



NPC  
Children

# PARENT HANDBOOK

Last Updated: 9/6/21

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# WELCOME

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Dear NPC Parent,

Thank you so much for being a part of the Children's Ministry family. We are so thankful for you and excited to serve you and your family this year. Our ministry hopes to connect children with Christ as they hear about the love of Jesus and the Word of God, through the power of the Holy Spirit. Our goal is to create a loving and supportive environment where your children are encouraged to explore their relationship with God, and where you feel inspired and equipped to disciple your children.

We want to encourage you in any way that we can. Please feel free to contact us at any time with prayer requests, questions, comments, or concerns.

It is our honor to partner with you,

Terry Kumnick  
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# OUR MISSION

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Our Children's Ministry offers a place where children from birth through 5<sup>th</sup> grade can experience the love of God through fellowship, worship, Bible teachings, small groups and a variety of fun activities on Sunday mornings, as well as weeknight gatherings and monthly events. Children are taught God's Word and challenged to grow in their relationship with Him.

Our hope is to partner with parents to create lifelong followers of Jesus Christ. When our ministry supports your efforts as the primary spiritual influence for your children, they will have a more comprehensive view of what it means to be a follower of Jesus Christ. Together we can help them build a stronger foundation of faith.

# SUNDAY PROGRAMMING

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## Schedules

The new Sunday service schedule:

- 8:45-9:45- Contemporary worship service
- 9:55-10:45- Sunday school for all ages
  - Children's Sunday school and Parent Gathering meet concurrently
- 11:00-12:00- Traditional worship service

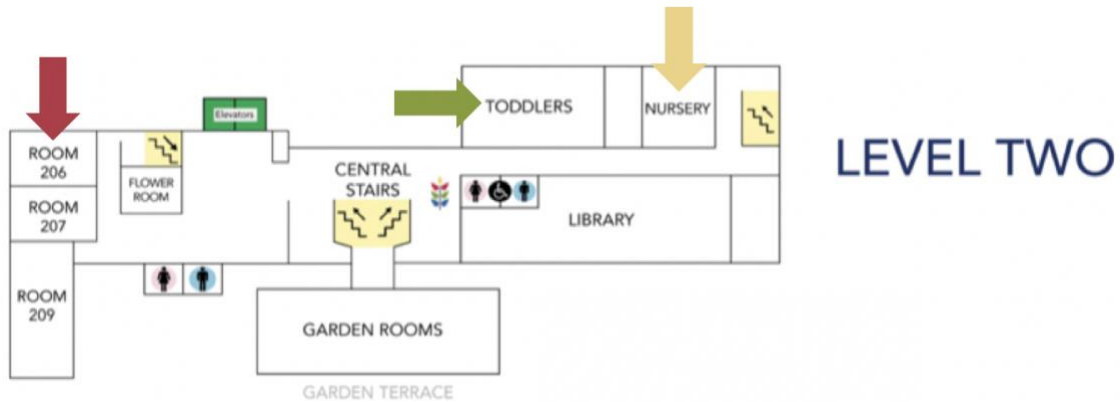
## Children's Time in the Chapel

The Children's Ministry will also be offering a sermon pullout for kindergarteners through 5th graders in the chapel during both the 8:45 service and the 11:00 service. During the sermon, children will have the opportunity to be escorted into the chapel for a worship experience designed especially for them before they rejoin their parents for the remainder of the main service.

## Care For Younger Children

We are also pleased to provide care for younger children in the main church building. This includes:

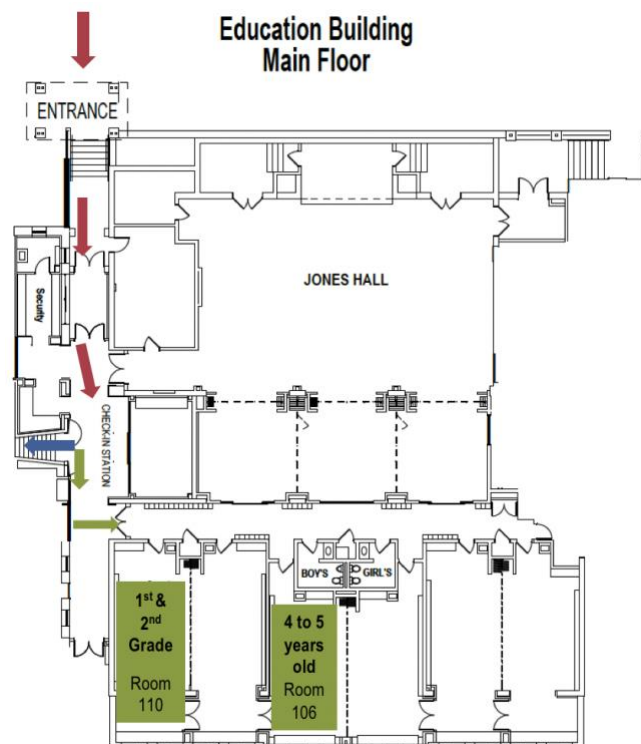
- A **Nursing Room** for mom's that offers a private and comfortable place to nurse and soothe their baby during located on the second floor in room 206
- A **Crib Nursery** for infants through new walkers located on the second floor in room 230
- A **Toddler Nursery** for strong walkers through age 4 located on the second floor in room 231



