

“Now then, my children, listen
to me; blessed are those who
keep my ways.”
Proverbs 8:32 NIV



Children's Department

Program Information & Discipline Policy

Date: August 2011



WELCOME TO THE CHILDREN'S DEPARTMENT OF
DAPHNE UNITED METHODIST CHURCH!

I would like to welcome each one of you to the Children's Department here at Daphne UMC. We strive to provide the highest quality of programs to help the children of our church and the city of Daphne have a relationship with our Lord and Savior, Jesus Christ. We have many fun and exciting opportunities for the children to participate in, from old standards to new programs added every year.

The purpose of this handbook is threefold. First, we want to inform you of our purpose for what we are doing as a ministry. We want each of you to be aware of the direction we are taking and exactly how we hope to see them grow. Secondly, we want you to know how we hope to achieve these goals by providing you with some basic information about our programs. Third, you will find a detailed explanation of our discipline policy. We do not anticipate any problems, but should the need arise, it will be put into place.

This illustration came across my desk and I thought it parallels what we are trying to do in the Children's Department. It talks about letting Jesus stick out in our lives.

A seven year old boy approached the pastor one morning after the sermon. He said to the pastor, "Didn't you say I have to ask Jesus Christ into my heart in order to be a Christian?"

"That is what I said," replied the pastor.

"Well, how big is Jesus?" asked the boy.

"I'm not sure, but I bet He's pretty big, because He was a carpenter," the pastor told him.

"That's what I thought," said the little boy. "So, as little as I am, and as big as Jesus is, wouldn't He stick out if I asked Him into my heart?"

To this the pastor smiled, "He will stick out more than you think."

*Yours in Christ,
Brandon Fricks
Children's Director*

REINFORCEMENT PROCEDURES

- Friendly interactions from volunteers and staff.
- Two or three times a year, entire program is given an extra ten-minute recess at the end of the activity.
- Visits to particular classrooms from the playground supervisor and the director to compliment a group in front of the teacher.
- Peacemaker awards for positive behavior.
- Good slips given to children to take home. Slips will be given to parents by the director.

SUPERVISION RESPONSIBILITIES OF VOLUNTEERS

- Report to duty on time.
- Roam about the playground / classroom and avoid standing in one place. Be visible and circulate. Encourage children who want to hang on to you to get involved with other children.
- Interact positively with children by greeting the children and interacting personally with many children.
- When a child violates a rule, try a verbal reminder first. Use a respectful but firm voice.
- For subsequent infractions, implement as mild a consequence as reasonably fits the infraction.
- Only use office referral for illegal, physically dangerous, or insubordinate behavior.

PLAYGROUND RULES AND REGULATIONS

GOAL – Students will play in a safe manner at all games and on all equipment.

GENERAL RULES AND EXPECTATIONS

- Use of the playground as marked for specific ages.

Elementary School playground may be used for Elementary age children only when approved by the Director at the discretion of the School Principal.

GAME SHARING

1. All students willing to follow the agreed upon rules should be included in games.
2. Games without rules (i.e. “NO RULE” games) are not permitted.
3. Students will settle differences peacefully – Stop/Think/Plan (STP).

INJURIES

1. Injuries are to be referred to the playground teacher/supervisor.
2. When asked to go to the Children’s Department office, the student should go directly to the office and get the attention of an adult.
3. Accident reports should be filled out for incidents resulting in marks left on the body or depending on the seriousness of the accident. Accident forms are available in the Children’s Director’s Office.

EQUIPMENT RULES

Use equipment only for the manner in which it was intended.
Maintain safety at all times.

CONSEQUENCES FOR INFRACTIONS

- Verbal reprimand
- Redirection (have the child do it the right way).
- Have the student stand in place for 30-60 seconds.
- Have the student stay with teacher/supervisor for a few minutes.
- Time out against the wall for one minute then time out for 5 minutes.
- Have the child write out a description of the misbehavior and sign it.
- Office referral to the Children’s Director.
- Phone call/meeting with parent.
- Visit with the pastor.

