

WELLSPRING KIDS

Ministry Handbook



A MESSAGE FROM *our pastors*



Hello Wellspring Kids Team!

Thank you for being a part of such an integral serve team here at Wellspring. Every Sunday, or Event, you have a great opportunity to serve God by serving others with your passions, kindness, talents and testimony.

When you come prepared to notice families, get on a child's level and lead them toward Jesus with fun in mind- you are leading the way and helping the next generation to build a firm foundation on God.

Leading others in this way is not only an honor but a great responsibility. Thank you for giving it your all and for realizing that every Sunday is **SOMEONE'S SUNDAY** where they accept Jesus as their Lord and Savior and realize God can be their friend forever.

As you help to create purposeful environments and interactions here at Wellspring, you are greatly impacting the Kingdom.

Thank you and God bless you,

Pastor Joey + April Adkins



WELCOME!



Thank you for joining the Wellspring Kids Team here at Wellspring Community Church! We cannot express enough how excited and thankful we are that you have decided to join our family!

Each week, we have the opportunity to reach hundreds of children in an engaging environment filled with energetic games, heartfelt praise and worship, and interactive Bible stories that help teach the love of God.

We are extremely blessed to be a part of such an amazing Godly movement in this generation and are glad you could be a part of that too!

Through your gifts, talents, and faithfulness, let's partner together by empowering the future generation to impact the Kingdom of God.

Your investment is invaluable, and we greatly appreciate you!



A photograph of three children sitting at a table, focused on drawing. A boy with glasses is in the foreground, leaning over his work. A girl in a pink shirt is to his right, also drawing. Another girl is partially visible on the left. The scene is dimly lit, with a blueish tint. A yellow arrow points from the 'WHY WE EXIST' text to the 'OUR PURPOSE' text.

WHY WE EXIST

To establish the foundation for kids to become fully engaged followers of Jesus.

OUR PURPOSE

To create an environment where kids 0-5th grade can know that God made them, God loves them and Jesus wants to be their friend forever.



SERVING POSITIONS

- Check in / Service coordinator
- Infant room leader
- 2's room leader
- Pre-K room leader / teacher
- Elementary room leader / teacher

BACKGROUND CHECK

A background check will be performed for every position. This is for the safety of you and the children.

WELLSPRING KIDS

Expectations

RESPONSIBILITIES

- Attend a weekly service.
- Respond to serving opportunity requests and communications.
- Wear your Wellspring Kids shirt.
- Come prepared by reviewing planned curriculum and praying for a great service.
- Attend team huddles/ministry trainings.
- Follow practices and procedures as outlined in this Wellspring Kids manual.
- Always notify Wellspring Kids Staff member of incidents/accidents or if you need further assistance.

ENGAGEMENT WITH FAMILIES

- Welcome families with a smile and friendly greeting.
- Keep in mind, you are one of the first people these families interact with at Wellspring.
- Make them feel comfortable and encourage them that their child's stay with us will be great and safe.
- Be ready to answer questions about the class structure/service.





DRESS CODE

It is important to properly represent the standard of the church. Attire is one way to provide a favorable image to all the people that Wellspring Community Church serves. You should always present yourself in an exemplary manner.

WHAT TO WEAR ON SUNDAYS

- Wellspring Kids Shirt
- Flat, comfortable shoes
- Pants, jeans, or long Skirts
- Team Wellspring name tag

Important Things to Remember:

- You will be in some compromising positions. For example: kneeling, sitting on the floor, bending down, etc., so you want to dress properly for the tasks.
- "Lift your hands, touch your toes, if anything shows, please change your clothes"
- If you have any questions regarding appropriate attire, you can always ask a Wellspring Next Gen Staff Member.

PLANNING CENTER ONLINE

We use PCO as our online hub for all details, scheduling, and resources. **Team members receive requests for services via email or the mobile app, and they can choose to accept or decline** – we ask that you respond within 7 days of receiving the request so we can either count on you or replace your spot with someone who is available.

ACCEPTING

When **ACCEPTING** a request, you have considered the date, and are confirming you would like to serve.



