



**HARVEST KIDS**

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**TRAINING  
MANUAL**

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# HARVEST KIDS TRAINING MANUAL

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# Introduction

## Harvest Kids Ministry

You are about to enter one of the most rewarding areas of ministry—that of ministering to children. Teaching children is a subject that rests very near to the Lord's heart. Jesus spent much effort to clearly state His feelings concerning children as seen in Scripture. One verse that instructs us regarding our responsibility is found in Deuteronomy 11:19 (ESV). It says, "You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise."

Our goal is to equip you with all the information and tools needed to share the truths of God's Word in a way children will get excited about. We understand that knowledge is power; the power to give you the confidence needed to be comfortable and successful in giving children the greatest gift of all—the knowledge of Jesus and His Word.

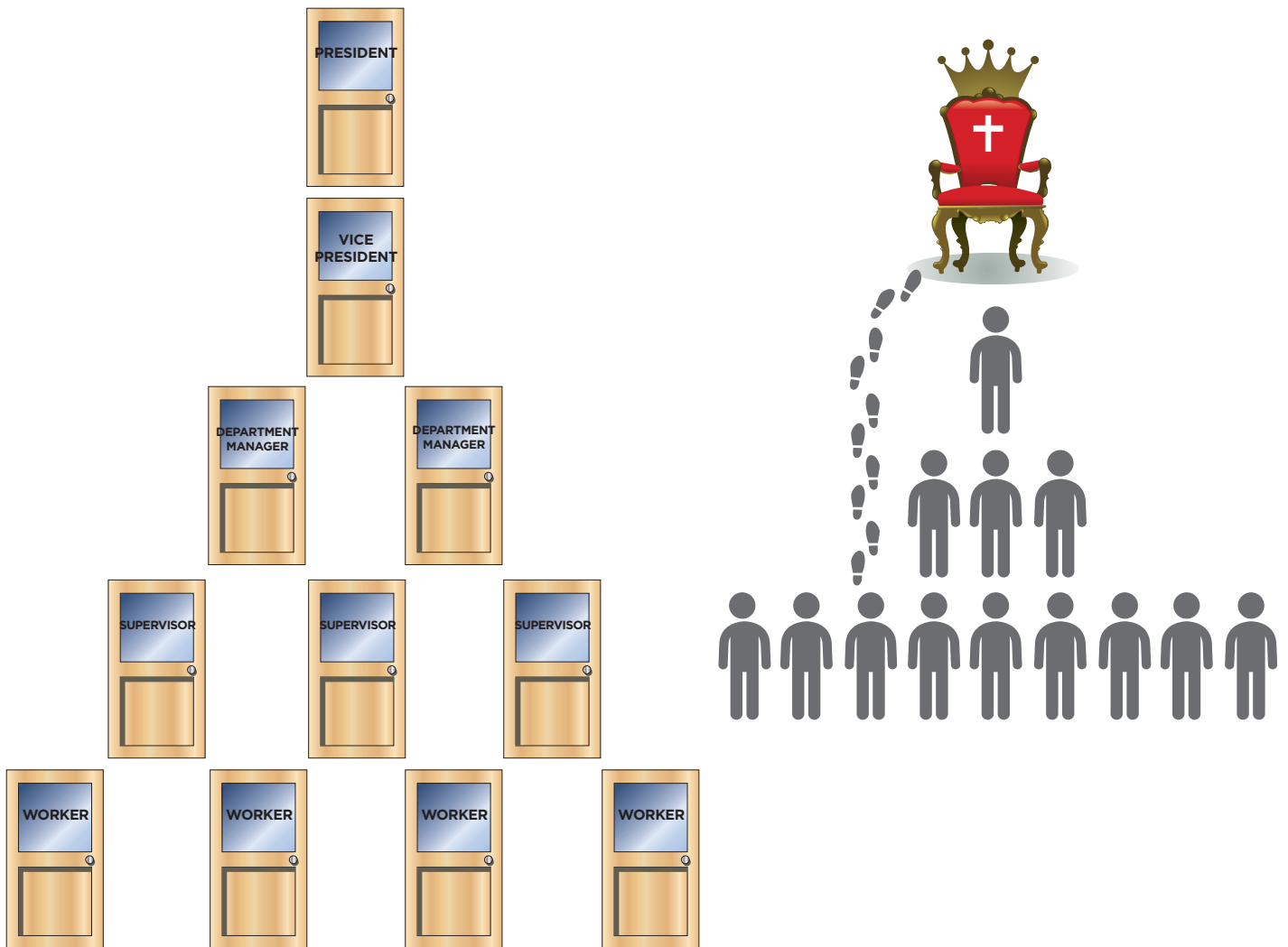
In the following pages you will learn valuable information and practices written by Harvest Kids (HK) Management to create a safe, effective ministry. Please understand, though, that we are a church in an ever-changing world. There are bound to be changes in our ministry as the need arises; we will do our best to keep you up to date and well informed.

"All you children shall be taught of the Lord, and great shall be the peace of your children."  
—Isaiah 54:13 NKJV

There are many departments within Harvest Kids, each with varied job descriptions. No matter what area God has called you to, there are policies and procedures set up for the benefit and protection of all persons involved. That is why it is so important for you to go through this entire training manual. You will find the information, though it may not all relate entirely to your area, can be adapted and useful for ministering to both children and adults. Your leader will go over individual departmental information with you on a one-on-one basis. Some departments and campuses may have additional and even more specific policies and procedures, and you will be instructed otherwise when necessary.

# Line of Authority

Unlike the business world, where you must go through a chain of command to get to the president of a company, you can be anywhere in the workforce of God's servants and go directly into His presence. In fact, we encourage you to counsel with Him before talking to anyone else. It will amaze you how He intercedes on your behalf. However, as in any well-run business, it is best to follow the line of authority in dealing with problems, concerns, or suggestions after you have talked to your heavenly Father. If you do not feel you are being heard by the overseeing person, or they are not doing their part in finding a solution, you should feel free to contact the next person in the line of authority.



# I. Relationship with HK Leadership

## HK Management and You

HK Management consists of those with administrative duties within Harvest Kids and are paid employees of Harvest. This team is directly under an administrative pastor. They are responsible to train, teach, and enforce Harvests' policies and procedures. However, they are also required to encourage, protect, and instruct those they minister with and to. We welcome and even encourage you to contact management:

1. For prayer and support
2. To help you with questions or inquiries concerning any aspect of this ministry
3. For helping complete day-to-day tasks and all required documentation in order to help volunteers serve in the ministry
4. For complaints that can't be resolved through your department leadership

We are the on-site staff that is here as your intercessors in all aspects of the business and ministry.

## The Role of HK Leadership

HK Leadership reports to HK Management on a regular basis. The HK Leadership Team has proven themselves to be godly servants. He or she carries the authority needed to ensure the teaching is in accordance with the Scriptures and overall ministry of the church. You will be able to count on HK Leadership to:

1. Be caring and supportive through prayer and counsel
2. Make sure you have all the curriculum, supplies, and materials you need
3. Be present during the time you serve, in case you should need assistance
4. Listen to, and seek answers or solutions to your problems, concerns, etc.
5. Make sure the department or campus is run smoothly and efficiently, in accordance with the standards set by the overall Harvest Kids

## Being a HK Team Member

Your responsibility is ultimately to God. It is for Him that you serve. However, it is important that you understand that your leadership person is given authority by the church. This doesn't mean he or she will always be right. You should feel comfortable to question him or her regarding any aspect of the ministry, as long as it is done in a humble way, with respect, and a desire to know both sides. Report to HK Leadership when:

1. There are physical or spiritual needs
2. A substitute is required
3. You will be late
4. There is a curriculum need
5. There are supply needs
6. There are complaints, suggestions, prayer requests, etc.

## The HK Team Member's Responsibility

Every HK Team Member must realize the serious spiritual responsibility to his or her ministry. Jesus made a point to discuss this in Matthew 18:1-7, and James drives the point home in James 3:1. After you realize the basic concern of this ministry, several other areas also come under the spotlight.

1. Pray for the children and each other during the week.
2. Be an example of Christian maturity to the children.
3. Discipline children so the lesson can be taught and the Spirit is not quenched (see section on discipline in the classroom).
4. Maintain classroom control, again, so the lesson can be taught and the Spirit is not quenched.

## Team Cooperation

The responsibilities of both the teacher and the assistant cross over and intermingle.

### Be Professional

You are serving the Creator! That should impress you!

1. Arrive on time. Every HK Team Member should be at his or her post a half hour before service starts. We understand emergency situations are beyond your control, but we don't accept continuous tardiness. Every HK Team Member should stay 15 minutes after service ends to allow parents/guardians time to pick up children, and to help with any clean up.
2. Control your tongue. We are members of one church body, and we must function as a body. Backbiting and uncontrolled or unhealthy discussion of weaknesses in this ministry, to people who are not in a position to do anything about it, will not be tolerated. The Lord taught us to reconcile face to face with the people we are in disagreement with (Matthew 5:23-24). We must also be able to accept when people come to us with a grievance.
3. Notice of future absences. We count on you being at your post unless you notify us otherwise; you should call your HK Leadership, your class department Team Member, or the HK Management. We prefer 24-hour notice, but if that is not feasible call as soon as possible.

## The Harvest Kids Team Members

### Introduction

### Teacher Duties

- Classroom set-up/classroom environment
- Oversee classroom check-in
- Oversee and set the pace of the classroom activities including but not limited to classroom lesson or review time, memory verse review, crafts, and classroom games
- Delegate tasks to co-team members
- Oversee the safety, policies, and procedures of the classroom
- Initiate emergency procedures in the event they are warranted



## Assistant Duties

- Passing out materials and supplies
- Keeping the classroom storage areas straightened and neat
- Helping parents/guardians and children feel welcome
- Taking care of children that may be disruptive or have a need that can be handled without the teacher
- Taking children to the restroom
- Help by engaging in fun activities in the classroom and in the large group settings; during games, table work, discussions, and helping children one on one

## Prospective HK Team Members

All prospective new HK Team Members must go through a clearance process (photographed, fingerprinted, and provide contact information for two personal references). Completion of the Training Manual is required prior to entering the ministry. You will have two weeks to complete the manual.

# Harvest Kids Policies

## Communications

Communications may not be handed out or sent home with children or parents/guardians unless they are cleared with HK Management.

## Anti-Harassment Policy

Harvest Christian Fellowship expects all ministry volunteers to accomplish his or her work in a professional and businesslike manner. Harassment of any form is unlawful, discriminatory behavior, and is not permitted—regardless of relationship. Specifically forbidden is harassment of a sexual, racial, or ethnic nature.

Harassment includes unsolicited remarks, gestures, physical contact, and the display or circulation of written materials or pictures derogatory to gender, race, or ethnic groups.

Engaging in any act which discriminates against another ministry volunteer because of race, color, national origin, sex, age, disability, or any other basis prohibited by local, state, or federal laws, will not be tolerated. Sexual harassment is improper and illegal and is grounds for immediate dismissal. Any ministry volunteer who experiences conduct of this sort, or feels that their work environment has become a hostile or offensive place to work, should immediately bring the matter to their supervisor—concerns will be investigated promptly by a pastor. No ministry volunteer shall suffer retaliation for reporting such concerns.

## Dress Code

In a commentary on 1 Peter 3:1-4, Matthew Henry wrote:

[Godly women] should take care that all their external behaviour be answerable to their profession of Christianity: They must be holy in all manner of conversation. Secondly, the outward adorning of the body is very often sensual and excessive; for instance, when it is immoderate, and above your degree and station in the world, when you are proud of it and puffed up with it, when you dress with design to allure and tempt others, when your apparel is too rich, curious, or superfluous, when your fashions are fantastical, imitating the levity and vanity of the worst people, and when they are immodest and wanton. Instead of the outward adorning of the body, [Peter] directs Christian [women] to put on much more excellent and beautiful ornaments. First, the part to be adorned: The hidden man of the heart; that is, the soul; the hidden, the inner man. Take care to adorn and beautify your souls rather than you bodies. Secondly, the ornament prescribed. It must in general, be something not corruptible, that beautifies the soul, that is, the graces and virtues of God's Holy Spirit.

The ornaments of the body are destroyed by the moth, and perish in the using; but the grace of God, the longer we wear it, the brighter and better it is. More especially, the finest ornament of Christian women is a meek and quiet spirit, a tractable easy temper of mind, void of passion, pride, and immoderate anger.

*(Matthew Henry's Commentary on the Whole Bible: New Modern Edition, Electronic Database. Copyright © 1991 by Hendrickson Publishers, Inc.)*

Men you're not exempt, please consider your example is equally as important as your counterpart. In Harvest Kids, we do insist that our volunteers follow the scripture in 1 Timothy 2:9-10 that says, "In like manner also, that the women adorn themselves in modest apparel, with propriety and moderation, not with braided hair or gold or pearls or costly clothing, but which is proper for women professing godliness, with good works" (NKJV). In other words, no midriffs, short skirts, short shorts, skin tight, or revealing clothing. Remember, you are the bride of Christ and an example to the children you minister to.

## Restrooms

Refusal to let a child use the restroom is deemed a form of abuse. Going to the bathroom is a right, not a privilege, and telling a child he or she may not go is illegal.

