

The image features a central golden shield with a tree emblem. Two crossed swords are positioned behind the shield, with their hilts at the top and blades pointing downwards. The shield is set against a background of a repeating geometric pattern with intricate scrollwork. A horizontal banner across the middle of the shield contains the text "EFBC KIDS".

EFBC KIDS

**CHILDREN'S
MINISTRY
HANDBOOK**

Welcome to Edmond's First Baptist Church ministry to families with children, grades 1-5. We are thrilled you have chosen our church to help your child learn about Jesus at his individual level of understanding through Connection Group, church attendance and as part of our Wednesday Nights and summer programs.

As a child, Jesus *"increased in wisdom and stature and in favor with God and man."* We desire this same kind of growth for your child at our church.

As partners, home and church build spiritual foundations that last for eternity. We count it a privilege to invest love and time with you in the life of your child.

Guidelines and procedures are based on our desire to meet all your child's needs while at church. Questions and comments are always welcome. It is a privilege to partner with you as your children grow.

For His Children,

A handwritten signature in black ink, appearing to read 'Christian Lloyd', with a stylized flourish extending to the right.

Christian Lloyd,
Associate Pastor: Childrens' Ministry

www.fbcedmond.org
clloyd@fbcedmond.org
405-341-0253 (church number)
405-886-6101 (cell number)

Date: _____

Foundational Guidelines

Edmond's First Baptist Church follows a learning design based upon five principles **Worship, Ministry, Fellowship, Discipleship, and Evangelism**. We are committed to helping parents build a firm and lasting spiritual foundation in the lives of their children. In addition, we focus upon eight key foundation concepts that provide a biblical framework upon which children can develop a spiritual foundation for conversion, spiritual growth, and a biblical worldview. These eight concepts are **(1) God, (2) Jesus, (3) Bible, (4) Creation, (5) Family, (6) Self, (7) Church, and (8) Community and the world.**

We follow these basis assumptions:

- Use of the Bible as our textbook – the Bible is the basis for everything we teach along with the bible being the basis for the development of all our teaching procedures.
- The child is the learner and is the focus of our teaching. Bible study must touch the head, the heart and the hand (body) of the child to create life-changing experiences.
- The teacher is a guide – providing activities that involve children in learning. In addition, our teachers live out the biblical message in front of others.

Our curriculum is designed to help teachers and parents provide age appropriate learning experiences as we work together between home and church to enhance your child's learning. Elementary ministry seeks to partner with parents teaching your child truth from God's word and training them to set their hope in Christ alone.

General Information

1. A "Childhood Ministry Registration" form will need be completed for each child prior entering any classroom. This includes permission for photographs and video to be used for promotions on our WEB page or other publications.
2. Parents check each child in before entering the classroom.
Check in begins 15 minutes prior to the start of the event.
3. Sign your child's name at the doorway of your child's assigned room and leave a cell phone # and indicate who will pick up their child. Children are released only to parent or authorized adult listed on sign-in sheet and with the label receipt provided upon check-in.
4. Parents of children involved in church related events are to remain on church premises.
5. Children's facilities are available only under the supervision of authorized childhood ministries personnel.
6. Elementary children are expected to attend the classroom assigned for their grade level. Exceptions must be approved by the Childhood ministries program coordinator.
7. Our purpose in ministry to families of preschoolers and children is to help each child...
 - *"Love the Lord your God with all your heart and with all your soul and with all your mind."* Matthew 22:37
 - Begin thinking of others and adjusting to their interests.
 - Make progress in solving problems, sharing, and expressing him or herself.
 - 1 Peter 2:17 *"Show proper respect to everyone."*
 - Understand being courteous, cooperative, careful, and that there are consequences for actions that are dangerous, disrespectful, or disruptive.
 - As a child grows and matures, build a relationship with Christ to make Him Lord and Savior.

How Children Learn

Bible learning activities can be grouped in seven basic areas. Materials used are centered on the session focus/theme. Bible stories, pictures, and Bible verses are the main emphasis of each session.

- **Art** – the value of art activities lies in the process rather than the finished product. Art experiences offer opportunities for self-expression and provide a sense of accomplishment.
- **Books**, including the Bible as the primary written tool – Communication skills are built as the teacher and child read together.
- **Music** –Listening skills are developed.
- **Nature** – touching, smelling, hearing, seeing, and tasting help a child develop accurate concepts about God.
- **Puzzles** –problem solving activities which lay a foundation for later work. They present challenge to the child’s abilities. As a part of the teaching time, puzzles give children an opportunity to memorize scriptures.

