



kid Life

Parent Handbook



Hello and welcome to KidLife, the Children's Ministry of RiverGlen Christian Church!

We believe that children matter to God and we are here to partner with you as your child develops a personal relationship with Him. We want to make a first impression of a loving heavenly Father on the hearts of each child.

Our volunteers have been trained to minister to your child. They consider your child's physical, emotional, and spiritual safety to be paramount, and have gone through a screening and training process to serve in the classrooms.

In KidLife, your children will have the opportunity to worship God, learn truths from the Bible, and discover that the God who created them loves them very, very much! In each classroom, from the nursery through 5th grade, children will experience age-appropriate teaching and activities that will help them connect with God.

Our partnership with parents does not end in the classrooms when the weekend is over; we are excited to offer tools that parents can use to reinforce the weekend lesson and start spiritual conversations with your child.

Thank you for giving us the privilege of ministering to you and your child!

Partnering with you,

Taylor Chesky

Director of KidLife Ministry

Marie Schumacher

KidLife Coordinator, Waukesha Campus

Elly Diderrich

KidLife Resident, Pewaukee Campus

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RiverGlen Mission

To make more and better followers of Jesus.

To help people follow Jesus, we believe they should:

Celebrate

At RiverGlen, we believe that it is important to gather weekly to *celebrate* what God is doing in our lives and in the church. We want you to be able to *celebrate* your relationship with God.

Connect

Here at RiverGlen we believe an essential part of your spiritual journey is to *connect* in relationships with others in the church.

Contribute

We believe that we impact our world as we *contribute* weekly to God's work using our unique talents, passions, and resources. There are many ways to *contribute* to God's work at RiverGlen and in our community.

If you would like to learn more about contributing in KidLife or any other area at RiverGlen please contact:

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KidLife Vision

Building A Strong Foundation For A Strong Life

(Matthew 7:24-27)

"Anyone who listens to my teaching and follows it is wise, like a person who builds a house on solid rock. Though the rain comes in torrents and the floodwaters rise and the winds beat against that house, it won't collapse because it is built on bedrock. But anyone who hears my teaching and doesn't obey it is foolish, like a person who builds a house on sand. When the rains and floods come and the winds beat against that house, it will collapse with a mighty crash."

KidLife is committed to invest our time, talents and treasure.

(1 Corinthians 3:6-7)

"I planted the seed in your hearts, and Apollos watered it, but it was God who made it grow. It's not important who does the planting, or who does the watering. What's important is that God makes the seed grow."

KidLife is committed to impress God's love by being

intentional about what we say and do. *(Deuteronomy 6)*

"Listen, O Israel! The LORD is our God, the LORD alone. And you must love the LORD your God with all your heart, all your soul, and all your strength. And you must commit yourselves wholeheartedly to these commands that I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up. Tie them to your hands and wear them on your forehead as reminders. Write them on the doorposts of your house and on your gates."

KidLife is committed to teach, train and instruct the truths of the gospel and how it applies to life. (Acts 4:13)

“The members of the council were amazed when they saw the boldness of Peter and John, for they could see that they were ordinary men with no special training in the Scriptures. They also recognized them as men who had been with Jesus.”

KidLife is committed to creating a safe, welcoming and fun environment.

We strive to create an environment where parents want to bring their kids and kids want to bring their friends by promising the following:

- **KidLife promises to screen and train all volunteer staff.**
- **KidLife promises that our check-in system ensures that your children are safe.**
- **KidLife promises to operate simultaneously with our adult worship services.**

Curriculum

Across Kidlife we are proud to use Orange curriculum. First look is for early childhood ministry and 252 Basics is for elementary. Orange offers engaging Bible lessons with fun, hands-on activities. Most of all, Orange sees the importance of partnering with parents as the primary faith leader in their child’s life.

Two easy ways you can connect with your child’s faith journey is to grab a “parent cue” take home sheet every week showing what you child is learning. You can also download the “parent cue app” from the app store. The app has great resources like conversation starters and activities to do with your child and articles to help you on your parenting journey.