DISCIPLINARY GUIDELINES

- Implement calmly
- Keep it short
- Use as mild a consequence as possible

Program Information

Daphne UMC provides many wonderful, Christian based programs for children ages birth through sixth grades. These programs include: Nursery, Wednesday Night Kids Klub, Sunday Night Route 56, Sunday School, Children’s Church, Acolytes, Children’s Worship Arts, Puppet Team (for 4th-6th graders), holiday activities (i.e. Easter Egg Hunt, Fall Festival, Christmas Party), Vacation Bible School, Summer Camp and many more summer activities.



Wednesday Night Programs

Nursery

Nursery Care is available for children ages birth - 3's that have parents involved in a program or taking a small group study here on campus at the church.

Infants	Room #104
Toddlers (Walking Well) and 2's	Room #106
3 year olds	Room #103

****NOTE**** Room usage depends on the number and age of children on each individual Wednesday night.

Kids Klub

Kids Klub is the title of the mid-week program for children at DUMC on Wednesday nights. Kids Klub is designed for children between the ages of four years through sixth grade. This program is designed to help lay a biblical foundation on which children can build their lives, to help children learn responsibility and leadership, and to allow children to take part in a program that is enjoyable and appealing to their interests. We use several different types of curriculums that combine the word of God with fun, exciting activities. During this time, the kids have the opportunity to be part of one of our Children's Small Group Classes. Kids Klub is divided into the following age groups:

Wigglers (Pre-K 4's - Kindergarten)
1st & 2nd
3rd & 4th
Route 56 (5th & 6th)

For 2011-2012

Wigglers will be using the Kids Quest curriculum entitled "Discovering God's Word"

1st & 2nd will be using the Kids Quest curriculum entitled "Discovering God's Son"

3rd & 4th will be using the Breakout curriculum entitled "Break In: How to Know Christ"

Route 56 will be using the Breakout curriculum entitled "Break Away: How to Serve Christ"

All of these curriculums help to build a strong, Christian foundation for the children of DUMC and the city of Daphne.

Parent Conference

A conference in which a parent will be made aware of major disciplinary issues that need to be addressed.

Director Referral

Student is sent by the volunteer to speak with or spend time in the office of Children's Director.

Pastor Referral

Chronic misbehavior will result in a conference with the Pastor.

Expulsion

In the case that disciplinary problems persist, the student will be asked to leave the program.

RESTRICTED BEHAVIORS

The following behaviors are not allowed:

- Name-calling
- Any and all forms of teasing
- Bullying
- Vandalizing the rest rooms
- Vandalizing the drinking fountains
- Hitting
- Kicking
- Inappropriate language
- Littering

V. GOALS AND EXPECTATIONS FOR CHURCH BEHAVIOR

CLASSROOM RULES AND REGULATIONS

GOAL – Students will exhibit Christian behavior showing respect for the volunteers and each other.

GENERAL RULES AND EXPECTATIONS

Do not interrupt.

Respect the volunteers.

Actively participate in class i.e. lesson, activity, or game.

Keep hands and feet to yourself.

No backtalk to adults.

E. THE PASTOR'S ROLE IN DISCIPLINE

The Pastor works with the volunteers and the Children's Director to ensure the discipline policies and procedures are comprehensive and adhere to the values and vision of Daphne UMC. In areas of chronic misbehavior or the most serious of issues, the Pastor assures that due process is used.

III. COMMUNICATION PROCESS AVAILABLE TO PARENTS

Parents of children at Daphne UMC delegate a share of their authority to the volunteers when at a Children's Department function. It is therefore imperative that there be genuine unity of purpose between parents and the Children's Department. Serious harm may be done to a child, a ministry, a volunteer or to the church's reputation in general by half-truths or unfounded theories that are proclaimed and acted upon without proper investigation. For this reason, parents are urged to bring their concerns regarding church-oriented incidents into proper focus by doing the following:

- LISTEN: to what the children have to say, but remember, it is only one side of the story.
- DISCUSS: the situation honestly and calmly with the director and child, whenever possible.
- CONFER: with the pastor when the situation involves more extensive decision-making or solving than can be done on the parent-director level.