1. When taking young children (kindergarten—two years) to the restroom you must wait outside the restroom door. Should the child need assistance—only ladies may assist, and there must be two team members present. If no ladies are available to help, you should let HK Management know so they can provide someone. This policy applies to all HK Team Members.
2. When taking any child to the restroom, make sure to bring at least two children at a time; never take one child alone.
3. Never ask the entire class, "Who has to go to the restroom?" You can bet they all will!
4. Older children can go to the restroom two at a time without the classroom teacher when a security person is monitoring the restroom area. If you are serving in a classroom with only one extra team member and need assistance monitoring the restroom, call HK Leadership to assist you.
5. Make sure you note the time the child leaves. If the child is gone longer than two to three minutes, send an adult for them or call HK Management.
6. Children should not make going to the restroom an excuse to get out of attending any scheduled classroom or group time. Do not deny a child from going, but if there seems to be a problem, check on the child, or contact HK Management and they will investigate for you.

## Showing Physical Affection

We have a strict policy that must be enforced at all costs. We live in a world where parents are extremely protective. Who can blame them? We read of children being abducted and molested all the time; every city has scores of registered offenders and you even hear of incidents within some churches. Parents/guardians want to know that we respect their wishes and enforce policies that will protect their children. A parent/guardian who is new to our ministry doesn't know you, and will not be comfortable with you cradling their little child on your lap. If an upset child can only be calmed by placing them on a lap, the responsibility must fall in the hands of the lady volunteers. Many parents/guardians are leery of physical displays of affection, so always use wisdom in dealing with any situation where there is body contact. For your protection, there are some rules that you must follow:

1. Men may not hold children in their laps. For men, lifting a crying child and carrying them in your arms is acceptable, when dealing with very young children only.
2. Refrain from kissing children. If they attempt to kiss you, offer them your cheek.
3. Never tickle children; this can easily be misread.
4. Full-body hugs are inappropriate. Give side-to-side hugs as an alternative to full-body hugs.
5. Do not single out specific children to be overly affectionate with. All the children you minister to are precious to the Lord and should be to you.
6. Never go anywhere alone with a child. Always make sure you have at least two children with you.
7. If you ever have any cause for alarm, immediately report it to HK Management.

## Valuables

Do not leave personal items (purses, Bibles, glasses, etc.) anywhere unattended, such as in the classroom, on a counter, in a hallway, etc. If you need to store personal items, you should put them in your supply cabinet or ask your HK Management for an acceptable location. The Harvest Kids Ministry cannot be held responsible for lost or stolen items.

## Taking Photographs of Children

Never photograph children without a Permission Form completed by a parent or legal guardian prior to taking photos. This also applies to social media.

## Children Never Unattended

You may not allow children to leave the classroom or group area without adult supervision for any reason. **Exception:** Most Harvest online registrations have included video/photo release waivers. If you are serving and need information about this, please contact HK Management.

## Separated Children

Never use the terms *lost* or *missing* when referring to children. First, because it panics the parent/guardian to hear these terms. And second, because Jesus knows exactly where each child is. So, always refer to a child who is not where he or she should be as separated. The steps you should take when you discover a child is separated are:

1. Don't panic
2. Contact HK Management immediately
3. Escort the parent/guardian to seek assistance from HK Management or closest HK Security

## Never Turn Away Children without a Solution

Never turn away children without providing a solution; direct them to an overflow area or another classroom. Every family who walks through our doors needs to be shown the love of Jesus. This is His church and His ministry. As Luke 90:28 states, “Then he said to them, ‘Whoever welcomes this little child in my name welcomes me’” (NIV). Don’t be guilty of turning away our Lord.

## “Sweets” Policy and No Gum

Harvest Kids has a “controlled sweets” policy. We know teachers like to bring snacks for the children, but we do not allow cakes, candies, punches, or other sugar items. There are special occasions in which we adjust this rule, please see HK Management for guidance. Better food choices include items such as fruit, pretzels, cheese, crackers, raisins, etc. However, remember to check for any food allergies among the children in your class (some allergic reactions to foods are lethal to the body). So you don’t have to worry about any possible problems, you might consider giving small gifts such as pencils, erasers, stickers, stamps, etc. Children don’t need candy or food to feel loved or to perform well; positive affirmation can motivate and excite a child just as readily. Also, gum is not allowed on church grounds. If you notice a child with gum, please ask him or her to throw it away. Volunteers should be an example in following this policy too. Administration requires all food given out to be purchased from a licensed food provider.

## Sensitive Subject Matter Is Not for the Classroom

Many children today are “street wise” or have been exposed to life situations (such as alternative lifestyles, drugs, gambling, sex, etc.) through family members, neighbors, friends, or even through the media. They may even feel comfortable enough to share in the classroom, and you need to understand our policy in handling these issues. Always keep in mind that you are to minister to the lowest common denominator. In other words, to the most innocent of the children. Parents/guardians entrust their children to us, believing we will protect their child’s innocence. Most Christian parents/guardians feel very strongly that these subjects should not be discussed with anyone other than themselves. You must learn to divert these topics. Remember to pray for wisdom in ministering to your children before entering the classroom. Always keep your subject matter on Jesus and His Word. If a child says something like, “My friend has two moms.” You should reply with an answer like, “Yes, this is something that is happening more and more in today’s world, but it is not God’s plan for Christians.” Then move the conversation back to your lesson. If the children continue questioning you, tell them that it’s a subject they need to talk over with their Dad or Mom. A child might become insistent. In this case, you should tell them you will talk to them after class. Be sure to bring Dad or Mom into the conversation, and advise them to see a pastor if they need help discussing the topic with the child. The rule of thumb in any teaching situation is: “When in doubt, don’t.”

## No Pets

Our policy does not allow animals in the classroom setting unless the individual in the classroom requires the service of the animal in question. Dogs that are being trained for certification are not permitted in the classroom. There are several reasons why our policy prohibits pets from being in the classroom setting. They are:

1. Animals are very distracting and children naturally want to play with them. Sunday school is a time set aside for Jesus.

2. Larger dogs, especially if they are not trained, could unintentionally injure small children, even in play.
3. Many children are highly allergic to some animals; we can't take the chance that a child will have a severe reaction.

The teacher and assistants should be devoting their full attention to the children, this would not be the case if they must see to training an animal during class time.

## Suspected Abuse

If a child should divulge alarming information or show physical signs of abuse, you should:

1. Contact the HK Management immediately, but not in front of the child or his or her class.
2. Do not further question the child or his or her parents/guardians.
3. Never confide in fellow volunteers or children.
4. Never lift or remove clothing, or make the child a spectacle.
5. You are not to contact authorities on your own. HK Management will seek advice on counseling, reports, etc. The responsibility of filing suspected child abuse reports falls to your HK Management who is mandated to do so by law. The Child Abuse and Neglect Reporting Act (CANRA) in the California Penal Code Sections 11164-11174.3 is a description of the statute.
6. Be confident that HK Management will oversee the situation from this point on. You will not be further involved unless the director or pastor feels a need to further engage you.
7. If you notice anything more in weeks to come, you should inform HK Management immediately.
8. Always take what a child tells you seriously; it's always better to err on the side of caution. If you err on the side of caution when deciding what to do, you will do the thing that is safe instead of taking a risk.

## Accidents or Injuries and Communicable Diseases

Because we live in a world where we must concern ourselves with communicable diseases, the following procedure should be followed to safeguard the children and yourself.

1. Pray for God's divine and gracious protection of your children and yourself each week before service.
2. Do not accept obviously sick children into your class. Direct the parent/guardian with the child to the HK Management. If you serve anywhere other than the classroom, you should bring an injured or sick child to HK Management or ask HK Security to accompany them.
3. If a sick child slips past your observation, separate him or her immediately and have HK Management contact the parent/guardian.

4. If you have a child that has bitten another child, both children should be separated and HK Management contacted immediately.
5. If a child or team member has a bad fall and has injured his or her head, back, neck, or is unconscious, do not attempt to move them, have them stand, sit, or walk.
6. Never play doctor. Never give children medication such as aspirin, throat lozenges, antacids, etc. They may have an allergy to almost anything. Don't try to diagnose a problem. Get the child to the office or contact your campus manager and they will come right away.
7. Only HK Management may contact a parent/guardian.

You must fill out and sign an "Accident/Incident Form" before you leave your campus, for any accident or injury, no matter how insignificant you may feel it is. Instructions for filling out the Accident/Incident Form are attached to the form. Make sure the parent/guardian gives you his or her complete address and phone number for the top portion of the form. The parent/guardian should also sign the bottom of the form. Make sure you give the parent/guardian the third copy. The first two copies are for HK Management.

## Security

Every classroom must have at least two trained HK Team Members present in order to open and receive children. This is to protect you as well as the children. No false accusations can be made if there is a witness in the class. This gives no opportunity for inappropriate talk, behavior, or discipline. There is no biblical basis whatsoever for yelling or belittling anyone, much less a child. Also, if a child becomes unruly, you may not use any form of physical contact unless it is to restrain him or her from harming himself or someone else.

## Number of Volunteers per Classroom

Our policy states that at least two trained volunteers must be present in the classroom at all times. We cannot open a classroom until two volunteers are present (when necessary, one M.Y.T. and one adult volunteer may fill this requirement). This is for your protection as well as that of the children. No class is to be opened without this requirement being met. The ratio of volunteers per classroom size, as stated by the fire code, is as follows:

1. Nursery and toddler: You may accept five children for each volunteer. Do not wait to receive another five children before adding another volunteer. Add another volunteer and then add the five children.
2. Two through four-year-olds: You may accept 10 children per volunteer; you must add an additional volunteer after 20 children.
3. All other areas: Try to limit your classroom size to 30 children, but do not close your classroom. Call the office or contact HK Management and they will post the necessary signs indicating where additional children should go. Only HK Management may open or close a classroom—not a volunteer!

## In the Classroom

1. Clearance and Badges. All campuses maintain a secure environment. This means no one may enter our areas without clearance. Everyone who works with the children is required to wear a photo ID badge while serving, no matter what department he or she is serving in. If you are questioned to see your badge, please understand that our Security or HK Team Members are simply following procedures.
2. Family Members or Friends. No one may assist or teach in a classroom without the required training and clearance.
  - a. If someone you know would like to sit in your classroom, he or she must provide a current photo ID. This is permitted for only two times before a clearance will be needed.
  - b. Siblings Attending: Though it is discouraged, visiting children may go with a sibling for one week only with the exception of our nursery and toddler departments. However, they must attend the class at the grade level of the younger aged sibling. This cannot be allowed if the child is more than two years older than his or her sibling. We will not permit any older than two years for liability reasons. Parent/guardian should never be allowed in a classroom without a visitor pass, and should never be allowed to take children outside the classroom for any reason, especially to the restroom. Teachers and assistants should carefully observe people in their area with a visitor pass.

## HK Team Members

It is Harvest's policy to ask HK Team Members to set aside from ministry when they are "out-of-sync" (not attending services, dealing with spousal separation or divorce, in an ungodly relationship, etc.). Once the situation is resolved and they feel ready to return, they will be asked to counsel with a pastor, who will then contact Harvest Kids and let them know it's alright for the counseled person to return to ministry.

## Discipline

1. Definition of Discipline (*The American Heritage Dictionary*, Houghton Mifflin)
  - Training that is expected to produce a specified character or pattern of behavior especially that which is expected to produce moral or mental improvement.
  - Controlled behavior resulting from such training.
  - A systematic method to obtain obedience.
  - A state of order based upon submission to rules and authority.
  - Punishment intended to correct or train.
2. Why Discipline? We discipline children because we love them. Our heavenly Father disciplines us for that very same reason (see Proverbs 3:11-12). The goal of all discipline is stated clearly in Hebrews 12:9-11, that we might respect God, share in His holiness, and partake in the peaceful fruit of righteousness. The following people will be affected by discipline in the ways mentioned:
  - The Child. Discipline will drive out foolishness and deliver his or her soul from Sheol (Hell).



- The Teacher or Leader. Discipline opens the doors to learning (see Proverbs 1:7).
- The Parents/Guardians. Discipline provides them with children they can be proud of (see Proverbs 17:25).

## Two Types of Discipline

1. Preventative. When you lay down a few simple rules and review them with your children at the beginning of each class time, they understand what is expected of them and you have less problems. Why? It's like the story of the children on the playground next to two busy streets. The playground did not have a fence. Their teachers noticed they stay huddled against the building and finally figured out that they needed a boundary to feel safe. As soon as a fence was put up, the children played all the way out to the boundaries of the fence. Children not only need boundaries; they want them.
2. Consequential. This is discipline that is given after the fact. Though there is nothing wrong with teaching children the consequences of inappropriate behavior, many times the inappropriate behavior is avoided all together if the child understands the set boundaries. You will find that many children police themselves when they understand the rules.

## Results of Discipline

The results of discipline depend upon many things—the circumstances of the problem, the method of discipline, and the feelings prevalent afterwards. The results fall into two major categories:

1. Negative. If discipline is administered incorrectly, or received incorrectly, the negative result will be increased anger on the part of the child. This anger may drive the child to increased problems (see Ephesians 6:4).
2. Positive. If discipline is administered correctly, and received with a repentant heart, the result will be a change of attitude, action, or speech. The goal of discipline, as mentioned before, will be seen when discipline is done according to the Lord's guidelines (see Hebrews 12:9-11).

## Guidelines

1. Earn respect by showing care, love, and interest.
2. Discipline the action not the child.
3. Don't ever miss anything—your standards should be consistently supported.
4. Don't use Scripture as a discipline tool. The Scriptures can and should be used to correct, reprove, and train (see 2 Timothy 3:16), but they should not be used as a whip. The Scriptures should bring healing, not sadness. Your attitude is the deciding factor. Ask God to give you wisdom.
5. Reinforce love after discipline. The child will have a certain amount of fear that you don't love him or her anymore. You need to reassure the child that you do love him or her throughout the whole process, and especially after the discipline measure is taken. Do not show physical love (give a hug) until after the child has had one or two minutes of reflective time. Otherwise he or she

will like the discipline because they get attention. The child needs to have a certain amount of discomfort for the discipline to be meaningful. Reassure him or her verbally during the reflection time.