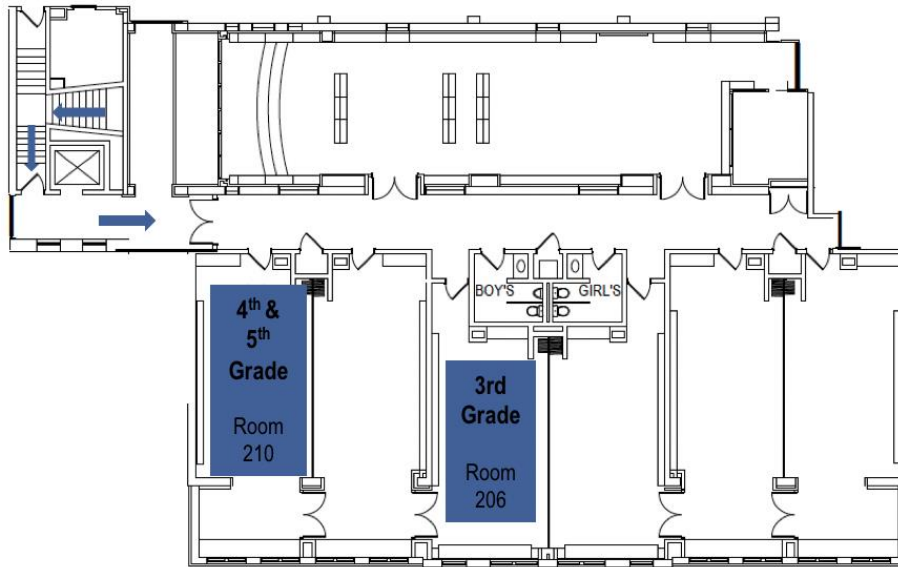
## Classes and Classrooms

We will begin by offering five classes for children. Sunday school for ages 2 to 3 years will happen in the Toddler Nursery, and the other four classes will be held in the Education Building (National Presbyterian School):

- Age 2 through age 3 will meet in room 231 (main building).
- Age 4 through age 5 will meet in room 106.
- 1<sup>st</sup> and 2<sup>nd</sup> graders will meet in room 110.
- 3<sup>rd</sup> grade will meet in room 206.
- 4<sup>th</sup> and 5<sup>th</sup> grade will meet in room 210.



## Education Building Second Floor



### Curriculum & Milestones

This year our curriculum will be a chronological survey of the *Bible In One Year* by Group Publishing. September through early November the children will explore stories from Genesis and Exodus. We will then move on to Joshua, Ruth and 1 Samuel. Come the new year, the children will enjoy stories from Nehemiah, Esther, Psalms, Jeremiah and Daniel. The last week in February we will move into the New Testament with John and Matthew, and by spring we will be learning about the progress of the Gospel and the emerging church in the book of Acts.

Throughout the year we also encourage the children to reach milestones for their groups:

- Kindergarten (Doxology)
- 1st Grade (Lord's Prayer)
- 2nd Grade (Apostles Creed)
- 3rd Grade (Bible)
- 4th Grade (Communion)
- 5th Grade (Confession of Sin)

## Home Worship Support

We recognize, respect, and support our NPC families who are worshipping from home. We are all one body with many parts. Feedback from parents has led us away from screen based remote Sunday school experience to a family-oriented lesson plan available at the children's page at <https://nationalpres.org/connect/children/> These lessons will be based on the material those participating in person at church are learning, in order to provide continuity for both you and your children until you are able to return to in-person worship and Sunday school. We also want to encourage and facilitate home worship environments whereby families proximate to you may consider worshipping together as a pod on Sundays for more limited fellowship. If you have any suggestions, questions, comments, or concerns regarding our home worship approach please do not hesitate to reach out to Terry Kumnick at [tkumnick@nationalpres.org](mailto:tkumnick@nationalpres.org) or (202) 537-7535.