Teachers and Staff

People make the difference, individual talents and abilities are sought to enhance our program. Teachers partner with parents who are the ultimate authority. We realize during the elementary years, children are continually forming opinions and seeking information. Teachers and staff selection is not just their desire to serve, but on their ability to communicate on individual levels. Many of our teachers/staff are parents and grandparents who strive to care for your children with gentle and compassionate attitudes.

All teachers and staff have a complete annual background check prior to teaching in the classroom. Teachers are selected based on their education, ability, and desire to serve. We look for highly motivated, caring people that can be can challenged to reach their full potential.

Teachers and staff attend training events and meetings throughout the year to prepare and become motivated to do a better job meeting the needs of children and leading them into an understanding of Jesus and His plan for people.

Security

- Whenever an event requires children to be present, a childcare coordinator monitors the entrances to the children's wing and all hallways.
- Security cameras are in the hallways and in each classroom.
- Doors to the children's wing remain locked except at designated times, with entrance limited to adults who have children in attendance in the building.
- Parents are to escort their child to their assigned room, sign the child in on the sign-in sheet, and indicate a cell phone number for emergencies.
- Parents, please note any allergies or special need their child may have while in attendance as the child is signed-in.
- Classroom doors remained locked always. Please knock if you require entrance. This is another safety measure we take for your children.
- Parents must have a photo ID available when picking up children. Children are not released until a parent or authorized adult is identified.
- In the event of an emergency where the parent cannot pick-up their child, a phone call to the coordinator or minister is necessary. The coordinator will call the parent back to verify the request and names of persons who will pick up the child.
- Parents place the child/pick-up tag on the clipboard across their child's name.
- We maintain a minimum of two teachers per room with additional as needed to maintain safe ratios.
- If teachers and children leave the room for any reason, they take the clip-board sign-in sheet with them, counting the children prior to leaving and when they get to the designated place. A sign, indicating where to locate your child is posted on the classroom door. Pick-up procedures at the destination remains the same as at the classroom.
- EFBC has security officers in place for each event where children are present who monitor the children's area.

Curriculum and Programs

Each supporting take home page provides pictures, songs, Bible stories, and application information related to the material used on Sunday mornings in the child's Connection Group experience.

Connection Groups (Sunday AM)

Small group activities geared to each developmental age group 1st through 5th grade. We choose to use Lifeway's Bible Studies for Life as our basis for these age groups. Included are games, Bible study, music, introduction to missions, along with special emphasis relating to the season of the year.

Wednesday evenings during Worship from 6:00-7:00 PM. We offer hands on Bible Skills experiences, live music, mission education, and Bible scripture memorization.

Kid's Church for grades 1-5 takes place during the 9:30 worship time. We encourage our elementary age children to accompany their families to "big Church" for a special worship experience such as the observance of the Lord's Supper and Baptism.

Extra Activities include mission emphasis that may necessitate an off-site event. As a part of these, parents **MUST** to fill out a transportation waiver for each event (these are available on our Website). Some events require parent volunteers to serve alongside of the children. Your child's connection group leaders will communicate these events to families enrolled in their class.

CrossTimbers Summer Camp, located near Davis, OK, is a special opportunity for your children who have completed grades 3rd-5th. Camp dates are set each November. As this is an overnight experience, transportation, meals, and all activities are included in the fees collected for this event. Registration will begin after the dates are set for the next year. For more information, contact either Christian or Grace in the Children's Ministries office. Parents are required to attend Camp meetings and complete all forms prior to their child attending with EFBC. We need parent volunteers to attend camp with the children, however only children of the camp age/grade group are eligible to attend (completed 3rd through 5th), younger siblings are not eligible to attend even with a parent sponsor.