6. Discipline privately and compliment publicly. Don't ever let the discipline publicly embarrass the child. Always deal with the child privately. Don't make an example out of the child. The only public use of a child's name should be in compliments.
7. Speak to parents/guardians. If you want a parent/guardian to love you, love his or her child. Don't run to the parent for every little thing. Build a sense of camaraderie between you and the child by keeping certain small, one-time offenses between you and them. However, if a pattern exists (repeated offenses) it could be to your advantage as well as the child's to gain some insight. You may address the parents/guardians like this:

"Hi, Mr. or Mrs. \_\_\_\_\_. I just want to tell you how much I love having (child's name) in my class. He's (or She's) a really bright boy (or girl). You know I've been having a little problem that I'm not quite sure how to handle. (Explain the problem.) Is this a problem I can be praying for? Or is there something you do that works? I would love to help in any way I can."

You will find that you get a much better response with this kind of questioning.

## Suggested Discipline Measures for Your Particular Age Group

Although you should consider each discipline need separately before you react to it, it is very important that you have a plan of attack for some typical problems. You should know what you will do when children talk without permission, etc., and they should know this too.

Be careful not to do anything that will keep a child from hearing the Word taught in the lesson. Because the teacher is usually busy doing the lesson, the assistant will, in most cases, handle problem areas.

1. Try:
  - Using "the look."
  - Moving the child to the front of the class and away from his mischief buddy or distraction.
  - Taking him or her to a private area in the class and talking to him or her.
2. Make sure the child understands what he or she is being disciplined for.
3. Pray with the child.
4. When all else fails, bring him or her to HK Management and they will deal with the child.

Your children are individuals. Fingerprints, voiceprints, and other measuring devices show us what we have known all along—there are no two people exactly alike. Each person is a unique creation. God made us to be different from one another, even those of the same age.

While it is important for you to know the general characteristics of children that are the same age or learning level, you cannot escape your responsibility to know each child as an individual. Talk with your children. Try to understand who they are and how they function.



# Practical Information

## Priorities

Priorities, as set in Scripture, are: God, your spouse and family, and then ministry—in that order. In other words, you should not try to minister to others if you haven't spent time with your heavenly Father. (Harvest requires all HK Team Members to attend at least one regular service a week.) You can't give water to the thirsty if there's no water in your vessel. When all these things are not in order, your spiritual life is harmfully affected. There are times when you need to seek the Lord and ask Him to get you back on track.

## Promotion in June

1. School-age children. We currently follow the same schedule as the traditional schools. Our school-age children promote to the next grade level on the first Sunday in June. Children are already leaving school from one grade and going into another, so this is the best time to do the same in Sunday school. We ask that our teachers prepare and encourage their children to move up to the next grade level. This will give them the entire summer to adjust to their new classrooms.
2. Preschool-age children. These children graduate according to their birthdays. When a child has a birthday, teachers should instruct the parent/guardian to take the child to his or her new class the following week.

## Holiday Policy

Holidays at Harvest tend to be times of change, so we all need to be flexible. The service may run later than normal, we may have a big influx of children resulting in larger classrooms, you may even be asked to move to another area in order to better accommodate the children's needs. All of these situations can cause you to become angry or frustrated, and that's exactly what Satan would want. Rather look at these times as wonderful opportunities to reach people who wouldn't normally come to church or be open to the gospel. Your attitude, love, and service will speak volumes to the parent/guardian. Above all, never turn away a parent/guardian. If you can't fit the child in your room or area, direct the parent/guardian to HK Management. Each soul is precious in the sight of God, and as His representative in the church, we must have the same heart.

Harvest understands that symbols such as: eggs, chicks, baskets, Santa, pumpkins etc. are cultural touchstones in our society for the holidays, and they don't necessarily reflect the true biblical message we celebrate. However, we do not condemn their use, but rather limit them to craft and party times. It is vital that the biblical message be given priority, and any use of these other symbols are not emphasized in the teaching of the lessons or discussions. We do however, ask that our team get HK Management's approval before purchasing or using these items.

These symbols will inevitably come up during discussion times in the classroom, etc. Don't panic; it's okay. Look at these times as great opportunities to interact with your students, but ultimately you should redirect the topic back to the true meaning of the holiday. So, if a child says, "Teacher, Santa is going to bring me a new car for Christmas this year." You could respond with, "That's nice Bobby, but do you know that God has already given us the very best gift ever?"

Pray for wisdom whenever you teach children because we all know children say whatever is in their little minds. However, God is always faithful if we look to, and trust in Him to direct us. Scripture is explicit in this, “Trust in the LORD with all your heart, and lean not on your own understanding; in all your ways acknowledge Him, and He shall direct your paths” (Proverbs 3:5-6 NKJV).

## Supplies

Each campus has supplies allocated for the children’s classes and each campus has their items located in different places. Your campus leadership will be happy to assist you with the supplies you will need for your activities each service.

### **Items always available:**

Crayons - Markers - Pencils - Bibles - Scissors - Glue - Tape - Cleaning Supplies

If you are planning a craft and need supplies but are unsure if they are provided, contact your campus leadership for assistance.

## Harvest Abilities (Special Needs)

### **Harvest Abilities**

If a family has a one-on-one need or a special assistance need, the teacher and the HK Leadership will work with the parent/guardian to see if they can meet the need of the family. Leadership will take each need into consideration.

# Curriculum

## Preparation

The Holy Spirit will give you utterance according to Matthew 10:20 and other scriptures, but you have the responsibility to study, and give the Lord ample time to lead you through the scriptures. Whether you use a Teacher's Manual or an e-mailed session, there is always a devotion included that all team members should take the time to read. Preparation also involves any craft items or support materials that you will use to enhance the lesson such as: object lessons, pictures, flannel graphs, etc.

All provided curriculum sessions or lessons are packed full of information and ideas for bringing the Bible lesson to the minds and hearts of your children; they have done all the research for you. All you need to do is put it to use by allowing the Holy Spirit to guide you.

- Teach with Authority (see Matthew 7:28-29)  
Jesus spoke with authority, and yet still had humility. We have God's authority; not our own! Don't use only your words or your ideas; use the Scriptures—God's authority (see Matthew 10:20; Luke 4:32; and Mark 6:34).
- Be an Example in Deed, Speech, and Thought (see 1 Timothy 4:12)  
What you teach must be what you live (or at least aspire to live). You are human, and you will sin, but you should be aware that your children may become just like you. Is that good or bad? (Compare Matthew 5:37-38 with Matthew 27:11-14.)
- Train Up a Child in the Ways of God (see Proverbs 22:6)  
Although the responsibility will ultimately fall on the shoulders of the parents/guardians, you do have a responsibility to be a stepping stone and not a stumbling block. Jesus cares about the children! He wants them to know Him.

## Large Group and Worship

### Ministering the Word

Every part of the experience for our kid's services is connected to the same biblical subject matter. In other words, classroom activities and worship activities are each extensions of the same biblical lesson. Our goal is to teach our kids to know Jesus through God's Word, and to encourage them in a "life-long" relationship with Him. During worship time you can expect the following:

- The main Bible story to be presented
- Exciting and fun worship
- A lot of kid interaction and participation
- Videos and other elements to enhance the Bible lesson

Adults should make it a point to participate in worship time. Your example will encourage the children in your classroom. Kids need to see that this time is important to you too. Don't be a policeperson, be an example—like a coach.

## Interaction with Children

You are here to serve Jesus first and then the children; it is very important that each HK Team Member interact with the children in their area. In meeting the needs of the children, you should be welcoming each one into the classroom, making sure they are involved and included, and taking the time to be certain they really grasp the teaching. Even with the babies, where there is not a set schedule, it is important to interact and encourage them. Talking to, singing, and playing with this age group is essential to helping them experience the love of God. Every child is special, unique, and important to God.

We should never allow comments such as: “Oh no, here comes Bobby!” Yes, there are those children who seem to be more boisterous than the norm. Don’t look at these children as a threat, but rather a challenge. Ask the Lord for ways to encourage each child. We are here for the sole purpose of ministering to children (physically, spiritually, and emotionally). We want them to enjoy coming, and to look forward to returning over and over.

## Maintaining Control in Group Settings

Over the years, we have compiled a list that has proven helpful in maintaining control of children in a group setting. Though many of these tips are somewhere throughout this manual, we list them here to serve as an easy reference.

- Don’t just read verbatim from your teacher’s notes, skit, or script. Eye contact is very important.
- Don’t talk in a monotone voice. The way you present biblical skits or worship will be the way it is received.
- Don’t play favorites among the children. Each child is special to God and needs to know he or she is important and loved the same (see James 2:9).
- Use visual aids. Children are highly motivated when they are visually stimulated—they better retain what they hear—keep this in mind as you minister to them. Things that work well to visually stimulate children are: flannel graphs, costumes, object lessons, white boards, etc. (Contact your campus HK Management for help in locating some of these items.) You can’t put too much effort into a lesson, or too many visuals.
- Let the office know if your thermostat needs adjusting.
- Make sure that all the children in your class are in a position to be included in classroom activities, and don’t forget to be an example to them.
- Begin group times with a few simple, logical, clear-cut rules. Children work best when they know their limits.
- Know your group and how to read them. Are they loud? Is it over their heads? Do they want to hear more? Keep in mind the age level you are trying to reach.
- Learn the children’s names. Children respond better to adults who know them by name.
- Do away with distractions as much as possible, such as too sunny, cold, hot, etc.
- Know your children’s fatigue level.
- Be a good example of God’s ways and love.
- Pray, pray, pray.

# Through the Eyes of a Child

You, teacher, show your concern for our needs and the way we learn by:

## **Meeting Our Intellectual Needs**

1. Knowing what our world is like.
2. Challenging us to study and think.
3. Giving us enough information to satisfy our curiosity.
4. Answering our questions.

## **Meeting Our Physical Needs**

1. Giving us the freedom to be loud at times.
2. Letting us move around while we learn.
3. Playing with us.

## **Meeting Our Emotional Needs**

1. Knowing when we want to be left alone.
2. Helping us get along with our friends and peers.
3. Planning times of competition with others.
4. Being patient with us.

## **Meeting Our Spiritual Needs**

1. Understanding we need to be taught in order to know.
2. Not talking down to us about the Lord.
3. Showing us ways to do the things we learn.

## **Meeting Our Creative Needs**

1. Letting us enjoy our imaginations.
2. Letting us be creative while learning.
3. Making the class fun!



## II. Kiosk/Ministry Platform

### Classroom Check-In and Check-Out

Some check-in and check-out procedures may vary depending on your campus location.

#### Teachers need the following supplies:

Pick up your Emergency Evacuation Form, cards, and pens from your campus leadership when you arrive.

The registered parent/guardian should bring the following set of three labels:

1. Child's name tag
2. Teacher's Emergency Evacuation Form tag
3. Parent/guardian receipt/pick-up tag



#### Child's Name Tag

<b>ALEXANDER</b> Smith <b>Grade 06</b> <b>09/01/2000</b>	SECURE <b>LD5Q</b> CALLOUT #: <b>1234</b> 7/26/2012 2:08 PM
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#### Teacher Evacuation Tag

<b>ALEXANDER</b> Smith <b>Grade 06 - 09/01/2000</b> Guardian: James & Danielle TN: _____ Signature: _____	SECURE <b>LD5Q</b> CALLOUT #: <b>1234</b> 7/26/2012 2:08 PM
--	--

#### Parent/Guardian Pick-Up Tag

<b>Parent/Guardian Receipt</b> Family: 1234 This is your check-in receipt. Please keep this tag until you are ready to pick up your child/children. The staff and volunteers will need to verify your security code to protect your children: 7/26/2012-2:08 PM  
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#### The Child's Name Tag

1. This tag is for the child to wear while in Sunday school.
2. Listed on this tag are the child's first and last name, age or grade, and birthdate.
3. Important information for the teacher is the Secure Code, Family/Callout Number, and the time and date stamp (allergies will be noted on this tag if they are listed during registration).

#### Child's Wearable Name Tag

<b>ALEXANDER</b> Smith <b>Grade 06</b> <b>09/01/2000</b>	SECURE <b>LD5Q</b> CALLOUT #: <b>1234</b> 7/26/2012 2:08 PM
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### Teacher's Emergency Evacuation Form Tag

1. The parent/guardian will sign on the signature line, primarily used for emergency release purposes.
2. The teacher note (TN) is for anything the teacher needs to know about this child that is not already listed on the tag. (This is not for phone numbers.) Each campus has authorized leadership to contact parents; teachers/M.Y.T.'s should not contact parents/guardians directly unless permission is given.
3. After the parent/guardian signs the teacher's information tag, you will place it on the Emergency Evacuation Form.

<b>ALEXANDER</b> Smith <b>Grade 06 - 09/01/2000</b> Guardian: James & Danielle  TN: _____ Signature: _____	<b>SECURE</b> <b>LD5Q</b>  CALLOUT #: <b>1234</b>  7/26/2012 2:08PM
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### Parent/Guardian Receipt/Pick-Up Tag

1. The parent/guardian will keep this tag. Encourage them to wear it so they are less likely to lose it before pick-up. Don't write child information on these tags—it keeps the children in a safe location without revealing where and who they are if the tag is lost.
2. Reminder: Teachers do not need to collect the parent/guardian receipt.
3. Mandatory security check. You must check the Secure Code on the parent/guardian receipt with the Secure Code on the child's tag. If they do not match, please ask for assistance from the Harvest Kids Office or Harvest Kids Leadership. Secure Code and Callout Code are two different numbers—please only use the Secure Codes for check-out!

