



# **Volunteer Handbook**



Dear BA Kidz Leader,

Welcome! We are excited that you have decided to be a part of the Children's Ministry here at Bay Area Fellowship. This handbook will introduce you to the many opportunities available to you within our ministry. We are thorough with our new leader application and interview process and we work diligently to establish guidelines to ensure a safe, secure and loving environment for the children of Bay Area Fellowship Church. Together we will explore this handbook so that you can gain an understanding of our purpose, programs and ministry policies.

**You don't have to be an expert.**

Each member of our BA Kidz team has one thing in common: a passion for children. If you have a heart to love God and a desire to work with children, then you have the two basic ingredients necessary to become a leader in children's ministry. You do not need a degree in early childhood development or elementary education to be a great leader.

**There are many different opportunities for you to serve within BA Kidz.**

Whether you enjoy holding babies, telling Bible stories, singing songs, running sound, or just like to have fun, there is a place for you in BA Kidz. We will discuss these different opportunities with you and will work together to find a place where you can use your God-given gifts to invest in the lives of children.

**You do not need all the time in the world.**

You can successfully minister to children with a minimal time commitment. In just a couple of hours each week, you will be able to form relationships with children and their parents that will communicate love and value, not only from you, but also from God.

**You are not alone.**

You will be supported in your ministry through the BA Kidz staff and leadership team. We plan a monthly training for new leaders throughout the year and at least twice a year we plan for ministry events that will engage, encourage, equip, energize and empower you for ministry. You will not be a lone ranger in your ministry to children...guaranteed!

We look forward to getting to know you and to ministering alongside you. It will be exciting to watch God at work in you and through you as you minister to the children of Bay Area Fellowship.

Serving with you...

Don Fine  
Children's Pastor



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# Mission, Vision, Values & Target



## **MINISTRY MISSION**

Lead children and their families to Christ and walk with them to maturity.

## **MINISTRY VISION**

To create an environment that is so FUN and so EXCITING that kids want to come and bring their friends.



# Our Values

## **P.R.A.C.T.I.C.E. Definition: A custom or habit of doing something**

**P**rotecting children with an uncompromising safety process

**Verse:**

*If one of these little children believes in me, and someone causes that child to sin, then it will be very bad for that person. It would be better for him to have a large stone tied around his neck and be drowned in the sea. Matthew 18:6 (ICB)*

**Quote:**

“In God we trust, all others must be screened.”

**R**isking failure through innovation and reinvention of programs

**Verse:**

*“I have commanded you ‘Be strong and courageous! Don’t tremble or be terrified, because the LORD your God is with you wherever you go.’” Joshua 1:9 (GWT)*

**Quote:**

“Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to rank with those poor spirits who neither enjoy much nor suffer much because they live in that gray twilight that knows neither victory nor defeat.” Theodore Roosevelt

**A**ffirming, honoring and valuing others through authentic leadership

**Verse:**

*Therefore encourage one another, and build up one another, just as you also are doing.*  
1 Thessalonians 5:11 (NASB)

**Quote:**

“Definition of an arch: Two weaknesses leaning against each other to make a strength.” Leonardo Divinci



## **C**reating an exciting, fun learning environment with excellence

### **Verse:**

*No one ever pours new wine into old leather bags. Otherwise, the new wine will break the bags, and the wine will be ruined along with the bags. But new wine should be put into new leather bags.* Mark 2:22 (NCV)

### **Quote:**

“If you want to succeed you should strike out on new paths rather than travel the worn paths of accepted success.” John D. Rockefeller Jr.

## **T**rusting God for the impossible, the unknown and the unseen

### **Verse:**

*Trust the LORD with all your heart, and don't depend on your own understanding. Remember the LORD in all you do, and he will give you success.* Proverbs 3:5-6 (NCV)

### **Quote:**

“Act as though it were impossible to fail.” Winston Churchill

## **I**ncubating in others through open and honest relationships

### **Verse:**

*Do not be interested only in your own life, but be interested in the lives of others.* Philippians 2:4 (NCV)

### **Quote:**

“One thing for sure, if you see a turtle on top of a fence post you know he had help getting there.”

## **C**oaching leaders to realize and fulfill their shape and potential

### **Verse:**

*Let us think about each other and help each other to show love and do good deeds.* Hebrews 10:24 (NCV)

### **Quote:**

“A good leader takes people where they want to go and ought to be, but a great leader takes people where they don't want to go but ought to be.”



## **E**mpowering leaders and children through active ministry opportunities

### **Verse:**

*He also gave apostles, prophets, missionaries, as well as pastors and teachers as gifts to his church. Their purpose is to prepare God's people, to serve, and to build up the body of Christ.* Ephesians 4:11-12 (GWT)

### **Quote:**

“If you want one year of prosperity, grow grain. If you want ten years of prosperity, grow trees. If you want one hundred years of prosperity, grow people.” Proverb



# Our Target

**Everyone is committed to something.  
What are our children committed to?**

## **The Community**

**Children who are committed to being uncommitted**  
They attend occasionally, two or three times each year.

## **The Crowd**

**Children who are committed to weekend attendance**  
They enjoy church and want to come.

## **Congregation**

**Children who are committed to a small group**  
They are in fellowship with one another.

## **Committed**

**Children who are committed to spiritual growth**  
They are GROWING.

## **Core**

**Children who are committed to service and evangelism**  
They are serving.





# Purpose and Faith Statements



# OUR PURPOSE STATEMENT

## Why We Exist As a Church

Bay Area Fellowship Church's Mission Statement: "To Reach Up (worship), Reach Out (evangelism and ministry), and Reach In (discipleship and fellowship).