Welcome to KidLife Safety Procedures

Your child's safety is important to us! Safe check-in and check-out of children from KidLife is a high priority at RiverGlen. As you enter the KidLife area, you will see the Kiosks that are available to check-in children.

Check-In Procedures

Step 1

- If you are a first time visitor please go to the New Family Registration Desk and complete the registration form.

*This information will be verified/processed for check-in by our volunteer.

- If you are a returning family, please proceed to a KidLife Kiosk and enter your phone number. If you need assistance, a Kiosk volunteer will be there to help you.

- At these Kiosks, you will receive your children's nametags and two parent tags. Check-in opens 30 minutes before the service starts.

Step 2

Classrooms open 15 minutes before each service starts or when two adult volunteers are present. Please proceed to each child's individual classroom and see a classroom greeter to complete the check-in process. Be sure to keep your tag with the security number on it because you will need it for picking up your child.

Step 3

Enjoy the worship service. If your child has a need for you during the service, we will page you using the security number on your parent tag. Watch for your number on the screens located in the auditorium.

Check-Out Procedures

Step 1

After service, return to each of your children's classrooms.

Step 2

Present your parent tag to a KidLife classroom volunteer. The volunteer will match the security numbers and remove the child's name tag.

Step 3

Before leaving the classroom, please see that the child's tag has been removed and that all of your child's papers and belongings have been gathered.

We're here to connect with you:

For more information about our children's safety procedures, please contact:

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Allergy Alert

We do our best to have peanut free and gluten free snacks available in all of the KidLife classrooms. There are allergy alerts posted whenever food items are in the classroom.

Our staff works hard to make sure that all KidLife snacks are safe and age-appropriate.

If your child does have allergies, it is important to notify a KidLife volunteer. All of your child's allergies should be listed on his or her name tag when you check-in. If it is not, please return to the Kiosk Volunteer to enter the information to print on the tag.

Well Child Policy

To ensure good health of children and volunteers, we ask that children who show any visible signs of illness do not attend KidLife. The Committee on Control of Infectious Diseases of the American Academy of Pediatrics recommends that a child should not leave home when any of the following symptoms exist:

1. Fever
2. Vomiting or diarrhea (*even if associated with teething or medication*)
3. Common Cold, from onset through one week.
4. Sore throat
5. Croup
6. Discharge in or around the eyes (*conjunctivitis/pink eye/ or other eye infections*)
7. Any unexplained rashes or skin eruptions
8. Cloudy or green runny nose or persistent cough
9. Any symptoms of childhood diseases (*such as scarlet fever, chicken pox, etc.*)
10. Any communicable disease
11. Lice, including the presence of eggs or nits

These are guidelines that we follow and we expect that a *child or volunteer* be fever free for 24 hours before attending KidLife.

We do not dispense any medication to children. If your child appears to be ill, we will immediately page you using the security number on your parent tag. Please respond promptly.

Welcome to Our Nursery and Toddler Ministry!

Infants (Birth-12 months) Our volunteers care for each child as if they were their own, while parents enjoy participating in worship with other adults. Toys and equipment are cleaned and sanitized regularly because we value the safety and well-being of each child.

Toddlers (13-24 months) Our volunteers teach Bible-based curriculum that introduces your little one to Bible basics while focusing on how Jesus loves them and wants to be their forever friend. Each month we discover God's truths through a different biblical theme, while exploring through songs, stories, art and play!

Caring For Your Little One

Your child is precious to us and will receive loving attention while in our care. We set an example for your child by sharing God's love and joy in our words, actions, and expressions. When you bring your baby to the nursery/toddler room, you can help our volunteers by:

Sharing any special needs or concerns that you or your child might have.

If your child cries when you drop him or her off, please do not panic. Our workers will partner with you to find the best way to comfort your child, so you and your baby can enjoy your time at church.

Feedings/Snacks

We request that parents keep feedings simple and feeding times flexible. A bottle to comfort a fussy baby is appropriate, but a meal of solid food is best handled by parents. The nursery does not have any snacks given out. Toddler snacks are usually goldfish crackers, Corn Chex or animal crackers. If your child has a food allergy, please alert the KidLife volunteer when you drop off your child, and be sure it is noted on their tag as well.

