



Intown
Children's
Ministry

Policies & Procedures

2022-23



Welcome!

We are delighted to provide quality care for your child while you attend the worship service or classes here at Intown.

We are honored to welcome your children, following the example of Jesus.

“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 9:36-37

We strive to create a safe, secure, and loving environment in which children can learn, play, and grow and where parents feel confident leaving their children in our care. Our goal is not only to meet the needs of your children, but also to actively engage them in a way that prepares their hearts to know and love Jesus.



Classes

Infants & Pre-toddlers

Our infants and pre-toddlers classroom is equipped with age-appropriate toys, playpens, swings, etc. Our nursery helpers will care for your little ones through play, meal time, and nap time, as instructed. We ask that formulas and juices be prepared by the parent, labeled clearly, and placed in the child's diaper bag. Specific nap or feeding instructions need to be given at the time of drop off.

Toddler & 2s

Our toddlers and 2-year-olds enjoy playing and interacting with each other. We will engage your child with music and books that begin to introduce them to the love of God. Since this age group enjoys outdoor play, please dress your child appropriately.

Pre-K3

Children in this classroom participate in a Sunday school hour from 9:30-10:30am that consists of music, Bible lessons, and crafts. From 10:30am-12pm, the children have a less structured indoor and outdoor playtime. Please dress your child accordingly.

Pre-K4

Children in this classroom participate in a Sunday school hour from 9:30-10:30am that consists of music, Bible lessons, and crafts. From 10:30am-12pm, the children have a less structured indoor and outdoor playtime. Please dress your child accordingly.



Classes

SUNDAY SCHOOL

K-3rd Kingdom Kids

1st Floor

Rm 114 – K-1st Grade

Rm 115 – 2nd-3rd Grade

Children will be ready for pickup outside Room 228.

Morning schedule:

9:30-9:40am	coloring, games, activities
9:45-10:10am	large group Bible lesson
10:10-10:30am	small group time/pick-up

Children's Worship

Children's Worship takes place from 11:15-12:00pm. It is a place where young children can learn to worship God by singing, praising, and learning about his story in an age-appropriate, interactive setting. The songs and stories shared will mirror the lesson presented during Sunday School that morning. Children will be dismissed from the sanctuary during "Passing of the Peace" and led to Youth Loft on 3rd floor. They will be returned to parents after communion at end of service.



Classes

SUNDAY SCHOOL

4th-5th grades ("the four five")

Children in grades 4 and 5 will meet together in room 228 from 9:30-10:30 a.m. and will have their own study that they follow together.

Sunday Mornings

CHECK-IN PROCEDURES

When you arrive at the church, you may check your child(ren) in at the electronic check-in stations located in one of the following locations:

1. Nursery (1st Floor)

Main Nursery Welcome Desk

2. Sunday School K-3 (1st Floor)

1st Floor classroom hallway

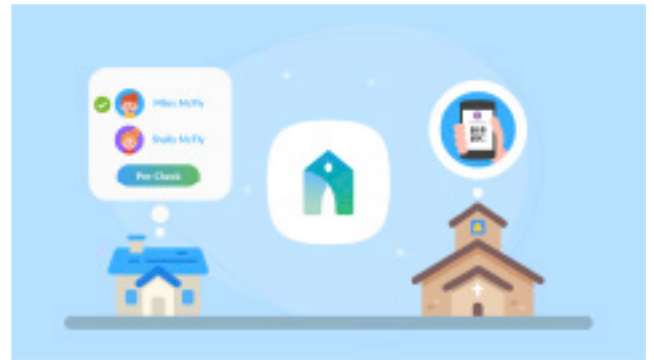
3. Sunday School (4-5)

Room 228

If you have children in both the Nursery and Sunday School, you may perform a check-in for all of your children at one of our stations listed above, then drop them off. The coordinators on duty will be happy to assist you.

Our check-in system also offers you the opportunity to check in your families before arriving to church through an app called ChurchCenter.

Once checked in on the app, all you will need to do is scan the QR code provided at one of our check-in locations to print name/security labels for your child(ren). Learn more [here](#)



Station Types

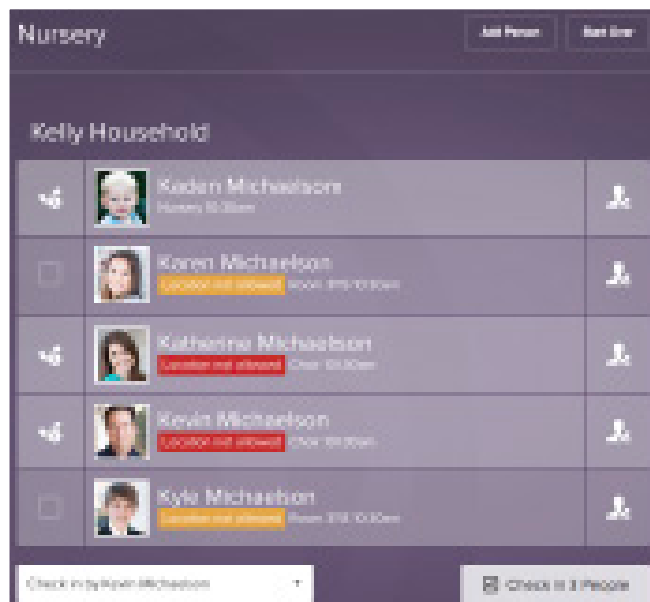


Manned Station-

If you are new to Intown or have not been attending for some time, you will want to check-in at this station on your first visit. The coordinator on duty will collect the information needed for checking in and will input the information for your family.

