



kidscoast

Kidscoast Dream Team



## Welcome to Kidscoast!

**Thank you for saying “yes” to serving in Kidscoast! Your decision to join the Dream Team means you’re stepping into a ministry that impacts lives for eternity. Every smile, every high-five, every Bible story you share helps kids experience the love of Jesus in a real and lasting way. We’re so grateful for your heart to serve and partner with us in creating safe, fun, and faith-filled environments where children can know God, love people, and discover their purpose.**

### Kidscoast Ministry Overview

Children’s Ministry is all about kids – having a blast, being creative, interacting and learning about the love of God. Kidscoast is not babysitting. It’s about investing in the life of new parents. It’s about equipping parents to be the spiritual leaders of their children. It’s about partnering with parents to see their children love and serve Jesus for a lifetime. It’s about kids making friends and with building relationships with their leaders. Most importantly, it is teaching kids about Jesus.



## **Nursery (Infants to Toddlers)**

Our nursery is a safe, nurturing space designed specifically for babies and toddlers. Each room is thoughtfully arranged with soft furnishings, engaging toys, and soothing music to create a calm and joyful atmosphere. Our mission is to show the love of Jesus to every child in practical, gentle ways, whether through play, rocking them to sleep, changing diapers with care, or singing songs that remind them of God's goodness. Every interaction is an opportunity to provide comfort, security, and a foundation of faith, ensuring parents feel supported while they worship.



## **Preschool (3-5 Years)**

Preschoolers enjoy a creative place where children get to experience the stories of the Bible in dramatic and engaging ways. Our simple objective is to communicate to every child, "God made me, God loves me, and Jesus wants to be my friend forever." We start introducing the concept of small group time and service programming where kids begin learning key Bible truths in order to prepare them for Elementary.



## **Elementary (K – 5th Grade)**

Elementary kids get to experience God through cool worship, fun games, and lessons that deal with topics that apply to them. Small groups, as part of the weekend experience, provide a forum for kids to build relationships with others, and share their questions and comments in a safe, loving environment. Just like the adult service, our elementary kids get to respond during large group time to what God is saying to them by going to the cross and requesting prayer.



## **Won By One (Special Needs Ministry)**

Won by One is Seacoast's special needs ministry where children learn about the love of God in an area that is safe, fun, and suitable to their learning needs. This ministry offers families much-needed time for their own spiritual growth and renewal. Weekly services for children with special needs include worship, group time, games, and crafts. We love to help children understand God's Word and help them grow in their faith. Buddies who serve in this ministry build strong, loving relationships with children, teens, and adults with special needs. All Buddies receive training to serve in this ministry.



# ◦ kidscoast ◦ VALUES

## Kidscoast values that we instill in children every week:



### **Know God**

John 17:3 says, "Now this is eternal life: that they know you, the only true God, and Jesus Christ, whom you have sent."

When we know God, we can make him known to others. The Great Commission is found in Matthew 28:19a, "Therefore go and make disciples of all nations..."



### **Love People**

John 15:12-13 says, "My command is this: Love each other as I have loved you. Greater love has no one than this: to lay down one's life for one's friends."

Jesus showed us how to love others, and we are to follow his example.



## Find Your Place

We believe in the importance of small groups and finding community among your peers and with your leaders.

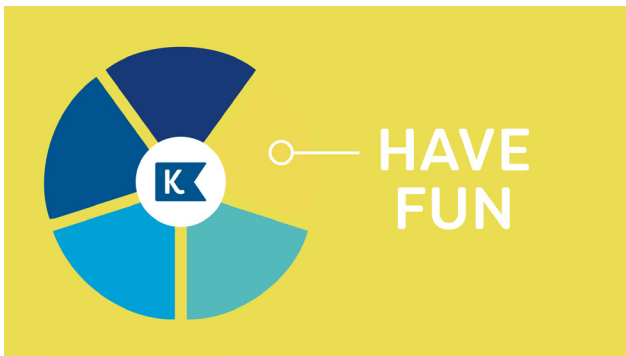
Scripture says that's because we're better together than we are alone. (Romans 12:4-5)



## Be Yourself

Psalms 139:14 says, "I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."

There's no one else like you in the entire world. There never has been and there never will be. You are a one and only, and God broke the mold after he made you.



## Have Fun

Proverbs 15:13 (ESV) says "A glad heart makes a cheerful face..."

The best way to have fun is by participating in small group, listening to our Bible story and worshipping God.



## Kidscoast Dream Team Onboarding Requirements

- ▶ Must have attended a Seacoast campus for 6 months prior to serving.
- ▶ Have attended Next Steps as part of our Growth Track.
- ▶ Complete a Dream Team Application.
- ▶ Provide three personal references.
- ▶ Complete a consent form for a background check if 18 years of age or older, and have acceptable results on a background check. Any person who may pose a threat to children, youth, or vulnerable adults is prohibited from working in any ministry involving children, youth or vulnerable adults.
- ▶ Be in the sixth grade or higher.
- ▶ Commit to serving at least two times per month.
- ▶ Read the Kidscoast Dream Team Handbook thoroughly and complete onboarding training.
- ▶ Participate in an interview with a Kidscoast Ministry Leader.
  - ▶ This interview involves a series of questions to help gauge this person's interest, level of commitment and whether he/she would ultimately be appropriate to serve with children.
  - ▶ These questions include but are not limited to:
    - ▶ What is your story? (Married? Children? Job?)
    - ▶ What is your current living situation?
    - ▶ How long have you attended Seacoast?
    - ▶ Describe your walk with Jesus.
    - ▶ Have you attended Next Steps?
    - ▶ Are you currently in a Small Group?
    - ▶ Why do you want to serve in Kidscoast?

