

# Mount Vernon Kids



Vision & Mission • Program Descriptions • Policies

# PARENT *edition*

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[mountvernon.church/kids](https://mountvernon.church/kids)



Mount Vernon Kids



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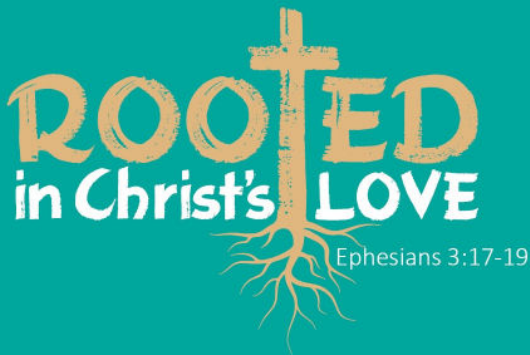
## Vision & Mission Statement

*Mount Vernon Kids Ministry is called to serve God as we:*

- T-** Teach kids to know and love God.
- R-** Reach out to share God's love.
- E-** Equip families to disciple their kid(s).
- E-** Encourage kids in a life of prayer, worship, and fellowship.

“that Christ may dwell in your hearts through faith;  
that you, being rooted and grounded in love,  
may be able to comprehend with all the saints what is the  
width and length and depth and height- to know the love of Christ  
which passes knowledge;  
that you may be filled with all the fullness of God.”

Ephesians 3:17-19



# Mount Vernon Kids Programs

## Sunday Morning Program

### Sunday School • Infants-5th Grade

[MountVernon.church/kids](http://MountVernon.church/kids)

Our Sunday School classes are designed to create a transformative, age-appropriate encounter with God's word for our kids.

From Genesis to Revelation, we will explore who God is and what He has done. Each week the truth and grace of Jesus Christ is brought to life through interactive storytelling, video, music, activities, large and small group discussion, and more.

Children attending Sunday School classes will need a supervising adult on campus and available should needs arise, or in case of an emergency.

#### **Schedule:**

#### **9 a.m.- 10 a.m.**

*Traditional breakdown by age and development for all ages.*

#### **10 a.m.- 10:30 a.m.**

*Snack and free play or guided activities in classrooms.*

*At 10:15 a.m., children will transfer over to designated 10:30 a.m. classrooms.*

#### **10:30 a.m.- 11:30 a.m.**

*Traditional breakdown by age and development for infants through 1<sup>st</sup> grade, 5th grade.*

*2nd– 4th grade meets in Room 24, “The TREE House” for Mount Vernon Kids Worship.*

*This includes large group time with prayer and interactive Bible Story, as well as small group time for follow-up activities and discussion.*

INFO: Michelle Ives, Minister for Children & Families  
270-6600 • x118 • [mives@mountvernon.church](mailto:mives@mountvernon.church)



## Sunday Night Program

Sundays, September-May, 5:45 p.m.-7:30 p.m.

**Awana • Age 3\* -5th Grade**

**MountVernon.church/awana**

Awana is a Christ-centered, relationship-focused discipleship program in which the church and family partner together in teaching kids to know and love God by studying His word.



## Wednesday Night Program

Wednesdays, 6:30 p.m.-7:30 p.m.

**Mountvernon.church/kids**

**KidJAM • 1st Grade-5th Grade**

(Participants must be between ages 6-12 by September 30 of the ministry year.)

A production-based program in which the children participate in two worship arts presentations during the year: Fall and Spring.

The JAM stands for "Jesus, Arts & Music".

**PreJAM • Age 4\* - Kindergarten**

A fun, music and missions program

\*Children must be potty-trained to participate in Awana or JAM. For exceptions, please contact Children's Ministry Assistant— Special Needs Ministry.