<b>Parent/Guardian Receipt</b>  Family: 1234  This is your check-in receipt. Please keep this tag until you are ready to pick up your child/children. The staff and volunteers will need to verify your security code to protect your children: 7/26/2012-2:08 PM  
---

## Emergency Evacuation Form

### **If the child is registered, take the following steps:**

1. Place the child's name tag on the child.
2. Place the teacher's tag on the Emergency Evacuation Form and have the parent/guardian sign.
3. Hand the parent/guardian tag to the parent/guardian.

### **If the child is not registered, take the following steps:**

1. Write the child's full name on the Emergency Evacuation Form.
2. Write the parent's/guardian's full name.
3. Write the parent's/guardian's contact phone number.
4. Write the relationship to the child.
5. Fill out the Emergency Evacuation Card and hand it to the parent/guardian for pick-up. This must include the parent's signature and teacher's signature at the same time as check-in occurs.

Also, explain registration. Hand them a registration form and ask them to register at the nearest Harvest Kids Ministry Kiosk or return the form to the campus HK Management.

## When Systems Are Down

If the system goes down, and there are no labels, go back to steps 1-5 of the "not registered" instructions. If there is an earthquake, fire, or Code Red, organized check-in and check-out is very important for the safety of the kids.

If there is an emergency, the Emergency Evacuation Form along with the child's tags, having complete signatures, compared with the parent's/guardian's ID and signature will be all we have to release our children safely (this will be done by the Command Center or Security Team, so it is important your records are accurate).

## Keys to Protecting the Children

1. **Secure Codes:** It is mandatory for the child's tag to match the parent/guardian tag. This is how we keep the children safe. You will check the Secure Codes on the parent's/guardian's and the child's tag—if they don't match, send the parent/guardian to the office for help.
2. **Signatures.** Parents or guardians have to sign the teacher's information tag. Remind the parents/guardians to carry their IDs. We check IDs and signatures if there is an emergency release situation.
3. **Releasing.** Only the person that checked the child in can pick the child up, unless:
  - The new adult has received the parent/guardian receipt/pick-up tag from the authorized parent/guardian.
  - The Harvest Kids Leadership sends Security, or leadership will come to the class and check out the child. They will notify you, the teacher, and sign your book for the release.
  - If the Secure Code does not match, do not release the child! Send the person to the campus HK Management for clearance. They will clear the child to be released.

## III. What's Different About Nursery/Toddlers

### Characteristics of the Children You Minister To

#### Birth to Walking

1. Only concerned with his or her own needs being satisfied.
2. Responds to gentleness, love, holding, and singing.
3. He or she laughs, smiles, cries, accepts, and rejects.
4. At about six months he or she begins to be shy and cry around strangers (you).
5. Puts everything into his or her mouth.
6. Explores with his or her muscles (banging toys, etc.).
7. Begins to establish opinions about God.
8. Begins to understand the idea of trust.

#### Walking to Two-Year-Olds

1. Selfish
2. Enjoys new freedom of movement and wants to be free to be an individual.
3. Is in the present moment; has little sense of the future.
4. Wants attention through talking, holding, and friendship.
5. Curious.
6. Doesn't understand sharing and shouldn't be expected to.
7. Views objects and people as equal.
8. Easily distracted.
9. Moves rapidly from one toy or activity to another.
10. Enjoys games such as hide-and-seek and peek-a-boo.
11. Enjoys rough play with laughter.
12. Becoming increasingly aware of his or her feelings and the feelings of others.
13. Tests barriers or limits.
14. Language is becoming more valuable.
15. Easily frightened.

#### Toddler Curriculum

The goal of the leader is to have a person at each service with whom all team members feel confident.

Suggestions for Supervisors:

1. In general, oversee the running of the department and see that all the procedures are being carried out.
2. Lead the group in prayer.
3. Designate preparation and check-in/check-out jobs to team members.
4. Check supplies to make sure there is a sufficient amount for the service.
5. Make sure new team members understand and carry out policies and procedures.
6. Supervise clean-up procedure.
7. Notify Nursery/Toddler Leadership or HK Management of any needs and/or concerns.

## **When Children Cry**

The goal is to have an idea of how to handle a potentially tense situation. A bottle, cracker, or juice is not the answer to all of life's problems. It is the parent's/guardian's choice to leave or not leave these items for their child and we must accept that choice. Sometimes just a cup of water, given slowly and carefully, can work wonders. If you can't seem to console the child after all the procedures are followed, try giving them to another team member. Some children respond better to someone else. Accept this with a positive attitude.

New little ones may need a time to ease into this area; offering the parent or guardian a time for the child to adjust; cry time; will help. Ask them if you should call them after 10 or 15 minutes if he or she is still crying? The child will trust you when you work with them.

## **Changing Diapers/Aiding Toddlers in the Restroom**

Only ladies may change diapers or assist children in the restroom. If there is not a woman available, contact HK Management and they will send someone to change the child.

### **Special Procedures for Changing Diapers:**

1. Pick up the child.
2. Check the Emergency Evaluation Form for special instructions.
3. Always use rubber gloves. Check diaper. If wet, get the child's diaper bag and go to the changing area.
4. Familiarize yourself with the contents of the diaper bag.
5. Extra disposable diapers, plastic bags for soiled diapers, and miscellaneous replacement clothing should be available at your campus. Check with HK Management if you are unsure where to locate these supplies.
6. Use a new set of rubbers gloves for each child and spray and wipe the changing area before using it for another child.
7. Do not use diaper rash items on a child unless instructed to do so by the parent/guardian.
8. Never leave a child, of any age, unattended in the changing area on the changing table. One of your hands should remain on the baby throughout the changing procedure.
9. Check off the child's name on the Emergency Evacuation Form to indicate they have been changed.

### **Cleaning Procedure**

The goal is to keep the nursery/toddler areas as clean and germ free as possible for each service. All team members should remain until all cleanup is finished. Allow at least 10 minutes for cleanup.

1. While the check-out is being done, two other team members can begin cleanup. Make sure to put on a pair of rubber gloves before you begin.
2. Remove and collect used sheets and cloth items for laundry and put in the designated container.
3. Pick up all toys (not still being used) and place in designated toy containers for disinfecting. Exchange or replace with clean or newly sterilized toys each service.
4. Clean the toys.
  - a. Spray the empty basket and wipe.

- b. Spray one short spray, holding approximately 12 inches from toy. Wipe toys well with a rag or a paper towel.
5. After all children are gone: Spray and wipe trays and hand places on swings, walkers, and playpens.
6. Return the used Emergency Evacuation Form (in designated area).
7. Turn off all electrical equipment (fan, heater, or air conditioner).
8. Collect all trash and place in designated area or container.

### **Basic Nursery/Toddler Care**

1. Never give medications of any kind (this includes teething medication and aspirin).
2. Limit the amount of crackers given to individual children.
3. Always use the bottled water not the tap water.
4. All children should be changed or checked at least once during service and before naps.
5. If you think a child might be ill, please notify HK Management so they can isolate the child and eliminate any spread of disease or infection.
6. If any sign of child abuse is noticed, please call HK Management immediately. Please don't discuss this with the other team members.
7. Notify your leadership person or HK Management for any needs or concerns.
8. With toddlers, get down to their level. You will be more approachable and it will allow you to care for more of them as they gather around you.
9. Entertain toddlers and distract the criers with the use of toys, bubbles, action songs, puppets, etc.
10. Remember to give attention to all the children around you, not just those you consider cuties.
11. Remember you are here to care for the children so please don't spend time visiting with one another.
12. No bottles are allowed in the babies' play area.
13. Have at least one team member in the crib area at all times when cribs are occupied.
14. Never leave a baby unattended in an open crib.
15. Wipe the babies' noses and faces before checking them out to their parents/guardians.
16. Don't leave crying babies in the cribs.
17. Don't spend all your time with one baby.
18. Newborns should be watched at all times and always need to be placed on their back when in a lying position.
19. Smaller babies can be propped in a swing with a toy or two (they get bored too). Older babies can sit on the floor, in a walker, or in a playpen (one at a time).
20. See Accident/Incident Care Instructions for accidents/incidents in the Nursery/Toddler Area.
21. No one under the age of 18 is allowed to care for babies. Trained M.Y.T.s may serve in the Toddler area.
22. No parents/guardians are allowed in Nursery/Toddler Areas. Use tact and care in observing this policy.
23. Never criticize a child's behavior.
24. Always check the Emergency Evacuation Form to make certain there are no allergies before giving any child a cracker. You should make sure babies have teeth and place in a stable sitting position before giving crackers.
25. If there is an emergency, get the parent's/guardian's name from the Emergency Evacuation Form and notify HK Management immediately.

26. Parents/guardians who work or teach during the service may go to the front of the line, if one develops; do not have them wait for any reason. Politely explain to the other parents/guardians that these parents/guardians work in the ministry and need to go to their class.

## Conclusion

In closing, we would like to reemphasize points of interest for the team members.

- Give consistent assurance to parents/guardians that they are leaving their children in competent and loving hands. By doing this, parents/guardians can be relieved of their natural parent/guardian worry and be spiritually fed; or, in the case of the nonbeliever, be led to the Lord! A parent's/guardian's peace of mind is our main objective and is the reason for the rules that govern our department.
- It is our desire to start each child on the path of learning about the love of Jesus in a safe and secure environment.

“And now abide faith, hope, love, these three; but the greatest of these is love” (1 Corinthians 13:13 NKJV).

- Make certain that you are aware of what is happening in your area when checking in children.

## IV. M.Y.T. Note

### Ministering Youth Trainee

#### What is an M.Y.T.?

An M.Y.T. is a youth between the ages of 11 and 15 who is involved in a training program preparing him or her to be an assistant in the classroom. The youth is trained by working in the toddler to five-year-old departments for a specified amount of time. At the completion of his or her training, he or she is considered a graduated M.Y.T. At this point, they may choose where they want to work during each rotation. However, they may only serve in the first grade and below until they reach age 14; after which time they may move up to the second through fifth grade levels. Once an M.Y.T. turns 16, he or she then becomes part of the regular Harvest Kids workforce.

#### What is my relationship to the M.Y.T.?

As a teacher or an assistant, you have the privilege of helping these young people grow into mature and responsible ministry volunteers. You are to be their example as well as their guide to help them gain confidence. This will improve the overall function of the classroom. Giving the M.Y.T. the opportunity to lead different classroom activities will help them become a better assistant.

Below are steps that you should take in helping the M.Y.T.:

1. Just as you establish guidelines for your children at the beginning of the class, you should also let every M.Y.T. know what you expect as soon as you meet them. Not every teacher instructs in the same way, or has the same routine.
2. If you have more than one M.Y.T., assign them different duties in the classroom (M.Y.T.s gravitate towards each other, which causes some areas of your classroom to go unobserved and can lead to problems).
3. If you travel as a class, assign the M.Y.T. to oversee a certain area of the line.
4. A word of thanks goes a long way. And a word of encouragement will result in an M.Y.T. who will go out of his or her way to please you next time.
5. Remember, you are in control of the classroom. The M.Y.T. position is to work for and with you as you serve the Lord by ministering to the children.
6. Each M.Y.T. will bring an evaluation slip. We ask that you make an accurate evaluation (good or bad). This is so we can help the child who may have problems and encourage each one in their ministry.
7. Never put them in situations where they are alone with children.
8. You may never turn away M.Y.T.s from your classroom. They are there to learn from you. If you are concerned about their presence due to inappropriate behavior, you should contact your campus HK Management.

Remember, the youth you help train today will be the teachers of tomorrow.



## Riverside Campus Information

6115 Arlington Avenue, Riverside, CA 92504  
951.359.8529

### Service Times

Sunday 8:00 AM, 10:00 AM, 12:00 PM, 6:00 PM

Monday 7:00 PM - Start to Follow

Tuesday 7:00 PM - V2 Studies

Wednesday 7:00 PM - Bibles Studies

Thursday 9:00 AM - Virtue

### Campus Line of Authority

Campus Admin Harvest Kids Pastor

Harvest Kids Overseeing Pastor

Harvest Kids Director

Harvest Kids Manager

Harvest Kids Office Assistants

Coordinators

Teachers/Assistants

M.Y.T.s

### Emergency Contact

Campus Overseeing Security

Harvest Kids Overseeing Pastor

Harvest Kids Director

Harvest Kids Manager

### Classroom Breakdown

See Parent Guide for further details

Infants - Mother's Room located in the Sanctuary

Toddlers

2-Year Olds

3-Year Olds

4-Year Olds

5-Year Olds

Kindergarten

1st Grade

2nd Grade

3rd Grade

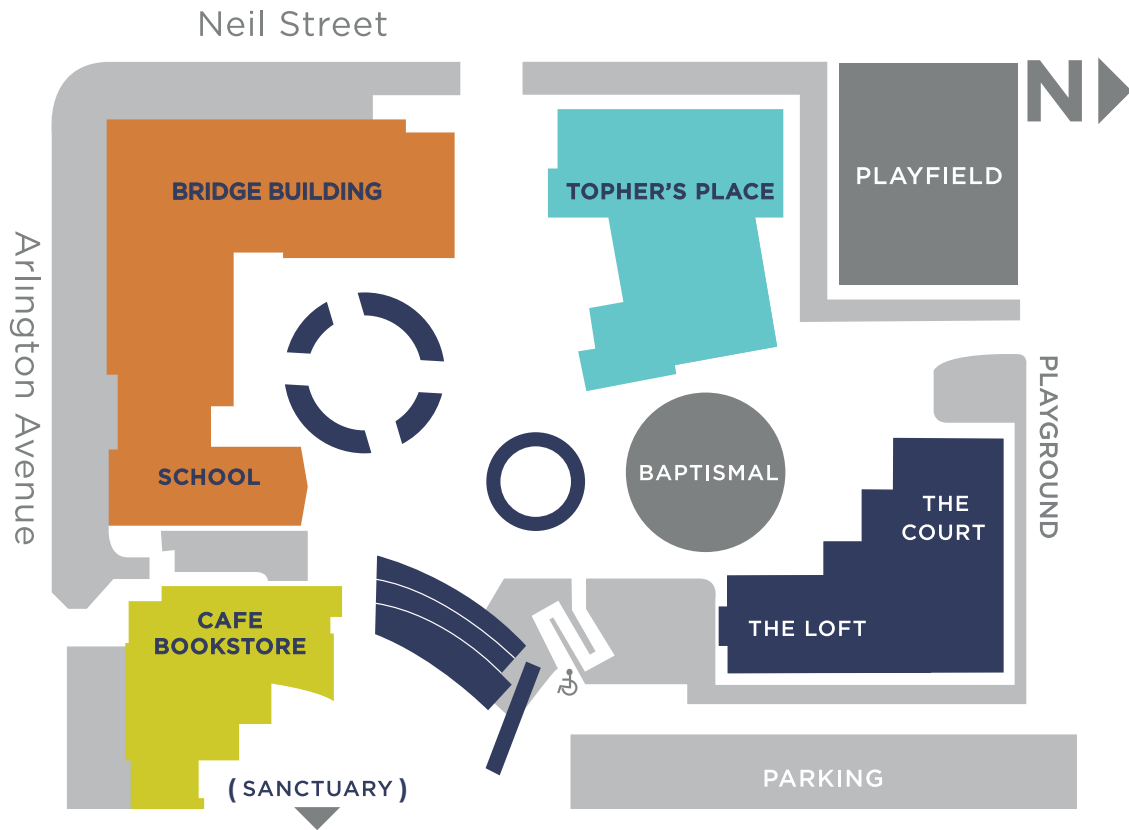
4th Grade

Bridge (5th/6th Grade)