Again, when parents need to clarify, discuss or resolve a disciplinary issue it is important to first speak with the **Director**. If further discussion or action is needed, then speak to the **Pastor**. We believe that if children are to reach their full potential, a spirit of cooperation between the church and the home must exist.

IV. CHILDREN'S DEPARTMENT DISCIPLINARY PROCEDURES VOLUNTEERS AND STAFF

A variety of disciplinary procedures are available for use by volunteers and staff. Volunteers will always use positive reinforcement to avoid problem behaviors with students. If further discipline is needed, the following procedures will be used as necessary:

- Verbal reprimand** Request for the student to stop or change a behavior.
- Redirections** Teaching a student how to behave in a given situation (e.g. "walk, don't run").
- Time-Out** Time away from other students, recess time etc.
- Natural Consequences** Consequences to misbehavior that are relevant to the deed (e.g. for littering, the student has to clean up the playground).

Descriptions of Children's Small Group Classes

Discovering God's Word: Benjamin Bear will take pre-kindergarten kids on a quest to Discover God's Word through major Bible stories, beginning with Creation and ending with Samuel.

Discovering God's Son: First grade kids will go on a quest to Discover God's Son. Starting with the story of Mary and the angel and ending with Jesus feeding the crowd, kids will study God's Son with Terry Tiger.

Break In: The first book in the Breakout series helps children understand the basics of their faith. Salvation, Baptism, Faith and God's Purpose for their life are among the 24 lessons learned in this book.

Break Away: Book three focuses on each Child's SHAPE. Spiritual Gifts, Heart, Ability, Personality and Experience and how they can use their SHAPE to serve others. The Second half of this book is made up of 48 individual "Quiet Time" worksheets from the book of John.

The schedule for our Wednesday Night Kids Klub is:

5:15 thru 6:00 pm: Parent Sign - in (on stage of the CLC during Wednesday Night Supper)

6:00pm: All kids move into the Sanctuary for our Worship Time.
Music, praise, prayer, and movement. Just a Happy Time Worshipping God
(6:15ish Wigglers move into their classroom)

6:30pm(ish): Small Group Time in assigned classrooms in the Education Building

7:10pm: Creative Time in the same classrooms. Will consist of rotating topics of art, missions, and whatever other FUN stuff we can find.

7:30pm: Parent Pick-up/Sign Out from the classrooms

Sunday Morning Programs

Nursery - Education Building	8:15 a.m. - 12:15 p.m.
Infants	Room #104
Toddlers (Walking Well) and 2's	Room #106
3 year olds	Room #103

Kids Sunday School (Education Building)	9:45a.m. - 10:45a.m.
Pre-K 4's	Room #108
Kindergarten	Room #107
First Grade	Room #109
Second Grade	Room #209
Third Grade	Room #208
Fourth Grade	Room #210
Route 56 (5th and 6th Grades)	Room #206

Children's Church - Education Building
 Children are dismissed just prior to the sermon in 8:30 a.m. and 11:00 a.m. Worship Services
 Ages: 4 years old - Second Grade
 Education Building Room #201

****Parents:** Please make every effort to pick up your child from Children's Church at the conclusion of each service as soon as possible.

C. THE VOLUNTEER'S ROLE IN DISCIPLINE:

The role of volunteers in discipline is multi-faceted. Their role encompasses, but is not limited to, the following:

1. **Model** appropriate Christian behavior when interacting with children, parents, staff and other volunteer members.
2. **Teach** the children the rules and underlying spirit of our church climate according to the developmental readiness of the children, and motivate students to reach these goals.
3. **Supervise** the children in their own area using encouragement strategies and positive disciplinary methods and interventions in accordance with the Children's department discipline policy.
4. **Intervene** when necessary with any misbehavior, beginning with the mildest intervention.
5. **Refer** students who severely misbehave to the Children's Director.
6. **Communicate** concerns regarding the discipline procedures in the manual to the Children's Department Steering Committee.

Every volunteer in the department contributes to the implementation of the discipline policy and procedures. Students should treat all volunteers with respect, and the volunteer has the right to implement consequences for infraction of rules. This includes all volunteers from nursery workers to snack helpers to activity leaders. All volunteers are expected to interact with children in a friendly, respectful manner. The two most important procedures are to provide positive feedback to students when they are meeting expectations and to provide calm, consistent redirection or consequence when students are not meeting expectations.