- ▶ Training consists of shadowing a person in this current role, several times, and an opportunity to lead with a coach offering instruction. This process helps provide a way for a new Dream Team member to learn in real-time and ask questions along the way. It also complies with the “Two-Adult” rule, which means that there must be two adults present when serving with children. In addition, a new attendee of the church will serve alongside others who meet the “Two-Adult” rule before being permitted to serve as one of the two adults.

We break down this process into four phases that can be utilized regardless of the leadership position or the complexity of the role:

1. Observation phase: I lead, you observe, and then we talk about it.
  2. Guided phase: I lead, you help, and then we talk about it.
  3. Collaborative phase: You lead, I help, and then we talk about it.
  4. Equipped phase: You lead, I observe, and then we talk about it.
- ▶ Attend future Kidscoast Trainings. We know your time is valuable and that you are very busy, but from time to time, important information will need to be shared with all Kidscoast Dream Team members.

# Our Mission

Seacoast exists to help people find God, grow their faith, discover their purpose and make a difference.

**The primary mission of Kidscoast is to create a safe, fun weekend experience for children, and to support and empower parents to spiritually lead their families.**

**Kidscoast exists to help children:**

- ▶ Find God
- ▶ Grow Their Faith
- ▶ Discover Their Purpose
- ▶ Make a Difference

We carry out this mission in direct partnership with the overarching mission of Seacoast Church. Accomplishing that mission goes beyond the weekend experience. We believe it is important to find a community to help you live out your faith. Whether your next steps involve baptism, joining a small group, or serving as a volunteer, we're here to help and encourage you.

## Service Components

### Core Values

We have five core values in Kidscoast: Know God, Love People, Find Your Place, Be Yourself, and Have Fun! These are taught every Sunday. We want the kids to learn these values and use them in everyday life.

### Worship

Fast-paced songs are a time for kids to experience joy and fun while worshipping God. We want to give the kids freedom in worship. This time helps direct the kids to focus on the reason we are at church, which is to worship God.

### Memory Verse

There is a Scripture memory verse for kids to learn every week. Each week, a leader will challenge the kids with a creative way to help them memorize the scripture.

### Bible Lesson

The Bible lesson is a video component and one of the most important parts of the service. It delivers the life-giving message of God's Word via real-life situations and a Bible story. Some campuses may choose to do a live teaching of the Bible lesson with an engaging storyteller.

### Response Time

At the end of every service, a leader wraps up the message and challenges the children to review and practice what they learned. That leader then transitions into Response Time, which is a slower tempo song.

During Response Time, we encourage kids to go to the cross to draw or write out their prayers, pray with Kidscoast staff or Dream Team leaders, and give their tithes or offerings in a designated container.

### **Small Groups**

Children are divided into small groups. A leader facilitates each of the groups. During this time, leaders are encouraged to get to know their group, reiterate the lesson, pray over the group, and if able, answer any questions that are asked. Small group questions and activities are provided to leaders.

## **Dream Team Honor Code**

As leaders in the Seacoast Church family, we have the privilege of serving Christ and his people in a way that reflects his love and character. Leadership is not just a role, it's a calling to live as examples of faith, humility, and integrity. This covenant expresses our shared commitment to honor God in every aspect of life and ministry.

### **Our Commitment to Spiritual Growth**

We commit to continually growing in our relationship with Christ through prayer, Bible reading, and spiritual disciplines. These practices help us lead from a place of strength and dependence on God, ensuring that our service flows from a heart surrendered to him.

### **Our Example in Conduct and Character**

As followers of Jesus, the way we live and interact with others shapes how they see him. We strive to reflect Christ's character in our words, actions, and attitudes—demonstrating the qualities of a mature believer and servant-leader. Our goal is to inspire others to grow in their faith and embrace a life of service.

### **Our Lifestyle Choices**

We recognize that certain behaviors can harm our witness or cause others to stumble. Therefore, we commit to avoiding actions that do not reflect Christ's heart, such as profanity, substance abuse, dishonesty, sexual immorality, and any conduct that grieves him. Instead, we pursue a life marked by integrity, purity, and grace.

### **Our Influence and Responsibility**

Through our words and actions, we have the privilege of encouraging others to grow in Christ and discover the joy of servant leadership. This is not a restriction but a calling—a way of life measured by the heart and commitment of each leader. Together, we embrace this covenant as an essential part of our spiritual development and ministry.

## **Safety and Security Information for Serving in Kidscoast**

### **Never Be Alone with a Child**

For the safety and protection of both children and volunteers, volunteers should never be alone with a child in an unobservable setting. At least two approved adults should be present, or interactions should occur in an open, visible environment where others can easily observe. This policy applies to classrooms, hallways, restrooms, transportation, and all ministry activities. Maintaining visibility and accountability helps create a safe and trusted environment for everyone.