The purpose of our church is summarized in a single sentence based on two key scriptures:

**"WE BELIEVE A GREAT COMMITMENT  
TO THE GREAT COMMANDMENT  
AND THE GREAT COMMISSION  
WILL GROW A GREAT CHURCH"**

**The Great Commandment:** "Jesus said, "Love the Lord your God with all your heart...soul...and mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and Prophets hang on these two commandments." Matthew 22:36-40

**The Great Commission:** "Jesus said, "Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

**Bay Area exists for the following five purposes:**

- To "Love God with all your heart" is "**WORSHIP.**"
- To "Love your neighbor as yourself" is "**MINISTRY.**"
- To "Go...make disciples" is "**EVANGELISM.**"
- To "Baptize them" is "**FELLOWSHIP.**"
- To "Teach them...all things" is "**DISCIPLESHIP.**"



# **STATEMENT OF FAITH**

## **1. About God**

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co–equal and are one God.

Genesis 1:1,26,27;3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14

## **2. About Jesus Christ**

Jesus Christ is the Son of God. He is co–equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22,23; Isaiah 9:6; John 1:1–15, 14:10–30; Hebrews 4:14–15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9–11; 1 Timothy 6:14,15; Titus 2:13

## **3. About the Holy Spirit**

The Holy Spirit is co–equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under His control daily.

2 Corinthians 3:17; John 16:7–13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

## **4. About the Bible**

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. It is inerrant (without error in its original form).

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105, 160, 12:6; Proverbs 30:5



# STATEMENT OF FAITH

## cont.

### 5. About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.

Genesis 1:27; Psalm 8:3–6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2.

### 6. About Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

### 7. About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3–5

### 8. About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

John 3:16, 2:25, 5:11–13; Romans 6:23; Revelation 20:15; Matthew 1:8





# Leaders



# Opportunities to Lead

## Program or Opportunity:

- Weekend Leader/Teacher
- Coach
- Break Out Leader
- Graphics designer
- Children's Information Booth
- Monthly events
- In office opportunities/filing etc.
- First Step/Next Step teacher
- Web design
- Clean up crews for large events
- Music
- Decorating for events
- Setup crews for large events
- Camp counselor
- Food prep for events
- Game leader
- Large group teacher
- Photography
- Videography
- Multimedia production/PowerPoint
- Nurse
- Substitute

## Service Time Commitment:

- Weekly
- Weekly
- Weekly (Mid-week)
- Up to you
- Weekly
- Monthly
- Up to you
- First two weeks of every month
- Up to you
- As needed
- Weekly
- As needed
- As needed
- Twice a year
- As needed
- As needed
- As needed
- As needed
- As needed
- As needed
- As needed
- As needed
- Weekly

## Special Events:

- Elementary Summer Camp
- Small Fry Camp
- First Wednesday



# The purpose of working and coming together. (G.A.T.H.E.R)

*Therefore, encourage each other and strengthen one another as you are doing.*

1 Thessalonians 5:11

## Greet

Fellowship starts with a greeting. A quick connect, a moment of pause before we serve, a focus for our heart on the ministry we are about to undertake. The chance to begin together as one team.

*Greet each other in Christian love.* 1 Thessalonians 5:26

## Awareness

Is our attitude in check? Is our heart right? How about our countenance? Let's see...smile, attitude, energy level, passion for today, what are our eyes saying? Are they bright and happy? Attitude is a choice and it's contagious. Let's make sure ours are worth catching today.

*Always be joyful in the Lord! I'll say it again: Be joyful!* Philippians 4:4

## Together

Doing ministry together is critical to the success of our ministry and, to be honest, it's more fun serving together. Having a "family" to serve alongside you and making a difference together. At the end of the hour saying "We did it, we made a difference in the life of a child today." "Wow, what a tough day. I am so glad you were here to encourage and empower me. I could not have done it without you." We all have up days and down days. We want to have both in the presence of others. Serving together lightens the load and strengthens the heart.

*Then make me truly happy by agreeing wholeheartedly with each other, loving one another, and working together with one heart and purpose.* Philippians 2:2

## Hone

Focus our team on the next time together. Encourage co-leaders to arrive early. Assist those you serve with and encourage them with classroom prep and set up. Remind each other of the schedule and stick to it. This is the most important time for the children who will be attending today. This is a time where children will be entrusted to our care and a time of opportunity to share the love of Christ.

*Focus on your life and your teaching. Continue to do what I've told you. If you do this, you will save yourself and those who hear you.* 1 Timothy 4:16



## **E**ncouragement

You gotta have fun. The Bible reminds us to be full of joy. If we have no joy, then things become a pain to do, including ministry. We need to remind ourselves about the positive effects of joy by finishing a “Thank you God for…” sentence. Repeat it maybe 5 to 10 times filling in the blank. Watch your joy start to return! Then you will be in a position to encourage others and give them the strength they need today.

*So encourage each other and give each other strength, just as you are doing now. 1 Thessalonians 5:11*

## **R**elationships

Relationships and accountability are important within our ministry teams. We should exchange addresses, emails, and phone numbers and have at least one phone call or connection during the week is critical to building team relationships. We need to deepen our care through other meaningful information like remembering birthdays, anniversaries, kids’ names, hobbies, likes and dislikes. We need everyone in Children’s Ministry to experience affinity and fellowship.

*Think of ways to encourage one another to outbursts of love and good deeds. Hebrews 10:24*



# Intentional W.A.L.K.

## Four Intentional Reminders As We Serve In BA Kidz

An intentional walk in baseball is a term used when the pitcher and catcher agree together to allow the batter to reach first base by throwing four consecutive balls. It is intentional because there is a choice made in concert between the pitcher and catcher. We would ask that all leaders in BA Kidz be intentional about our WALK.

### **W** arm heart and welcoming personality

#### **Warm Heart**

*A happy heart is like good medicine, but a broken spirit drains your strength.*  
Proverbs 17:22 (NCV)

As parents and children participate in ministry opportunities we want their first interaction to be a positive one. As this verse reminds us, a happy and warm heart is like good medicine to the person on the receiving end of your smile.

#### **Welcoming Personality**

*A cheerful look brings joy to the heart, and good news gives health to the bones.*  
Proverbs 15:30 (NIV)

When parents and children come to the area or age group you are serving in, be mindful of your countenance. A happy face and welcoming personality can calm an anxious child or parent. What are you saying when you don't open your mouth?

