



Ministry with eKiDS

The following is a comprehensive guide for serving in eKiDS. It is divided into sections based on the nature of the tasks to ensure clarity and alignment with our ministry goals.

General Requirements

- **Love for Children:** Volunteers must genuinely love and care for children.
 - **Background Checks:** All volunteers in children's/student ministries must pass a background check.
 - **Membership Requirement:** Volunteers must be members of Emmanuel for at least six months and in good standing.
 - **Child Protection Guidelines:**
 - Never raise your voice or strike a child.
 - A leader may **never** be alone with a child.
 - A leader may **never** private message a child of the opposite sex.
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General Information and Instructions

- **Check-In Process:**
 - Assist parents with child check-in if necessary.
 - Children receive a security tag with their name, allergy alerts, and an alphanumeric code. Parents are given a label with the same code.
 - Add the child to the check-in roll.
 - Review parental instructions on the check-in roll.
- **Classroom Staffing:**
 - All classrooms must have a team of two or more servants.
 - Under no circumstances is a child to be left unattended anywhere.
 - A parent must stay with a child until a teacher arrives.
- **Supervision:**
 - One adult should never be alone with a child or in a classroom.
 - Children should always remain in the presence of two volunteers.
 - Keep classroom doors closed to prevent wandering.
- **Photographs:**
 - Volunteers must NEVER take photographs of children in eKiDS and post them online.



Behavior Management

- **Handling Misbehavior:**
 - Do not raise your voice with the children.
 - Do not strike a child—ever.
 - Use positive reinforcement whenever possible.
- **Time-Out Procedure:**
 - Use a 3-count system for poor behavior.
 - At three, place the child in time-out or, for older students, remove them from the situation to discuss their behavior.
 - If they continue to be unruly, contact their parents or guardians. Document the incident and provide a copy to the Ministry Director for filing with the Executive Pastor.
- **Emergency Contact Numbers:**
 - Brian Parent: (603) 268-4230
 - Diane Roberge: (603) 361-3074
 - Rick Morin: (603) 785-5146
 - Ron Anstey: (603) 703-2498
 - Peter Clow: (603) 361-4167

Accidents

- **Emergency Medical Attention:**
 - Dial 911 and then contact:
 - The parent.
 - Pastor Davis: (603) 785-5146.
 - Ron Anstey: (603) 703-2498.
 - Peter Clow: (603) 361-4167.
 - **Non-Emergency Medical Attention:**
 - Contact one of the following:
 - Ron Anstey: (603) 703-2498.
 - Peter Clow: (603) 361-4167.
 - Diane Roberge: (603) 361-3074.
 - Fill out the incident report form and provide it to Diane Roberge, Peter Clow, or Ron Anstey.
 - Inform the parents of the incident upon pickup.
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Non-Medical Emergencies

- **Emergency Contact Numbers:**
 - Diane Roberge: (603) 361-3074
 - Ron Anstey: (603) 703-2498
 - Peter Clow: (603) 361-4167
 - **Evacuation Protocol:**
 - Take the check-in list to ensure every child is accounted for.
 - Vacate via the closest exit.
 - Have children hold hands and cross the parking lot to the playground.
 - Once in the playground, recheck the list and wait for further instructions.
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Transportation

- **Vehicle Requirements:**
 - Must have current registration and state inspection.
 - Must have enough safety belts for individuals under 18 years of age (per NH State Law).
 - Must have appropriate car seats or booster seats as required by NH State Law.
 - Must be insured and free of known safety concerns.
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End of Service

- **Child Release:**
 - Release children ONLY to approved guardians with printed labels.
 - Collect the parent's label and remove the child's name from the check-in roll as verification.
 - **Classroom Cleanup:**
 - Clean tables with Clorox wipes.
 - Vacuum carpets as needed.
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This guide ensures a safe, structured, and loving environment for all children and volunteers in eKiDS. Let your service reflect God's love and bring glory to Him.