### **Two Adult Rule**

At least two (2), unrelated and screened adults must be present at every function, in each classroom, vehicle, or other enclosed area during all activities with children.

**Statement of Restriction**

Any person who may pose a threat to children, youth, or vulnerable adults is prohibited from working in any ministry involving children, youth, or vulnerable adults.

**Abuse Reporting**

Seacoast employees and volunteers must report any suspicion or allegation of abuse, molestation, or neglect to a designated ministry leader. If mandatory reporting laws apply, the employee must report the allegation or suspicion to Human Resources, a Pastoral Care Pastor, and the appropriate state agency.

**Six-month Rule**

Potential volunteers must have attended a Seacoast campus for a minimum of (6) months before receiving permission to work with children, youth, or vulnerable adults. This provides the Kidscoast team with time to experience a potential volunteer's gifts and character and to determine their suitability. Alternatively, a new volunteer can serve alongside at least two (2) volunteers who have met the Two-Adult Rule for the period of six (6) months.

**Hallway Monitor**

A staff member or screened Dream Team volunteer will monitor the Kidscoast premises, patrolling hallways and common areas. This person is permitted to observe classrooms and activity areas through windows and open doors.

**Reference Checks Required**

All applicants are expected to provide three (3) personal references. These references cannot be related to the applicant. A staff member will diligently contact and secure at least two (2) acceptable references, which will be noted and included in our records.

**Application Resubmission Process**

For any volunteer who works with children, a criminal background check and sex offender registry check will be completed/renewed every three (3) years. A staff member will reevaluate each volunteer with the following critical-screening questions:

1. Why do you want to continue serving in the children's ministry?
2. Describe a difficult situation you faced when working with children and how you handled it.
3. How do you feel about having at least two other leaders alongside you in a room with children?
4. Have you recently had any significant life events, received professional counseling, or experienced changes to your core beliefs? Are you willing to discuss it?

# Kidscoast Dream Team Scheduling

- ▶ It takes many Dream Teamers to make a service run smoothly, so your attendance, punctuality, and involvement are very valuable to us. We appreciate your commitment! We ask, if possible, for a weekly or biweekly service commitment. A successful and effective children's ministry depends on building solid relationships. The consistency of a weekly relationship helps facilitate that strong connection. Investing in one service a week will change a child's life.
- ▶ Each week, you should receive an email or notification through Planning Center Services app that includes where you are serving within your area. Please be sure to read this email each week before Sunday. Respond to the confirmation tabs to accept or decline your serving assignment by Thursday.
- ▶ When you are scheduled to serve, please arrive at least 30 minutes before the service begins for our pre-service huddle. During this time, we will encourage one another and pray together to prepare our hearts to serve.
- ▶ Please let your coordinator know if you will be unable to serve at your scheduled time. In the event of a last-minute emergency, communication is still greatly appreciated.

# Wellness Policy for Children and Dream Team

To ensure the health of the other children and Dream Teamers, we ask that sick children and sick Dream Teamers not attend any children's ministry event. It is recommended that a child not attend church when any of the following symptoms are present:

- ▶ A fever of 99 degrees or higher
- ▶ Diarrhea or vomiting— no matter what the cause (e.g. medication, teething, etc.)
- ▶ Common cold (from onset through one week)
- ▶ Any symptoms of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough
- ▶ Sore throat, constant cough, or croup
- ▶ Colored mucus (runny nose that is not clear, in the eyes)
- ▶ Any unexplained rash
- ▶ Any skin infection: boils, ringworm, impetigo, or any open sores that leak fluid/blood
- ▶ Pink Eye, redness of the eyes, or any other eye infection
- ▶ Any communicable disease
- ▶ Lice— including the presence of eggs or nits

Again, this applies to all children and Dream Teamers. If you have any of these symptoms, please stay home from your scheduled time to serve. If you suspect a child is sick during class, please alert a staff member to contact the family if needed.

All children and Dream Teamers must be symptom-free without medication for 24 hours straight before returning to the Kidscoast area.

# Dream Team Expectations

## Dream Team Arrival and Check-In

- ▶ When you first arrive, please check in at the Kidscoast check-in desk.
- ▶ Please put your sticker on before heading to your pre-service location. It is important to us that you wear your sticker in a visible spot while serving. Not only does it help our check-in and security teams, but it is great identification for those serving with you and for the children's parents.
- ▶ Once you are checked in, please meet with your team for a pre-service huddle.

## Pre-service huddles

- ▶ Occurs 30 minutes before service starts. It lasts 5-10 minutes.
- ▶ Meet in or near the Kidscoast environment.
  - W – Welcome (quick social moment)
  - R – Reminder (quick training tips for the day)
  - A – Announcement (sharing anything you will need to know)
  - P – Prayer (specific or big things)

## Dream Team Attire

- ▶ Please be aware of your appearance so that you present a positive and welcoming impression. Keep in mind that you will be interacting with children and that could involve quite a bit of up-and-down movement and floor time.
- ▶ Please do not wear low-cut, strap-less, spaghetti strap, or halter tops. You should also refrain from wearing shorts. Only dresses that are three inches above the knee or longer should be worn. Use discretion— if you think your clothing is questionable or could be a distraction, please do not wear it.
- ▶ Kidscoast Dream Team T-shirts are provided for everyone who serves in our Kidscoast ministry areas. These are not required but preferred for you to wear while serving.