**Mount Vernon Kids Special Needs Ministry**

*A ministry of Mount Vernon Kids called to provide support and accommodations so that all children may participate in discipleship, fellowship, worship and ministry in a way that is accessible to them.*

- G** Gospel-centered experiences accessible to all children
- R** Relationship-based discipleship and support
- O** Opportunity for all children and their families to fully participate in the church
- W** Welcoming all children and families as essential and valued members of the church

*“I will praise You, for I am fearfully and wonderfully made;  
Marvelous are Your works,  
And that my soul knows very well.” Psalm 139:14*

For more information and to register for additional support available through **G.R.O.W.**, visit **MountVernon.church/kids**.

INFO: Ashley Jones, Children’s Ministry Assistant– Special Needs Ministry  
270-6600 • x132 • [ajones@mountvernon.church](mailto:ajones@mountvernon.church)

# Mount Vernon Kids Policies

## Ages & definitions

- a. "Nursery" defines those classes for infants, toddlers and 2-year-olds.
- b. "Preschool" defines those classes for 3-year-olds, 4-year-olds, and pre-Kindergarten.
- c. "School Age" defines those classes for Kindergarten through 5th grade, up to 12 years old by Sept. 30.

## Pupil/Teacher Ratios

- a. Nursery 1 teacher for every 3 children
- b. Toddlers 1 teacher for every 4 children
- c. Preschool 1 teacher for every 5 children
- d. School Age 1 teacher for every 10 children

## Leadership

- a. **Michelle Ives, Minister for Children & Families, [mives@mountvernon.church](mailto:mives@mountvernon.church)**  
She directly relates to the ministerial staff, Mount Vernon Kids volunteers, and the Children's Ministry Partnership Committee.
- b. **Cathy Dayton, Children's Ministry Assistant, [cdayton@mountvernon.church](mailto:cdayton@mountvernon.church)**  
She directly relates to the Minister for Children & Families and volunteers.
- c. **Ashley Jones, Children's Ministry Assistant– Special Needs Ministry, [ajones@mountvernon.church](mailto:ajones@mountvernon.church)**  
She directly relates to the Minister for Children & Families, volunteers, and 1-on-1 buddies.
- d. **Mae Ledford, Children's Ministry Assistant, [mledford@mountvernon.church](mailto:mledford@mountvernon.church)**  
She directly relates to the Minister for Children & Families and volunteers.
- e. The **Children's Ministry Partnership Committee** is comprised of church members appointed by the Nominating Committee whose task is to give feedback, direction and support to the Children's Ministry.
- f. **Jessica Benson, Childcare Coordinator, [jbenson@mountvernon.church](mailto:jbenson@mountvernon.church)**  
She directly relates to the Minister for Children & Families and the Paid Childcare Team.

## Enrollment/Attendance

- a. Families who are not enrolled in Mount Vernon Kids Sunday School must register all children at the Welcome Desk in the Mount Vernon Kids Welcome Center Lobby.
- b. Families inquiring on additional support and accommodations for their child, to include 1-on-1 support, will contact Children's Ministry Assistant– Special Needs Ministry for information and to register for G.R.O.W ministry.

## Health & Wellness

- a. Children should only attend if they are free of the following symptoms for 24 hours:
  - Fever 100 or above
  - New or severe cough
  - Sore throat
  - Shortness of breath
  - Nausea, vomiting, or diarrhea
- b. Children should not attend within 5 days of a positive COVID test. Children and volunteers are able to return on day 6 if symptoms have improved. Children are asked to wear a mask during days 6-10 of a positive COVID diagnosis.
- c. Any toys mouthed by preschoolers can be cleaned with antibacterial wipes or soap and hot water. They

may also be placed on the snack cart at the end of each session. These items will be sanitized & returned to the classroom.

d. Antibacterial wipes and antibacterial hand gel dispensers are provided for all classrooms to help with sanitation.

e. MVBC staff/ volunteers cannot hold or administer medications with the exception of EpiPens, medications for allergic reactions & inhalers. All other medications must be held and administered by parents/caregivers .

