

# ADVENTURE COVE KIDS

## MINISTRY PARTNER HANDBOOK

- NURSERY
- PRESCHOOL
- ELEMENTARY



# Our Mission and Purpose

Our mission at wapak**naz** is we are LOVED PEOPLE LOVING PEOPLE TO JESUS.  
That includes kids!

We want kids to LOVE GOD, LOVE OTHERS, and HAVE FUN. We want to make our environment so positive that it's irresistible and they want to come back. We want it to be fun, yet structured. We want it to be Engaging and Biblical. We want to connect with each child and each family. We want to show Jesus love to every child we meet.

# Safety and Security

It's important to always work to improve our safety, especially when it comes to kids.  
Here are a few things you need to remember.

- Background checks for all children's ministry partners are run for workers 18 and older.
- 2 person rule in each class
- Unless there's an emergency or a trade, please limit workers to scheduled ministry partners. Please run all trades through the Homebase App so we are aware who is serving.
- Only pre-approved team members should be in the classroom.
- We ask that ministry partners are never alone with a child. If a preschooler needs to use the bathroom, please keep the door open and ensure there are other helpers in the room. You can reach out for help from Wapaknaz Security or snag a helper from another room to assist you with these processes.
- All children need to be checked in at the check-in counter and may only be released to an individual with the security child matching up to the child.

# SERVING ON SUNDAY MORNINGS

## Arrive Early

- Arrive by 10:30 am to be ready to receive Children
- Put on your Nametag
- Get familiar with your lesson - The more you are familiar with the lesson, the greater potential you will have to communicate the lesson to the children. Elementary and Preschool Lessons are available to you ahead of time in the Children's Resource Office Filing Cabinet.
- Double check you have all the supplies you need for the morning. We have volunteers who set up your classrooms for you, but occasionally items are substituted or may not be available. Be sure to double check what you have before your morning begins

## Welcome Kids

- Greet each child by name
- Give high fives or fist bumps
- Let them know you are looking forward to having them in class today!
- Make sure Parents/Guardians have checked in their children. If a child is missing a nametag, they may have not been checked in.

## Make the Most of your Hour

- Reinforce Bible truths in as many creative ways as you can
- Love kids where they are. Kids are coming with all different backgrounds and different understandings of God and may have trouble listening and focusing. You can still be Jesus to them and love them where they are.
- Make Bible Memorization a priority.
- Set the Example - If you are excited about an activity, the kids will be more excited about the activity! If you participate in worship, you are more likely to have them participate in worship. They are watching you and many times what you do speaks more to them than what you say.

# Releasing Children

- Children may only be released to individuals who have a security card.
- Match up the number on the Pick-Up Card with the paper distributed in your classroom of all kids in attendance that day. Note that parents may need to use the card to pick up more than one child.
- Collect any Nametags or Pick-Up Cards for reuse by placing them in the basket
- If you run into a situation where you are concerned about releasing a child to an individual, please contact one of our security team members to assist

Name	What Classroom will your child be attending today?	Security Number for today's child pickup	Emergency Phone Number
0:16:37 Karmee	Pier 252 (Kindergarten to Grade 5)	1900	4193028
0:30:42 Bellamy	Lily Pad Nursery (Birth to Age 3)	A025	4198607
0:31:03 Ewan	Pier 252 (Kindergarten to Grade 5)	A025	4198607
0:31:37 Spencer	Pier 252 (Kindergarten to Grade 5)	A025	4198607
0:32:00 Isaac	Pier 252 (Kindergarten to Grade 5)	A025	4198607
0:42:27 Mia	Pier 252 (Kindergarten to Grade 5)	A100	9374898
0:42:27 Jordyn	Pier 252 (Kindergarten to Grade 5)	A025	9377103
0:50:56 Paetyn fisher	Pier 252 (Kindergarten to Grade 5)	Po14	Po14
0:51:56 Trace fisher	Treasure Bay PreSchool (Ages 3 - 5/PreK)	J900	4192048
0:52:54 Sammy	Pier 252 (Kindergarten to Grade 5)	R016	4195163
0:54:12 Ryan Jones	Pier 252 (Kindergarten to Grade 5)	S017	5673569
0:54:57 Amelia	Lily Pad Nursery (Birth to Age 3)	Mo12	5676444
	Pier 252 (Kindergarten to Grade 5)	Mo12	9374893
	Lily Pad Nursery (Birth to Age 3)	PO14	5673569
	Pier 252 (Kindergarten to Grade 5)	Q015	567 279 ;
	Pier 252 (Kindergarten to Grade 5)	T018	4197338



# Emergencies/Contacting Parents

## CONTACTING A PARENT DURING THE SERVICE

There may be times during the service that a parent needs to be contacted or pulled from the sanctuary. All phone numbers will be listed on the check-in paperwork that is in your basket located by the door. Please try to contact via text message first. If you are still unable to reach a parent, then please ask a security team member to assist you.

Children should never be sent back into the sanctuary on their own to find their mom or dad.