## Cell Phone and Photo Policy

- ▶ Out of respect and protection for our children and families, it is important to put away anything that may cause a distraction while in the classroom; this includes cell phones, iPods, cameras, and any similar devices.
- ▶ Refrain from taking pictures of children. No pictures should be taken, stored on devices, or posted to any website or social media outlet. This is to protect our children and our families. If photos are required for church usage, we will designate a photographer or videographer for such purposes.

## Discipline

It is the heart of our children's ministry to make every effort possible to ensure the safety and well-being of every child and Dream Teamer that is in our area. There can be occasions when some children have a difficult time adjusting to a classroom environment. We ask that you be proactive in letting a staff member know of any cases in which our standards are being compromised by a child.

- ▶ Please use corrective guidance when handling an incident. This includes positive verbal correction and affirmation when the child exhibits good behavior.
- ▶ Please avoid using words or tones of voice that may frighten a child or may make them feel ashamed. While in our care, we will never send a child to the corner, place them in time-out, or physically discipline — spanking or hand popping, etc.
- ▶ If children continue to disobey, separate them. If they continue to disrupt the service, let staff know. They will decide when to contact the parents. Any instances of “foul language” or physical altercations with other children or leaders will result in immediate contact with parents to pick up the child.

### **Paging Parents/Removing Children from the Class**

- ▶ In the Nursery, if a child is crying uncontrollably, pray over them and try singing, rocking, reading, or blowing bubbles to see what will calm them.
- ▶ Please contact a staff member if the child does not calm down after 10 minutes.
- ▶ We may also page a parent for persistent discipline issues or if an illness is recognized.
- ▶ If a child is removed from the classroom for any reason by a staff member or hallway monitor, please take note of the child’s name and tag number in your classroom.

### **Allergy Awareness/Food and Drink**

- ▶ We do not prefer that snacks be served in Kidscoast, but on occasion, we may provide a snack for children.
- ▶ Please remember that nuts, peanut butter, any products containing nuts, or any food processed with nuts may not be brought into the Kidscoast area.
- ▶ Each campus has a designated area where appropriate snacks are available for you.
- ▶ If snacks are served, an allergy alert sign should be posted so parents are aware of any food being provided that day.

### **Bathroom Policy**

- ▶ There are no adults in the restrooms with older children. Under exceptional circumstances, such as an accident, an adult female leader may be accompanied by another adult female leader, and leave the top of the half door open so others can see the adult. This is not only for the protection of the child, but for your protection against any accusation of impropriety.
- ▶ A minimum of two adult leaders must accompany any child to the restroom. At least one of the leaders must be an adult female. Under no circumstances should a leader be alone with a child during restroom assistance or supervision.

# Guidelines for Appropriate Affection

Kidscoast is committed to creating and promoting a positive, nurturing environment for our children's ministry that protects our children from abuse and our Dream Team from misunderstandings. When creating safe boundaries for children, it is important to establish what types of affection are appropriate and inappropriate; otherwise, that decision is left to everyone's discretion.

Stating which behaviors are appropriate and inappropriate allows Dream Teamers to comfortably show positive affection in ministry and identify individuals who are not maintaining safe boundaries with children. The following guidelines are to be carefully followed by all Dream Team members, as well as staff working around or with children.

Love and affection are a large part of Kidscoast. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:

- ▶ Brief hugs
- ▶ Pats on the shoulder or back
- ▶ Handshakes
- ▶ "High-fives"
- ▶ Verbal praise
- ▶ Arms around shoulders
- ▶ Holding hands while walking with small children
- ▶ Sitting beside small children
- ▶ Kneeling or bending down for hugs with small children

The following forms of affection are considered inappropriate with children in Kidscoast:

- ▶ Inappropriate or lengthy embraces
- ▶ Kissing children
- ▶ Holding children over three years old on the lap
- ▶ Men should always refrain from having children in their lap
- ▶ Touching knees or legs of children
- ▶ Wrestling with children
- ▶ Tickling children
- ▶ Piggyback rides
- ▶ Hugs from behind
- ▶ Any type of massage given by a child to an adult
- ▶ Any type of massage given by an adult to a child
- ▶ Any form of unwanted affection
- ▶ Comments or compliments (spoken, written, or electronic) that relate to physique or body development.

## Suspected Child Abuse or Neglect

- ▶ As a team member who feels called to assist children with their growth and development, you want the best for all children. If you observe behaviors and/or signs that may indicate a child being maltreated physically, emotionally, and/or sexually, notify a staff member immediately.
- ▶ If you, as a team member, have reasonable cause to believe that any person who has contact with children during their time within Kidscoast has impure motives and/or shows signs that they have the capacity to harm children in any way, report your suspicions to a staff member immediately.
- ▶ If you suspect that any adult is attempting to build a relationship with a child for an impure purpose or for the purpose of harming them, notify a staff member immediately.

