



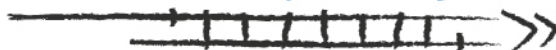
CONDUCTOR'S HANDBOOK



For Kid's Track Volunteers



kid's track



DOVE WESTGATE CHURCH



DEPARTURES (index)



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THANK YOU!

Thank you for your interest to serve in Kid's Track. Your willingness to pour into the lives of these young image bearers of our King has a powerful impact on their lives and future generations. Our mission in DOVE Westgate Kid's Track is to connect the hearts of children to Jesus and to help them thrive in not only their relationship with Him, but also with their family and friends.

It's our desire that you are equipped and supported to serve the kids in the most effective way possible. We also want to preserve your, and the kids', protection while they are under our care. To help ensure that this goal is met, please take the time to read over this Kid's Track Handbook. You will be asked to sign that you did indeed read and understand this Handbook on the application form.

We're excited to have you join our Kid's Track team!



CHILDREN'S MINISTRY DIRECTOR
A.K.A. Station Master

COMMUNICATION

It is very important that there be open and timely communication. At the beginning of each month, you can expect to receive the Kid's Track Conductor's Dispatch Newsletter. Please take the time to read over the information. If you do not receive it, let the Station Master/Children's Ministry Director know.

Your feedback, suggestions, concerns, and stories of the cute and poignant things kids say is very important. If you are struggling with a particular child or anything in Kid's Track, it is vital that we start discussing that early, not when you are so frustrated you don't know what else to do. I would love to hear from you!

Joy (Glick) Smith • JoyG@dwchurch.org • 717-584-1435

ENGINEERS

Each Sunday there will be a team of Engineers at the Engineer's desk. They are the final word for anything that comes up that Sunday. They are in charge of check ins, being sure all Conductor spots are filled, texting parents if a child needs them, ensuring safety and contacting Head Usher should the need arise, attendance sheets, and handing out radios.

They will place a radio in each room prior to the start of the service. The radio will already be turned on. If Conductors need anything like copies, supplies, assistance with a child, they should radio the Engineers. ALL classrooms as well as the Head Usher will hear what is said on the radio so keep conversation to a minimum. Stating you need assistance in your particular room is all that is needed. When the service is nearing the end, the Engineer will state that on the radio so that you know to wrap up so the kids are ready when parents arrive.

THE LEGAL SIDE OF WORKING WITH KIDS

Background Checks

All Kid's Track Volunteers aged 18+ are required by Pennsylvania law to have their background checks updated every five years. The Station Master will be in touch when yours are expiring. If you have updated clearances for another organization, turn in a copy so your new dates can be logged. Minors do not need clearances unless they will be paid for childcare by DOVE Westgate.

PLEASE NOTE: This requirement applies to Substitutes as well!



Mandated Reporting

In accordance with PA law, volunteers serving in any regularly scheduled program or activity involving children under the age of 18 will be considered mandated reporters.

Mandated reporting means that a volunteer must directly "report out" when child abuse is suspected. To "report out" means that you are directly responsible to contact the child abuse hot-line. All mandatory reporters could be criminally liable if they fail to "report out." The hot-line number is posted in each classroom.


DEFINING CHILD ABUSE

Intentionally, knowingly, or recklessly doing any of following:

- 1.** Causing bodily injury to a child through any recent act or failure to act.
- 2.** Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment
- 3.** Causing or substantially contributing to serious mental injury to a child through any act or failure to act.
- 4.** Causing sexual abuse or exploitation of a child through any act or failure to act.
- 5.** Create a reasonable likelihood of bodily injury to a child through any act or failure to act.
- 6.** Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- 7.** Causing serious physical neglect of a child.

What is not child abuse:

- 1.** Child on child contact – harm or injury to a child that results from the act of another child aged 13 years or younger, unless that act constituted a sexual assault or indecent exposure (in which case it is child abuse).
- 2.** Reasonable parental discipline – the use of reasonable force by a parent on or against the parent's child, for the purpose of supervision, control, and discipline.
- 3.** The use of reasonable force on a child by that child's parent or person responsible for that child's welfare, constituting incidental or minor physical contact, or other actions designed to maintain order and control/avoid greater physical harm.
- 4.** The omission of medical care to a child based on the sincerely held religious beliefs of that child's parents/close relatives, which beliefs are consistent with the tenets of a bona fide religion, provided that such omission of medical care does not cause the death of the child.
- 5.** Environmental factors – injuries resulting solely from environmental factors, such as inadequate housing, furnishings, income, clothing, and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides.