Jr. High (7th/8th Grade)

High School (9th-12th Grade)

# HARVEST CHRISTIAN FELLOWSHIP CAMPUS MAP



## HARVEST KIDS SCHOOL BUILDING

**UPSTAIRS**  
4th Grade\*

**DOWNSTAIRS**  
2's, 3's\*  
Toddlers, Nursery

## TOPHER'S PLACE BUILDING

1st-3rd Grade  
4's, 5's, K

## BRIDGE

**BRIDGE BUILDING**  
5th-6th Grade\*

## JR. HIGH/HIGH SCHOOL

**THE LOFT BUILDING**  
\*MARKS ALTERNATE SCHEDULES

## ALTERNATIVE SCHEDULES

### SUNDAY

**8:00 AM/10:00 AM/12:00 PM**  
No High School Ministry

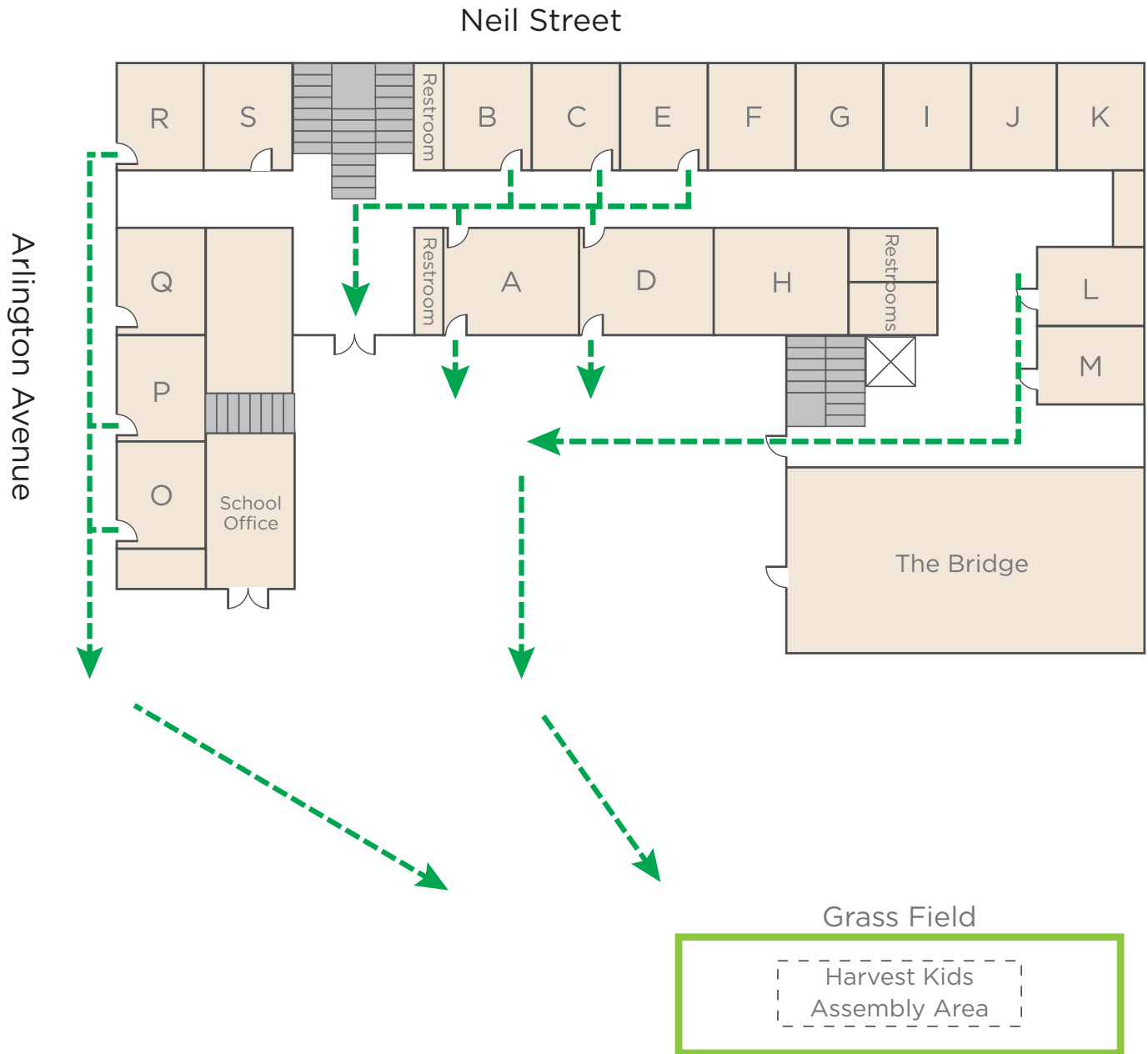
**12:00 PM**  
No Jr. High School Ministry


**SUNDAY, 6:00 PM**  
Nursery/Toddlers in School Building  
2's-5th in Topher's Place  
(6th Grade in the Court)  
No Jr. High  
No High School