### **A** rrive early for your ministry opportunity

*Use every chance you have for doing good, because these are evil times.*  
Ephesians 5:16 (NCV)

*Don't act thoughtlessly, but try to find out and do whatever the Lord wants you to.*  
Ephesians 5:17 (TLB)

Arriving early for your ministry opportunity will get you off on the right foot. If you arrive early and prepared, and have surrendered your heart to the Lord, you will have a great time.

If you arrive late to your ministry opportunity, you will always feel rushed and a little bit behind. Arriving early will be central to your success as a BA Kidz leader.



We ask that you arrive at least 45 minutes prior to your ministry start time.

## **Leading and learning are important in BA Kidz**

*Be shepherds over the flock God has entrusted to you. Watch over it as God does: don't do this because you have to, but because you want to. Don't do it out of greed, but out of a desire to serve. 1 Peter 5:2-6 (GWT)*

### **Leading**

Leading children involves heart, motivation, skill, honor, tactfulness, awareness and lots of energy. Because we believe things are more often “caught” than taught, leading children also means being a role model to them. It means being consistent in what you teach, and in how and where you teach. It will mean arriving early to greet and staying after to “high five”. It's tough, it's rewarding, its life changing. Thanks for learning to become a leader in BA Kidz.

### **Learning**

Here are a few areas in which we would like to help and encourage you to grow and learn:

1. Your relationship with Christ.

*We must become like a mature person, growing until we become like Christ and have his perfection. Ephesians 4:13 (NCV)*

2. Attending church services weekly.

*You should not stay away from the church meetings, as some are doing, but you should meet together and encourage each other. Hebrews 10:24-25 (NCV)*

3. Becoming the leader that God intends for you to be.

*Dear brothers and sisters, not many of you should become teachers in the church, for we who teach will be judged by God with greater strictness. James 3:1 (NLT)*

4. Getting involved in a small group.

*If we walk in the light as He is in the light, we have fellowship with one another and the blood of Jesus, His Son, purifies us from all sin. 1 John 1:7 (NIV)*



# **Know the children you minister to**

| <b>Life Stage</b> | <b>Characteristics</b>   | <b>Leader Action</b>          |
|-------------------|--|-------------------------------|
| Birth-12 months   | Key Word: Dependent<br>Physical: Cries to communicate<br>Mental: Starting to learn all five senses<br>Spiritual: Absorbs attitudes of those around them              | Give Care<br>1 Peter 5:7      |
| Toddlers          | Key Word: Discovery<br>Physical: Active, Growing Rapidly<br>Mental: Sees everything, wants to handle<br>Spiritual: What they do is determined by others              | Right Responses<br>Exodus 2:9 |
| Age 2 - 3         | Key Word: Imitation<br>Physical: Active, "Let me do it"<br>Mental: Realistic, likes to touch and feel<br>Spiritual: Likes prayer before meals and bedtime            | To Impress<br>Mark 10:14      |
| Age 4 - 5         | Key Word: Receptivity<br>Physical: Continual motion, restless, wiggler<br>Mental: Open mind, a bundle of questions<br>Spiritual: Trusting, literal                   | To Guide<br>Psalm 32:8        |
| Grades 1 - 2      | Key Word: Activity<br>Physical: Active, play is important<br>Mental: Curious, imaginative, wants certainty<br>Spiritual: Discerning, capacity for reverence          | To Control<br>Proverbs 22:6   |
| Grades 3 - 4      | Key Word: Involvement<br>Physical: Steady growth, better coordination<br>Mental: Influenced by group approval<br>Spiritual: Makes decisions based on right and wrong | To Love<br>2 Corinthians 2:4  |
| Grades 5 - 6      | Key Word: Energy<br>Physical: Loud, boisterous, thoughtless<br>Mental: Hero worshiper, inquisitive<br>Spiritual: Worshiper, "doer of the Word"                       | To Direct<br>2 Timothy 3:15   |



# General Leader Policies

## **Appearance**

All Leaders **MUST WEAR** a Ministry issued shirt. Shirts will be free to our Leaders. Any donation towards the shirt fund would be great. Black, khaki, or dark jean material in slacks, shorts of appropriate length and capris are acceptable. Ladies, please refrain from wearing skirts as it makes working with the children (floor time) difficult. Please make sure your shirt is neat and pressed and that your smile is in the “up” position!

## **Leader Check-in**

All Leaders will be issued a Children’s Ministry ID Badge with your name and photo. This badge **MUST BE WORN** at all times while serving in any BA Kidz area. Badges may be picked up and returned to the resource room in your area.

**MUST ARRIVE 30** Minutes prior to scheduled service time:

- ✓ Arrive at assigned check-in area, wear name badge.
- ✓ Make sure area is neat, and void of trash
- ✓ Check service supplies to make sure you are ready for the service, including small group or craft supplies (BA Kidz staff will provide these for you)

Your service time is until your replacement comes at the end of your assigned service. This allows for early arrivals to subsequent services and ensures consistency and a smooth transition between services.



# General Leader Policies

cont.

## **Absence/illness**

Should you be absent due to personal illness, illness of a family member, or other emergencies, please notify your Coordinator, or BA Kidz staff, of such situations as far in advance as possible.

In the event of a planned absence, please notify your Coordinator, or BA Kidz staff, at least one week in advance and try to find a replacement for yourself, if possible!

A leader is required to notify the Coordinator if he/she becomes ill during a service or if he/she must leave early due to an emergency situation.

Coordinator: \_\_\_\_\_

Phone #: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Phone #: \_\_\_\_\_

BA Kidz Staff: \_\_\_\_\_

Phone #: \_\_\_\_\_





# Registration Team, and Position Descriptions



# Registration

(The Bay, The Boardwalk, The Beach & The Break):

As our members and guest arrive, our registration Leaders are the first faces they see. First impressions are lasting impressions. As such it is our goal and vision for that to be a positive, encouraging, and comforting experience for children, their parents and guardians. We want them to feel welcomed and as unencumbered by the registration process as possible. Our registration Leaders are **excited** to be here, **love** children and their families, and are **happy** to assist children, their families, and other leaders to their worship areas.