What to Bring

Please make sure that the following items are in your child's diaper bag:

- One disposable diaper
- A clean change of clothing
- Anything that will help comfort your child while they are in our care (*bottles, blankets, etc.*)
- Toddler age will need a Sippy cup with their name on it.

We ask that you please label all items that your child brings into the classroom. We will provide a KidLife nametag for your diaper bag.

Separation Anxiety for your baby or toddler

We understand at times your child may have a hard time separating from you. This is why we ask you to be confident and calm. While it's normal for you to feel anxious about separating from your child, it's best if your child doesn't pick up on your fears. Even a young child can interpret your body language, facial expression, and tone of voice. We also ask that you resist the urge to "sneak out," but rather say good bye casually, cheerfully, and calmly. Once you leave the classroom do not re-enter the classroom or stand by the door. This will cause the child to become more upset. There is a two-way mirror available for you to observe your child without re-entering the classroom. If your child does not calm down, one of the KidLife volunteers will page you using your security number on your parent tag.

Mother's Room

The Mother's Room is located between the Toddler and Nursery classrooms. There is a live feed of the entire worship service on a monitor in the room. If you have a fussy or fidgety child, please feel free to use the room and have a Nursery volunteer assist you. Our Family Life Team would love to have your child(ren) be a part of our KidLife weekend programming.

Nursery/Toddler Promotions

In order to “Move Up” from the Nursery & Toddler rooms, an Intake Card is completed by a volunteer along with your child to determine their age appropriate abilities for the next room. They must be at least 12 months old and able to walk to move to the Toddler Room. To move up to the 2-year-old room, the child must be at least 24 months old and be able to accomplish certain milestones that our KidLife staff has set. They will “visit” the new age appropriate room during that hour. The volunteer will discuss everything with you when you pick up your child. You will determine together if you would like your child to move up the next weekend.

We're here to connect with you:

For more information about our Nursery/Toddler Ministry, please contact:

Taylor Chesky
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262-968-5252 ext.218



Welcome to Our 2's Ministry!

2-year-olds (24-36 months) Children learn about Jesus' love through songs, play, and interaction. Simple Bible stories and concepts are introduced to this wonderful age that is curious about everything. Our 2-year-olds are "loved on" by volunteers who have a passion for the growth and development of this age group.

Activities

Age-appropriate curriculum is taught each week in our 2's room and we consider it a privilege to participate in forming your child's earliest impressions of a loving Heavenly Father. A typical hour in KidLife consists of:

- Free Play
- Singing
- Bible Lessons
- Crafts
- Snacks

Snacks

Peanut-free snacks are served each week. The snack of the day is posted outside of the classroom. Please let one of the KidLife volunteers know if your child has an allergy to that snack and that it is noted on their tag as well. If you would like to view the snack ingredients, the original containers labels are available in the classroom.

What to Bring

- Disposable diaper or underwear (*especially if potty training*)
- A change of clothing

We do advise you to avoid bringing in personal toys, as these items may get misplaced, lost, or broken. *Please make sure that everything your child brings into the classroom is clearly labeled with his or her name.*

2-yr-old Promotions

Your child must be 3 years old and potty trained before moving up to the 3 year old room.

Separation Anxiety for your 2-year-old

Many 2 year olds also experience the anxiety of separation when they are dropped off in the classroom. This is why we ask you to be confident and calm. While it's normal for you to feel anxious about separating from your child, it's best if your child doesn't pick up on your fears. Even a young child can interpret your body language, facial expression, and tone of voice. We also ask that you resist the urge to "sneak out," but rather say good bye casually, cheerfully, and calmly. Once you leave the classroom do not re-enter the classroom or stand by the door. This will cause the child to become more upset. If your child does not calm down, one of the KidLife volunteers will page you using your security number on your parent tag.

Special Note

Parents receive a lesson summary page each week to take home. Those will be found in your child's diaper bag or handed to you by a KidLife volunteer.

We're here to connect with you:

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Welcome to Preschool and Kindergarten!

