



## Elementary Children's Ministry Policies & Procedures

Welcome to the PAC Elementary Children's Program! Our ministry exists to provide a safe and nurturing environment, while teaching your child about the love of Jesus. We want parents to be able to attend church knowing that your child is in good hands.

### General Information

- All adult volunteers who work with children or students at Pine Acres Church have successfully undergone a background check. The safety of your children is our highest priority. If you are interested in serving with us, please contact the Elementary Director for more information.
- Elementary classrooms are open 10 minutes prior to the start of services.

### Check-In Process

- After a child's first visit, their information will be entered into the Check-In database.
- When arriving for services, please check-in at the registration booth at the entrance to the Children's wing. An official greeter will be present and will gladly assist with any questions.
- Upon completing the Check-In process, a nametag and check-out card will be printed. Please attach the nametag to the child's back and retain the check-out card. The check-out card will be presented to the Elementary volunteer managing the child's classroom during pick up.

### Classrooms

- The children in our Elementary Department are placed in classes according to their grade level.
  - Kindergarten-First Grade
  - Second-Third Grade
  - Fourth-Sixth Grade
- Children are traditionally "promoted" to the next classroom in June of each year.
- We want church to be a welcoming environment for all children. Please let the Elementary Director know of any Special Needs so we can facilitate appropriate accommodations.

### Illness

- Children must be fever and symptom free for at least 24 hours prior to returning to an Elementary classroom. We seek to respect the health and wellness of both the other children and our volunteers (*See our Wellness Policy for further explanation*).
- If a child becomes ill during Sunday School or the service, parents will be notified immediately.
- If a child has severe allergies or other medical conditions, please notify the Elementary Children's Director to discuss the child's specific needs.

## Behavioral Concerns

- Our goal is to create an environment where our youngest church members feel safe and loved, while learning about the God who created them.
- We recognize all children are capable of having off days and going through difficult phases. If challenging behaviors arise while in an Elementary classroom, the Elementary Director will work with the parents to find appropriate solutions and ensure the safety and wellbeing of all involved.

The Elementary Ministry at Pine Acres Church exists to partner with parents in providing children with skills, experiences, and resources that will enable them to know their Heavenly Father. We want kids to love to come to church and we hope to partner with you as a parent to make a greater impact in the life of your child each Sunday and Wednesday! Our goal is for them to know and believe these three simple truths when they leave our ministry: I should treat others the way I want to be treated, I can trust God no matter what, and I need to make the wise choice.

## Pine Acres Church Elementary Children's Program Opportunities

### Sunday Morning

- 9:30 AM – Sunday School
- 10:30 AM – Worship Service
  - KIDS OWN WORSHIP (KOW) – A children's service time that is provided for Kindergarten-5<sup>th</sup> graders during the adult worship service. Children attend worship with their parents. Following the worship portion of the service, children are dismissed to hear a large group Bible lesson and do a wide variety of interactive activities.

### Wednesdays [during school year]

- 6:00-7:30 PM – THE TREEHOUSE
  - THE TREEHOUSE is our mid-week program that is filled with games, large group story time, singing, and small groups. This is for kids in Pre-K through 3<sup>rd</sup> grade.
- 6:00-7:30 – BRIDGE
  - BRIDGE is our mid-week program that consists of worship, large group Bible study, games, and small groups. This is for preteens in 4<sup>th</sup>-6<sup>th</sup> grade.

### Other Fun Opportunities

- June – Kids Summer Camp (3<sup>rd</sup>-5<sup>th</sup> grade)
- June – Junior High Summer Camp (6<sup>th</sup>-8<sup>th</sup> grade)
- July – Vacation Bible School (Pre-K – 5<sup>th</sup> grade)
- August – Back to School Bash

If you have any questions, comments, or concerns please feel free to contact me. I would be happy to speak with you!

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