- Pray for your service and the children that attend before service and during the week.
- Make sure all registration computers are functioning properly prior to the service.
  - ✓ Computer password is available from staff
  - ✓ Check label printers for adequate supply
- Assist any guests with their registration.
  - ✓ Make sure all cards are filled out in FULL. It is by the completion of this card that each child is registered in the computer, assigned to a classroom, allergies noted and emergency contact information is obtained. By signing the card, the parent gives us consent to film and photograph in our areas. If these cards are not **completely** filled out, vital, and potentially legally important information is missing.



# Guest Registration:

Guest are the crowning jewels at Bay Area Fellowship. It is because of them that the Kingdom of Christ grows! As they arrive, our registration leaders are the first faces they see. First impressions are lasting impressions. As such, it is our goal for that to be a positive, encouraging, and comforting experience for children, their parents and guardians. Our registration leaders are **excited** to be here, **love** children and their families, and are **happy** to assist children, their families, and other leaders to their worship areas.

- Pray for the service and children that attend during the week.
- Make sure all registration materials are available **prior** to the service.
- Assist guests with registration
- The safety of the children in our care is of utmost importance. Our two-part ID tags are our way of ensuring that the children we have in our care are going home with the parent that brought them. This is an important detail when we have families with custody issues. Make sure to explain to the parent that they need to keep the “parent” half of the tag **available** during the service. If they are needed the number on the tag will be displayed on the small screens on either side of the stage. It is appropriate to leave service to attend to their child at any time.
- Please always escort new visitors to the appropriate worship area and introduce them to the Coordinator there!

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD’S WEEK!**





# Grade School Position Descriptions



# Coordinator

Manages assigned service, including:

- Pray before service and during the week for your service, leaders, and the children that attend.
- Manages leaders.
  - ✓ Assigns leaders to positions.
  - ✓ Assimilates new leaders.
  - ✓ Maintain contact in form of phone calls, notes, email, etc....
  - ✓ Build relationships with leaders.
  - ✓ Show appreciation to leaders (cards, thank you, etc...)
- Manages timing and Order of Service
- Liaison with Large Group Leader for service agenda.
- Co-ordinates with Small Group Coordinator for supplies.
- Maintains discipline
  - ✓ Handles any disciplinary problems always in a positive, loving, gentle and Christ-like manner.
  - ✓ Retrieves parents if necessary
  - ✓ Advises BA Kidz staff of any disciplinary actions necessary and any need for conversation with parents.
  - ✓ **ONLY** BA Kidz Staff Members will discuss behavior or disciplinary issues with parents.
- Tracks attendance including Leaders and Children.
  - ✓ Assigns leaders to record child tag numbers at beginning of service.
  - ✓ Collects tags and releases child to parent at end of service.
  - ✓ Class Roll count and returns count sheet to leader check-in
  - ✓ Class Roll sheets are to be placed in service folder.
- Collects offering and places in service folder, which is located in HSC folder at the end of each service.
- Coordinates service transition with next HSC.
  - ✓ The room is left clean or cleaner than the way you found it.
  - ✓ Any pertinent information is passed on to the next HSC and Children's Ministry Staff

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD'S WEEK!!!!**



# MC – Master of Ceremonies

Create an exciting atmosphere by actively leading the Large Group portion of service, including:

- Pray for your service and the children that attend before the service and during the week.
- Maintain the “Show”
  - ✓ Provide an exciting atmosphere
- Transitions to and leads upbeat/energetic worship experience.
  - ✓ Teaches and participates in music motions
- Facilitates Worship and lesson to follow program flow.
- Engage kids in competitive spirit during lesson.
- **KNOW THE LESSON PRIOR TO YOUR SERVICE...NO NOTES ON STAGE.**
- Assign the following station to Team Leaders:

## Team Leaders

- Pray for your service and the children that attend before the service and during the week.
- Need 2 or more leaders per group.
- Sit with kids on 2<sup>nd</sup> and 4<sup>th</sup> rows.
- Pick team captains throughout lesson as needed.
- Facilitate the outlined for the station assigned.



# Game Stations

## DDR

Interact with kids  
2 players dance at a time

## Air Hockey

Interact with kids  
5 minute per table

## Basketball

Interact with kids  
1 minute games then rotate kids

## Jumpy

Interact with kids  
3 kids at a time  
Set timer for 3 minutes

## Wii Room

Interact with kids  
Rotate kids after 3 frames, innings or holes depending on sport playing.

## Video Games

Interact with kids  
**ONLY** 4 player games  
No camping out in chairs...kids playing game should sit in chairs.

## Crowd Control

Interact with kids  
Keep kids off stage  
**NO** running inside Beach & Break

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD'S WEEK!!!!**



# Sound Technician

Provide for all aspects of media of the program. Media may include music, video, lighting, computer, Power Point or drama. Your goal is to help make the service fun and fast paced for the children.