### WEDNESDAY

**7:00 PM**  
4th Grade in Topher's Place  
2's/3's in Topher's Place  
Jr. High/High School Combined

# Emergency Evacuation Maps: Harvest School Building



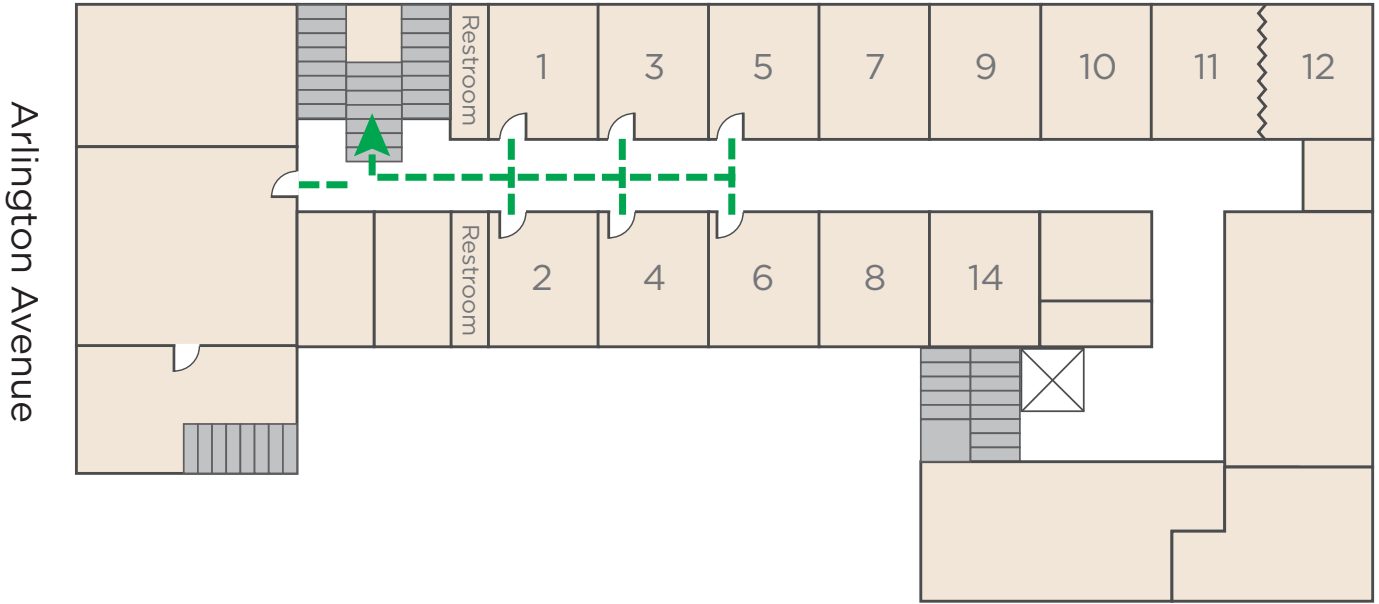
	<b>EXIT ROUTE</b>
	<b>ELEVATOR</b>


**IN CASE OF FIRE  
USE STAIRWAYS TO EXIT.  
DO NOT USE ELEVATOR**


# Emergency Evacuation Maps School Building

Neil Street

## UPPER LEVEL



 EXIT ROUTE

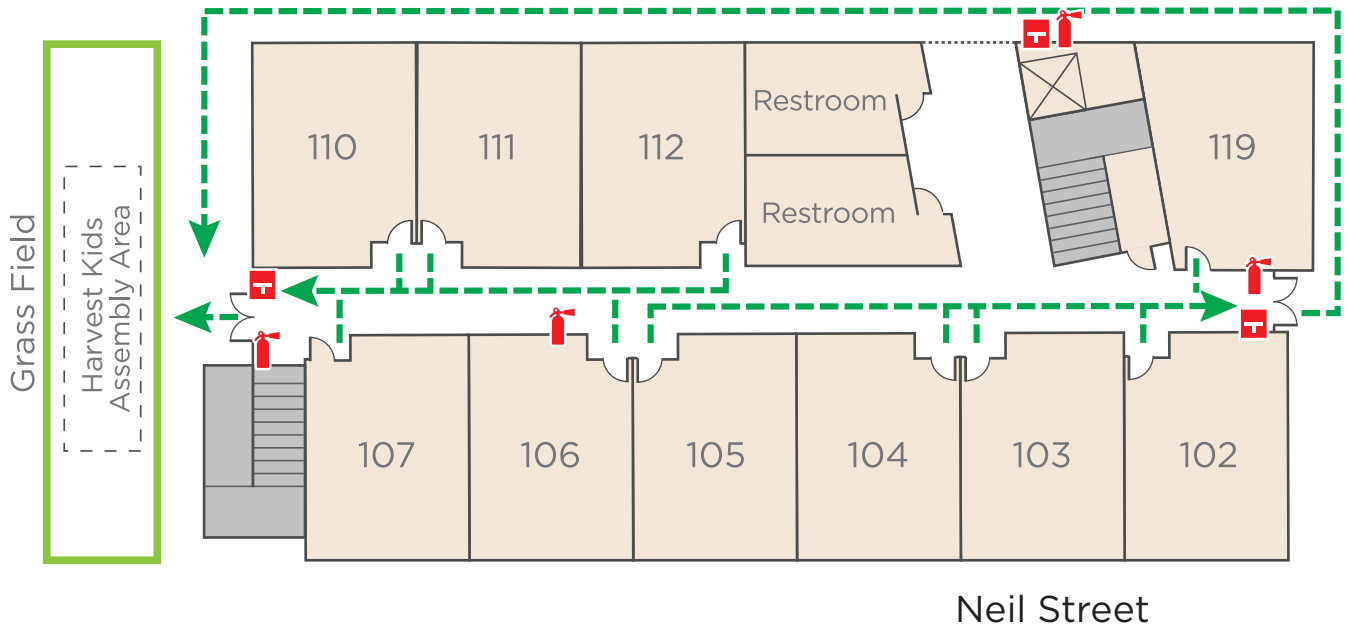
 ELEVATOR

IN CASE OF FIRE  
USE STAIRWAYS TO EXIT.  
DO NOT USE ELEVATOR

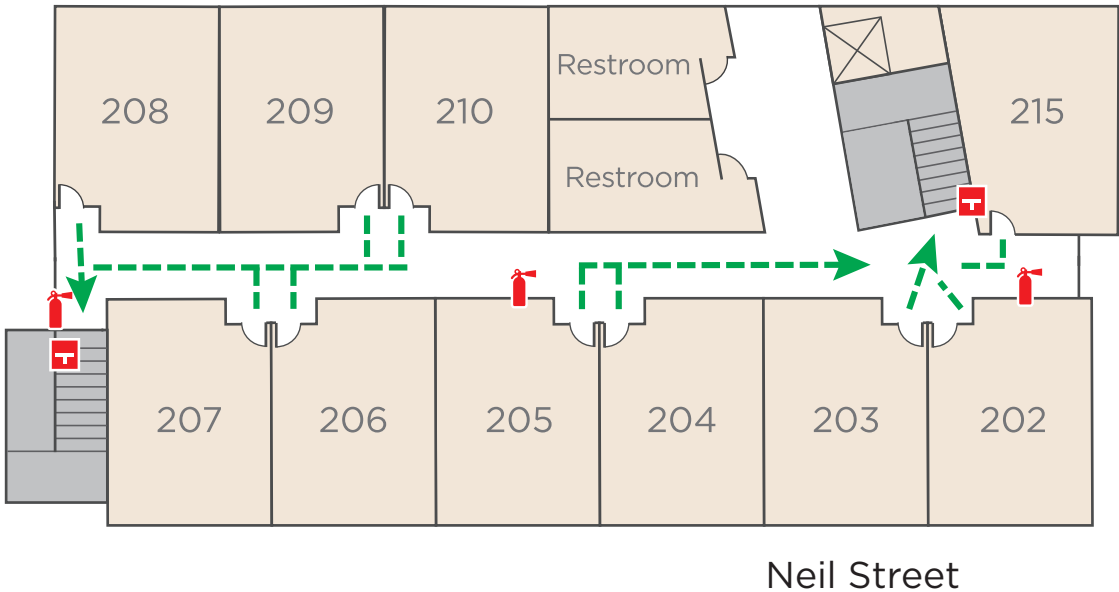
# Emergency Evacuation Maps

## Topher's Place

### LOWER LEVEL



IN CASE OF FIRE  
USE STAIRWAYS TO EXIT.  
DO NOT USE ELEVATOR



### UPPER LEVEL

# Orange County Campus Information

17600 Gillette Avenue, Irvine, CA 92614

949.407.6770

## Service Times

Sunday 8:00 AM, 10:00 AM, 12:00 PM

Tuesday 7:00 PM - V2 Bible Studies

Wednesday 9:15 AM - Virtue

Thursday 7:00 PM

## Campus Line of Authority

Campus Pastor

Harvest Kids Pastor

Harvest Kids Director

Harvest Kids Assistants

Coordinators

Teachers/Assistants

M.Y.T.s

## Emergency Contact

Harvest Kids Pastor

Harvest Kids Director

Harvest Kids Assistant Director

## Classroom Breakdown

Infants

1-Year Olds

2-Year Olds

3-Year Olds

4-Year Olds

5 Year Olds and Kindergarten

1st Grade

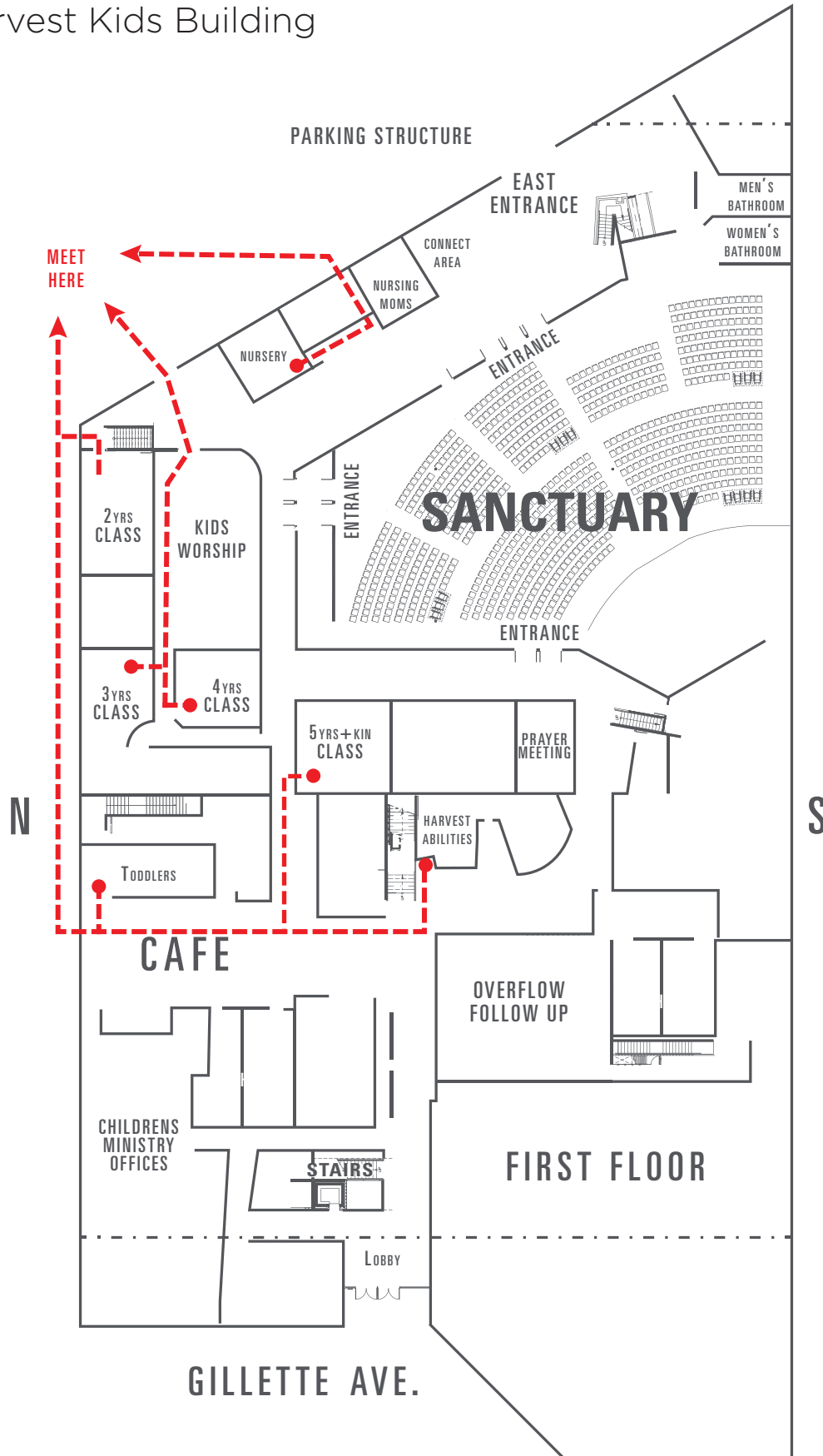
2nd Grade

3rd Grade

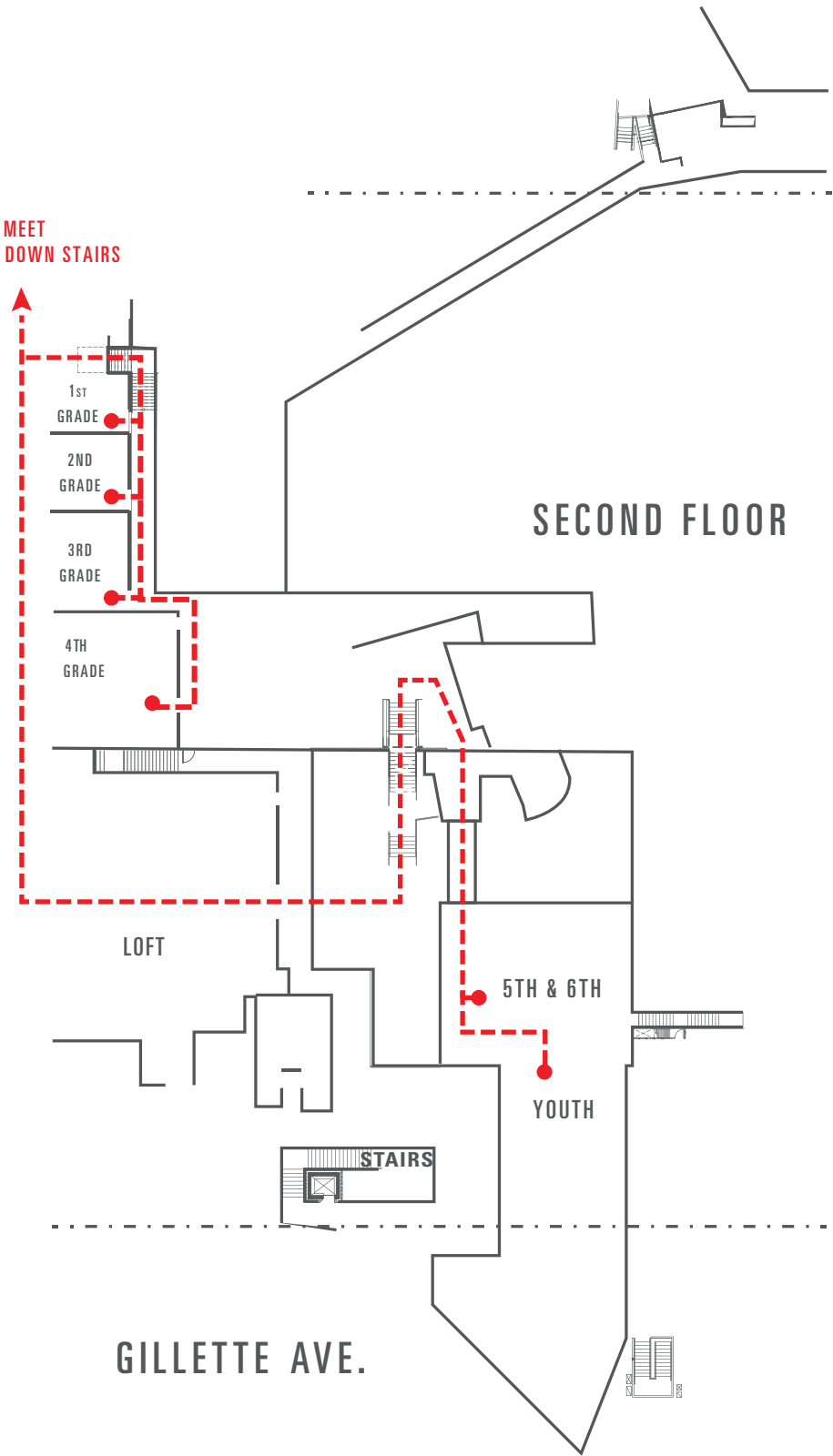
4th Grade

Bridge 5th/6th Grade

# Emergency Evacuation Maps OC Harvest Kids Building



# Emergency Evacuation Maps OC Harvest Kids Building





# Woodcrest Campus Information

18401 Van Buren Boulevard, Riverside CA 92508

## Services times

Sunday 8:00 AM, 10:00 AM

## Campus Line of Authority

Overseeing Pastor  
HK Leadership  
Overseeing Security

## Emergency Contact

Overseeing Pastor  
HK Leadership  
Overseeing Security

## Classroom Locations

First Service

MPR: 0-3 year olds

Rm B121: 4 year olds-2nd Grade

Rm B122: 3rd-5th Grade

Second Service

MPR: 0-2 year olds

B126: 3-4 year olds

B121: 5 year olds-1st Grade

B122: 2nd-3rd Grade

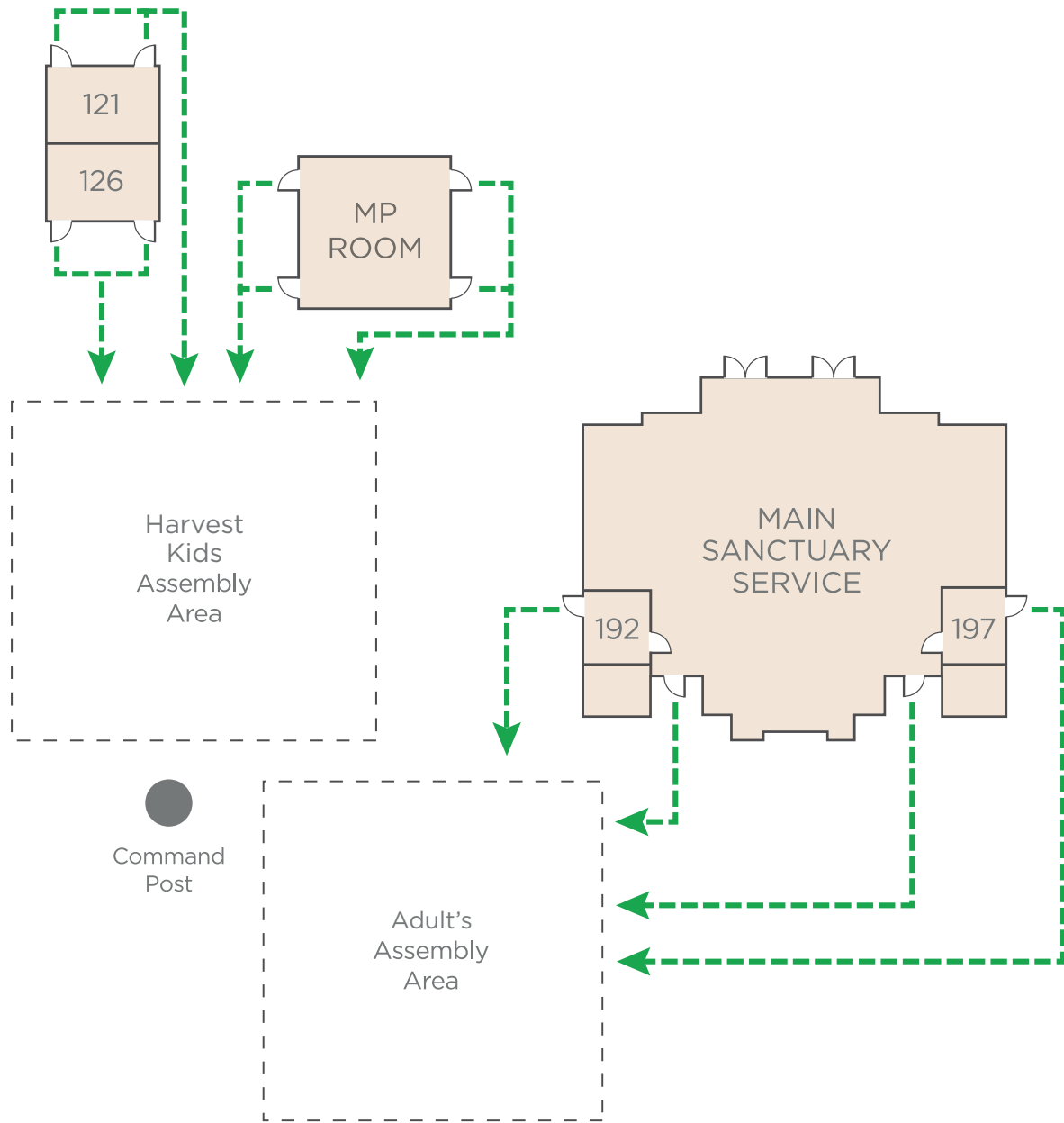
B123: 4th-5th Grade

***Campus Map on next page.***

# Emergency Evacuation Map Woodcrest

Van Buren

Dauchy



## Eastvale Campus Information

13031 Orange Street, Corona, CA 92880

### Service Times

Sunday 8:00 AM, 10:00 AM

### Campus Line of Authority

Overseeing Pastor

HK Leadership

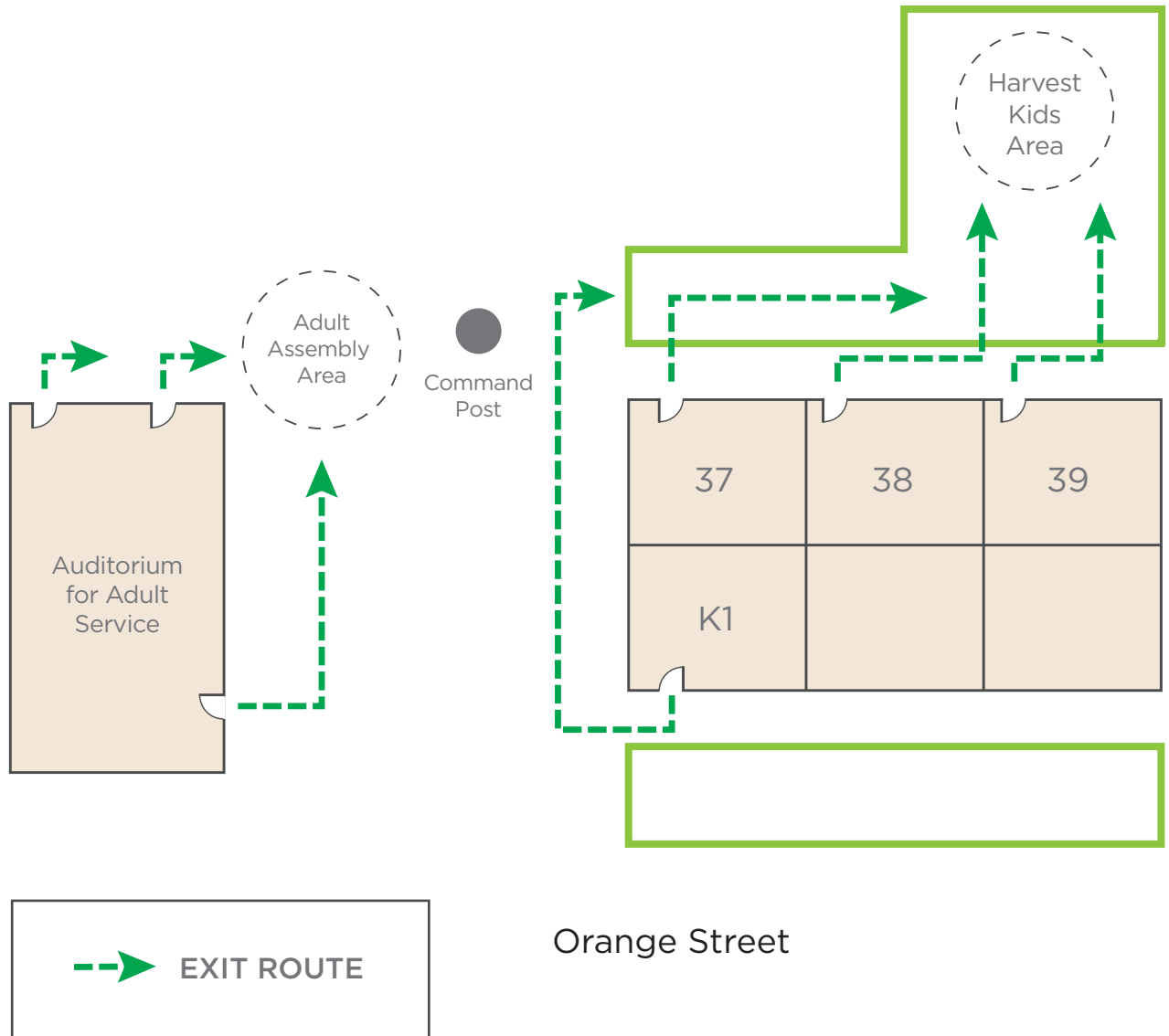
Overseeing Security

### Classroom Locations

Room 37, Room 38, Room 39, Room K: All Harvest Kids Ministry

***Campus Map on next page.***

# Emergency Evacuation Map Eastvale



# South Corona Campus Information

2710 Lakeshore Drive, Corona, CA 92883

## Service Times

Sunday 8:00 AM, 10:00 AM

## Campus Line of Authority

Overseeing Pastor

Harvest Kids Coordinator

Overseeing Security

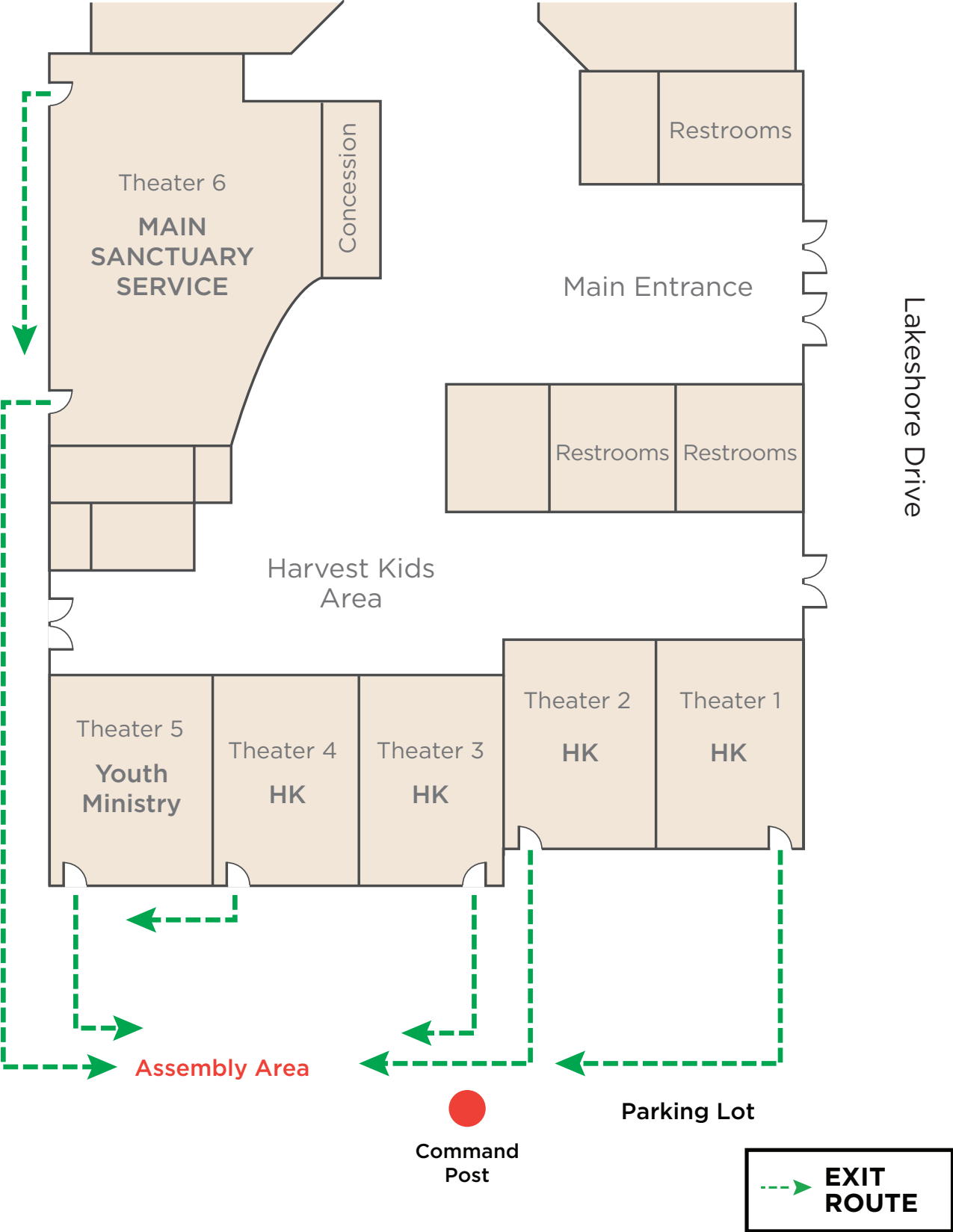
## Classroom Locations

Theaters 1-4 Harvest Kids

Theater 5 Youth Ministry

***Campus Map on next page.***

# Emergency Evacuation Map South Corona



# Emergency Plan

Natural or man-made disasters can occur at any time. A disaster is any sudden calamity. A terrorist threat is a deliberate attack against innocent people. Earthquakes, fires, and violence is, unfortunately, common in the world. The protection of our children is of great concern during any disaster or attack.

We continually pray that we will be spared from disaster, and that none of these will be an issue but know that being prepared can make a difference between life and death.

Therefore, we have put much time and thought in developing a plan of action. We ask that you study this material thoroughly, so that you are prepared in case you should ever need to put these procedures into action.

## Line of Authority

Overseeing Pastor

Overseeing Security

Command Post Supervisors

## Radio Use

(Exception to Radio Traffic is for a bomb—please see section on Bombs for further instructions)