# Emergency Response

## Intruder Safety

- ▶ In the event an intruder enters the area you are supervising, immediately alert a staff member and/or alert the Emergency Response Team (ERT).
- ▶ After alerting staff and/or ERT, spread the word throughout the room, immediately shut your door and attempt to secure your area.

## Fire Safety

- ▶ If the fire alarm goes off, children should be gathered in a line by the fire escape (by the door), then exit accordingly.
- ▶ Count all children to make sure your number matches the attendance roster. Check bathrooms and make sure to take the attendance roster for that service with you.
- ▶ A staff member will assist in reuniting children with parents. The same check-in/check-out procedures will be used.

## Tornado Safety

- ▶ In case of a tornado warning, all team members and children must report to the designated area for shelter.
- ▶ When in the designated area, all children and team members should be on their knees with their hands over the back of their heads.
- ▶ Dream Team members should sing, pray, etc. to distract children.

## Injury Report Protocol

- ▶ Notify a staff member immediately.
- ▶ If you do not see the hallway monitor, call the number posted on the “Service Points of Contact” poster by the door.
- ▶ Please fill out the “Seacoast Injury Report” to the best of your ability for each child involved in an injury.
- ▶ Completed forms are to be given to the Kidscoast Ministry Leader before the end of service.

## Accidents/Blood Spills

Accidents happen. If an accident arises, please contact a staff member who will help you through the appropriate process. Here are a few necessary steps to take:

- ▶ Contact your Kidscoast Ministry Leader or other staff and they will alert the parent and the ERT.
- ▶ When tending to a blood spill, ALWAYS wear disposable gloves. Please clean up the spill immediately with soap and water and dispose of any used gloves, paper towels, cloths, etc. Wash hands with soap and warm water.
- ▶ Please make sure that a “Seacoast Injury Report” is filled out as soon as possible. These are found in your room. Completed forms are to be given to the Kidscoast Ministry Leader before the end of service.

# Be familiar with the Kidscoast Services, Resources and Events:

## **Kidscoast Dream Team Orientation**

Each campus offers regular opportunities for potential Dream Team members to come and learn about how they can serve in Kidscoast. When and how this meeting is held is up to each campus to determine what works best for them. See website or Seacoast App for more information.

## **21 Days of Prayer and Fasting**

Every January, we start with 21 Days of Prayer and Fasting to align ourselves with God's will. We encourage kids to abstain from something in their life and replace it with God. It could be a habit, food, routine, or pleasure, and replace that element with prayer, worship, and reading God's Word. There is generally a Prayer Guide that families can use during the 21 Days of Prayer and Fasting that is distributed in class and online.

## **March Mania**

Annual Kidscoast event where we have themed weekends during the month of March (team colors, Hawaiian luau, Superhero, Wacky tacky, etc.). We encourage kids to bring friends and have fun to increase attendance and promote upcoming Easter services.

## **Easter Services**

This is one of our most-attended weekends in Kidscoast. We usually have extra services to accommodate the additional attendees. Campuses should over-prepare for welcoming new families and consider additional activities before or after services (Easter egg hunt, photo op, ice cream, jump castles, etc). Check with Campus Pastor for service times.

## **Child Dedication**

It is a commitment as a parent to lead your child into a growing relationship with Jesus Christ. Child Dedication Services are held throughout the year as part of the weekend service. Each campus has flexibility in when and how they want to conduct this service. Kidscoast Central Support will provide a Bible and other gifts for each family. Mother's Day is our largest Child Dedication at all campuses.

## **Kids Camp**

Kids Camp is a themed summer event for elementary-age kids. Campuses can select the dates and times they would like to offer the program. It is a great opportunity for outreach, promoting local missions, and providing opportunities to serve. There is generally a fee for registration. However, we do offer scholarships and offset costs for those in financial need.

## **Upgrade Weekend**

This is the weekend that all school-aged children and students move up to the next grade. We try to create a fun atmosphere around this weekend to welcome them into their new environments and new small groups. It is generally the first Sunday in August.

## **Kidscoast Baptism**

In Kidscoast, we feel there is no greater joy than seeing kids share their faith before their family, friends, and church through baptism. We offer online resources, a conversation guide, and some campuses provide a class for families to attend prior to the baptism. Baptisms are scheduled several times throughout the year, as well as private baptisms and ocean baptisms.

## **Dream Team Celebration**

In December, all campuses hold a Dream Team Celebration. This fun, family-friendly evening celebrates all current (and future) Dream Team members and their families. It is generally held on the first Wednesday of December and involves worship, food, and fellowship. Dream Team members should plan on attending this annual event.

**Kidscoast Christmas Services**

Each campus will determine the service dates and times. Many campuses close elementary classrooms and encourage kids to attend the Christmas candle-lighting services together as a family. Some campuses have additional events outside of Sunday services to celebrate the birth of Jesus. See website for more information.

**Kidscoast Parent Connect**

Any communication that is considered informative for families is classified under “Parent Connect.” Each campus will determine the priority of information to be communicated to families attending and participating in Kidscoast weekend services and special events. Some campuses may hold special “Parent Connect” meetings or training events to provide parent resources.