- Pray for your service and the children that attend before service and during week.
- Prepare service area equipment, (may be done at service prior)
  - ✓ Turn on projectors
  - ✓ Check connections from laptop to soundboard and projector.
  - ✓ Check mic batteries and make sure they're working.
  - ✓ Check the volumes on the sound board; total sound should not exceed 80 Decibels.
  - ✓ Turn on Worship music.
- Review with Master of Ceremonies what they need for the service, including worship song list (power point, video, etc.).
- Coordinate needed sound and visual support through out service:
  - ✓ Prepare video or power point, if there is one.
  - ✓ Play video or power point when needed.
  - ✓ Play song for offering.
  - ✓ Adjust mic volume while they're speaking.
- Make sure music is playing at beginning and conclusion of service while parents are dropping off and picking up kids.
- At conclusion of **final service**,
  - ✓ Turn off all components and the power strips.
  - ✓ Turn off projectors

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD'S WEEK!!!!**





# The Bay & The Boardwalk Position Descriptions



# The Bay Coordinator

- Pray before service and during the week for your service, Leaders and children that attend.
- Before Service Starts
  - Arrive 45 minutes before your service starts.
  - Turn on Candle warmers.
  - If necessary sweep Hallways & Main areas.
- Welcome
  - ✓ Registration and classroom leaders should arrive: 30 minutes prior to service.
  - ✓ Greet your leaders and thank them for being there **ON TIME**.
  - ✓ Have classroom leaders verify lesson playing on television.
  - ✓ Have Registration leaders press play on the CD player to start music upon arrival.
  - ✓ Be sure to read the announcement board in Resource Room.
  - ✓ Gather leaders and pray 25 minutes prior to start of service in Resource Room.
  - ✓ If necessary assist in child registration.
  - ✓ Help parents with getting children into classroom and introductions of leaders.
  - ✓ Please remember to make sure there is an adult (over eighteen) in each room.
  - ✓ Make sure each Nursery leader is wearing a white smock and shoe covers.
- During Service
  - ✓ Responsible for making sure that there are enough leaders per children.
  - ✓ Keep hallway and front entry doors **CLOSED** during service.
  - ✓ Guide leaders to follow service timeline.
  - ✓ **REMEMBER** Men do NOT change diapers or help with Bathroom needs.
  - ✓ NO room should ever have only male leaders.
  - ✓ Responsible for getting parents during a service if needed (goal = parents in service as long as possible).
  - ✓ Responsible for getting BA Kidz Staff in the event of a missing parent tag or ouch report.
  - ✓ Place names on class roll sheets when children are transferred to notify parents of transfer when children are picked up.
- After Service
  - ✓ Make sure your teachers clean rooms, including taking out the trash, put snack and supplies back in cabinets, wipe down all surfaces, sweep/vacuum floor and set chairs around the table **BEFORE THEY LEAVE**.
  - ✓ Assign clean up of registration area. There should be no food, drink, trash etc. left visible on counters.
  - ✓ Please be sure to be abundant with **Thank Yous and Recognitions**.
- During the WEEK
  - ✓ Be relational with your fellow Coordinator and call at least 5 leaders a week.
  - ✓ Write at least 5 thank you cards a week and send them.
  - ✓ Send at least one email to all leaders weekly.
  - ✓ Check the website, [www.bakidz.com](http://www.bakidz.com) at least once a week.
  - ✓ Pray for your leaders and service.

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD'S WEEK!!!!**



# The Boardwalk Coordinator

- Pray before service and during the week for your service, Leaders and children that attend.
- Before Service Starts
  - Arrive 45 minutes before your service starts.
  - Turn on Candle warmers.
  - If necessary sweep Hallways & Main areas.
- Welcome
  - ✓ Registration and classroom leaders should arrive: 30 minutes prior to service.
  - ✓ Greet your leaders and thank them for being there ON TIME.
  - ✓ Have leaders start music upon entering their classroom.
  - ✓ Be sure to read the announcement board in Resource Room.
  - ✓ Gather leaders and pray 25 minutes prior to start of service in Resource Room.
  - ✓ If necessary assist in child registration.
  - ✓ Help parents with getting children into classroom and introductions of leaders.
  - ✓ Please remember to make sure there is an adult (over sixteen) in each room.
  - ✓ 6:30 service Coordinator to set bins from Resource room into all Class rooms.
- During Service
  - ✓ Responsible for making sure that there are enough leaders per children.
  - ✓ Keep hallway doors **OPEN** during service.
  - ✓ Help with Story time if Story teller is out. Story time should start: 10-15 minutes after the start of the service.
  - ✓ Guide leaders to follow service timeline.
  - ✓ **REMEMBER** Men do NOT change diapers or help with Bathroom needs.
  - ✓ NO room should ever have only male leaders.
  - ✓ Responsible for getting parents during a service if needed (goal = parents in service as long as possible).
  - ✓ Responsible for getting BA Kidz Staff in the event of a missing parent tag or ouch report.
  - ✓ Place offering in envelope, turn into Director.
  - ✓ Make sure classroom leaders are facilitating video lesson, craft and group activity.
  - ✓ Place names on class roll sheets when children are transferred to notify parents of transfer when children are picked up.
- After Service
  - ✓ Make sure your leaders clean rooms, including taking out the trash, put snack and supplies back in cabinets, wipe down all surfaces, sweep/vacuum floor and set chairs around the table **BEFORE THEY LEAVE.**
  - ✓ Assign clean up of registration area. There should be no food, drink, trash etc. left visible on counters.
  - ✓ Please be sure to be abundant with **Thank You and Recognitions.**
  - ✓ 1:00 service Coordinator to place bins back into Resource room.
- During the WEEK
  - ✓ Be relational with your fellow Coordinator and call at least 5 leaders a week.
  - ✓ Write at least 5 thank you cards a week and send them.
  - ✓ Send at least one email to all leaders weekly.
  - ✓ Check the website, [www.bakidz.com](http://www.bakidz.com) at least once a week.
  - ✓ Pray for your leaders and service.



# The Bay Leaders for Birth - 30 months

Acts as a guide to the children. As a leader we build one-on-one relationships with the children and their parents. We want our children to feel loved and secure and for our parents to know that their children are in a safe place.

- Pray for your service and the children that attend before the service and during the week.
- Help provide a safe, fun and caring atmosphere
- Arrive 30 minutes prior to the start of your service.
- Put on shoe covers and smocks when entering your classroom
- Verify that you have all necessary supplies, if you are missing supplies, contact your Weekly or Head Service Coaches
- Greet each family (by name if possible) and lovingly carry the child into the room. Remember to wear your **smile in the “up” position**
- Check diapers regularly to see if they need to be changed. Send **all children home DRY at the end of the service.**
- No male leaders may change diapers or help with bathroom needs
- Follow timeline posted in room.
- **DO NOT** adjust volume on television. The lesson is for the children not the leaders.
- When children are transferred to another room the Coordinator will place all children that transfer onto a sheet of paper to notify parents as they come to pick up their children.
- Verify Parent and Child tag match when children are picked up at the end of the service. Tags do not need to be saved.
- After the service, leaders are expected to clean the rooms as outlined in the Safety procedures. Please remember that all rooms are used several times during the week. Please be considerate of the other leaders who will be using the rooms after you.