Ages 3-4 and *4k-5k Curriculum: Our volunteers use a Christ-centered curriculum that presents the story of redemption through Jesus that help kids learn that God's story is ONE continuous story. We love to see eyes brighten as the preschoolers enjoy the wonder of God's love and the beauty of creation that surrounds them. Using a hands-on approach to learning, we unfold Bible stories and truths to the children. We help them understand His love and encourage them to show that love to those around them.

Ages *4k-5k: This age group is separated from the other Preschool aged kids so that we can intentionally challenge the kids with more concrete thinking and more hands on lessons/activities. Everything we do with the 4K-5K is to help the children work on the cognitive development while we reinforce what they are learning in their current developmental stage.

A typical Preschool & Kindergarten class hour:

- Free Play
- Large Group Bible Lesson together
- Song Time
- Craft/Application Time

Snacks

Occasionally, peanut-free snacks are offered during class time. All of the snacks are posted outside of the classroom. Please let one of the KidLife volunteers know if your child has an allergy to that snack, and be sure it is noted on their tag as well.

Preschool Promotions

- 3 year olds: child must be 3 and potty trained
- 4 year olds: will turn 4 after September 1st of the current year
- 4K and 5K: will be 4 or 5 years old before September 1st of the current year.

Children will stay in the 3's and 4's room until the next move up weekend, which is the second weekend in June.

Special Notes

- Parents receive a lesson summary page each weekend as your child leaves the classroom. This resource helps you learn more about what took place in the classroom that weekend. It also provides you with some fun ideas to help teach your children about God while at home or in the car.

- Parent e-mails are sent each month, and there are also special weekly updates posted on Facebook. Simply "like" our page at RiverGlen KidLife to receive these weekly updates.

We're here to connect with you:

For more information about our Preschool/Kindergarten Ministry, please contact:

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Welcome to Elementary!

Our Elementary Ministry is separated into two age groups: 1st-3rd, and 4th-5th. Our focus on helping elementary children grow in Christ involves giving them a healthy understanding of God's Word, the Bible, and making sure that they do this in the context of a small group of peers. In this setting, children discover that they can have a deep relationship and connection with God while experiencing community with the family of God...other children, teens, and adults who are followers of Jesus.

1st-3rd Grade: This age group experiences dramas, object lessons, worship, video clips, and other mediums as they learn exciting lessons from the Bible in an age-appropriate setting. Every child is a valued member of a small group. Small group leaders reinforce the lesson through games and discussion. Our small group leaders LOVE to build lasting friendships with 1st-3rd grade students.

4th and 5th Grade: This age group experiences the Bible's lessons for life through a variety of creative mediums. Each week students participate in a large group program that teaches the Bible on their level. Every student is placed in a small group that uses games and discussion to help them apply the Bible lesson to their daily life.

Elementary Curriculum

Our 1st thru 5th grade uses a Christ-centered curriculum that follows a 3 year chronological timeline of Biblical events—presenting the story of redemption through Jesus like kids have never seen it before! Each week, stories come to life through video, music, activities, and more.

Elementary Classroom Activities

In every Elementary classroom the children will participate in:

- Free Play
- Large Group (Worship and Lesson)
- Closing Small Group Activities

Large Group

This time is designed to engage children in worship in a large group setting. Music, prayer, and an innovative approach to the Bible story are always a part of this interactive time.

Small Groups

Each small group is designed to help children understand how the week's topic applies to them. They'll discuss real-life experiences, interact with a close-knit group of peers, and participate in a variety of activities that appeal to different learning styles. Life-application and memory-verse activities, as well as prayer, are also part of the small group hands-on time.

Special Notes

- A Parent Page is available in each classroom every week. This resource provides you with some fun daily devotions for you to do with your children.
- Parent e-mails are sent each month, and there are also special weekly updates posted on Facebook. Simply "like" our page at RiverGlen KidLife to receive these weekly updates.

Please see the Parent Resource page (22) for more information on our parent resources.

Quest

Throughout the year we offer the Quest class for 1st-5th graders and their parents. Quest is a special opportunity for kids to dig deeper into the Christian faith. With interactive teaching and activities we cover topics like communion, baptism, serving and salvation. Quest is a great thing for kids to take when they are young and again when they are older and have more questions about their faith.

