



POLICY HANDBOOK

April 2022

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Welcome!

At Summit Crossing Community Church, our vision is to see the Kingdom of Christ advance from our neighborhoods to the nations for the glory of God. Summit Kids is the Children's Ministry of Summit Crossing.

We provide three age-specific environments for children during our Sunday gathering:

Base Camp, Expedition, and Grapple.

 **base camp**
BIRTH-5 YEARS OLD

 **expedition**
KINDERGARTEN-3RD GRADE

 **grapple**
4TH & 5TH GRADE

Our Mission

We exist to make maturing and multiplying disciples who increasingly believe who they are in Christ as they intentionally endeavor to Know Jesus, Connect in gospel relationships, and Live for the King's mission in their world. Our hope for Summit Kids is the same, with the focus being on children and their families.

- **We want our kids to KNOW Jesus.** We teach our children on Sunday mornings using a curriculum called The Gospel Project for Kids. It is a Christ-centered bible study that follows a chronological timeline of Bible events. Each week, these stories come to life through video, music, activities, and more. At the same time, we know that families are the primary means of teaching children the gospel. We want to come alongside families by providing them with the tools and resources they need to teach their children about God. We provide resources to families each week to help them dive deeper into what has been taught on Sunday mornings. Summit Kids has a Facebook and Instagram page where you will find additional ideas for growing in the gospel together.
- **We want our kids to CONNECT in gospel relationships.** We encourage children to consistently attend the same Summit Kids class each Sunday, so that they develop relationships with other children that are the same age or in the same grade. They will also develop relationships with their Summit Kids Classroom Leaders.
- **We want our kids to LIVE for the King's Mission in the world.** As our children learn about God's love for them as evidenced in the gospel, they are encouraged to take that love into their world - their schools, their ballparks, their dance studios - everywhere they go.

Summit Kids Leadership

DIRECTOR

The Director for Summit Kids, Andrea Johnson, oversees the children's ministry of Summit Crossing. She works with the Associate Director to partner with caregivers and volunteers in fulfilling the mission of our church.

ASSOCIATE DIRECTOR

The Associate Director for Summit Kids, Sarah Doll, works alongside the Director in fulfilling the goal of teaching children the gospel.

Volunteer Positions

"Tell the coming generation the glorious deeds of the Lord, and his might, and wonders that he has done." Psalm 78:4

Summit Kids is full of opportunities to share the gospel with children! Listed below are the volunteer positions. To join the Summit Kids team, please complete the Summit Kids Application under the SERVE button on mySC3.org. We require a background check be performed for all Summit Kids volunteers 19 & older.

COORDINATOR

The Coordinator leads the volunteer team for an area of Summit Kids during one service time, conducts a pre-service meeting for instruction and prayer, enforces policies and procedures, and welcomes families.

BASE CAMP LEADER (LEADS BIRTH-AGE 5)

The Base Camp Leader demonstrates Christ's love by engaging children relationally while sharing the gospel through stories, songs, and play.

Volunteer Positions

EXPEDITION LEADER (LEADS GRADES K-3)

The Expedition Leader develops personal relationships with the class while sharing the gospel and engaging children in activities based on the Large Group teaching.

GRAPPLE LEADER (LEADS GRADES 4-5)

The Grapple Leader teaches through each Bible story, sharing the gospel with children while developing personal relationships through games, activities, and Bible study.

SUMMIT BUDDIES

A Summit Buddy is assigned to a child who needs support in order to engage in the Summit Kids classroom environment.

STORYTELLER

The Storyteller leads the Large Group time in Expedition by introducing the Bible story video and following up with further explanation.

WORSHIP

The Worship Team is made up of vocalists and musicians who lead worship for Expedition & Grapple.

CHECK-IN

The Check-In Team assists families during the check-in process using our online database at the check-in kiosks.

RESOURCES

The Resource Team prepares supplies and activities during the week for classroom use on Sunday mornings.

TECH

The Tech Team operates audio and visual media for Large Group time in Expedition.

Policies & Procedures

CAREGIVER RESPONSIBILITIES

Our desire is for every child to hear the gospel every time they visit Summit Kids. In order to maintain an environment where this is possible as we grow, we need caregivers to partner with us in serving the church. We ask that one adult from each household serve in Summit Kids at least once per month. To apply for a volunteer position, visit mySC3.org and click on the SERVE card.

Caregivers are requested to use ONLY disposable diapers for children checked into Base Camp or other church gatherings. Please bring an adequate supply of disposable diapers and wipes as well as an extra change of clothes for all infants and toddlers.

Please bring only plastic bottles or cups for milk, juice, or water. Caregivers should label all items (such as bottles, cups, diaper bags, wipe containers, clothing, pacifiers, etc.) with their child's first and last name.

Caregivers should notify the Coordinator and Classroom Leaders of any allergies or special needs their child may have. Allergies should also be noted during check-in so they are properly displayed on security badges.

Caregivers are responsible for receiving and responding to communication from Summit Kids. Please keep all contact information up to date in our system, including any change in cellular service providers. In the event that a caregiver is needed during Summit Kids, we will text the selected primary contact first, and if the need is urgent, we will also call. Caregivers should be mindful of this policy and check phones often while children are attending Summit Kids.

Policies & Procedures

SICKNESS POLICY

If a child is sick, please respect others by keeping the child at home. Children must be symptom-free for at least 24 hours prior to attending Summit Kids. Examples of symptoms include, but are not limited to, temperature of 100° or higher, vomiting, diarrhea, severe coughing, colored nasal drainage, pink eye, head lice, undiagnosed rash, open skin lesions, or any suspicion of infectious disease.