## Age-Appropriate Environments

We have crafted learning environments and lesson plans specifically towards the developmental stages of the groups in the individual classes. Beyond that, the relational connections created among the children in these environments are key to their continued engagement as they progress to NPC Youth. We are delighted to work with parents to help assimilate their children into the appropriate class for their child's age or grade.

Kindergarten	5-6 Years
1 <sup>st</sup> Grade	6-7 Years
2 <sup>nd</sup> Grade	7-8 Years
3 <sup>rd</sup> Grade	8-9 Years
4 <sup>th</sup> Grade	9-10 Years
5 <sup>th</sup> Grade	10-11 Years



## Adult-To-Child Ratios

At least two adults will be present at every function or program in the NPC Children's ministry. This includes each classroom, or enclosed area.

Age of Child	Adult/Child Ratio
6-12 Months	2-4
12-18 Months	2-6
18-36 Months	2-10
3-4 Years	2-14
4-5 Years	2-18
Kindergarten	2-20
Grades 1-5	2-22

## CALENDAR EVENTS

### Club 45

At least one Friday per month 7:00-8:00 PM we offer an opportunity for 4th and 5th graders to have some fun and fellowship time together outside of Sunday school. Fall weather permitting, we will either meet outside on the grass by the Youth House or inside multipurpose room up the exterior stairs near the pre-school playground. The kids will be encouraged to hang-out, play games, nurture connections, and have some devotional time. This season we will focusing on devotionals based on the parables of Jesus. The kids love that high schoolers join them to facilitate games and lead discussions. This time together is designed to be heavy on fellowship and lighter on teaching and is a

great opportunity to bring friends who may be less familiar with church.

## **Family Events**

There are several family events planned this year for fun and fellowship. These will include picnics, a movie night, a pumpkin party, Advent Workshop, and more being added. These can be found on the children's page at <https://nationalpres.org/connect/children/>

## **Vacation Bible School**

Children offers a week-long Bible camp over the summer for toddlers through 5<sup>th</sup> grade. The date and theme for this coming summer are as of yet undetermined, however more information will be provided as it is available.

# **HEALTH AND SAFETY**

The health and safety of your children is of paramount importance to The Children's Ministry. To that end, protocols have been instituted regarding food, wellness, and child check-in and check-out procedures.

## **Allergens And Food Safety**

Our nursery rooms are communal environments for various developmental stages. To ensure the safety of all our children, we limit outside food to yogurt, fruit squeezables, and allergen free puffs.

If food products are provided at a Children's Ministry event in an outdoor setting, parents will be informed ahead of time. No products containing nuts or products manufactured on shared equipment with nuts will be served by any Children's Ministry staff or volunteers. Food brought in by families must be approved as safe for all children by the Children's Ministry Director. Snacks will not be provided on Sundays in school classrooms in order to keep masks in place and limit hand to mouth contaminants.

## **Wellness Policy**

To ensure the health of all children and volunteers we ask that sick children worship from home if any of the following symptoms are present:

- A fever of 100 degrees or higher – need to be fever-free for 24 hours.
- Have one of the following symptoms of illness: new or worsening cough, shortness of breath, or a new loss of taste and smell; or two of the following symptoms: chills, muscle or body aches, headache, sore throat, an unusual amount of tiredness, nausea or vomiting, runny nose or congestion, diarrhea
- Have tested positive for COVID-19
- Diarrhea or vomiting – no matter what the cause (i.e., medication, teething, etc.)
- Common cold (from onset through one week). The younger the child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough.
- Sore throat, constant cough or croup.
- Pinkeye, redness of the eyes, or any other eye infection.
- Lice – including the presence of eggs or nits.

If you or your child have any of these symptoms, please worship at home. All children must be symptom-free without medication for 24 hours before returning to Children's Ministry areas. When it is known that children have been exposed to an illness their parents will be advised.

## **Masking/Sanitizing/Ventilation Protocols**

All staff, volunteers, parents, and children must wear a face covering when indoors regardless of vaccination status. Each classroom will have backup masks should a child need one.

When indoors NPC will follow the recommendations of DC Health for physical distancing to the greatest extent possible. This includes arranging chairs to accommodate three feet of space between children. When necessary and possible with sufficient volunteers, group sizes will be limited to 9 children.

Hand washing is encouraged for volunteers, staff, and for children after coughing or sneezing. Hand sanitizer is available in classrooms.

HVAC units in the education building (National Presbyterian School) circulate outdoor air through the building. In addition, Weather permitting windows and doors will be kept open to maximize air circulation.