**Mother’s Room and Family Room**

There is a Mother’s Room available at every campus where nursing mothers can have privacy while tending to their infants. Some campuses have a Family Room that is a more inclusive space for the whole family (moms, dads, noisy toddlers) to worship together, sometimes with a nursing nook, designed so families don’t have to leave the service entirely.

# Kidscoast Check-In & Check-Out

## Kidscoast Check-In Team Expectations

- ▶ Please arrive at your assigned Kidscoast environment at least 30 minutes before the service starts so that you can be a part of the pre-service huddle.
- ▶ Our Kidscoast areas will be ready to receive children 15 minutes before service begins. Do not open your room until you have at least two adults in the environment.
- ▶ Check-in Team is expected to stay throughout the service and assist with check-out at dismissal.

## Check-in Process

- ▶ With our computerized check-in system, parents will check children in at the Kidscoast check-in counter. At that time, they will receive a nametag for the child with the words “child’s tag” at the top, with the appropriate room name and class for the child’s age.
- ▶ When a family arrives at the door, greet them warmly, ask for the “room tag,” and check the “child’s tag” to make sure they are at the correct room. If the child is not at the assigned room, please direct the parents to the correct room. The parents will keep the third tag which is to be used to pick up the child.
- ▶ If a child is checked into the wrong room or the parent wishes to change the child’s room, please direct the parents to a staff member or Check-in Team member to correct.
- ▶ Please do not allow parents into your classroom at any point before, during, or after the service without prior approval by a staff member. Only adults who have been background checked and are serving are allowed inside the classroom. This ensures the safety of every child and minimizes classroom disruptions.
- ▶ If the computer system fails or in case of a power outage, please switch to the paper temporary tags.

## New Family Check-in

- ▶ When a family checks in for the first time, they will fill out pertinent information needed for our check-in system.
- ▶ You may place a sticker on the child’s tag to indicate that they are a first-time guest.
- ▶ Once the family is checked in, someone from the Kidscoast team will walk them to their classrooms.

## Returning Family Check-in

- ▶ When a family checks in, they will either type their phone number or look up their first and last name. It is important to use the adult’s name. This will ensure that the child is being checked in on the correct account.
- ▶ Once all of the children have been checked in to their age-appropriate classroom, you will print their tags and explain that the first one goes on the child, the second one goes to the room roster, and the third is for picking up the child at dismissal time.

## Check-in Scenarios

- ▶ When a family checks in and there are multiple accounts with the same name, please ask for their date of birth to verify you are selecting the correct account.
- ▶ If a parent loses their security tag, please alert a staff member or team leader who can walk through the check-out process with them, which will include presenting their driver's license or another form of ID. Parent tags should not be reprinted.

Only the following people are permitted in the Kidscoast areas:

- ▶ An adult with a security tag
- ▶ A child with their nametag
- ▶ A Kidscoast Dream Teamer with their nametag
- ▶ A staff member wearing their staff nametag
- ▶ An Emergency Response Team Member wearing their red lanyard
- ▶ If a family needs to update their information or add a visitor, they will need to have a Dream Team member assist them so that their information can be updated in our system.
- ▶ If parents would like their children/visitors to be in the same class but the children are not the same age, the older child must move down to the younger child's class. Preschool-age children should never move up to an elementary class. If it is a large age gap or parents are persistent, find the Kids Ministry Leader to talk the parents through the process and figure out the best solution.
- ▶ If you notice there is not an age-appropriate room open during a service time, be sure to connect with your preschool coordinator to see which class the child needs to be checked into.
- ▶ Any person dropping off or picking up a child must be at least 16 years of age.
- ▶ If a child has a special need or allergy, be sure it is entered on the Notes tab for that child so that it will be listed on the child's nametag.

## Check-Out Process

- ▶ Upon check-out, a child is not allowed to go with anyone who does not have a security tag with an alphanumeric code that coincides with the one on the child and your class roster.
- ▶ If a security tag has been lost, photo identification must be presented and matched with the guardian's name in the database. If the need arises, please contact a staff member, and they will assist you. This is a critical process for EVERY family in our church. Please execute it appropriately for every child (even if you are familiar with the family). Your class roster is the best way to assist your check-out process.
- ▶ Any person picking up a child must be at least 16 years of age.

# Nursery & Preschool

## The 10-Minute Method

If a child is inconsolable, we use the “10-minute method.” If the child cannot be consoled in that timeframe, let the hallway monitor or staff person know so that the parent can be paged.

### Ways to console a child who is upset:

1. Check for soiled diaper.
2. Redirect the child to a new activity.
3. Sing/dance to worship songs.
4. Read a book to the child.
5. Offer a bottle or pacifier if provided in their diaper bag.
6. Blow bubbles to engage with the child.
7. Console using appropriate forms of affection.
8. Take child on a walk in the Bye-Bye Buggy or stroller.

If the child is causing harm to him/herself, or causing harm to others, call for assistance immediately.