**Be the kind of leader
that you would follow.**

HOW TO LEAD WELL

Keep your focus.

Focus on the kids as soon as they walk in the door. Set your phone, coffee, and thoughts of what to make for lunch aside and love on the kids for this short amount of time that you have with them.

Be prepared.

Rushing in at the last minute no matter what age you are serving will only make you, the kids, and your co-volunteers anxious and unfocused.

CHECK IN/OUT

Name Tag

Every person that is in the Kid's Track area for more time than it takes to drop off/pick up a child **MUST** be wearing a name tag. This includes the Engineers, Conductors, kids, and even the Station Master! The Engineers will assist with any questions on this. Not only is this for safety reasons, but it makes it easier for the kids and visitors to remember names.

Pick Up

ALL kids in Kid's Track area must be picked up with the corresponding label. The person picking up kids needs to be 13 yrs+. Parents can give the label to a non family member to pick up their child. A picture of the pick-up label is acceptable.

Consistency

It is vital that we are all consistent with the check in/out system for it to function properly. Allowing families to let a child into a class without checking them or letting them take a child without showing their sticker breaks the entire system. Part of our message to new families is that we take the care of their child very seriously. Seeing Conductors let kids go out to what looks like random people (even though it might be a grandparent!!) doesn't give a secure feeling of what might happen to their child.

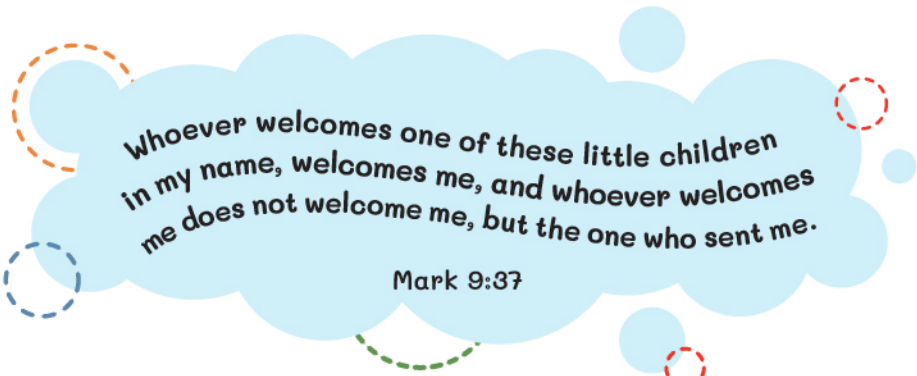
Even if you are a teacher of a family member or your best friend's kids, ALL Conductors MUST ask to see the sticker for pick up. I certainly don't expect you take each sticker and compare it to the child if it is someone you know, but the sticker must be shown and acknowledged.

Lost Label

The Engineers has a simple form that the adult needs to fill out if a label is lost. They will then take that form to you in place of their label.

SUBSTITUTES

If you, as a regularly scheduled Conductor, know you will be unavailable for your assigned Sunday, it is your responsibility to do all you can to find a replacement. You can switch weeks with someone else on the schedule or use the substitute list to find coverage. Keep in mind that the person covering for you must be cleared as a Kid's Track Conductor. If you have tried all avenues and still can't find a replacement, or if you have a last-minute emergency on Sunday morning, please contact the Station Master right away.



*Whoever welcomes one of these little children
in my name, welcomes me, and whoever welcomes
me does not welcome me, but the one who sent me.*

Mark 9:37



I can do everything by the power of Christ.
philippians 4:13

SUPPLIES

Please check to be sure you have all necessary supplies before children arrive. Extra supplies are found in the Storehouse (last room on left in back hallway). A copier is also in the Storehouse. If you need something after children have arrived, radio the Engineer.

THE RULE OF 2

A lot of factors go into maintaining a safe ratio of Conductors to kids. At the very minimum, there must be two approved Kid's Track volunteers in each room – this means that they have read and signed off on this handbook and turned in the required background clearances. An approved Conductor has gone through the application and clearance process. Other than a parent temporarily staying with a child, no other adult or teen may stay in the classroom.