D. THE CHILDREN'S DIRECTOR'S ROLE IN DISCIPLINE:

The Children's Director has the responsibility to:

1. **Ensure** that the Mission Statement and Vision Statement of Daphne UMC Children's Department is carried out.
2. **Help** volunteers implement management techniques. In this capacity, the director will use the manual to train any new volunteers in the appropriate procedures. The director will also provide volunteers with ongoing training, problem solving and positive feedback in regards to any disciplinary issues.
3. **Assist** volunteers with handling severe misbehavior such as physically dangerous situations, illegal acts, flagrant disrespect of adult authority and/or any chronic misbehavior.
4. **Work** with the Children's Department Steering Committee to help monitor, revise, and update the discipline policies and procedures. The director will be responsible for making sure that the Children's Department Steering Committee meets on a regular basis and will guide the volunteers through the yearly review and updating of this manual.

DAPHNE UNITED METHODIST CHURCH CHILDREN'S
DEPARTMENT PHILOSOPHY OF DISCIPLINE AND MOTIVATION

Each person in Daphne UMC Children's Department is expected to treat every other person with dignity and respect. Staff, volunteers, and children all work together to help every person in the department to reach their full potential and deepen their faith. Any behavior or action that helps someone grow and mature is encouraged. Any behavior or action that interferes with another person's growth or the child's own growth is not tolerated. Students are encouraged to remember the phrase: "What would Jesus do?" Should problems occur, the students will be asked to look at their own behavior and decide if they are following this motto. Everyone in the department is encouraged to respect himself or herself, respect others, and respect church property.

II. THE ROLES OF DAPHNE CHILDREN'S DEPARTMENT

A. THE STUDENT'S ROLE IN DISCIPLINE:

Children in the Children's Department at Daphne play an integral role in promoting and maintaining a disciplined environment. Daphne children are expected to:

1. Learn how to manage and control their own behavior.
2. Be kind, courteous, and respectful to everyone at Daphne.
3. Follow the department rules that are outlined in this handout.
4. Listen to the staff and volunteers and follow through on consequences set forth by the staff.
5. Show care for the church environment.
6. Use problem-solving strategies when conflicts arise with others.

B. THE PARENT'S ROLE IN DISCIPLINE:

Parents are encouraged to participate in all aspects in the lives of their children, including discipline. Without the cooperation, interest, and support of parents, the church can not effectively help a student reach his or her fullest potential. The role of parents in discipline at Daphne is threefold:

1. **Support** and uphold the rules and consequences set forth in the Children's Department discipline manual.
2. **Model** appropriate Christian behavior when interacting with all Daphne children, parents, and staff.
3. **Utilize** appropriate channels of communication when offering suggestions, advice or when in disagreement with Children's Department volunteers or staff.

Parents may periodically be asked to support the volunteers or staff in helping their child to deal with a particular behavioral issue.

Sunday Evening Programs

Nursery

Nursery Care is available for children ages birth - 3's providing their parents are involved in a program or taking a small group study here on campus at the church.

Infants	Room #104
Toddlers (Walking Well) and 2's	Room #106
3 year olds	Room #103

****NOTE**** Room usage depends on the number and age of children on each individual Sunday night.

Hands 2 Heaven Puppet Team (H2H)

Ages: 4th Grade - 6th Grade + Adults up to 102 (We have to have a cutoff!)

Time: 4:30pm - 5:30pm

Location: Room #201 - Education Building

Route 56

Program designed specifically for 5th and 6th graders. We meet each 1st and 3rd Sunday Nights in the Fellowship Hall for a time of Food, Fellowship, and Fun.

5:30pm - 7:00pm

Other Programs

Vacation Bible School

Terrific Tuesdays (Summers Only)

Lock-ins

Parent Night Out

Summer Camp

Fun Nights

Specialty Camps

Notes

Daphne United
Methodist Church



Children's Department



Philosophy
of
Discipline and Motivation