



RIDGE
KIDS

POLICIES & PROCEDURES

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POLICIES & PROCEDURES

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WELCOME!

OUR PURPOSE: “RAISE THE NEXT GENERATION TO KNOW, GROW, AND SERVE JESUS.”

Our vision is to create an environment that challenges kids and families to love God more. Kids will learn life applications to key Bible stories, and will be equipped to share their faith with friends, neighbors, and family. They will receive a comprehensive look at the Bible from Genesis to Revelation and will dig deep to discover God’s love story of redemption through His son Jesus Christ.

Within the pages of this document, you will discover all the important pieces that go into making Ridge Kids the safe, God-centered place that it is. As an integral part of our team, we trust that you will take the time to read through and familiarize yourself with each area. Nothing compares to the love of Christ and seeing kids connect each week through times of small groups and worship.

Thank you for joining us on this journey as we serve together in “Loving God and loving kids.”

Thank you!
Ridge Kids

KNOW

HELPING KIDS KNOW JESUS AS THEIR SAVIOR

Connecting kids with their Savior. The first step in hearing the Gospel and coming to a relationship in knowing Christ.

GROW

HELPING KIDS GROW CLOSER TO JESUS

Helping kids grow closer in their relationship with Jesus through worship, Bible study, small groups, large groups, and resources to continue the conversations through the week.

SERVE

HELPING KIDS SERVE JESUS BY SERVING OTHERS

Providing opportunities for kids and adults to take that next step in their growth by serving others and serving God.

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FOUR KEY TRUTHS

PRESCHOOL YEARS- LOVE

Preschoolers discover who God is and know God loves them.

(Who is God? Am I loved by others? Am I loved by Jesus?)

“We love because he first loved us.” (1 John 4:19)

ELEMENTARY YEARS- GRACE

Children Experience God’s love and acceptance as they apply God’s word.

(Am I forgiven? Am I accepted? Do I have what it takes?)

“Give thanks to God always for you because of the grace of God that was given you in Christ Jesus.” (1 Corinthians 1:4)

MIDDLE SCHOOL YEARS- FAITH

Students develop a faith of their own.

(What do I believe? Where do I belong? Am I a Christ Follower)

“Now faith is the assurance of things hoped for, the conviction of things not seen.” (Hebrews 11:1)

HIGH SCHOOL YEARS- HOPE

Students join God in His work to bring hope to the world.

(What’s my purpose in God’s work? Do I reflect God’s hope to others? Do I matter?)

“So that they should set their hope in God and not forget the works of God, but keep his commandments.” (Psalm 78:7)

RIDGE KIDS LEADER EXPECTATIONS



- Must have a commitment to follow Jesus Christ and is taking steps to grow in a relationship with Him.
- Must attend Sunday worship in addition to serving in ministry. Being a part of a Life Group is encouraged.
- Each leader is required to wear a Ridge Kids leader badge to identify them as an authorized leader in the room. Unauthorized individuals (those without a leader badge) are prohibited from entering a classroom or large group area.
- We encourage our leaders to wear the Ridge Kids t-shirts provided to you as part of the RK Team!
- Adult Leaders must be a regular attender and committed to membership at Austin Ridge Bible Church.
- Leaders are expected to arrive at least 20 minutes before the start of each service hour they are serving in, to prepare, pray, and welcome families.
- Willing to be flexible in any capacity to reach kids for the gospel.
- Leaders are to NEVER be alone with a child. Classrooms may not be opened until at least TWO adults are present to lead.
- We ask leaders to NOT bring in snacks for small groups due to numerous allergies. This is a firm expectation of Ridge Kids.
- **MUST HAVES PRIOR TO SERVING:**
 - 1. Approved Background Check**
 - 2. Completed Ridge Kids Application**

CHECK IN

- A child may not enter a classroom without a printed name tag from one of the check-in computers.
- Leaders are to check and make sure child's name tag matches the room assignment/area.
- Help make sure kids keep their name tags on them for the duration of the service.

CHECKOUT

- Claim ticket (printed or digital) must be presented in order to pick up a child.
- If claim ticket has been lost, a state issued id must be presented for pick up.
- At least two volunteers must remain in the room until the last child has been picked up.