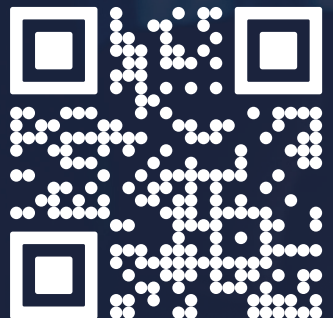
DECLINING

When **DECLINING** a request, we just ask that you let us know the reason. Need that weekend off to rest? Have a scheduling conflict or vacation planned? We want to know what's going on in your life and how we can celebrate or support you.



BLOCKOUT

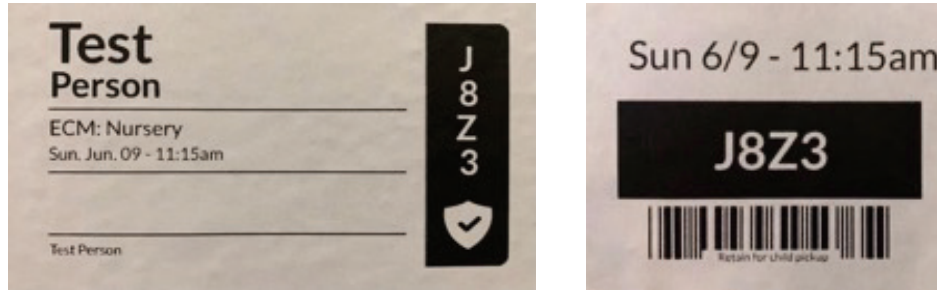
The **BLOCKOUT** feature is a great way to let us know ahead of time when you know you won't be available. Vacations, events, and even pre-planned rest are perfect reasons to blockout.



SCAN HERE TO VIEW OUR PLANNING CENTER TUTORIAL

CHILDREN'S

Check-in Tags



CHECK-IN/CHECK-OUT PROCEDURES

- Every child must be checked in through Kid's Check-In in the main hallway on one of the iPads.
- The parent and child are given name tags with matching security codes.
- Children must wear their tags at all times, as tags are necessary for identification, allergy information, and parent check-out.
- At check out, parents enter the specific hallway in which their child is located by first showing the security tag to the Safety Team member positioned at the exterior glass door.
- At each environment before releasing a child, an adult leader will verify the pick up tags, the child's tag, and the parent's tag all match.

LOST TAG

In the case that a parent loses their security tag, the following steps are taken.

- They will be stopped at the glass doors by security and asked to go back to Kid's Check In to take the necessary steps to verify parent and child information.
- In the unlikely event that you encounter a parent with a lost tag at the classroom door, please redirect them to Kid's Check In to verify parent and child information.
- As you are working through this with a parent/guardian please ensure that we do communicate that we take these steps to ensure the safety of their children.
- If needed contact an Wellspring Next Gen Staff member for additional assistance.
- ***If a child loses their tag*** refer to the classroom sign in sheet.

SERVING

Policies + Procedures

ADULT TO CHILD RATIOS

ALWAYS follow the below maximum ratio chart for child safety

- Birth-11 months **1 Leader to 2 Kids**
 - 1 Year Olds **1 Leader to 4 Kids**
 - 2 Year Olds **1 Leader to 6 Kids**
 - 3 Year Olds **1 Leader to 8 Kids**
 - 4-5 Year Olds **1 Leader to 12 Kids**
 - Kindergarten- 5th Grade **1 Leader to 18 Kids**
- 

DISCIPLINE

We are to show mercy and grace to the children, but we have rules to provide effective ministry, safety, and class order.

- Discipline is to be handled by the **adult leader**.
- Never administer physical discipline - **spanking or hand popping, etc.**
- Remain calm when speaking with a disruptive or disobedient child.
- If a child is continually disruptive or disobedient, notify Wellspring Kids staff member

CALLING FOR PARENTS

Should a child be inconsolable or need to be removed from the classroom, we must call the parent.

- Advise Check in or Safety team to notify Wellspring staff or service coordinator.
- Provide the child's first & last name and what room they are in. (instructions in each room)
- The Wellspring Kids Staff member will then in turn text the child's parent to come to the room.
- While you wait, remove the child from the doorway, comfort the child, try bubbles, light up toys, lullaby video, etc., pass the child to another dream team member, pray for peace.
- A Wellspring Kids Staff member will also come to the room for further assistance.