The classrooms and bathrooms are cleaned and sanitized prior to Sunday use. In addition, our custodians continuously disinfect common areas and high contact surfaces including doorknobs, light switches, hand rails, counters, and sink handles.

The Children's Ministry check-in procedures will make contact tracing possible should it be required. Parents will be advised if it becomes known that their child has been exposed to illness during the Children's Ministry programming. Additionally, the privacy of sick children will be maintained.

## **Child Check-in/Check-out & Drop Off/Pick Up Protocols**

For all Children's Ministry programs and events where parents are leaving their children in the care of NPC staff and volunteers, checking their children in through the attendance system is required as is checking them out upon picking them up. Parents/guardians must check children in at one of the various check-in stations. Children then receive a name tag, and the parent/guardian will receive a

corresponding receipt with a matching security code listed on their child's name tag. The child must wear this sticker for the duration of their time in the Children Ministry's care. The parent will present the sticker at check-out for verification. Additional stickers will be provided for diaper bags and/or strollers.

- On Sunday morning, please visit one of our three check-in stations upon your arrival. Early check-in for Sunday school and nurseries will be available starting at 8:30 am at the check-in stations located outside the nurseries on the second floor of the main church building and on main floor of the church building inside the porte-cochere. There will also be check-in available starting at 9:45 am at the check-in station located inside the main entrance of the Education Building (National Presbyterian School).
- Children and parents will be welcomed into the Children's Ministry hallways in the Education Building (National Presbyterian School) after receiving their check-in stickers.
- Each parent/guardian is responsible for their children until they have dropped them off in their age-appropriate classroom.
- If a child has an allergy or dietary restriction, there will be a description of the child's allergy or dietary restriction along the bottom of the tag.
- No one other than NPC staff should enter the Children's Ministry areas without a parent receipt with the alphanumeric code or an NPC Children lanyard badge.
- Parents must pick their child up in their classroom after class.
- Once the parent/guardian has entered the check-out line with their parent receipt, the volunteer at the NPC Children's Ministry station will make sure the parent/guardian's receipt code matches the code on the child's tag and scan them out.
- For Club 45, please see the NPC staff member on site when you drop your child off in order to check them in, and at pick up to check them out.

## **Fire Safety**

- If the fire alarm sounds, children will evacuate the building with their class according to the emergency evacuation plan located in the Children's Ministry classroom bin, and gather

in the front courtyard of the main church building while they await their parents.

## **ADDITIONAL INFORMATION**

### **COVID Protocols**

- All volunteers, staff, and paid care givers who are working directly with children and youth should be fully vaccinated for Covid.
- Masks will be required for anyone ages 2 and older during indoor activities, and most outdoor activities. Exceptions will be made for eating/drinking, as well as for outdoor recreation and games.
- When possible, distancing will be encouraged in indoor spaces.

### **Technology**

- Out of respect and protection for our children and families, cell phones and other electronic devices should be left with parents unless medically necessary.
- No pictures should be taken and stored on devices, or posted to any website or social media outlet. Only leaders and/or assigned photographers will be allowed to take pictures with children's faces visible and only with the parent's permission.

### **Diaper Policy:**

- For children still in the process of potty-training, only the class aide will change diapers in the preschool classes. The parent/guardian will be notified when they drop their child off, who that person will be. Parent/guardian will be notified by a sticker on the diaper if it has been changed. If the parent/guardian is uncomfortable with someone else changing their child's diaper, the parent will be notified when a diaper change is needed.

### **Restroom Procedures:**

- No adults are permitted in the restrooms with children, except under exceptional circumstances, such as an accident. Under this circumstance, the ministry director will contact the parent.
- Children will be escorted in pairs of the same gender by a

- volunteer to the restroom.
- The volunteer must determine if anyone is in the restroom. If the restroom is empty, the children may go in. The volunteer must remain outside the restroom and listen for the children in the restroom. If someone is in the restroom, enter the restroom with the children (if same gender) or wait until it is empty. If another person arrives, go into the restroom (if it's for your gender) and stay there while the children use the facility.

## VOLUNTEERS

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Children's ministry is not made *better* through volunteer participation. Children's ministry is made possible because of volunteer participation. We need your participation. Although, those who are working directly with children and youth should be fully vaccinated for Covid, there are lots of other areas in which volunteers are not in direct and extended contact with children. NPC Children's Ministry needs volunteers for the host team and materials prep as well as in the classroom. We also need volunteers who are not regularly scheduled, but who would make themselves available in a pinch (our volunteer bench.) Please consider serving with us in this ministry. For more information please contact Terry Kumnick at [tkumnick@nationalpres.org](mailto:tkumnick@nationalpres.org) or (202) 537-7535.