For children who are upset, always encourage them by sharing how much time is left until their parent returns or try to distract to another activity. If they are upset for more than 10 minutes, then you can contact the parent via text message. Children are ultimately learning trust, even at the youngest ages and when they make it through a service and see their parent return, it increases their trust in their parent.

## FIRST AID KITS

First aid kits are located in the Kitchen, Nursery, and Children's Ministry Resource Room

# Adventure Cove Kids Rules

**WE EXPECT YOU TO.....**

**BE KIND & WISE**

**WITH YOUR WORDS  
AND ACTIONS**

**BE  
RESPECTFUL**

**TO ADULTS AND EACH  
OTHER**

**BE  
RESPONSIBLE**

**LISTEN AND BE A  
LEADER**

**Steps to Success:**

- 1) Start every week by reinforcing the rules
- 2) Make sure every kid's name is used at least 1x and every kid gets connected (high five, fist bump, etc)

3) Be clear about what the kids can expect (Example, when you come in, I want this to happen... When we dismiss, I want this to happen....

**YOU CAN EXPECT US TO  
TEACH YOU ABOUT...**

**The BIBLE**

**God's Holy Word. Truth.  
Nonfiction.**

**WORSHIP**

**Glorify God. Adore Him. Focus  
on Praise. Let the words soak  
into your heart.**

**PRAYER**

**Conversation with God. Anyone  
can pray. Bring your praises and  
requests to God.**

# When the Rules are Broken

**3 Strike Standard:** If you have to say the child's name 3 times or have to give a child 3 "redirections", please do the following:

- Talk to the child privately and let them know you will have a conversation with their parents following the service. Say something like this to the child: "All Adults and all parents want the same thing - for their kids to be respectful". Because you have not followed our classroom rules this morning, we will be discussing this with your parent/grandparent following the service.
- Following Service, discuss the incident with the parent/guardian and the child together
- Notify Stephen, John, or Amy of the conversation so we can follow-up on the next Sunday with the child

**Accountability:** Someone will follow-up with the child on the next Sunday, saying something like this..."Audrey, last week we had a hard time sitting or a hard time not talking during the lesson time. What's it going to look like today?"

## **Additional Steps if Needed**

Further steps if behavior continues could be the following:

- Suspend temporarily from attending
- Behavior Plans



Note - The Story of Jesus and the little Children may have looked more like this and sometimes our mornings will be like this. The most important thing is we are being Jesus to the little ones that are coming to us each week and let's work together to offer the safest, best environment we can so they can hear the gospel.

# Positive Reinforcement Rewards

**Tickets for Candy:** Raffle tickets will be supplied in your rooms that you can give Elementary Kids to exchange at the end of class for candy/small prizes.

**Larger Group Prizes:** You can bring bigger prizes like a snack (cookies or cupcakes) for the kids to enjoy at the end of class where you could set a class goal where if they earn so many tickets, you will give them a bigger prize! Example - If the class earns together 30 tickets, the entire class enjoys donuts at the end of class.

## **Ticket Giveaway Ideas:**

- Listening Well
- Hands to themselves
- Eyes on leaders
- Participation in Worship
- Helping others
- Learning their Memory Verse
- Finding the Scripture

Let us know if you need more candy or tickets and we will get it refilled!





# COMMUNICATION AND SCHEDULING

## **HOMEBASE APP**

Please Download the Homebase App as it is our primary form of communication for Wapaknaz and also enables you to see when you are scheduled to assist at Wapaknaz.

### **View the Sundays you are scheduled to serve:**

- Open the App
- Option A: Click on “Dashboard” (Towards the top) and it will show you your next day you are scheduled to serve
- Option B: Click on “Schedule” and take a look at each Sunday to see who all is serving on each particular week

**Trading Sundays or Finding Coverage:** You can trade Sundays through Homebase if you have a scheduling Conflict, here’s how to do that:

- Here are some steps to take to help set you up for success:
  - View the Schedule to see individuals who serve in your particular area of Ministry that might be able to trade weeks with you
  - click on the Schedule and go to the day you were scheduled to serve.
  - Find your name and select “Find Cover”
  - Select “Trade Shift”
  - Select the person who offered to take your trade and it will confirm with the individual

**Send or Receive Messages:** You can send individual messages to others who serve @ Wapaknaz enabling you to get in touch without having their phone numbers!

- Select the “Messages” (bottom of screen) and then select the individual you want to send a message to. Send them a message if you want to reach out and see if they can switch you Sundays or to notify a leader of any supplies you may need in your classrooms.
- You may receive communication messages from the leadership on the weeks you are serving that are important for that morning. We can communicate with everyone serving on particular Sundays. If you see a red number next to Homebase, that means you probably have a message to check

**Sync with your Google Calendar:** You can Sync with your Google Calendar and enable reminders:

- Select the “More” Button (Bottom right) when you open your app
- Select the “Settings” Button
- You can sync it to your Google Calendar and even receive a reminder that you are investing in the kids that day!