ACCIDENT GUIDELINES

INCIDENTS

- Minor incidents are to be handled by an adult leader.
- Bandages can be found in the first aid kit in each classroom.
- Ice packs can be found in the freezer in the Next Gen kitchen.
- We do not administer medicine of any kind.
- If the incident requires first aid, notify Wellspring Kids Staff.
- If the child receives any kind of a mark that would be a surprise to the parent, i.e., a bump, bruise, bite, cut, etc., notify Wellspring Kids Staff immediately.
- Explain to the staff member what happened; They will in turn contact the parents and talk to them about the incident.
- Fill out an Incident Report (**located at the Check-In Desk**) and have all witnesses sign it and turn it in.

WHAT TO DO IN CASE OF...

BUMPS/BRUISES

- Upon examination, wrap a cold compress in a towel and apply to the area.
- If further attention is necessary, contact Wellspring Kids Staff.

BLEEDING

- Determine how extensive it is. Separate the child from the other children.
 - Keep others from being exposed to the blood & use rubber gloves.
- Wipe the area clean and apply a bandage.
- If the bleeding is serious, contact Wellspring Kids Staff and request medical assistance.

BITING

- Upon examination, if the skin is not broken, wash the area with soap and water. Apply a cold pack and soothe the child.
- If the skin has been broken, contact Wellspring Kids Staff to call the parents.

****IN ALL INSTANCES, COMPLETE AN INCIDENT REPORT AND TURN IT IN TO WELLSPRING KIDS STAFF****

ACCIDENT GUIDELINES

(CONT.)

WHAT TO DO IN CASE OF...

AGGRESSIVE BEHAVIOR

- Gently discuss with the child that the behavior is not acceptable.
- Immediately contact Wellspring Kids Staff to call the parent for removal of the child if the aggression continues.
- Wellspring Staff will follow up with the parent/guardian.
- Complete an Incident Report and turn it in to Wellspring Kids Staff.

VERBAL THREATS

- Immediately notify Wellspring Kids Staff about the threat that was made.
Ex: I'm going to kill you, I want to hurt you, I am going to cause harm, I have a weapon, etc.
- Wellspring Kids Staff member will determine the level of threat and contact parent.
- Follow up will be conducted with child's parent and the victim's parent.
- Pastor will contact the safety team immediately on the following items:
 - Student is physically causing harm to others or themselves.
 - Student has a weapon or talks about having a weapon with them.
 - Student is planning mass harm.

SUSPECTED CHILD ABUSE/NEGLECT

If you observe any of the following, please notify a Wellspring Kids Staff member immediately:

- You observe behaviors and/or signs that may indicate a child being maltreated physically, emotionally and/or sexually, notify a Wellspring Kids staff member immediately.
- Have reasonable cause to believe that any person who has contact with children during their time within Wellspring Kids has impure motives and/or shows signs that they have the capacity to harm children in any way.
- You suspect that any adult is attempting to build relationship with a child for an impure purpose or for the purpose of harming them.



WELLNESS POLICY

for Children + Volunteers

To ensure the health of the other children and Team Wellspring, we ask that sick children and sick volunteers do not attend any children's ministry event. It is recommended that a child does not attend church when any of the following symptoms are present:

- A fever of 100.1 degrees or higher
- Diarrhea- no matter what the cause (i.e., medication, teething, etc.)
- Vomiting- no matter what the cause (i.e., medication, teething, etc.)
- Common cold (from onset through one week)
- Any symptoms of childhood diseases
 - *Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough, etc.*
- Sore throat, constant cough, or croup
- Colored mucus (runny nose that is not clear, in the eyes)
- Any unexplained rash
- Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- Pinkeye, redness of the eyes, or any other eye infection
- Any communicable disease
- Lice- including the presence of eggs or nits

This Applies to All Children and Team Wellspring

GUIDELINES FOR

Appropriate Affection

Wellspring Kids is committed to creating and promoting a positive, nurturing environment for our children's ministry that protects our children from abuse and our volunteers from misunderstandings. The following guidelines are to be carefully followed by all Team members working around or with children.