If any child appears ill or becomes ill during the service, we reserve the right to remove them immediately from the classroom. We will notify caregivers by text message at the cell phone number you provided upon check-in.

If a child contracts a communicable disease (such as Covid, chicken pox, head lice, fifth disease, HFM, etc.) after attending a Summit Kids gathering, please inform the Summit Kids Director so that we may notify other caregivers of potential exposure.

Policies & Procedures

SAFETY PROTOCOL

In Summit Kids, it is our desire to ensure that children are safe and that ministry time is maximized. Please join our efforts by understanding and adhering to this policy:

- No one is allowed into the Summit Kids area without proper identification.
- Caregivers must remain on the church premises while their child is in Summit Kids.
- No caregiver is allowed to enter a classroom. This will help us with the security and safety of the children.
- Under no circumstances should a child be left in the Summit Kids area unattended. If your child's leader is not in the classroom, please refrain from leaving your child until the leaders are present.
- Check-in begins 20 minutes prior to our service times. All children must be checked in by an adult at the kiosk prior to entering their classroom. Upon check-in, children and caregivers will be given security badges with coordinating numbers. Caregivers are required to present the security badge to drop off and pick up children. Children must wear the security badge at all times while under the care of Summit Kids. If we need a caregiver's attention for any reason while a child is checked in to Summit Kids, we will send a text message to the cell phone number provided upon check-in.
- In the event a caregiver's security badge is lost, they will be required to reprint another security badge at the check-in kiosk with assistance from a check-in volunteer. Children must be picked up by an adult.

Policies & Procedures

SAFETY PROTOCOL (continued)

- The numbered security badge must be placed on the child upon check-in to Summit Kids. Children who are currently checked in must remain in the Summit Kids area until they are checked out and their security badge has been removed and collected by a Summit Kids volunteer.
- Restrooms in the Summit Kids area are for use by children and Summit Kids volunteers only. Caregivers who need to assist their child in using the restroom while in the Summit Kids area should use the single stall restroom located in the Resource Room.
- We require a background check be performed for all Summit Kids volunteers 19 & older. Anyone convicted of child abuse or related offense will not be permitted to serve in any capacity in Summit Kids.

SUSPICION OF ABUSE OR NEGLECT

Summit Crossing Community Church requires its members and attenders to contact the authorities immediately when a child or student discloses abuse, when they witness child abuse, or when they observe signs of abuse.

Reports should be made within 24 hours. Reports to DHR can be made by phone at (256)427-6200. Summit Crossing Community Church is available to assist in filing reports.

After a church member or attender has reported abuse, Summit Crossing Community Church asks that they notify a church leader, including but not limited to an elder or staff member.

For more information, please see the Summit Crossing Community Church Child & Student Protection Policy.

Policies & Procedures

FIRST AID POLICY

Although we strive to maintain the safest environment possible, accidents do occasionally occur. A first aid kit is kept stocked with needed supplies in the Summit Kids area at all times.

Caregivers will be notified by text message in the event of a medical incident. When caregivers are not immediately available, Summit Kids Volunteers will administer the appropriate treatment measure, such as applying the pressure of a bandage to a bleeding wound. No pharmacological treatment, oral or topical, will be administered.

Life-threatening situations will, of course, be handled as emergencies with appropriate treatment measures being instituted at once. Immediately, 911 and caregivers will be notified. Summit Crossing will not be responsible for any “Good Samaritan” assistance offered by any of its members.

DISCIPLINE POLICY

In desiring to maximize ministry opportunity with all children:

- If a child is disruptive or dishonoring, they will be addressed by their Classroom Leader.
- If the behavior does not improve, they will be escorted to the Coordinator to have the situation addressed.
- If the behavior has not improved following the above interventions, the child will be taken to the Summit Kids Director or Assistant and a caregiver will be notified via text message.

Policies & Procedures

FOOD POLICY

Children should be fed before arriving at Summit Kids. Infants will be given formula, milk, juice, or water when caregivers provide these items. Time and circumstances do not allow for spoon-feeding.

Nursing mothers are always welcome to use our designated nursing room. If you need help locating the nursing room, find a Summit Kids volunteer and they will direct you!

A snack and water will be provided to children in Base Camp. If lesson plans call for any food tasting or touching in addition to the snack, there will be an allergy alert.

Emergency Action Plan

FIRE

In the event of a fire, Summit Kids Volunteers will account for all children in the class and lead them to the nearest exit. The children will be escorted from the building under constant adult supervision. Fire doors inside the facility will lock down. Caregivers may pick up children using their numbered security badge at the designated outdoor rally points.

SEVERE WEATHER

In the event of an emergency alert for severe weather, children will be accounted for and escorted by adults to an inside enclosed part of the building, such as an inside hallway. They will be instructed to sit with their backs against the wall, knees tucked under their chins, arms wrapped around the knees, and head bent down. Caregivers may pick up children using their numbered security badge after the alert has been lifted.

Promotion Sunday

Children will be promoted annually in accordance with the school calendar. This generally occurs in August. We strive to maintain consistency in classrooms to promote unity and relationships. The only exception is that babies are promoted according to their development.

We ask that you not promote your children prematurely. There are signs at check-in that indicate proper placement. If you need assistance in this process, please ask the Summit Kids Director, Assistant, or any Summit Kids Coordinator.

Contact Information

If you have any questions about Summit Kids, please don't hesitate to ask! Reach out using the information below.

Andrea Johnson, Director for Summit Kids

Email: andrea@summitcrossing.org

Office Phone: (256) 325-9905

Sarah Doll, Associate Director for Summit Kids

Email: sdoll@summitcrossing.org

Office Phone: (256) 325-9905

www.summitcrossing.org