If the Conductors need further assistance, or are short a Conductor, they should immediately radio to the Engineer who will see that more help is secured.

ROUNDHOUSE

5th Sundays are Roundhouse Sundays! Roundhouse is held in the Gym, beginning at 9:30 with the start of the main service. Roundhouse is a time for Pre-K Sprouts through 5th grade kids to come together corporately for some music, activities, and a lesson/story.

Lambs, Guppies, Hikers and Butterflies will meet at their usual times. Conductors will cover these times on a rotating basis.



WHAT TO EXPECT ON A SUNDAY MORNING

All Ages

Before Sunday Morning

Study the curriculum for the current Sunday and prepare any crafts ahead of time.

If you are assisting, rather than leading the lesson, reach out to the leader to see if they need support with anything specific.

Pray! Pray for wisdom, pray for the kids in your class, pray against the plan of the enemy.

During Sunday Morning

Gather any supplies you need.

Try to arrive at least 10 minutes before the service starts. It always helps to browse through the classroom to avoid any “surprises.”

Once the children are dismissed from the service, immediately go to your classroom. If possible, try to be waiting in the classroom ahead of time so that you can cheerfully welcome everyone as they arrive.

Learn and memorize the names of each child in your classroom!

If a child is attending for the first time, thank them (and their parents if possible) for coming and warmly share what they can expect from the morning (how dismissal works, where bathrooms are, etc).

Pray with the kids before you start your lesson—give them opportunities to share what is on their heart.

Following the Service

Try to end on time so that families can gather together once the service has ended.

As the kids depart, remind them that you will be praying for them the next week. Also remind them of the weekly memory verse, if applicable.

Lambs & Guppies

Arrive to room 10 minutes prior to the start of service so that parents can drop children off and get to the service in time. Connect with each parent on any special instructions for naps (Lambs only), snacks, diaper changes, etc. Be sure to convey any information to other Conductors serving. Place any bag or cups the child brings on shelves (Lambs) or in cubbies (Guppies).

Since you are in the room for the entire service, there is a TV in each room that shows the service live. This is a good way to connect with what is happening, but your first line of attention needs to remain the kids. Conductors in this age group will be scheduled for one 5th Sunday per year.

Hikers & Butterflies

This age group often has the most trouble transitioning from sitting with their family to going to a class alone. Have puzzles or some other toy or coloring option at each seat at the table so that they can focus on that. Their parent can get them involved in that before heading out if needed. These age groups should also be given the option to play with the toys in the room for a bit when they first arrive. For those that don't want or need to sit at the table, let them play for a bit. Be sure to engage in their play and build a relationship right from the moment they walk in the room. Conductors in this age group will be scheduled for one 5th Sunday per year.

Sprouts, Cubs, 1st-5th

The intent is not that Kid's Track feels like a school classroom. Take the time to let the kids share things in their lives and pray with them or for them. Use object lessons, games, crafts, etc to help the kids engage and be part of the lesson, not an observer.

This age group will be in Roundhouse on 5th Sundays – 4 a year. If any volunteers are needed to help, the Station Master will send out a request.

TIPS FOR STAYING ON TRACK



General Expectations

All Engineers and Conductors must check in and wear a name tag where parents can see it.

Only children of the appropriate age should be in the classroom. Please make arrangements for your other children to be with a friend or family member.

Please check the children's name tags for allergies before giving snacks.

No diapers should be changed by male Kid's Track Conductors.

Biting Policy

If you observe a child bite another child, please notify the Engineer right away after taking proper care of the wound. Both sets of parents should be notified when the children are picked up or immediately if children are upset. Be considerate while informing both families so that no one feels judged or chastised because of the incident.



Confrontations

If confrontations arise between kids or leaders, make parents aware of the challenge and what was done to address it. If a situation occurs during the class that cannot be resolved, then contact a Kid's Track overseer or church usher immediately.



Illness/Sanitizing



Children that are visibly not feeling well should not be dropped off. Encourage the parent to keep their child with them so that no sickness spreads to other children or volunteers.