We're here to connect with you:

For more information about our Elementary Ministry, please contact:

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KidLife Parent Resources

Family Life Milestone Events

At each transition point in Family Life, we will have celebratory moments called Milestones. Each Milestone includes a RiverGlen sponsored event that is a Family Celebration to mark the work God has done and looks forward to the next stage in Family Life.

Milestone #1: Commitment - We celebrate the parent's commitment to be spiritual leaders of their children (ages: Parents with children birth-5 years old).

Milestone #2: Launch - We celebrate your preschoolers becoming a "big kid" as they launch into their next stage of life (ages: for 5 years olds going into Kindergarten the next fall).

Milestone #3: Become - We reflect and celebrate as your teen starts developing their own identity and the role you play in the shaping of that (ages: 5th graders going into middle school in the fall).

Milestone #4: Own - We take time to celebrate who your teen is becoming and also look towards the next 4 years as we work to equip your teen to own their faith (ages: 8th grade going into high school in the fall).

Milestone #5: Go - We honor the graduating seniors and their families while we look forward to where their lives will go (ages: graduating seniors).

Nursery/Toddlers

A Weekly **"Parent Page"** is available in the Toddler room. This tells you the bible verse they are learning for the month, and the lesson that they talked about that week. They will take home a craft if applicable to the lesson.

Preschool/Kindergarten

A **"Parent Page"** is available in the Preschool/Kindergarten room. This is a weekly take home page that helps you learn more about what is taking place in the classroom. It also provides you with some fun ideas to help teach your children about God while at home or in the car.

Elementary

1. Each week your child will receive a **"Parent Page"** as they leave their classroom. This tool is meant to help with discussions throughout the week with your child.

2. **Social Media:** simply "like" the RiverGlen KidLife Facebook page to receive weekly updates and info on upcoming events and happenings.

Emergency Information and Procedures

The **Emergency Response and Safety Team** at RiverGlen is made up of public safety professionals who volunteer their time to be “on-call” for our weekend services. These off-duty EMTs, paramedics, firefighters, deputies, police officers, doctors, and nurses are trained and equipped to provide proper care in medical and traumatic emergencies. They also manage any fire, weather, or other situations requiring immediate attention. The goals of the ERST are to provide a prompt assessment of all emergencies and to notify the appropriate responding agencies, while stabilizing patients and taking control of the investigation and evacuation activities. RiverGlen takes safety seriously, and this team of public safety professionals makes every effort to make sure each incident is handled quickly and competently, making the safety of RiverGlen’s attendees their first priority.

First Aid: All KidLife classrooms are equipped with a basic First Aid kit to handle minor cuts and scrapes. Injuries or incidents requiring further evaluation or treatment are handled by our Emergency Response and Safety Team. This is to ensure proper treatment and evaluation of injuries and to allow our volunteers to return their attention to their classroom activities.

Allergic Reaction: In the case of a severe allergic reaction, KidLife volunteers are instructed to request the help of the Emergency Response and Safety team, who ensure that medical personnel are on the way and provide supportive care prior to ambulance arrival. Parents will be paged using the security number on the parent tag.

Fire/Tornado Procedure: In order to ensure safety and organization in the event of a fire alarm, all students in KidLife are evacuated from the building. Every classroom has a specific map of the evacuation route for a fire, and the safest location in case of a tornado. Our Emergency Response and Safety team members investigate all alarms. The primary exit for all KidLife classrooms is the large 4th – 5th Grade Room at the south end of the KidLife hallway. In the event of a hazard in this room, all classrooms will be diverted to the lobby area to exit out of a clear door. In the case of an evacuation of the building, to maintain a secure environment parents are kindly asked to allow their children to remain with their class under the supervision of KidLife volunteers until an “All-Clear” is given.

Special Events

KidLife offers fun events for various ages and their families throughout the year. Information on these events will be available to you through the following means:

- Checking weekly program
- Website (www.riverglen.cc)
- Monthly "Inside RiverGlen" Newsletter
- Visiting Family Info
- Check the RiverGlen KidLife Facebook Page

Questions regarding upcoming events can be directed to any KidLife staff or by checking at the Family Info area.

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