**REMEMBER BA KIDZ IS THE *BEST HOUR* OF EVERY CHILD’S WEEK!!!!**



# The Boardwalk Leaders for 31 months - Kinder

Acts as a guide to the children. As a leader we build one-on-one relationships with the children and their parents. We teach through crafts bible stories and group interaction to help plant the seeds of Jesus' love in the lives of these children.

- Pray for your service and the children that attend before the service and during the week.
- Help provide a safe, fun and caring atmosphere
- Arrive 45 minutes prior to the start of your service
- Read the craft activity sheet and verify that you have all necessary supplies. If you are unclear about the activities or are missing supplies, contact your Coordinator.
- Greet each child by name and at his/her eye level. Remember to wear your smile in the "up" position
- Accompany the Children to Story time and sit with them.  
*PLEASE... be aware of where the children are sitting while on your lap and remember to always abstain from all appearance of impropriety.*

31 months thru 3 years – In class DVD Curriculum with Scooter

- ✓ Help the children focus on the story and to maintain quiet.
- ✓ Sing and do motions to the songs. (Don't worry, you'll learn them)

4 years – In class DVD Curriculum with Sharkey

- ✓ Help the children focus on the story and to maintain quiet.
- ✓ Sing and do motions to the songs. (Don't worry, you'll learn them)

Kinder – Master of Ceremonies (Story teller)

- Maintain the "Show"
  - ✓ Provide an exciting atmosphere
- Transitions to and leads upbeat/energetic worship experience.
  - ✓ Teaches and participates in music motions
  - ✓ Facilitates Worship and lesson to follow program flow.
  - ✓ **KNOW THE LESSON PRIOR TO YOUR SERVICE...NO NOTES ON STAGE.**
  - ✓ Help the children focus on the story and to maintain quiet.
  - ✓ Sing and do motions to the songs. (Don't worry, you'll learn them)
- Lead the crafts and activities within your room.
- Verify all Parent and Child tags as children are picked up at the end of the service. Tags DO NOT need to be saved.
- Remember to give every parent their child's craft work & parent handout
- After the service, leaders are expected to clean the rooms as outlined in the Safety procedures. Please remember that all rooms are used several times during the week. Please be considerate of the other leaders who will be using the rooms after you.





# Service Timelines



# The Bay Service Timeline

Service time = X

- : 45 til X** – Leader Arrival in the resource room
- : 40 til X** – Leader Huddle (Group Prayer)
- : 30 til X** – Leader prepares the room for arrival of the children. Music playing, chairs, tables and floors are clean and inviting.
- : 25 til X** – Children accepted into the rooms 20 minutes before service, as early as possible if parent is volunteering.
  - Write children names on the class sheet and note any allergies.
- X** –The children are at activity centers and are welcomed.
- X +:10** – Children’s potty needs are taken care of by adult female leaders
- X +:15** – Story Time. The children hear their Bible lesson through interactive curriculum (loop) which includes Praise & Worship, story and prayer.
  - Offering received in classroom and forwarded to the Coordinator.
- X +:35** –Snacks are always Goldfish, and are used by the Leaders as a fill in activity or a transition tool as needed.
- X +:60** –End of service: collect the security tag from the parent and child, verify prior to release of the child to parent. This establishes responsibility for the child with the parent.
  - Color sheet sent home with children so that parents can discuss their activities.
- X +:70** – Room Cleanup/leader transition and check-out



# The Boardwalk Service Timeline

Service time = X

- : 45 til X** – Leader Arrival in Resource room
- : 40 til X** – Leader Huddle (Group Prayer) in Resource room
- : 30 til X** – Leader prepares the room for arrival of the children. Familiarize themselves with the crafts and activities. (Music playing, chairs, tables and floors are clean and inviting).
- : 25 til X** – Children accepted into the rooms 20 minutes before service, as early as possible if parent is volunteering.
- X** –The children are at activity centers and are welcomed.
- X +:10** – Children’s potty needs are taken care of by adult female leaders
- X +:15** – Story Time. The children hear their Bible lesson through interactive curriculum (loop) which includes Praise & Worship, story and prayer.  
– Offering received in classroom and forwarded to the Coordinator.
- X + :35** – Leaders in the class then direct them in their crafts and activities reinforcing the Bible story, by asking questions and testing recall of the Bible verse.  
- Snacks are always Goldfish, and are used by the Leaders as a fill in activity or a transition tool as needed.
- X +:60** –End of service: collect the security tag from the parent and child, verify prior to release of the child to parent. This establishes responsibility for the child with the parent.  
– Crafts and activity sheet sent home with children so that parents can discuss their activities.
- X +:70** – Room Cleanup/leader transition and check-out



# Grade School Service Timeline

The Beach – Grades 1<sup>st</sup> and 2nd  
Service time = X

NOTE: These are only sample timelines. Check the website [www.bakidz.com](http://www.bakidz.com) weekly.

- : 45 til X** – Leader Arrival & Check IN/pre-service set-up
- : 15 til X** – Leader Huddle (Group Prayer)
  - Pre-service activities begin
    - Background Music/ Music Video
    - Children registration
- X** – Welcome & Worship begins
- X +:10** – Offering/Offering song
- X +:15** – Large Group begins/ Video Curriculum
  - Preview/Pre- Teach: MC Facilitated
  - Teach / Video
  - Total Recall: MC Facilitated
  - Memory Madness: MC Facilitated
  - Live It/ Student Handouts: MC Facilitated
  - G3 / Video
  - Live It / Video
  - Music
- X +:60** – Service Over
  - Parent Pickup/Check-out
- X +:70** – Room Cleanup/Leader check-out



# Grade School Service Timeline

The Break – Grades 3<sup>rd</sup> thru 5th  
Service time = X

NOTE: These are only sample timelines. Check the website [www.bakidz.com](http://www.bakidz.com) weekly.