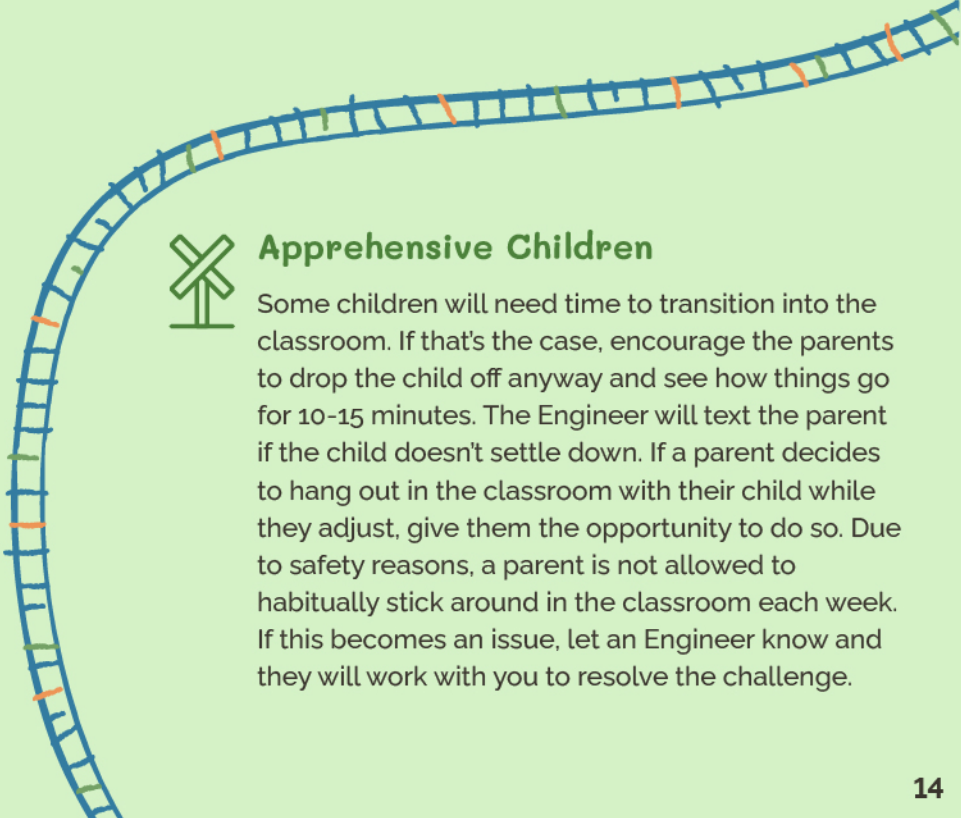
Likewise, if you as a Conductor are not feeling well, you should find a substitute or switch weeks with another Conductor.

Children's hands and tables should be cleaned or sanitized prior to snack time. Conductors should sanitize their own hands before handing out a snack.

There is a spray bottle of sanitizer in each room. All toys and furniture should be sprayed after the last child has been picked up. Toys and furniture are given a deep clean several times throughout the year as well.



Apprehensive Children




Some children will need time to transition into the classroom. If that's the case, encourage the parents to drop the child off anyway and see how things go for 10-15 minutes. The Engineer will text the parent if the child doesn't settle down. If a parent decides to hang out in the classroom with their child while they adjust, give them the opportunity to do so. Due to safety reasons, a parent is not allowed to habitually stick around in the classroom each week. If this becomes an issue, let an Engineer know and they will work with you to resolve the challenge.

CELEBRATE THE WINS!

Kid's Track functions smoothly behind the scenes. Therefore, it's so important that the victories that are experienced in the classroom are celebrated by the Body of Christ.

If you experience or observe something to get excited about (even the simplest of victories), then share that with the parents - and pass the story along to the weekly overseer as well!

Church should be a place that kids are energized by. When kids eagerly share how they see God working, that's a win. When kids invite their friends and drag their parents out of bed to get here on time, that's a win. We believe that this should be one of the best hours of their week.



People were bringing the little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them,

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.

I tell you the truth; anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, put his hands on them and blessed them.

