



Kidtown Parent Handbook

2025

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KIDTOWN

VISION

We're on adventure with Jesus to be set free, set others free and enjoy that freedom together.

RELATIONAL & FUN

VALUES

- Seeking Jesus to grow us up in His love, joy, freedom and grace and seeking Him to be the foundation of all that we do
- Seeing Midtown West as one family (single, married, parents, young, old, etc.) and engaging all people in our body in the Gospel
- Believing there is no junior Father, Son or Holy Spirit and teaching the same triune God to all ages
- Creating a safe, secure and clean environment on Sunday mornings for kids to experience Jesus
- Caring for and training Kidtown Shepherds to walk alongside kids and families in genuine discipleship relationships
 - Equipping parents for family discipleship

“For this reason I bow my knees before the Father, from whom every family in heaven and on earth is named, that according to the riches of his glory he may grant you to be strengthened with power through his Spirit in your inner being, so that Christ may dwell in your hearts through faith—that you, being rooted and grounded in love, may have strength to comprehend with all the saints what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, that you may be filled with all the fullness of God.”

Ephesians 3:14-19

PARENT ROLE & RESPONSIBILITIES

- Consider the health and wellness of other children and Kidtown shepherds when bringing your child(ren) to Kidtown. Please do not bring your child(ren) to Kidtown unless they are symptom free (without medication) from the following for at least 24 hours:
 - Fever of 100 degrees or higher
 - Vomiting or diarrhea
 - Conjunctivitis (pink eye or other infection)
 - Rash
 - Nasal drainage that is green or yellow
 - Open sores
 - Cold
 - Excessive coughing
 - Lice
- Alert the Kidtown Director if your child has an allergy. If your child carries an Epi-pen, please instruct the Kidtown Director on how to administer the medication if needed.
- Please do not allow your child to bring any toys or snacks with them to Kidtown from home.

PARENT ROLE & RESPONSIBILITIES

- Check your child into Kidtown upon arrival. Your child cannot check himself/herself into Kidtown.
- Keep the security name tag that you will receive at check in with you throughout the service. You will show the code on the name tag to the Kidtown shepherd in your child's room at check out. Your child will not be released to you without the tag.
- Remain on the property when your child(ren) is in Kidtown.
- Pick up your child(ren) after the service in a timely manner.
- Keep open communication with the Kidtown shepherds and staff about concerns, suggestions, encouragement, etc.

BEHAVIOR EXPECTATIONS

Children do well when they know what is expected of them. The Kidtown structure will be similar from week to week. Having a predictable routine helps kids adjust and thrive within an environment and understand appropriate behavior. On the next several pages, you can read through the Kidtown shepherd's discipline plan. These are the steps that will be taken to both prevent and respond to misbehavior. We ask that you will please read and partner with us in this plan!

PARENT CONTACT

The Kidtown Director will contact a parent in the following circumstances:

- If a baby has been crying for more than 15 minutes
- If a child continues to misbehave after the discipline plan has been followed
- If a child has been injured or a sickness occurs

SHEPHERDING THROUGH DISCIPLINE

(Kidtown shepherd's discipline plan)

PREPARATION & PREVENTION

- Prepare for Sunday mornings by reading through the lesson beforehand. The children will notice your confidence and you will notice a better flow of the lesson which prevents time for distractions/misbehavior.
- Be explicit about procedures for transitions (signals, songs, whisper, etc.) and your expectations in different settings (games, crafts, discussion time, etc.).
- Explain the rules of the class every week.
- Engage upset children with something interesting.

WHEN MISBEHAVIOR DOES OCCUR & IS DISTRACTING TO OTHER CHILDREN...

- Redirect the child to an appropriate behavior.
- Speak calmly and lovingly to the child.
- Ask what happened instead of why.
- Point out the expectation that was not met and why it is not okay.
- Incorporate the Gospel when disciplining a child.
- Ask the child to make suggestions for how to correct the behavior going forward.
- Watch for opportunities to encourage the child for changing the behavior.
- Seek help from the Kidtown Assistant or Director if the child does not change the behavior.

SHEPHERDING THROUGH DISCIPLINE

(Kidtown shepherd's discipline plan continued)

IMPORTANT TO REMEMBER:

- Parents are your allies in discipline!! Most parents like to be informed of their child's activities and behavior during Kidtown.
- Be clear and honest with parents. Do not say "everything was great!" when it actually wasn't. Frequent, consistent and honest communication with parents is a tremendous aid in gaining their help in addressing their child's behavior.
- Partner with parents! Ask for parents' help! Ask parents if they see the same behavior at home or at school and what has helped them most. Share any "wins" that you have seen for the child!

CLASSROOM AGES

Children will be asked to move classrooms based on age and stage of development. The Kidtown Director will help you and your child(ren) in the transition from room to room.

- Nursery: birth to 1 yr old
- Ones: 1 year through 2 years old
- Twos/Threes: 2 years old to 3 years
- Library: 4yr-6yr olds (age groups may vary based on attendance)
- Gym: 7-11yr olds

NURSING MOMS ROOM

A room is available with audio from the service for the comfort of breastfeeding moms and babies. It is located across from the Kidtown check in station. There is a changing pad and diaper-changing materials in the room as well.

EMERGENCY PROCEDURES

Kidtown shepherds and staff have been trained on how to proceed in the unlikely event of an emergency. Please follow the directions of the Executive Pastor and do not attempt to get your child(ren) from Kidtown. Children will be released to a parent with their security tag once the situation has been resolved and all children are accounted for.

BAPTISM

To schedule a baptism, please visit midtownfellowship.org/connect/baptisms/ and fill out the baptism request form. We recommend reading *Why We Baptize Infants* by Bryan Chapell. Copies are available at the Welcome Table.

COMMUNION

If you have questions about if your child is ready to take communion, copies of *What is the Lord's Supper?* by Richard Phillips are available at the Welcome Table. If you have additional questions, please contact the Kidtown Director to be connected with an elder.

BECOMING A KIDTOWN SHEPHERD

Kidtown operates in large part because of willing volunteers that we called Kidtown shepherds. As a parent, we invite you to prayerfully consider serving our congregation as a Kidtown shepherd. Please contact the Kidtown Director if you are interested and want more information on how to proceed.

Thank you so much for entrusting us with your child(ren).