



## WELCOME!

We are so excited that you are part of our Intown family. Our co-op structure allows parents to be actively involved in their child's spiritual development. It also provides healthy child-staff ratios that are critical for a safe and effective children's ministry. It is truly a privilege to partner with you.

## HOW IT WORKS

If you consider Intown home, we ask one parent to serve in our children's program at least once every two months.

## OPTIONS

- We will automatically assign you to a classroom with your child (or one of your children), with the exception of middle school. Let us know if you would prefer to serve in another classroom. Or you can give us permission to schedule you in the area with the greatest need.
- Some of our parents and volunteers serve more frequently, typically once a month. Please let us know if you would like to serve more often.
- If more than one parent would like to serve, we can schedule you on the same or adjacent weeks.
- Being an elementary teacher can be a really rewarding experience. Curriculum materials are prepared in advance but you should allow at 15-20 minutes to familiarize yourself with the curriculum before class.

## SAFETY

**BACKGROUND CHECKS:** We require all staff and volunteers to complete a background check before their first placement. We will email you the link but it can always be found on the youth page of our website ([www.intownchurch.com/youth-ministry](http://www.intownchurch.com/youth-ministry)).

**SECURITY CHECK-IN STICKERS:** At the time of check-in for infants-preschool, you will be given a two-part sticker. The top portion with your child's name goes on your child's back. The parent retains the stub. Upon pick-up, you will need to present the parent stub which contains a unique number matched to the sticker on your child.

**EMERGENCIES:** All of our employees are Red Cross-certified in the advent of an emergency. If there is a minor accident in the classroom, we will complete an incident report.

**ALLERGIES:** We provide a snack free of the most common allergens (nut-free, dairy-free, gluten-free, vegan). If your child has another allergy, please fill-out a yellow allergy tag and affix it to your child's back and indicate the specifics on the check-in sheet.

**ILLNESS:** We operate with a similar illness policy to most childcare and school facilities. If your child has had a fever, vomiting or diarrhea in the last 24 hours, the child should be kept at home. If he/she is being treated with antibiotics for another contagious disease, please wait 24 hours before bringing your child to church.

## WHAT TO EXPECT WHEN YOU HELP

**SCHEDULE:** We currently utilize a Google Doc that lists the volunteer schedule. **You can access it here:** <http://tinyurl.com/intownvolunteer>. We try to schedule out six months in advance. Over the next couple months we will be transitioning to a church-wide data system, which will send you automatic reminders approximately three days before your service-date.

**ARRIVAL:** We ask that you arrive by 9:45 AM on the days that you serve. If you have any last minute emergencies, please text/call Maria (503-443-9968) or Jillianne (503-679-4331).

**CLASSROOM ROLES:** Your primary role in the classroom is to engage with children, redirecting them where necessary. Other tasks may include helping with check-in or facilitating children's transition into the space.

- **Infant/Toddler:** Parents will assist the staff member in these classrooms with comforting children, playing, distributing snack, and changing diapers as necessary.
- **Preschool:** Parent facilitators/adult volunteers will split the tasks including reading a story, setting out a prepared craft and distributing snack. Female facilitators will often be asked to take children to the bathroom as needed.
- **Elementary:** There is a lead teacher in this classroom. Parent facilitators will help the teacher as necessary. Often the younger students will need assistance with some of the activities, depending on their reading ability.

### DID YOU KNOW?

We have a number of amazing adults without children who also serve in our kids' ministry. Make sure you tell them how much you appreciate them next time you see them!

## WHAT TO EXPECT ON SUNDAY

**DROP-OFF TIME:** Children may be dropped off in the classrooms beginning at 9:50 AM.

**PICK-UP TIME:** We provide care for younger children (birth-K) for the duration of the service. Elementary is typically dismissed when communion begins - please let the teacher know if you would like your child to remain in the classroom until the service ends. Note - our elders consider it a privilege to pray over your family during communion, so many parents pick-up their children as communion begins.

**CHECK-IN:** When you drop off your infant, toddler or preschooler, you will need to:

1. Sign-in using the check-in sheet.
2. Fill out a two-part security sticker (just write their name on the bottom portion).
3. Complete an allergy sticker (if applicable).
4. Grab a pager and write the number on the sign-in sheet (or provide a cell phone #).

**DIAPERS & POTTY TRAINING:** If your child uses diapers, you can indicate on the sign-in sheet if you would like us to change the diaper or page you. If your child needs assistance in the toilet, a female employee or volunteer will help them as needed.

**CLASSROOM LOCATIONS:** Developmental rates and needs can vary between children. We provide suggested ages for each classroom, but we will partner with you to find the right class for your child.

- **Infant (birth-walking):** Follow signs to the church office downstairs (at the end of the hall, on the left).
- **Toddler (walking-2½):** Follow signs to the church office downstairs (at the end of the hall, on the left).
- **Preschool (2½-Kindergarten):** Follow signs downstairs (at the end of the hall, on the right).
- **Elementary (1-5th grade):** Go downstairs and take an immediate left at the bottom of the stairs.

- **Middle School (6-8th grade):** Middle school students attend the first half of the service with the adults. After the break, they are dismissed to their classroom. They are now meeting in the room off the fellowship hall with the sliding doors (previously the Upper Elementary).
- **Nursing Mom's Room:** We have a nursing mom's room accessible from the sanctuary via the far left door. You can also access it through the fellowship hall, past the sliding doors.

**CLASSROOM FLOW:** The flow varies by age:

- **Infant & Toddler:** Free play, snack
- **Preschool:** Free play, storytime, craft, snack
- **Elementary:** Activity/snack stations, game, lesson
- **Middle School:** Snack, icebreaker, lesson

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