## Two-Way Radio Etiquette

Tips for clear communication  
and two-way radio protocol

Two-way radios? Not sure what the correct protocol is when you're using your radio? We may set our own conventions, but here are some generally accepted rules of two-way radio etiquette you might find helpful.

## Be prepared

When you have the talk button pressed, no one else in your group can speak or be heard. Two-way radios are mostly a one-at-a-time system of communication, unlike telephones where you can interrupt and talk over each other. So it's important to think about your message beforehand.

If you leave the talk button pressed while you compose your thoughts, not only are you preventing anyone else from joining in the conversation, you might be blocking someone on your frequency with an emergency message to transmit. You'll run down your radio battery faster, too!

## Identify yourself and the recipient of your message

There may be a group of users all sharing the same radio channel, so it's important (and good manners) to identify yourself immediately when you initiate a transmission. It's also polite to get the attention of the person to whom your message is directed before relaying your message.

For example: "Foxtrot123, this is Oscar456, OVER".

"OVER" is common radio lingo and lets the other person know you've finished speaking. There's no point doing much more than identifying yourself and the recipient at this point. When you know you have the

other person's attention and they're able to join the conversation, you can transmit the rest of your message.

## Be patient

The other person may not be able to respond immediately—be patient and give them time to reply before resending your call.

## Use short, clear and concise messages

As two-way radios only allow one person to speak at a time, it's best to keep your transmissions short, clear, and to the point. This gives other users an opportunity to acknowledge your message or request further clarification before you carry on with your next point.

Radio users often repeat a message to make it clear that they've heard and understood the information.

### For example:

Security123: "Luke, this is Bob, assistance required at classroom location 1, OVER."

"This is Luke, confirming assistance required at classroom location 1, on my way, OVER."

## Pause before speaking

**When you first press the push to talk (PTT) button, there can be a short delay before your radio transmits.**

This could result in your first couple of words being cut off, so wait a second or two before speaking to be sure your listeners receive your whole message.

## Learn the lingo

It helps two-way radio communication when everyone understands and uses similar language and etiquette, especially when there are more than two people using the channel.

- Over – I've finished speaking
- Say Again – Repeat your last message
- Stand-by – I acknowledge your transmission, but can't respond right now
- Go ahead – I can respond, go ahead with your message
- Roger – Message received and understood
- Affirmative/Negative – Yes/No
- Out – Conversation is finished, the channel is clear for other users

## The phonetic alphabet

It's often necessary to clarify an important part of your message by spelling it out—literally. On two-way radios, the common protocol to spell out critical words is to use NATO's phonetic alphabet.

A - Alpha	H - Hotel	O - Oscar	V - Victor
B - Bravo	I - India	P - Papa	W - Whiskey
C - Charlie	J - Juliet	Q - Quebec	X - X-ray
D - Delta	K - Kilo	R - Romeo	Y - Yankee
E - Echo	L - Lima	S - Sierra	Z - Zulu
F - Foxtrot	M - Mike	T - Tango	
G - Golf	N - November	U - Uniform	



# Earthquake

In Southern California, there is an average of about 100 earthquakes a day. Many of these are so small that you can't even feel them, but the fact remains, we need to be ready and informed so we will know what to do if we are in a situation where children's lives depend on our quick response.