## Diaper-Changing and Bathroom Policy

- ▶ Please make sure that all diapers are changed before the end of the service time. If a child is on the Bye-Bye Buggy or for some reason did not have their diaper changed, please communicate this to their family and make sure the diaper is returned.
- ▶ If you know a child will be staying for multiple services, please get the appropriate amount of diapers from their family. A staff member will be glad to assist you in diaper-changing if needed.
- ▶ Only females may change a child’s diaper or Pull-Up. Please take a moment to read over the “Diaper-Changing Procedure” located at each changing station.
- ▶ Please make sure that children who are potty-training or who are potty-trained attempt to use the restroom at least once. Please return unused Pull-Ups to the family.
- ▶ Children ages 3 through 5 will typically let you know when they need to use the restroom. It is helpful if you ask the younger children who might need a little prompting or reminder.
- ▶ Younger children who are potty training may be assisted by a female volunteer if assistance is needed. Leave the top of the half door open so others can see the adult.
- ▶ There are no adults in the restrooms with older children. Under exceptional circumstances, such as an accident, an adult female leader may be accompanied by another adult female leader, and leave the top of the half door open so others can see the adult. This is not only for the protection of the child, but for your protection against any accusation of impropriety.
- ▶ When accompanying children to the restroom, there should always be two adult female leaders. Male leaders should never accompany a child to the restroom.

## Diaper Changing Procedure

1. Start checking/changing all diapers 30 minutes into service. Write down when a child is checked or when their diaper is changed.
2. For rooms where a child is in the bathroom and needs to be changed, open the top half of the bathroom door or prop it open to allow the adult to be seen.

3. Get set up with supplies found in the child's diaper bag. If the child does not have a bag, use supplies in classroom:
- ▶ Parchment paper to line the changing pad/table
  - ▶ Diaper and wipes within arms reach
  - ▶ Baggies for disposal of all used items
  - ▶ Gloves for both hands (discard after each child)
  - ▶ Disinfecting wipes to clean the changing table
  - ▶ Secure the changing pad around the child's waist before starting the changing process.
  - ▶ Pray over the child as you are diapering.
  - ▶ Once finished, put "I was prayed for" sticker on the diaper.
  - ▶ Discard all soiled diapers, used wipes, parchment liner, and gloves into baggie.
  - ▶ Dispose of baggie into trash can.
  - ▶ Wipe down changing area with disinfecting spray or wipes.

## End-of-Service Cleaning Guidelines

### After EVERY Service

- ▶ Wipe down all used play items with Seventh Generation brand disinfecting wipes.
- ▶ Return toys to appropriate bins/shelves.
- ▶ Mist play carpets and rocking chairs with disinfectant spray.
- ▶ Discard any beverages or trash left on counter.
- ▶ Wipe all names from door whiteboard of children that have been picked up.

### After the LAST Service

- ▶ All steps listed above.
- ▶ Turn off TV.
- ▶ Vacuum carpets.
- ▶ Mop all hard flooring using Swiffer mop and floor disinfecting spray.
- ▶ Put used burp cloths, bibs, play mats, and mop pads in laundry bag to be washed.
- ▶ Wipe all surfaces with Lysol brand disinfecting wipes.
- ▶ Remove trash and place outside door, replace with new trash bag.

# Elementary Dream Team

## Kidscoast Role Responsibilities

Please Note: Not every Seacoast campus will have the same volunteer roles listed below. Campus size, layout, and specific ministry needs may require adjustments. In some cases, roles may be combined or adapted to best serve the campus and its guests. Flexibility is key as we work together to create an excellent experience for everyone.

### Service Coordinators or Coaches

- ▶ Make sure all small groups have leaders and leaders are equipped with material for that day's lesson.
- ▶ Make sure all groups are separated most efficiently.

### Technical Team

- ▶ Responsible for all technical operations, including computer, video, sound, and lighting elements during the service.
- ▶ Responsible for monitoring production times and service flow.
- ▶ Correctly shuts down all equipment at the end of the day.

### Greeters

- ▶ Responsible for greeting each child at the door with a warm smile and a high-five.
- ▶ Make sure each child has a nametag upon entering the room. No child is allowed in the room without a nametag.
- ▶ It is important to help each child get connected to another child, a leader, or an activity right away.

### Worship Leaders

- ▶ Responsible for learning any choreographed motions for worship regarding the Sunday services.
- ▶ Are not required to have singing ability.
- ▶ Lead or assist in worship.
- ▶ Provide the children with high-energy worship experiences.

### Game Leaders

- ▶ Responsible for prepping for the game before service.
- ▶ Able to clearly communicate the game instructions to the audience.
- ▶ Must facilitate a game with extremely high energy.
- ▶ Excite the crowd but keeps the crowd in control.
- ▶ Can modify the game as needed for the audience.

## **Large Group Host / Storyteller**

- ▶ Must be well-prepared to teach the lesson. Information needed will be provided via weekly email.
- ▶ Makes the biblical point in an interesting way that holds the attention of a group of kids.
- ▶ Responsible for knowing the memory verse before stepping on stage.
- ▶ Can clearly communicate, with enthusiasm, the scripture memory verse.
- ▶ Able to facilitate the memory verse video if one is available for that week.
- ▶ Able to come up with creative ways to teach the memory verse to the audience, if necessary.

## **Preschool and Elementary Small Group Leaders**

In Kidscoast, we believe that life change happens in the context of relationships. Some of the most important relationships are formed in our small groups.