## **Food, Allergies & Feeding**

a. The Mount Vernon Kids area is a nut-free facility.

b. Parents will notify the church of any food allergies and/ or restrictions on visitor registration forms and enrollment forms. These allergies and restrictions will be indicated on each child's printed nametag. Once enrolled, allergies will be included in the attendance folder, as well.

c. In our baby and toddler nurseries (Rooms 1 and 2), parents may provide a bottle to be offered to their child. Parents are asked to leave specific instructions for the bottle with the volunteers and be available to respond to a phone call or text if any questions arise.

d. Bottles will be warmed in provided bottle warmers or in warm water, never a microwave.

e. Beginning with our toddler class (Room 2), snack will be served between 10:00-10:30. Snack will consist of Goldfish or Cheerios only. Children may only bring outside snack with approval from Minister for Children & Families or Children's Ministry Assistants.

f. If children will be offered any additional foods, a sign will be posted at the door alerting parents. Foods should always be nut-free. When possible, prior notice will be given through email for any additional foods that will be offered.

## **Security**

a. The common entrance to the building will be through the Mount Vernon Kids Welcome Center Lobby, accessible through doors 1, 12, or 10. The rear doors leading to the playground/east lot are emergency exits only. These doors remain locked.

b. Children should be with a supervising adult at all times. An adult should drop off children at the door of their classroom. An adult with the appropriate security pick up tag is required to pick up children.

## **Child, Youth, and Worker Protection Policy**

a. There will always be a minimum of two adults or one adult and one trained youth helper in each classroom. This is both for the protection of the children and the leaders.

b. All Children's Ministry volunteers will complete the Mount Vernon Kids Volunteer Application and screening process to include references.

c. New Children's Ministry volunteers must be regular attendees of the Church for at least six months unless previously known to Mount Vernon Children's Ministry leadership.

d. Background checks are required for all volunteers 18 and older. These are done every three years.

## **Abuse**

a. Suspected abuse will be immediately reported to the Minister for Children & Families. They will conduct a thorough investigation and determine if the suspected abuse should be reported to the Department of Social Services.

b. Staff and volunteers are to never use physical punishment with children under any circumstance.

## **Emergency Situations**

a. Fire Alarms: If the alarm sounds, volunteers will lead the children to follow the room-specific evacuation route out of the building and gather on the playground. The evacuation routes are posted in each classroom. An alert will be made when it is safe to return to the building.

- b. In case of a small, controllable fire in the classroom, one leader should retrieve a fire extinguisher, located in each hallway, and use it according to directions. The other leader should remove children from the classroom if possible and alert Minister for Children & Families, Children's Ministry Assistant and/ or the Welcome Desk through text.
- c. In the event of a tornado warning or severe weather threat all classrooms will make their way to Room 24 ("The Tree House"). All infants and non-walkers would be placed in evacuation cribs and moved to Room 24. This room is without exterior windows and is considered to be the most center, interior room in the Education Building (first floor). This room also has bathrooms. Parent/ guardian may pick-up their children during emergency weather, with the correct pick-up tag.

## Physical Injury

- a. Immediate first aid will be given to the injured child. Standard first aid will be given for minor cuts, scrapes or bruises. More serious injuries may require aid from our Health & Wellness Team or other medical personnel.
- b. If any first aid is administered, an incident report will be completed and a copy given to parents at the end of the session. This form must be signed by the program director and/or the Minister for Children & Families.
- c. Serious physical injuries may require parents to be called out of their program to give comfort or aid to their children.

## Behavior Management

- a. Sunday School volunteers may use a simple set of classroom rules and will reinforce these rules using redirection and positive reinforcement.
- b. Nursery leaders should use redirection as the primary method of behavior modification
- c. Preschool teachers will use redirection as the primary method of behavior modification. If necessary, they may use time out (1 minute per each year of age) as a second method if necessary.
- d. Biting – any biting incident will be treated like an injury. First aid will be rendered immediately and an incident report will be filled out and a copy given to parents at the end of the session. Parents of the child who bites will be alerted to the situation. Parents will be asked to sit in on class if the behavior persists.
- e. Leaders are encouraged to consult with the Minister for Children and Families and talk to the parents regarding a child's challenging behaviors in order to arrive at mutually beneficial outcomes. This is best done at a time other than drop-off and pick-up and should always be done out of the child's hearing or that of other adults and children. Please make the Minister for Children & Families aware of the conversation and outcomes.
- f. Recurring or severe issues will be directed to the Minister for Children & Families who will counsel parents, children and leaders to a suitable solution.