RIDGE KIDS SUB POLICIES

1. Notify your Coordinator of your planned absence. When you find your sub, notify your Coordinator once more, letting them know who will be filling in for you.
2. Check with volunteers who serve in your room on the opposite rotation or service hour to trade Sundays.
3. Place the "substitute needed" sign outside your door on the Sunday morning at least 2 weeks out from your planned absence. Signs are available from your Coordinator.
4. Connect with those on your "sub email list" made available through your Coordinator.
5. Ask a trusted friend. One of the greatest ways to build our team is through hands-on experience and personal invitation. This is a great way to invite others into what God's doing in Ridge Kids.
6. Once a sub has been found, please notify your Coordinator ahead of time. All subs require a background check, so PLEASE make sure we are able to contact them WITHIN 48 hours to complete this important step.

**IN THE EVENT OF IMMEDIATE ILLNESS OR
FAMILY EMERGENCY, PLEASE NOTIFY YOUR
COORDINATOR BY TEXT OR PHONE CALL ASAP.
BE WITH YOUR FAMILY.**

MEDICAL PROCEDURES

MINOR INJURIES

- 1. First Aid Kit:** Each room and resource area is equipped with a First Aid Kit in a cabinet marked accordingly or in the resource room.
 - 2. Ouch Report:** When a child is treated, please complete an “Ouch Report” and have your Coordinator or RK Staff Member sign the report. Make a copy of the report for the parents and let them know what has happened. A staff member will follow up with the parent, if necessary, the following week.
- No Dispensing of Medication:** It is important to remember that we are not authorized to dispense any “over the counter” or prescription medications. In the event that a child needs more attention than what we can provide, please notify your Coordinator or Director and the parent will be notified.

SERIOUS INJURIES

- 1.** Do not move the injured child. A leader must remain with the child.
- 2.** Stay calm and speak calmly to the child while another team leader cares for the other children in your class. Calmly move other children to another area of the room or space.
- 3.** Have another team leader find a Coordinator or staff member for assistance.
- 4.** Staff members will call 911 and any medical assistance/law enforcement available on campus.
- 5.** The staff member will contact the parent and take over the situation, so you may return to your small group.
- 6.** A staff member will contact you with updates of the child’s condition.
- 7.** You will be asked to give information to assist the staff in reporting the incident. A staff member will be responsible to fill out the Ouch Report.

EPIPENS

Parents will be required to fill out our Detailed Health Form (provided by Coordinators) and give authorization to administer child’s EpiPen.

A copy of the included form will be stored with the child’s EpiPen and transported alongside the child at all times. Parents will need to collect the EpiPen at the close of services.

In the event the child has an allergic reaction and it is necessary to administer an EpiPen, a trained member/Coordinator will administer it immediately, call 911 and contact the parent.



OUCH REPORT

Date: ____/____/____

Time: _____

Child's Name: _____

Room #: _____

Description of the incident: _____

Care provided for the child: _____

We feel your child is OK

Your child was seen by a health care professional

Further medical attention is advised

Leader's Name: _____

Parent's Name: _____

Phone #: _____

Staff Signature: _____

ALLERGIES

- Food allergies, asthma, or other specific conditions that are ongoing should already be noted on the child's printed name tag. If they are not, please request that the parent go to the Ridge Kids Welcome Center and provide this information to the check-in team.
- Always check tags during snack time (Nursery-Preschool). Parents are responsible for providing an alternative snack if necessary.
- We are a NUT FREE environment. Please do not bring your own snacks or treats to share with the children. We must respect the wishes of parents and provide a safe, allergy free place for all kids to worship.
- All snacks from volunteer central must be consumed in the volunteer central room and may not be brought into classrooms.

RESTROOM POLICIES

NURSERY/PRE-K

- No male leaders or youth leaders under the age of 18 may change diapers.
- No male leaders or youth leaders under the age of 18 may take any child to the restroom.
- When children reach the age of 3, discontinue direct bathroom assistance. Volunteers or staff may simply provide supervision and assist with hand washing. If a child needs help, a parent may be called.
- If outside of their preschool classroom, child must be accompanied to the restroom by 2 adult female leaders.
- Children and volunteers may not use the restroom facilities at the same time.