POSITIVE & APPROPRIATE FORMS OF AFFECTION ARE:

- Brief hugs or side hugs
- Pats on the shoulder or back
- Handshakes/High fives
- Verbal praise
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for side hugs with small children
- Holding hands during prayer

INAPPROPRIATE FORMS OF AFFECTION ARE:

- Inappropriate or lengthy embraces
- Kissing children
- Holding children over three years old on lap
- Touching knees or legs of children
- Wrestling with children
- Tickling children
- Picking up children older than five years old.

EMERGENCY SITUATIONS

FIRE ALARM

In the event the fire alarm sounds, ALL CHILDREN MUST BE EVACUATED from the building.

- Please remain calm.
- Do a head count to determine how many children you have in the class.
- Take the Sign-In sheet clipboard with you.
- Exit and head to the outside meeting area. The Safety team and staff will help escort everyone through the parking lot to the meeting area.
- We will assemble by age while waiting on parents for pick up.
- If a parent wants to take their child after the evacuation, they must produce their security tag.

(Note on the Sign-In sheet that the child was taken by their parent prior to returning to the classroom)

- Stay with your class at all times.
- Do not re-enter the building until you have been notified by a member of the Safety Team that the building is safe.
- Upon returning to the classroom, do a head count to determine that all children who were evacuated have been returned to the classroom.

LOCK DOWN (CODE RED)



WELLSPRING KIDS



Early Childhood Team
BIRTH - PRE-K



EARLY CHILDHOOD

Policies + Procedures

ROOM PREPARATION

Infants

To ensure we are ready to engage and receive our families, please ensure the following takes place:

- Team Leader will lead as you pray together.
- Please wash your hands and use a sanitizer solution.
- Socks are worn only, no shoes.
- There must be at least two Teamers in a classroom before check-in.

2's Room

- Upon arrival, please read over the classroom sheet and materials provided to you. Here, you will find all you need for class time.
- If you ever need further assistance, please contact a Wellspring Kids staff member.
- We will check on you throughout your serving time.
- Prep for any take home materials that will be given to parents upon pick up of child.

ENGAGING WITH PARENTS

- Be sure to welcome families with a smile and a friendly greeting.
- Keep in mind, you are one of the first people these families interact with at Wellspring.
- Make them feel special and encourage them that their child's stay will be great and safe!
- Receive necessary labeled items from the parents: bottles, cups, diapers, pacifiers, etc.
- Diaper bags will be placed in cubbies.
- We do feed children a small snack while they are in our care. The snacks are nut free and we have a gluten free option in the room if needed.
- Snacks may be taken in for children as long as they are nut-free.
- Kindly say goodbye to parents and bring the child to appropriate activities.
- If the door is closed, listen for parents as they will have to knock!

EARLY CHILDHOOD

Policies + Procedures

ROOM CHILD CHECK-IN

- Greet families and confirm child's age/tag to make sure they are at the correct room.
- If the child is not at the assigned room, please direct the parents to the correct room.
- Use the check-in sheet supplied to note the following information for each child:
 - **Child's FIRST and LAST name**
 - **Security tag number**
 - **Special instructions from the parent (allergies, snack in bag, blanket, etc.)**
- If a child is checked into the wrong room or the parent wishes to change the child's room, please direct the parents to a Wellspring Kids staff member.
- Room changes must be made by a staff member because it is very important for us to maintain the appropriate teacher-to-child ratio in each room.
- Please do not allow parents into your classroom at any point before, during, or after the service without prior approval by a Wellspring Kids staff member.
- Only adults who have been background checked and are serving are allowed in the room.
- This ensures the safety of every child and minimizes classroom disruptions.

CLASS TIME

Birth - 2 Year Olds

- During your time in the classroom, feel free to use the many resources available.
- Your room is stocked with many things from toys, swings, and worship music.
- Ensure, prior to parent pick up, that every diaper is changed and report completed.
- We want parents to know that their babies are clean and dry as part of our attention to taking care of them.