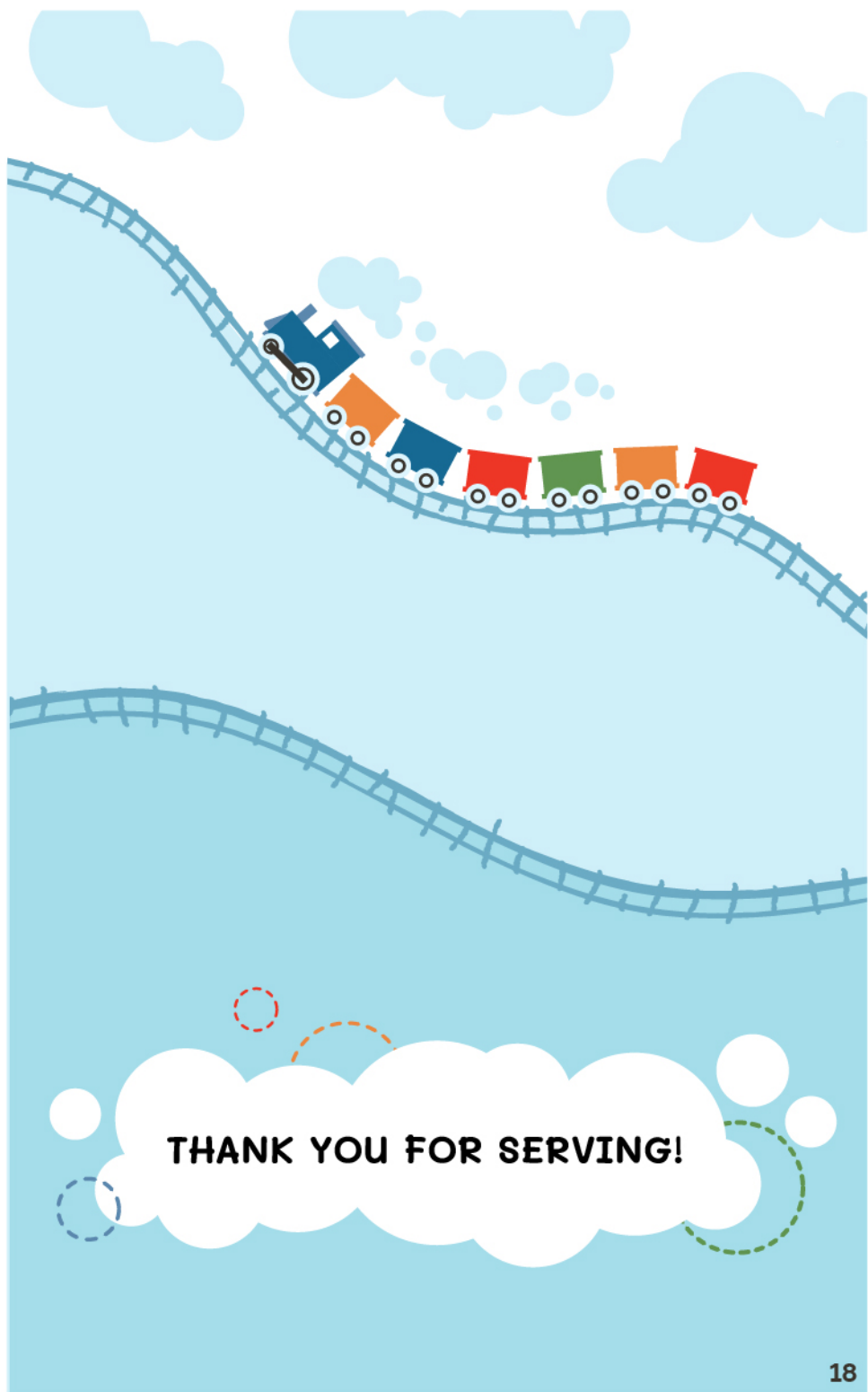
Mark 10:13-16




STATION MAP



- | | | |
|-----------|---|--------------------------|
| 1 Lambs | 5 Butterflies | 9 3 rd Grade |
| 2 Colts | 6 Sprouts | 10 4 th Grade |
| 3 Guppies | 7 Cubs | 11 5 th Grade |
| 4 Hikers | 8 1 st & 2 nd Grade | 12 Storehouse |





If we don't teach our children
to **love Jesus**, the world will
teach them not to.


kid's track
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DOVE WESTGATE CHURCH