EARLY ELEMENTARY

- Male leaders may not take any child to the restroom.
- Children must only be accompanied to the restroom by a female leader age 14 or over.
- If there is no female adult leader available, contact a Coordinator for help with a restroom break.
- The restroom must be clear before allowing a child to enter. Ask adults who wish to enter the restroom to please wait until all children have exited the restroom. Restrooms marked "Kids Only" are exactly that.
- Children and volunteers may not use the restroom facilities at the same time.

SOCIAL MEDIA GUIDELINES

- Never post a picture or video of a child or group of children to personal social media accounts. If you take a picture of a child or group of children and would like to see it posted to social media, please email it to a Ridge Kids staff member.
- Never post a child's name to personal social media accounts. Some families choose to refrain from using their child's name on social media for either personal or security reasons. We must respect that family's decision! Please feel free to share the stories of what is happening in our small groups with our Ridge Kids team. If you would like to post a quote, story, or testimony from an event, please use a generic identifier such as 4 year old, 2nd Grader, Boy 1 & Boy 2, etc.
- If you have a question about what is appropriate to post, please ask a Ridge Kids staff member before posting. When in doubt, don't post.

DISCIPLINE

1. First, the teacher or adult worker will clearly and gently identify and explain to the child the inappropriateness of his/her behavior and offer instruction regarding the correct way to conduct him or herself. The child will then be allowed to return to the regular activity.
 - Walk to or stand by a child who is being disruptive.
 - Make eye contact with child. Get on their level. Know their name and speak their name as you speak to them about their unruly behavior.
 - With younger children, redirect the child to a new activity, giving the child a choice of two options: (“Billy, would you like to play with a truck or a ball?”)
 2. Use cool down periods when necessary. (One minute per year of the child’s age. Make sure the child is away from other children and classroom activity.) This will sometimes require help from the Coordinator on call.
 - Give one warning before implementing a cool down period except in the case of hitting, kicking, biting, hair-pulling, etc.
 - The purpose of a cool down is to stop the negative behavior, talk about the offense, give correction and teach forgiveness.
 - Encourage repentance when necessary. Have the child ask for forgiveness (“Will you be my friend even though I took your toy?”)
 3. Confidentially share the situation with the child’s parents when class is over. Fill out a Ridge Kids Discipline Report to walk through everything with them. Make sure you honor the child and at the same time, encourage the parents. Allow the parent to address their child either in the classroom or in another suitable location.
- * If the above steps do not correct the behavior, contact the Coordinator, who will remove the parent from the service and ask him or her to remove the child. If this happens, the parent must remain in the classroom when he or she next attends or until the unacceptable behavior ceases. *

LIMITATIONS

No child at ARBC will be subjected to corporal punishment (including, but not limited to, rough handling, ear pulling, shaking, slapping, hitting, and spanking); emotional abuse (including, but not limited to, name calling, shaming, threatening, humiliation, or yelling); or the use of physical restraint (unless restraint is necessary to protect others from harm). If a leader or staff member is guilty or accused of inappropriate action toward a child, he or she may be subject to church leadership involvement and/or removal from the ministry.



DISCIPLINE REPORT

Date: ____/____/____

Time: _____

Child's Name: _____

Room # _____ Leader's Name: _____

Check reason(s) for disciplinary actions/discussions

- Refusing to participate
- Disrespectful to adult leaders
- Using inappropriate language
- Disruptive behavior
- Bad attitude/behavior towards leader and/or other children

Supporting Details: _____

Actions Taken: _____

Parent's Name: _____

Phone #: _____

Staff Signature: _____

APPROPRIATE AFFECTION

Below are guidelines to ensure safety for our children and leaders while providing ways for our leaders to show affection to our children without compromising their integrity.

HUG

If a child runs to a leader for a hug, the “catch and release” method is preferred. Side hugs are the most appropriate.

HIGH FIVE FIST BUMP

These are the coolest methods to show encouragement and are good for both young and older children.

HAND HOLDING

We do ask that kids older than 2nd grade be politely discouraged from holding their leader’s hand and for those younger than 2nd grade to hold the hand of a female leader only.