Self Check-In Station

At this station, families will type in their phone number or last name to locate their information. They will then select the family members that will be attending children's services, select who they were "Checked in By" and then click "Check-In". Families who have opted to use the Church Center app to Pre Check-In may scan their QR code at these self service stations.



Label Types

Once checked in, you will receive two types of labels:

1. The first type is your child's name label. Place this sticker on your child's back.
2. The second type is known as your security label. For security reasons, you **MUST** present this to your child's teacher at time of pick-up. If this tag becomes lost, see the coordinator on duty.

Additionally, please note any special instructions and allergies during the check-in process. The helpers will welcome your child into the classroom and help your child hang up bags and coats. We ask that parents do not enter the classrooms.

CHECK-OUT PROCEDURES

At 10:30 a.m., all Sunday School children will be led upstairs to the area by Room 228 to be picked up by their parent(s). Please be prompt. Present your security label to the helper in the room. He or she will match it with your child's name tag label before releasing them to your care. If you have misplaced your security label, you will be asked to show a picture ID or meet with the coordinator on duty to verify your identity. Remove your child's name tag, collect his/her belongings, and exit the area to allow other parents to pick up their child(ren).

WHAT TO BRING

Nursery

Please make sure all belongings that come to the nursery with your child are clearly labeled. Here's what to bring for your child (if applicable):

- Bottles or juice cups
- Pre-measured formula with instructions
- Extra disposable diapers or disposable training pants
- Pacifiers
- Diaper bags (the bag itself should also be labeled!)
- Extra change of clothes in case of emergencies
- Special snack items, if required (see next section for more information about snacks)

Sunday School

Please make sure all belongings that come to Sunday School with your child are clearly labeled. Please send your child with a Bible, if possible.

SNACK TIME

Children in Sunday School and the nursery may receive snacks during Sunday morning services and at church-sponsored events. We provide water along with child safe, age-appropriate pre-packaged snack options.

If your child has a food allergy, please notify your child's classroom helper and the coordinator on duty. If their allergy is severe, we have a form we ask parents to sign.

POLICIES

SAFETY

Only scheduled helpers should be in any classroom. No child should ever be left in a room or on the playground unattended (without adult supervision). Please keep your child with you until the classroom helper is ready to receive your child.

Training and clearance

All helpers have cleared a background check, undergone child protection training, and have agreed in writing to adhere to Intown's Code of Conduct for Child Safety. Extra copies of the Code of Conduct are available at the welcome desk.

Two-person rule

Two caretakers or volunteers are required to be with children at all times. This is to eliminate one-on-one situations where abuse is most frequent.

Bathroom procedures

Nursery

Nursery Helpers are responsible for changing diapers/pull-ups and assisting with bathroom needs. In nursery classrooms with in-room toilets, the door must be left slightly open if the child is being assisted by an adult.

Sunday School

Restroom supervision:

- Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
- Staff will stand in the open doorway of the restroom while children are using the restroom. This allows for audio supervision of children, privacy for children and protection for staff (not placing them in the position of being alone with a child).
- In case a younger child needs assistance, doors to the facility must remain open and a second staff is asked to be present.
- No child, regardless of age, should ever enter a bathroom alone on a church campus, field trip or event. Children must always be sent in threes (known as the rule of three) with a staff member.

If you have any questions or concerns about these policies put out by Intown's Child Protection Committee, please contact Intown's Children's Ministry Director, Steve Yates, at Steve@intown.org.

WELLNESS

For the protection of our children, it is a policy of Intown to allow only healthy infants and children into our Children's Services.

A well child has—

- No fever over 99.6 for the past 24 hours
- No vomiting or diarrhea for the last 24 hours
- No cold, cough, or discolored nasal drainage
- No unexplained rashes
- No skin infections, impetigo, boils, or ringworm
- No eye infections
- No childhood diseases such as chicken pox, mumps, measles, rubella, etc.

If a child is on an antibiotic for an infection like strep throat, the child must have been on the antibiotic for 48 hours and free of fever for 24 hours to be in the nursery.

If your child does not meet the well-child requirements above, he/she will not be permitted in the nursery. If he/she develops any of the above symptoms while in our care, the nursery coordinator will contact you and ask you to remove your child from the nursery area.

We cannot administer medication of any kind in the nursery.

***Important Note:** The health and safety of your child is our top-priority. We will provide the latest guidance and recommendations in a separate document on our webpage called "Self-Screening Checklist". Please review it before bringing your child(ren) to church.

PEOPLE TO KNOW

In order to help you and provide proper care for your children, we have provided the following staff:

Rotating Helpers

Intown Community Church members serve in our children's services on an assigned basis to assist the operation of classes each Sunday morning.

Sunday Morning Coordinators

Our Sunday morning coordinators man the welcome desks on Sunday mornings and oversee all classrooms in their respective areas. If you have any questions, they are there to help!

Sunday School Teachers

These are church members who volunteer to lead Sunday school in preschool classrooms as well as facilitate the discussions during Sunday school hour for K-5th graders. Let us know if you are interested in teaching or serving as a substitute teacher!

Nursery Coordinator

Kelly Bell oversees the nursery and its helpers. If you have any questions or concerns that the Sunday coordinators cannot address, she is available to help you. She can be reached at kelly@intown.org.

Sunday School and Children's Worship Coordinator

Robin Lamb oversees the K-3rd Sunday School/Children's Worship and its helpers. If you have any questions or concerns that the Sunday coordinators cannot address, she is available to help you. She can be reached at robin@intown.org.

Students Ministries Director

Steve Yates oversees the teaching during the Sunday school hour for both our K-3 and 4/5th graders. Steve can be reached at steve@intown.org.



Intown Community Church

Loving our community to life by pursuing gospel restoration.