# CHILDREN'S MINISTRY TEAM

## Check-In Team

### THE WIN

We win when check-in is easy and fun and each family feels welcomed!

### CHECK-IN TEAM SPECIFICS

- Show up early and stay through the first 10 minutes of the service for late arrivers
- Wear a name tag
- Make sure every family is greeted with a smile
- Make sure every child gets signed in
- Assist families as needed with the ipad
- Identify first-time guests and give them a tour of our children's area
- Watch for a hesitant or nervous kid who's anxious to come into the classroom. Notify a ministry partner so they can help that family transition their child to the space
- Print the Security Documents
- Deliver the documents to the classrooms for use at pick-up

# CHILDREN'S MINISTRY TEAM

## Team Floater

### THE WIN

We win when we serve where we are best needed and have positive interactions with the children we are serving.

### FLOATER TEAM SPECIFICS

- Get to know the kids names
- Be ready to step into wherever is needed
- Interact with kids and assist leaders as needed.
- Engage in worship with the kids
- Engage the kids in Bible Memory Verse and games and activities that reinforce the Bible lesson
- Make sure each child's security number and adult security card matches
- Share responsibility in cleaning up the space
- If unable to serve on your scheduled service, find a replacement or switch with another team member.

# CHILDREN'S MINISTRY TEAM

## Nursery Team

### THE WIN

We win when toddlers and babies are cared for in a safe, loving, and clean environment.

### NURSERY TEAM SPECIFICS

- Get to know both the infants and their families
- Build trust through encouragement and communication with parents
- Check/change diapers as needed.
- Read Bible story books, play music that teach spiritual truths, and talk to babies about how much God loves them.
- Reinforce the truths that God loves them, God made them, and Jesus wants to be their friend forever!
- Make sure each child's security number and adult security card matches
- Share responsibility in cleaning up the space
- If unable to serve on your scheduled service, find a replacement or switch with another team member.

A smile from a child when they see you or a when children no longer cry at drop off is a win!

# CHILDREN'S MINISTRY TEAM

## Preschool Team

### THE WIN

We win when preschool children engage in worship, have fun, and learn more about God

### PRESCHOOL TEAM SPECIFICS

- Get to know the kids names
- Be prepared and know the curriculum
- Interact with kids as they arrive. Sit on the floor and play with them.
- Engage in worship with the kids
- Sit with the kids during the Bible Story Video
- Check the check-in paper for any allergies before serving snack
- Engage the kids in hands on activities that reinforce the Bible Story, encourage Bible Memorization, Apply the Story, and teach children how to Pray
- Make sure each child's security number and adult security card matches
- Share responsibility in cleaning up the space
- If unable to serve on your scheduled service, find a replacement or switch with another team member.

WE WANT EVERY NURSERY &  
PRESCHOOL CHILD TO KNOW:

God Loves Me

God Made Me

Jesus wants to be  
my Friend Forever

# CHILDREN'S MINISTRY TEAM

## Elementary Team

### THE WIN

We win when kids engage in worship, have fun, treat others well, and grow closer in their personal journey with Jesus.

### ELEMENTARY TEAM SPECIFICS

- Get to know the kids names
- Be prepared and know the curriculum
- Interact with kids as they arrive. Ask them highs and lows of the week, favorite animal, color, etc.
- Engage in worship with the kids
- Engage the kids in Bible Memory Verse and games and activities that reinforce the Bible lesson
- Make sure each child's security number and adult security card matches
- Share responsibility in cleaning up the space
- If unable to serve on your scheduled service, find a replacement or switch with another team member.

**WE WANT EVERY ELEMENTARY  
CHILD TO KNOW:**

I Need to Make the Wise  
Choice

I can Trust God no  
matter what

I should treat others the  
way I want to be treated

# DID YOU KNOW?

## It takes a whole ministry partner team to Operate Sunday Mornings

- **Monthly** -
  - A Ministry Partner Edits and Updates the Curriculum
  - A Ministry Partner Prints and Prepares the curriculum for Classrooms
- **Weekly** -
  - A Ministry Partner updates the attendance documents to track attendance and also clears the attendance list so it's ready for the upcoming Sunday. They also print name tags for new kids and make sure the check-in supplies are restocked each week
  - A Ministry Partner who serves as a Set Up Champion gathers the supplies and prepares the classrooms for you
- **Sunday Mornings** -
  - A Ministry Partner comes in early (9:30 am) and turns on all the lights, prepares the computer
  - 10:15 am - Several Kids and Leaders join for prayer, and lift up our kids and leaders
  - 10:30 am - Sunday Morning Game Time!
    - A Service coordinator and ensures all classrooms and a Check-in Coordinator oversees the check-in area that each have at least 2 ministry partners ready to go.
    - Check-in Team greets regulars and guests
    - Nursery & Preschool & Elementary Team begins investing in kids
    - Floaters step in wherever needed
  - Following Service - Ministry Partners empty the trash for the rooms

**THANK YOU FOR BEING A PIECE OF THE TEAM AND YOUR INVESTMENT IN THE LIVES OF KIDS**