HOLDING / CARRYING / LAP SITTING

Physical affection should be appropriate to the age of the child. (For example, it is generally appropriate for a two-year-old to sit on a female worker’s lap, but it is not appropriate for an older child and leader to interact this way.)

If a child wishes to sit on the lap of a male leader, we ask that the male leader gently place the child directly next to them and away from their lap.

Youth leaders under the age of 14 may not carry children or hold them while standing.

Piggy back rides are not permitted.

FIRE PROCEDURES

1. Before evacuating, count the number of children in your group. Carry the roster clipboard and be sure all of the children in your group are accounted for. Follow the evacuation routes posted in your room or area near the exit door and proceed to the destinations listed below:

NURSERY (BLDG A) Place children in cribs and roll them to the cul-de-sac beside Bldg A.

NURSERY – PRESCHOOL (BLDG D) Place children in cribs and roll them into the lower amphitheater between Bldg C and D.

K-2ND GRADES (BLDG A) Have the children line up and follow as a group to the cul-de-sac beside Bldg A.

3RD-5TH GRADES (BLDG C) Have children line up and follow as a group to the lower amphitheater between Bldg C and D. Children must stay with their small group.

2. Take attendance when you arrive safely at your evacuation destination. Once evacuated, please wait for further instructions from a member of the Austin Ridge staff or emergency services.
3. Please stay with your group at all times. Do not leave your group to retrieve your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
4. Do not release any children to their parents (all ages) during the evacuation process. Parents may walk with you, but children may only be released after you have arrived at your destination location and attendance has been taken. Release children to their parents only after you have been given permission from a member of the Austin Ridge staff.

STORM PROCEDURES

1. Before evacuating, count the number of children in your group. Carry your roster clipboard and be sure all of the children in your group are accounted for. Follow the evacuation routes posted in your room or area near the exit door and proceed to the destinations listed below:

NURSERY (BLDG A) Take children into the bathrooms within your rooms.

PRESCHOOL (BLDG A) Use the ropes used for transitioning to large group to direct the children to room 208 (Kerplunk).

K-2ND GRADES (BLDG A) Have the children line up and follow as a group to Room 216 (2nd floor) or 305 (3rd floor).

3RD-5TH GRADES (BLDG C) Take children to the bathrooms of Bldg C.

NURSERY-PRESCHOOL (BLDG D) Take children into the bathrooms within your rooms.

2. Take attendance when you arrive safely at your evacuation site. Once evacuated, please wait for further instructions from a member of the Austin Ridge staff or emergency services.
3. Please stay with your group at all times. Do not leave your group to retrieve your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
4. Do not release any children to their parents (all ages) during the evacuation process. Parents may walk with you, but children may only be released after you have arrived at your destination location and attendance has been taken. Release children to their parents only after you have been given permission from a member of the Austin Ridge staff.

LOCKDOWN PROCEDURES:

1. In the event of a threatening person on or near campus, emergency services will be notified, and the building will go into lockdown. Exterior locks will be activated, and rooms will be closed and locked by Ridge Kids staff and Coordinators.
2. Turn off lights and move kids to the back of the classroom or to the areas outlined below. Keep children calm and quiet to avoid notice by the intruder.

NURSERY (BLDG A) Close and lock the top half door, turn off the lights, and move children into the bathrooms within your rooms.

PRESCHOOL (BLDG A) Close and lock the top half door, turn off the lights, and move the children to the back of the classroom or to the bathrooms within your rooms.

K-2ND GRADES (BLDG A) Turn off lights and move the children to the back of the classroom.

3-5TH GRADE SMALL GROUPS (BLDG C)

- **3RD GRADE** – Take children to the backstage closet.
- **4TH GRADE** – Take children to the foyer closet.
- **5TH GRADE** – Take children to the upstairs office closet.

3-5TH GRADE LARGE GROUP (BLDG C) Everyone to backstage closet.

NURSERY-PRESCHOOL (BLDG D) Close and lock the top half door, turn off the lights, and move children into the bathrooms within your rooms.

3. Please stay with your group at all times. Do not leave your group to retrieve your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
4. Release children to their parents only after you have been given permission from a member of the Austin Ridge staff.