Responsibilities for Teachers, Assistants, M.Y.T.s:

1. Teachers, assistants, and M.Y.T.s must know and understand, and keep themselves familiar with the emergency procedures.
2. Teachers are to be familiar with their responsibilities during an earthquake.
3. Teachers are to be familiar with the Emergency Evacuation Map (see map for each campus) .
4. During an earthquake:
  - Teachers must assume leadership of their class.  
Remain with the children at all times to ease tensions and ensure their safety until all evacuation and pick-up procedures are completed.
  - At the teacher's command, children should assume the drop position (for earthquake or bomb blast only).
    - a. Remain away from the windows or other potential hazards.
    - b. Under a desk, table, or other shelter, or against the side wall.
    - c. Drop to their knees with their back to the window.
    - d. Head down toward knees, hands clasped behind neck, arms against ears, eyes closed.
    - e. Be silent so all directions can be heard.
    - f. Children should stay in the drop position until the shaking stops.
  - Nursery and Toddler HK Team Members:
    - a. When the shaking begins, pull as many children as possible to you to hold them and follow steps a, c, e, and f listed above.
  - Teachers will monitor children. Security and Harvest Kids Leadership will monitor classes.
  - The teacher will give directions to evacuate to the assembly area.
5. Command Post Supervisors:
  - When the earthquake is over, evacuate the building when you are notified. If you do not hear a notification, and it is unsafe to remain in the room, look quickly for damage in and around your classroom and get everyone out. Remember, your emergency kit that has emergency supplies inside. This will be useful to you if you are trapped inside; take it with you if you evacuate.
  - Once the shaking stops, all extra HK Team Members not serving in a classroom with children will immediately go to the nursery and toddler areas to assist in moving the children out of the building.
  - The assistant will hold the door open for the entire class.
  - The teacher will be the first person out of the classroom. The assistant will follow the children.
  - The teacher will take the Emergency Evacuation Map and the emergency kit with him or her (unless there is someone left in the classroom who needs emergency attention).
  - The teacher will take an updated Emergency Evacuation Form with them.
  - The teacher will make note of any child not accounted for. Survey the situation in the immediate classroom or area, and report any casualties, damages, or concerns once they're in the assembly area.

***Special Conditions if a Child is Pinned or Immobile:***

- If two adults are in the classroom, one adult will stay with the child. The second adult will note who the child is, where the child is located, and the best possible assessment of the condition of the child. Inform them that someone will return as soon as possible. The first adult will then take the rest of the children to safety.
  - If there is only one adult capable of taking the majority of children from the classroom to the assembly area, that adult must take the majority to safety.
  - Once the class is on the assembly area, report to the Command Post as soon as possible. Harvest Kids staff will make a decision on how to most effectively help the child.
  - The assistant will turn off the lights and close the door without locking it. Do not follow this step if there is a person left in the classroom. If there is a person in the room, leave the door open and the lights on.
  - Teachers should inform children that there should not be talking during the evacuation procedure.
  - The teacher's words must be calm and orderly.
  - Once you arrive at the assembly area, have all of the children sit down in rows.
    - a. The teacher who carried the Emergency Evacuation Form to the assembly area will take roll.
    - b. Each teacher will give attendance records and identify any missing children to Security.
    - c. Teachers should release children only after they reach the assembly area and take roll. As parents/guardians pick up their children, check the tags and receipts carefully and mark off the Emergency Evacuation Form for accuracy (refer to the training manual section "Classroom Check-In and Check-Out").
    - d. Teachers will remain in the assembly area until directed by officials to do otherwise.
    - e. Security will collect reports from teachers and deliver them to the Command Post (operated by Harvest Kids staff).
6. "All Clear"
- The "all clear" is the decision that there is no longer any imminent danger. This will be given only when the buildings are completely empty—all classrooms, restrooms, etc.—and no one is left inside.
  - No one will be permitted to reenter the building until the "all clear" is given.
  - The following people are the only ones who can issue an "all clear":
    - a. Overseeing Pastor
    - b. Overseeing Security
7. Security Sweep Team
- Assemble at the Command Post
  - Those in the line of authority will assign the sweep team at the time of the emergency.
  - Security teams will perform building sweeps to make sure:
    - a. Check every room in all buildings.
    - b. Yell into each room, "Is anyone in here?"
    - c. Do a visual inspection.
  - Each team member should keep in contact with the Command Post, notifying them of all discoveries.
  - Try to position a security person with each child discovered.

## Fire

Detecting a fire may take time, but once a fire has started, time is not on your side. You may smell something, see smoke, or hear unusual sounds that may indicate a fire, but you may not know the source (always

report anything unusual to the Harvest Kids Office immediately). It is imperative that you know what to do when an alarm is sounded. The children will look to you for confidence and comfort. Always assume that any alarm sounded is reliable and act accordingly.

#### Responsibilities for Teachers, Assistants, M.Y.T.s

1. Teachers, assistants, and M.Y.T.s must know, understand, and keep familiar with the emergency procedures.
2. Teachers are to be familiar with their responsibilities during a fire.
3. Teachers are to be familiar with their classroom's Emergency Evacuation Map, see your campus map located under your campus page.
  - The general rule is to evacuate everyone to the safest and quickest location possible. However, that location might change, depending on where the potential threat is.
4. During a fire:
  - Teachers must assume leadership of their class:
    - a. As soon as you hear a fire alarm, you need to line up your children.
    - b. Remain with the children at all times, in order to ease tensions and ensure their safety until evacuation and pick-up procedures are completed.
5. Classroom evacuation procedures:
  - Do not use the elevator (If your campus has an elevator)!
  - All HK Team Members not serving in a classroom of children should immediately go to the nursery and toddler areas to assist in moving these children out of the building. The red buggies should always be kept in the ready position for this reason.
  - The assistant holds the door open for the entire class.
  - The teacher will be the first person out of the classroom. The assistant will follow the children.
  - The teacher will take the Emergency Evacuation Map with him or her.
  - The teacher will take an updated Emergency Evacuation Form with them (make sure you know where your forms are located at your campus before an emergency). Never go searching for anything; you don't have time. Don't take anything with you (personal items are not worth lives). Get out as calmly and quickly as possible.
  - The teacher will make note of any child who is not accounted for. Survey the situation in the immediate classroom or area, and report any casualties, damage, or concerns once you are in your designated location of safety.

#### **Special Conditions:**

- If a child is unaccounted for, make note of who the child is and your best possible assessment of where he or she could be.
- Once you are in your designated location of safety, report as soon as possible to the Command Post. The Harvest Kids Leadership will assign people to locate the child.
- The assistant will turn off the lights and close the door. Do not lock the door!
- Teachers should inform children that there should be no talking during the evacuation procedure.
- The teacher's words must be calm and orderly.
- The teacher's number-one concern is to move their class out as quickly and orderly as possible.
- Don't overreact. Stay calm!

- Everyone must exit the building, whether or not the alarm stops.
  - You must always assume that an alarm means there is a real danger—not the opposite.
  - Once you have arrived at your designated safe location, have all the children sit down in rows on the assembly area.
  - The teacher who carried the Emergency Evacuation Form to the designated safe area will take roll.
  - Each teacher will report any missing person to Security.
  - Teachers will release children only after you reach your safe area and take roll. As parents/guardians pick up the children, check the tags and receipts carefully (refer to the training manual section “Classroom Check-In and Check-Out”).
  - Teachers and children are to remain in the safe area unless directed by officials to do otherwise.
  - Security will collect reports from teachers and deliver them to the Command Post (operated by Harvest Kids staff).
6. “All Clear”
- In case of a fire, an “all clear” will only be issued when city officials have given those in authority the clearance to reenter the building.
  - When alarms are sounded, everyone must exit the building. There are no exceptions to this rule.
  - The “all clear” can only be given by:
    - a. The Fire Department
    - b. Security
    - c. Pastor

## Code Red/Lockdown

It’s hard to even conceive that anyone would want to come to a church with the sole purpose of targeting people, but the reality is that more and more churches are being attacked each year. We must be prepared to save as many lives as possible through strategic planning and preparedness. This is the worst thing we can face because it’s not an act of nature, but rather a malicious act of violence. Since we are very exposed, our course of action is somewhat limited. When campus-wide alerts are initiated, follow the directions as best as possible. If you hear “Code Red” over the intercom, please take it seriously.

### Responsibilities for Teachers, Assistants, and M.Y.T.s

1. Teachers, if you are in the classroom, immediately close your classroom doors, and limit your movement.
  - Teachers should get all children out of the line of sight of windows and doors, if possible. Remain quiet. Because the children may not understand what is going on, try to make a game of it, which will help to calm them down.
  - If you have a cell phone, immediately call 911. Do not assume that the Harvest Kids Leadership will have already done so.
  - Continue these actions until you are given the “all clear” by church authority.
2. Teachers, if you’re anywhere outside, immediately proceed to the closest indoor facility that is away from the intruder.
  - Send an adult ahead to make sure that the area is safe to enter with the children. Never lead the children in the direction of where the intruder might be.
  - Pray and use common sense, keeping everyone as calm as possible.
3. “All Clear”
  - The “all clear” signal will only be given when all individuals are completely out of danger, and the perpetrator is in custody.

- The following people are the only ones who can issue an “all clear”:
  - a. Security
  - b. Pastor
  - c. HK Management
  - d. Until you hear the “all clear” announcement, do not leave your area!

## Bomb Threat

You will hear the key term, “Treasure Hunt,” from the Security or Leadership at your classroom door. (We will not be using Radios or Cell Phones—please be advised.)

### Classroom Instructions

1. Instruct staff, volunteers, and children to turn off all pagers, cell phones, and two-way radios. Do not use these devices during a bomb threat!
2. Caution children against picking up or touching any strange objects or packages.
3. Security and Leadership will evacuate children using primary and alternate routes—tell the children they are going on a “Treasure Hunt,” this way they will know where they are going by following Leadership and Security. (Remember: You only take this instruction from clearly marked Security and Harvest Leadership.) Take the emergency backpack, and Emergency Evacuation form. sheets. Check to be sure all children have left the building that you are responsible for.
4. Upon arrival at the designated safe site, take attendance. Notify the Command Post or Security/Leadership personnel in charge of your area of any missing students.
5. Do not return to the building until the “all clear is given and the emergency team has determined the building safe.

### Bomb Threat Receiver

In the event the Sunday school received a bomb threat, by letter or telephone, the following procedures will be accomplished:

1. If the bomb threat is in the form of a letter or written, note the manner in which it was and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected.
2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as, “I am sorry, I did not understand you. What did you say?” Note the time the call was received, manner of the caller, background noises, and what the caller is saying.
3. Notify the police and fire departments—Call 911—remember do not use a mobile phone!
4. If the caller is still on the phone, call the phone company to trace the call.
5. If the suspected bomb is in the Foyer, modify evacuation routes to bypass the Foyer.

### Command Post

1. Command Post Supervisors, office employees, and office HK Team Members will help set up the Command Post as quickly as possible.
2. Be knowledgeable of the line of authority, and follow all evacuation and security procedures proactively—staying in position regardless of the emergency.
3. If possible, retrieve the following items:
  - Sign-in book (holds information on guests visiting our facility).
  - Collect classroom Emergency Evacuation Forms for evacuated classrooms to assist with release of children.

## REMEMBER REVIEW

### *During an evacuation or Code Red: It's time to be quiet*

Teachers should inform children that there should be no talking during the evacuation procedure.



*Two fingers – Pointer and middle fingers held high in the air should notify all students at Harvest that we expect them to be silent.*

The teacher's words must be calm and orderly. Once you arrive at a designated safe area, have all of the students sit down in rows; remain quiet.

### *During an evacuation or Code Red: Quick review*

#### **EARTHQUAKE: (WAIT, THEN EVACUATE)**

##### **WAIT, while it shakes-then evacuate!**

When the building stops shaking and the earthquake is over, if it is unsafe to stay in your classroom, or you hear a notification to evacuate, follow evacuation steps below.

#### **FIRE: (GO, EVACUATE NOW)**

When you hear the alarm, evacuate.

#### **Code Red: (STOP, BE SAFE)**

Close your classroom door, shut off the lights, and be quiet. If you are outside, move quickly to shelter.

#### **EVACUATE! What to take with you.**

1. Red Emergency Backpack
2. Emergency Evacuation Book
3. Evacuation Route Map  
(In Evacuation Backpack)

### **Command Post Supervisor Responsibilities**

- To be knowledgeable of the completed Emergency Plan, including all of the staff's responsibilities.
- To be knowledgeable of all the emergency equipment; how to use and the location of each item.

### **First-Aid Station**

1. Children requiring extensive first aid should be taken to the first-aid area, if possible.
2. The Command Post Supervisor will assign those responsible to the first-aid station at the time of the emergency.
3. First aid will be administered by trained personnel.
4. All injuries requiring first aid will be logged with the following information:
  - Name, grade, teacher, and room number.
  - Type and extent of injury.
  - Treatment administered and by whom.
  - Time treatment was received.

### **HK Management Will**

1. **Review and update this manual every September-requiring all team members to review the emergency plan.**
2. **Keep Emergency Evacuation Maps accessible for easy access for each campus and team member.**
3. **Make sure all HK Team Members, to the best of our ability, have everything they need to be knowledgeable of the completed Emergency Plan including their responsibilities.**

# Harvest Kids Manual

The policies contained in this manual have been checked and approved by our Human Resources (HR) Department. This manual must be completed before you can enter your area of service. Policies are set in place for the protection of the children, our volunteers, and the church. We ask that you adhere to all policies. Prompt action will be taken for any violation of these policies for obvious reasons.

If you have any questions, please direct them to Harvest Kids Management.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_