EARLY CHILDHOOD

Policies + Procedures

CLASS TIME

3 Year Olds - Pre-K

- Each week, we will be sharing Bible stories and teaching biblical principles by way of activities, crafts, songs, and small groups.
- Each week's activities will be included in PCO so you can prepare in advance.
- Upon arrival take some time to review and get prepped; you may be asked to lead an activity.
- You will have a blast!

DIAPER CHANGING & BATHROOM

Birth - 2 Years Old

Each child is changed at least once while they are with us. ONLY adult females, at least 18 yrs. old, may change diapers. For security reasons, male volunteers shall not assist with diaper changes or potty breaks.

- Always use a diaper from the child's diaper bag.
 - If they did not provide a diaper, use one from the room supply.
- Always use gloves when changing diapers. Gloves are provided.
- After changing each child, wash your hands and wipe the changing station with cleaner.
- If the child is being potty-trained, ask them if they need to use the potty.
 - You may have to assist them with being wiped clean. (USE GLOVES)
 - Make sure to have them wash their hands.
- If a child's clothes become soiled, check their diaper bag for a change of clothing.
 - If there are no extra clothes, we may have some on hand, check supply box.
 - If we are unable to provide a change of clothes, place a diaper or pull on the child. Then contact the parent to come and pick up the child from class.

EARLY CHILDHOOD

Policies + Procedures

CHECK OUT

Birth to 2 Year Olds

- Twenty minutes prior to the end of service, ensure that every child's diaper has been changed.
- Gather all items and return them to their proper diaper bags.
- Team Leaders are to be positioned at the doors ready for parent's arrival.
- Verify tags and have team members bring children to the door with all their items.

3 Year Olds to Pre-K

- Team Leaders are positioned at the doors ready for parent arrival.
- Verify tags and have team members bring children to door with all class time items in hand.

WHAT IS ORANGE?

First Look Curriculum

STRATEGY

- Through age-appropriate activities, preschoolers are building their spiritual foundation so that by the time they graduate to kindergarten they know these three basic truths:
 1. God Made Me
 2. God Loves Me
 3. Jesus Wants to be my Friend Forever
- Combines the critical influences of the Church and Home to move kids to:
 - LOVE GOD by inciting WONDER
 - LOVE LIFE by provoking DISCOVERY
 - LOVE OTHERS by fueling PASSION

CURRICULUM

1. LARGE GROUP: Consists of two segments: Worship & Story.

- **Worship** is designed to engage and involve preschoolers right away.
- The **Story** segment brings the Bible story to life for preschoolers.

2. SMALL GROUP: Consists of two segments: Social & Groups

- **Social** activities introduce new concepts that will be told in the Bible story.
- **Groups** is where kids review the Bible story, memory verse, and bottom line by participating in fun activities that not only help them to apply the story to their lives, but also help them practice faith skills to help them grow in their relationship with Jesus.

PARENT CUE

Prompting action beyond the experience, we give you materials to send home with parents either weekly or monthly to encourage the learning to continue at home.



WELLSPRING KIDS



Elementary Team

K - 5TH GRADE



ELEMENTARY

Policies + Procedures

ROOM PREPARATION

Next Gen Auditorium

To ensure we are ready to engage and receive our families, please ensure the following takes place:

- Lights, sound and TVs are on.
- Curriculum and Pre & Post Service activities are ready and in place.
- Tables and game stations are prepped and ready for use.

ENGAGING WITH FAMILIES

- As families approach be sure to welcome them with a smile and a friendly greeting.
- Keep in mind, you are one of the first people these families interact with upon their arrival.
- Make them feel special and encourage them that their child's stay in the rooms will be great and safe.
- Kindly say goodbye to parents and bring the child to an activity.
- Be ready to answer questions about the class structure/service.

CHILD CHECK-IN

- Engage with the family members but no need to keep them at the door.
- Have a Teamer at the entrance to assist in completing the check-in sheet.

CHILD CHECK-OUT

1. Call for students by name using microphone provided by classroom leader.
2. Verify security tags match & provide class materials to students/parents.

ELEMENTARY

Policies + Procedures

PRE-SERVICE, SERVICE & POST-SERVICE RESPONSIBILITIES

To ensure we are ready for families upon child drop off, **our services begin 15 minutes prior to adult services** starting. This allows staff and leaders time to connect, prior to children arriving, about the service. Please plan accordingly to arrive on campus, check in to get your tag and be in the room ready to serve.