**: 45 til X** – Leader Arrival & Check IN/pre-service set-up

**: 15 til X** – Leader Huddle (Group Prayer)

Pre-service activities begin

- Video Games/ DDR/ Arts & Crafts etc.
- Background Music/ Music Video
- Children registration

**X** – Video Games/ DDR/ Arts & Crafts etc.

**X +:10** – Begin Cleanup Alert

**X +:15** – Welcome & Worship begins

– Offering / Offering Song

**X +:25** – Large Group Begins/ Video Curriculum

- Preview/Pre- Teach: MC Facilitated
- Teach / Video
- Total Recall: MC Facilitated
- Memory Madness: MC Facilitated
- Live It/ Student Handouts: MC Facilitated
- G3 / Video
- Live It / Video
- Music... if needed

**X +:60** – Service Over

• Parent Pickup/Check-out

**X +:70** – Room Cleanup/Leader check-out





# Safety Policies



# General Safety Policies

## Our Leaders:

### Student Leader: Age 16 & 17

May serve with another adult and serve with children no closer than four years their age and no younger than 24 months.

### Adult Leader: 18 years old and above

May serve in any area

### Coordinator: 21 years old and above

May serve in any area

## General Safety Reminders:

1. Never be alone with a child.
2. A married couple must serve with another adult leader in the room at all times.
3. Male or teen leaders may **not** change diapers.
4. Male or teen leaders may **not** take any child into the bathroom.
5. Female leaders must leave the stall door open if it is necessary to enter to help a child.
6. Make sure that the restroom is clear before allowing a child to enter.
7. For safety purposes we do not permit people to wander around the children's area unattended. Because of the size of our ministry and campus we depend upon you to assist us in helping to make BA Kidz a safe environment for all our children.

## Bathroom Safety Reminders:

All children must be accompanied to the bathroom by a female adult leader. No men or teen leaders may assist in bathroom duties or diaper changing.



# Medical Procedures

Typically an injury can be treated with a little tender loving care, a cool cloth and a Band-Aid, but we need to be prepared for everything. We keep a well-stocked first aid kit in BA Kidz classroom and Resource room. Please treat the child and complete an “Ouch Report”. Give one copy to the parent and one to a BA Kidz staff member. Please talk with the parent upon their arrival and let them know what happened.

**Keep in mind that we are not authorized to dispense any over the counter or prescription medications.** In the event a child needs more attention than we can provide the parent will be notified.

**Serious Injuries** involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the injured person as calm as possible. Speak calmly to the child.
2. Do not move the injured child and do not leave them alone.
3. Send a fellow teacher to find a coordinator or staff member for assistance.
4. The coordinator or staff member will call 911, if necessary.
5. The coordinator or staff member will then contact the parent and advise them of the child’s situation.
6. If the child is to be transported to a hospital and the parent cannot be located in time, the staff member will accompany the child to the hospital.
7. The staff member will follow up with the parent as needed.
8. All leaders and staff members involved in the emergency should write out a report of what happened immediately following the emergency.



# Ouch Report

## **BA Kidz Ouch Report**

Date \_\_\_\_\_ Time \_\_\_\_\_

Child's Name

\_\_\_\_\_

Tag#

\_\_\_\_\_

What happened?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treatment Given:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leader's Name:

\_\_\_\_\_

Parent's Name:

\_\_\_\_\_

Phone #:

\_\_\_\_\_

Staff Signature:

\_\_\_\_\_



# Classroom Evacuations

1. Before evacuating count the number of children in your class.
2. Check roll again when you arrive safely in the area you are to evacuate to. Roll sheets provided by BA Kidz staff member.
3. Babies/Crawlers (Birth thru 12 months): Place in evacuation cribs.  
Walkers /Cruisers/Toddlers (13 months thru 30 months): Provide ropes to hold on to, ten children and one teacher per rope.  
Toddlers thru 5 yr olds (31months thru Kinder): Provide ropes to hold on to, ten children and one teacher per rope.
4. Once evacuated, please wait for further instructions from a member of the BA Kidz staff.
5. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
6. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a member of the BA Kidz staff. Do not dismiss any children, including elementary age, to go on their own. Do not allow parents to take their child from your care during the “process” of your evacuation. Remind the parents they can walk with you but you can not release a child until you have arrived at your designated location.



# General Check-In & Check-Out of Children

**The safety of the children in our care is of utmost importance. Therefore the following procedures will be implemented:**

- All children are to be registered by their parent/guardian at one of the registration areas before entering a classroom. The child will be signed into the appropriate room according to their age and/or grade. Children are registered by their mother's phone number.
- The parent will be given a security tag that corresponds to the number on the child's tag. These are 2-part tags: one part will be placed on the child's clothing for identification purposes, the other will be kept by the parent for security notification and identification. There will be 3-part tags for children birth -35 months. This third tag will be used for placement on any personal item (diaper bag, back pack etc).
- The parent should be informed that he/she **MUST** present their matching security tag to the leader when returning for their child. **ONLY an adult can pickup a child.**
- **NO** child should leave the ministry area with a tag on. **If you notice a child with a tag on outside of the ministry areas, immediately alert a member of the BA Kidz Staff so that they may approach the adult(s) with the child.**
- Leaders must be sure that ALL children entering the room have a security tag attached to their clothes. No child will be allowed in the classroom until they have been registered.
- If the parent **DOES NOT** have their matching security tag when returning for a child, a Coordinator or BA Kidz Staff Member must be contacted to handle the situation.
- In The Bay, Diaper bag tags are to be attached to the child's diaper bag at the registration desk. These tags will help identify whose bag is whose. These tags do not have to be returned.