## Miscellaneous Issues

- a. Allergies or other special needs that may affect the child's ability to safely participate in Sunday School or other classes need to be communicated, in writing, to the Minister for Children & Families so that registration information can be accurate and updated.
- b. Leaders wishing to take children from the classroom will leave a note posted to the door, close the door, turn off the light, and notify the Welcome Desk.
- c. Parents who would like to observe their child's Sunday School class are welcome to do so with prior notification to the Minister for Children & Families. A background check will be required of anyone 18 years or older who wishes to attend any class within the Children's Ministry.
- d. It is our goal to help children through separation anxiety. This sometimes means children crying at drop off. In order to create a safe and welcoming environment for all children, if a child cries for more than 15 minutes without periods of calm, parents will be alerted to pick up the child from class. Parents are welcome to console children in the lobby.



# Drop-off & Pick-up Procedures

## Drop-Off

- a. Parents/Guardians are to print their child's name tag and security card upon arrival. Room assignments and/or changes will be noted on these stickers.
- b. Parents/Guardians are to secure their child's name tag to the child and drop the child off at the designated room. Parents/Guardians are encouraged to say good byes outside the classroom.
- c. Parents/Guardians keep the security card with them for pick-up.

## Pick-up

- a. Parents/Guardians should pick children up promptly at the end of the service time.
- b. Parents/Guardians will present the security tag at the door. A photo of the security tag, such as on a smart phone, is acceptable.
- c. Teachers will take the security card from the parent/guardian and bring the child and his/her belongings to the parent/guardian.
- d. Children are only to be released to an adult, 18 or older, with a security tag.
- e. In case of a lost security tag, please report to the Mount Vernon Kids desk. Parents/ guardians/ authorized pick-up listed on the child's registration form, with a photo ID, will be able to print a replacement pick-up tag.

# Diapering/Toileting

- a. Diapering (Rooms 1, 2, 5, 20): Lay the child on the changing table, on top of a fresh sheet of wax paper. Wear latex gloves, a new pair for each diaper change or when assisting with toileting. Change the diaper, disposing of it, the wax paper and gloves in the lidded receptacles. Wash your hands with soap and water before diapering another child or returning to other class activities. Wipe changing table with Sani-wipe/ Clorox wipe.
- b. Toileting: As much as possible, allow children freedom in their toileting. Assist as needed. Check to make sure the toilets are clean and flushed after use.
- c. Men are not allowed to change diapers or accompany children into bathroom stalls. If children need assistance with toileting, a female leader will assist and leave the door slightly open.
- d. Children in soiled or wet diapers should be changed as soon as possible. Leaders are responsible for making sure that children in diapers are checked regularly and changed as necessary.
- e. If children's clothes become soiled, they should be changed immediately. Spare clothes should be provided by parents in diaper bags. If additional clothes are needed, some are available by calling the Welcome Desk.
- f. Children should not be allowed to leave the classroom to use the bathroom. If children must leave they will be accompanied by an adult and a second child (for the "Rule of 3".)
- g. For children requiring assistance who are 6 and older, parents are responsible for handling all toileting and diapering needs. Parents will be notified via text message to come help their child if the need arises.
- h. Room 20, our G.R.O.W. Sensory Room, has a changing table in the bathroom in the bathroom for children who require assistance with diapering or toileting when a changing table is not available or practical to use in his or her classroom. There will always be two adults present when a volunteer or staff member is assisting with diapering or toileting.

[MountVernon.church/kids](http://MountVernon.church/kids)

# Mount Vernon Kids



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