Leader positions take place in three parts: **Pre-Service, During Service and Post-Service.**

- **Pre-Service responsibilities:** Greeting families answering questions about the room/service, welcoming children in and reminding/helping them sign in and student engagement in the room
- **During service responsibilities:** Ensuring students actively listen to the speaker, leading during small group time, participating during worship, sitting with the kids during lesson time, and someone at the door for kids to go to for bathroom and water breaks.
- **Post-Service responsibilities:** entrance door name calling, tag matching, handouts/take home materials to student and/or parents, tidying/cleaning the room

SERVICE FLOW

Pre-Service Social Time: For the first 10 minutes, we enjoy games and free play. This is a great time for relationship building with the children, and all-around fun! Please observe the room and ensure safe play.

Countdown and Host Opener: Our services start by cleaning and putting away activities/toys and then going into a group game.

Praise and Worship: Worship consists of a mix of fast-paced songs with motions and dancing and slower tempo songs. The fast-paced songs are a time for children to experience joy and fun while worshiping God! During the slow tempo song, we create a quieter time for our children to connect with God. During this time volunteers should be either participating in worship by following the kids on stage or cleaning up around the room.

Memory Verse Challenge: This segment is specifically designed to draw children into God's Word and our monthly memory verse. We will go over the verse either during the lesson or in small groups. The last Sunday of the month is Prize Sunday and kids have the opportunity to recite the verse for a prize.

ELEMENTARY

Policies + Procedures

SERVICE FLOW (CONT.)

The Word: Each week, a storyteller shares an interactive message revolving around the monthly Life App, the weekly Bottom Line, our monthly memory verse, and a Bible Story.

Small Group: Following the Word, we dismiss to SG Time. During this time, the children engage in fun activities while leaders interact, talk about the Bible Story, prayer wall, and build relationships. We remain in SG until service dismissal, at which time, volunteers move to the appropriate positions for Check-Out.

DISCIPLINE

In Elementary, we utilize the "4 R's" System for behavior management. First and foremost, we are teachers of love and grace, but a behavior system is needed for the safety of, and in the process of shepherding young disciples. We ask that all Leaders follow this progressive model:

- Request** Be clear about what you ask of children. Make sure they know their expectations in order to correct behavior.
- Reset** Move them, sit closer to them, or rearrange children.
Ask children to take a "moment" by themselves, then invite them to rejoin the group.
- Remove** Ask a Wellspring Kids Staff member to take the child to the side for a conversation.
- Release** Bring them to a Wellspring Kids Staff member, who will contact the parents.

- Be careful not to lecture, express anger, or frustration.
- Do your best to not make the situation worse.
- Always have another leader present for all conversations/interactions with children.
- Never, ever shame or embarrass a child in front of their peers.
- Never be alone with a child, especially if they are needing behavior correction.

WHAT IS ORANGE?

252 Kids Curriculum

STRATEGY

- 252 Kids provokes discovery in the heart of a child.
- The 252 Kids curriculum is designed to shape identity through planting these **3 Basic Truths** in the heart of every elementary-aged child:
 1. I can make the right choice. (Wisdom)
 2. I can trust God no matter what. (Faith)
 3. I can put God's love into action. (Friendship)
- Combines the critical influences of the Church and Home to move kids to:
 - LOVE GOD by inciting WONDER
 - LOVE LIFE by provoking DISCOVERY
 - LOVE OTHERS by fueling PASSION

CURRICULUM

- 252 Kids is organized around key Bible stories that help kids discover Jesus and reflect His character to the world around them.
- Every month presents a new theme, which is a biblical life application to help children discover more about God's character. Ex: love, faith, wisdom, etc.
- Each theme is unpacked through a weekly Bottom Line—a short phrase so easy to remember that it can be reinforced at home throughout the week.

PARENT CUE

- 252 Kids offers monthly and weekly Parent CUEs that can be printed or emailed to parents, giving them support during this stage of life. Each Parent CUE provides a summary of the weekly lesson. Additional resources are available for families through Studio252.tv or the Parent CUE App.



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