# General Check-In & Check-Out of Children cont.

## **Parent Notification System**

If a parent needs to be notified concerning a child for any reason, the teacher or assistant will inform the Head Service Coach and give her/him the child's security tag number. The Head Service Coach will then enter that information to display the tag number on the monitors next to the screens in the main auditorium. Please remember to delete the number when the parent/guardian reports in.

## **The Registration Dot System**

The Dot system is in place so that we may quickly identify children with allergies, special needs, or who belong to different groups:

Red Dots = children attending multiple services

Orange Dots = Allergies or any special need



# BLOOD SPILLS

Always exercise **EXTREME** caution when there is potential contact with blood. Treat any bodily fluids (vomit, urine, feces, saliva, mucous, etc) with the same caution, using the following procedures:

- Inform the Coordinator immediately in the case of any blood or body fluid spill.
- When tending to a blood or body fluid spill, always wear gloves
- Cover all open wounds with a Band-Aid, whether it is a teacher or child.
- Control any bleeding immediately (compress or direct pressure) using the provided first-aid pack.
- If a fluid spill occurs, clean up as soon as possible using soap and water and the disinfectant solution provided. Let the solution set for at least 10 minutes. Scoop up paper towels with dry paper towel.
- Dispose of any paper towels, sponges, cloth, etc. used in the clean up in a covered trash container.
- Put clean clothes on the child if necessary. Put dirty clothes in a plastic baggie for return to parents. Because of our limited facilities for handling contaminated products, **DO NOT** rinse the soiled garments.
- If adult smock gets soiled, remove and place in laundry facilities, leaving a note that it has been contaminated
- Remove and discard disposable gloves in a covered container
- Wash hands with antibacterial soap & warm water
- Record incident on Ouch Report Form located in the cabinets in the rooms in The Bay, The Boardwalk, the Beach, & The Break registration desk.
  - BA Kidz Staff Member will give one copy of form to parents
  - One copy kept by BA Kidz Staff.





# The Bay & The Boardwalk Specific Safety Policies



# THE BAY & BOARDWALK

- Eating & drinking is discouraged in the classroom by children or adults, unless for a specific lesson purpose or the snack that has been provided. For safety reasons, hot beverages should NEVER be taken into an area where children are present.
- Children should NEVER be left unattended.
- At least two adult leaders must be in the room at all times.
- For accountability purposes, married, engaged or dating couples will not be allowed to serve in the same room without a third party.
- Unless otherwise instructed, accept any age appropriate children who come to your room. If any adjustments are needed in the class due to class size or number of leaders, inform the Coordinator.
- For younger children: Do not let any cups or bottles float around the room. If a child needs a sip, give him/her a drink, and then place the cup back into the bag. This prevents children from drinking after one another.
- Leaders are allowed to bring their own children to sessions if childcare is being provided for that age level. It is recommended that leaders serve in classrooms other than the one their child is in. It is NOT recommended that you bring older children into preschool classroom to help.
- Two adult leaders are required to help with bathroom issues.



# THE BAY & THE BOARDWALK DIAPER CHANGING POLICY

- Only adult female leaders may change diapers
- Check each child frequently to see if their diaper is soiled. DO NOT stick your finger in a child's diaper to check it. Open the diaper at tape or pin point and check visually.
- Gather all of the child's changing supplies from the child's bag and bring to the diaper changing area.
- Use diapers and materials which the parents have supplied. If a child's diaper bag does not contain wipes use Church supply. Do not use another child's wipes because of possible skin allergies.
- Use powder and ointments only when the parents have provided them and instructed you to use them.
- **DO NOT** leave the child unsupervised on the changing table.
- When changing diapers, always use disposable gloves, using a clean pair for EACH diaper change.
- Before changing the diaper, place waxed or disposable paper under the child and change the waxed paper after each child.
- Place the dirty diaper in an appropriate trash container.
- Remove gloves by rolling inside out so that any residue remains inside the gloves.
- Place used wax paper and disposable gloves in the trash containers.
- Wash hands with antibacterial soap and warm water after each diaper change.
- Check each child near the end of the service. Send them home dry!!



# HAND WASHING PROCEDURES

## When to Wash

- Before entering the classroom.
- After changing a diaper and removing disposable gloves.
- After assisting a child with toileting.
- After wiping a child's nose or mouth.
- Before and after attending to a cut or other injury. When blood or bodily fluids are present, use disposable gloves.
- Wash the children's hands with hand sanitizer after they use the restroom, before and after snacks & food tasting experiences.

## How to Wash

- Use mild liquid antibacterial soap and warm water
- Scrub hands vigorously for 10-15 seconds
- Rinse hands thoroughly and dry with disposable paper towels.
  - NOTICE: Antibacterial hand sanitizer is available in the rooms where there are no sinks available



# **ROOM CLEANING PROCEDURES**

**At the end of each service each leader is asked to clean-up the room & leave it the way you found it or better.**

## **NURSERY ROOMS ONLY: (Birth thru 30 months)**

- Mattresses should be sprayed with non-toxic Hepacide before use. A new sheet is placed on the mattress for each child. We leave the mattresses cleaned and on end in the crib when not in use. Place dirty sheets in the laundry basket. New sheets and blankets can be found in each changing room.
- If the sheet becomes soiled, the mattress will need to be sprayed with (disinfectant) solution. The railing should also be sprayed. Let the solution stand for 10 minutes before wiping or leave to air dry overnight.
- Return smocks to laundry after use.

## **ALL ROOMS**

- Take the trash out and place in large trash cans as instructed.
- Disinfect ALL toys, tables, cabinets & furniture
- Sweep and vacuum all floors of any large messes or food as necessary.
- Straighten room by putting toys & supplies back into baskets or cabinets

Thank you for your cooperation. By following these few instructions we can keep The Bay & The Boardwalk a cleaner & safer place.



**Without our wonderful leaders  
this ministry would not exist.  
You are making a difference  
in the lives of our kids.**

**YOU ROCK!**