Discipline

Hebrews 12:7-11 tells us that discipline, though sometimes painful, produces a harvest of righteousness and peace for those trained by it. It also tells us discipline should be born out of love and not be intended solely as punishment or behavioral control. It should be a growth mechanism through which we receive necessary correction, guidance, training, and molding of character. Discipline is a process for learning self-control, respect for others and responsibility. We seek to help children grow and develop through:

- Children are involved in helping set clear, concise rules and limits
- Verbal praise is used to reinforce appropriate behavior
- Redirection away from inappropriate behavior is used
- Adults remind children of expectations and limits.
- Children are reminded to use words to express needs, desires, anger, and to resolve conflict.
- If a child physically injures another child, he/she is removed from the activity and parents are notified. The injured child is comforted, and conflict resolution is attempted.
- Children may be removed from an activity if inappropriate behavior persists, but never out of sight of adult supervision.
- Corporal punishment is never utilized.
- A conference is scheduled with the parent if a pattern of serious, inappropriate behavior persists.

Food and Children

Occasionally snacks are provided during Connection Groups or special events. Check with your child's teacher if food is being served and you prefer your child not to partake of any food item. If your child has a food allergy, please inform the teacher and Children's Pastor.

Clothing

- Children should come dressed for the season and outdoor activities.
- Label all outer garments with your child's name, including hats, gloves, and boots. Many of these are like those of friends.
- ***Items not claimed will be donated each month.***

Illnesses

Your child will be more comfortable at home if he/she is ill. DO NOT bring your child when any of the following conditions exist or have existed in the past 24 hours:

- Fever 100 degrees or higher
- Sore Throat
- Skin infection or unexplained rash
- Communicable disease (chickenpox, flu, mumps, strep, etc.)
- Vomiting or diarrhea
- Croup
- Eye irritations

If in doubt, please keep your child with you. Should your child become ill while in EFBC childcare or activities, he/she will be isolated, and parent instructed to pick him/her up. Should your child contract a childhood or contagious illness following attendance in any EFBC session, please contact the childhood ministry office so that we may inform other parents to take preventive care. We DO NOT administer medication of any kind. If your child has a medical condition that requires medication on a regular basis, please visit with the coordinator or childhood ministry office for special instructions. Our teachers/staff follow guidelines suggested by the U.S. Department of Health and Human Service to help control any infectious disease including HIV or AIDS virus. Parents or guardians with children infected are instructed to report this information to the Oklahoma Department of Public Health, as well as the Pastor and/or Administrator of the church. This information will be kept in strict confidence. Each case is review individually by a "health Review Committee" composed of the parent/guardian, the child's physician, a representative of the Oklahoma State Department of Public Health, and a church staff member. This committee will determine the extent of the child's participation in church activities.

Partnering with Parents

Our desire is to partner with you to guide and train children according to God's word. EFBC does not intend to replace you as their spiritual leader in any way, but to encourage, support, and come alongside you on the spiritual journey. All our children, regardless of age are dependent upon committed Christian adults to provide for their spiritual and physical needs during the times parents are absent.

EFBC encourages parents to participate alongside of our staff and teachers. Parents can participate in numerous ways such as serving once every 6-8 weeks in Kid's Church, Worship care ministry, serving for special events, and during VBS each summer. To ensure the safety of children and adults, there should always be a minimum of two adults in each room.

- Each parent is asked to serve in some capacity within the children's ministry in a limited capacity.
- You will be partnered with trained individuals in the area you serve.
- Each volunteer will complete permission for a background check prior to serving/helping in any department for any event.

EFBC's Immunization and Health Requirement

Just as a reminder, we recommend your child be up to date on his/her immunizations. Immunization of children in group childcare is one of the most important ways we can protect our children from vaccine-preventable diseases.

Oklahoma's Child Care Facilities Licensing Act requires that children attending school be up-to-date for their age with the required immunizations. The following vaccines currently are required to attend school in Oklahoma:

- Hepatitis A and B vaccine
- DTaP (diphtheria, tetanus, and acellular pertussis vaccine)
- Hib (Haemophilus influenzae type B vaccine)
- Polio vaccine, IPV (inactivated polio vaccine) or OPV (oral polio vaccine)
- MMR (measles, mumps, and rubella vaccine)
- Varicella (chickenpox) vaccine
- PCV or PCV7 (pneumococcal conjugate vaccine)

Exemptions are permitted on a case by case basis according to the Oklahoma State Department of Health Immunization Division. Completed form #ODH 216-A will be kept with individual child's record enrollment record.



1300 E 33rd Street
Edmond, OK 73013

405-341-0253

www.FBCEdmond.org

Dr. Blake Gideon, *Senior Pastor*

Christian Lloyd, *Associate Pastor: Children*
clloyd@fbcedmond.org