phones on vibrate and accessible during Worship Service as this is how we will contact you if your child needs you.
- 6) Parents- In order to keep our s safe and provide quality service, it is NEC's EXPECTATION that if your child uses the SON Shiners Children's Ministry, at least one parent from every family is to serve 1 Sunday, 1 time a Month.

PARENTS, AGAIN THANK YOU FOR ENTRUSTING YOUR CHILD(REN) TO OUR CARE!

SON SHINERS CHILDREN'S MINISTRY LEADERSHIP TEAM