Our goal is for small groups to be relational, where children get to know children, and the leaders get to know children. A small group leader is one of the most important, if not the most important role in Kidscoast. This is why we ask our small group leaders for a commitment to serve in Kidscoast weekly or biweekly. A child needs to develop a relationship with their leader and be able to confide in them. Consistency in serving makes this possible. As a leader, you should:

- ▶ Participate in the service. If children see adults involved, they are more likely to be involved. For example, be engaged during worship and other service activities; the kids are likely to mimic you.
- ▶ Be a great listener. Kids need to be able to express their hearts and know they can be heard in their small group. This allows them the freedom to ask questions and seek understanding.
- ▶ Pray for and with the children. Pray out loud for your small group. Continue praying for them throughout the week. Your small group may be the only time a child hears someone pray over them. We do not want any child to walk out of Kidscoast and not have had anyone pray directly over them.
- ▶ Empower your small group. Encourage the children and speak life over them. Let's make sure they know they are champions and world changers before walking out of the room.
- ▶ Be prepared for small group before Sunday. You will be provided with all the small group material for the upcoming Sunday service in a weekly email. Read the scriptures and main point of the Bible lesson.
- ▶ Keep your small group together until each parent comes and picks up his or her child. It is easier on the parent to find the child in a small group as opposed to finding their child running around the room.
- ▶ Discreetly alert a staff member if a child discloses any sensitive information (abuse, death, sickness, etc.) to you.

## **Preschool Policies**

- ▶ Only females may change a child's diaper or Pull-Up. Please take a moment to read over the "Diaper-Changing Procedure" located at each changing station.
- ▶ Younger children who are potty training may be assisted by a female volunteer if assistance is needed. Leave the top of the half door open so others can see the adult.

### **Check-out Team**

- ▶ Help prepare for check-out by standing near the doorway, using a microphone to call names if needed, and gathering any handout materials that need to go home with families.
- ▶ Make sure parents have a security tag upon entering the room and that it matches their child's nametag upon exiting the room.
- ▶ If a parent is missing their tag, they should go back out to the check-in computers where a staff member or Check-In Team member will go into attended mode and look up the person's info and confirm name, birth date, and address compared to their identification card or driver's license.

### **Security Team**

- ▶ They are stationed at entrances and exits, as well as restrooms.
- ▶ Do not allow children to leave the room unless accompanied by a parent with a matching security tag.
- ▶ Only allow one child in the restrooms at a time.
- ▶ Be mindful of children staying in the restroom too long.
- ▶ Do not allow children in the restroom with any objects or toys.
- ▶ There are to be no adults in the restrooms with children, except under exceptional circumstances, such as an accident. Under these circumstances, you must be an adult female accompanied by another adult female.
- ▶ Middle school Dream Team members should never go into a "Kids-Only" restroom.

# Won by One Special Needs Ministry

## Inclusive Environment

The Kidscoast ministry is designed to be welcoming and accessible to everyone, regardless of their abilities. This includes:

- ▶ **Physical Accessibility:** Ensuring that all areas of the church are wheelchair accessible, including ramps, elevators, and accessible restrooms.
- ▶ **Sensory-Friendly Spaces:** Creating quiet rooms or sensory-friendly areas where individuals can retreat if they feel overwhelmed.

## Accommodation

To meet the diverse needs of individuals, the ministry provides various accommodations:

- ▶ **Visual Supports:** Using picture schedules, visual cues, and sign language to aid communication.
- ▶ **Adaptive Equipment:** Providing items like noise-canceling headphones, fidget toys, and weighted blankets to help with sensory regulation.
- ▶ **Tailored Activities:** Offering modified versions of church activities, such as simplified lessons, hands-on crafts, and sensory-friendly worship services.

## Buddy Training

We ensure that volunteers and staff are well-equipped to support individuals with special needs through:

- ▶ **Specialized Training:** Conducting regular training sessions on disability awareness, communication strategies, and behavior management techniques.
- ▶ **Collaboration with Experts:** Working with occupational therapists, speech therapists, and special education professionals to develop effective support plans.
- ▶ **Ongoing Education:** Providing resources and workshops for families and caregivers to help them better understand and support their loved ones.

## Individualized Approach

Recognizing that each person is unique, the ministry focuses on personalized support:

- ▶ **Individual Assessments:** Conducting assessments to understand each individual's strengths, needs, and preferences.
- ▶ **Personalized Plans:** Developing individualized support plans that outline specific accommodations and strategies for each person.
- ▶ **Regular Check-Ins:** Holding regular meetings with families to review progress and make necessary adjustments to support plans.

## Bathroom Policy

When an individual needs assistance in the restroom, a female leader should leave the door partially propped open so only the adult can be seen, and notify another female leader that they will be assisting. This is not only for the protection of the child, but for your protection against any accusation of impropriety.

# Thank you!



Our heart is to equip you with as much information as possible so you feel confident and prepared to lead well. This guide is designed to answer most of your questions, but we know every situation is unique. If you need clarity or support, please reach out. We're here to help! You are not alone in this journey. Together, we'll make a difference in the lives of kids and families, one weekend at a time.

Sincerely,

**The Kidscoast Staff**