

Elementary Discipline Policy

Our #1 Rule is “RESPECT”

All other rules fall under this overall theme

Remind the children of the rules (on PowerPoint) each week so they know what you expect:

- Leave Tags Alone. Don't touch, move or eat them!
- Use walking feet only-No Running
- Enter stage when asked-not a playing ground
- Keep your hands & feet to yourselves
- Use your inside voice
- Leave window shades alone
- Don't go where you're not invited (permission is granted for restroom break only)
- During parent pick up....stay with your small group leader – DO NOT rush to the door or leave the room!

1. Classroom signal

Establish a signal that lets the kids know that you need them to stop what they are doing and listen to you.

Examples for classroom management and techniques:

- Lights off - Kids stop what they are doing and put their hands on their head.
- Clap 3x and kids repeat - Kids clap along with the leader and then wait for instructions.
- “One-Two-Three eyes on me.”
- If you can hear my voice clap once; if you can hear my voice clap twice (all in a low and calm voice)
- Look UP...Look DOWN...Look at ME!

2. How to handle a child who is an “opportunity.”

One child should never dominate all of your time and attention. If you have a child who is disruptive to the class:

- Re-direct
- Take aside
- NEVER call a child out in front of other children
- NEVER raise your voice to a child
- NEVER roll your eyes or sigh when a child is being disruptive, etc...
- Always remain calm and speak with a loving, affirming voice when talking with a child.
- Always end on a positive note
- Always give encouragement to a child after you have spoken to the child.

3. If a child hurts another child or is significantly disruptive.

- Take the child aside and address the behavior in a positive yet firm manner. The parent will need to be notified of the child's behavior at the time the parent picks the child up. A Kid's Quest Elementary Staff will direct the conversation with the parent.
- If the child continues to be disruptive or continues to hurt or invade another child's personal space notify a Kids Quest Elementary Staff. Depending on the discipline issue will determine if the child's parent will need to be notified.
- If the child continues being disruptive and the parent has been paged, have the child sit at the back of the room until the child's parent arrives.
- The Kids Quest Staff will discuss the issue with the parent but may ask you to be present so the information being shared is accurate to the best of your knowledge.

4. Profanity & Unwholesome talk/conversation:

- We have a "zero" tolerance policy for profanity!
- Should the child use profanity, immediately call a Kids Quest Staff and the Staff will handle the situation.
- If the child is engaging in unwholesome talk, call the child aside and explain this kind of talk DOES NOT honor Christ and if the behavior continues then notify a Kids Quest Elementary Staff. The child's parent will be paged and the parent will be asked to talk with their child.
- If the profanity and unwholesome talk continues the child will need to leave with the parent.

The atmosphere of the room determines the attitude of the room

Role Descriptions

Elementary Service Coordinator

Manages assigned service, including:

- Pray before service and during the week for your service, volunteers, and the children and their families that attend.
- Manages Volunteers.
 - Assimilates new volunteers.
 - Maintain contact in form of phone calls, notes, email, etc..
 - Build relationships with volunteers.
 - Show appreciation to volunteers (cards, Thank you, etc...).
- Manages timing and Order of Service.
- Co-ordinates with Production Director for service agenda.
- Co-ordinates with Small Group Leaders for supplies.

Maintains discipline

- Handles any disciplinary problems always in a positive, loving, gentle and Christ-like manner.
- Retrieves parents if necessary.
- Advises Kids Quest staff of any disciplinary actions necessary and any need for conversation with parents.
- **ONLY** Kids Quest Staff Members will discuss behavior or disciplinary issues with parents.

Tracks attendance including Volunteers and Children

- Retrieves small group attendance copy & delivers to each small group leader.
- Retrieves volunteer attendance sheet and places in Elementary Director's folder, which is located in the sound booth on top of the desk by the light switch.
- Assigns Production team to collect tags and distribute GTC & RDC at the door for parents and child pick-up.
- Collects offering and places in Elementary Director's folder, which is located in the sound booth on top of the desk by the light switch at the end of each service.

Coordinates service transition with the next Service Coordinator

- The room is left clean or cleaner than the way you found it.

Any pertinent information is passed on to the next Service Coordinator and the Kids Quest Staff.

Elementary Small Group Leader

Acts a guide to the children and families of Gateway. A small group leader becomes the primary model, or teacher for a group of children and encourages spiritual growth through relationships, discussion and other small group activities. We find that relationships are best built with consistent small group leaders in the context of small groups.

3 Basic Truths...and Jesus grew in wisdom and stature and favor with god and man...Luke 2:25

We want every child who participates to grow and say:

1. **Wisdom** – I need to make the wise choice so I will...
 - a. Trust and follow **Jesus**
 - b. Spend time getting to know **God**
 - c. Do whatever **God** says
 - d. Discover **God's** unique plan for my life
 2. **Faith** – I can trust God no matter what because...
 - a. He is my **Creator**
 - b. He is my **Father**
 - c. He is my **Guide**
 - d. He is my **Savior**
 3. **Friendship** – I should treat others the way I want to be treated so I will...
 - a. Show God's love to those **around** me
 - b. Care enough to put others **before** me
 - c. Respect whoever God puts **over** me
 - d. Be the right friend to those **beside** me
- Pray for your service and the children that attend before the service and during the week.
 - Help provide an exciting atmosphere
 - Sing and do motions to the songs. (Don't worry, you'll learn them)
 - Help with the children that may have a hard time listening (IE: sitting beside them during Large Group)
 - Lead the lesson of your own individual small group (Be prepared, reading ahead of time to know the lesson)
 - Establish and maintain weekly contact (phone calls, cards, etc...) with the children in your small group and their parents (you will be given a list of phone numbers & addresses)
 - Pass out supplies, bible verses, parent papers, etc...
 - Pray with your group and wait for parent to pick up their children.
 - **Two combined influences make a greater impact than just two influences alone. Parents partnering with Gateway and YOU partnering with parents.**

Elementary Large Group Host

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

- Pray for your service and the children that attend before the service and during the week.
- Review Rules.
- Review cues with the MVP Tech (Music, Video, Production) and make sure all props are ready for use.
- Transitions to and leads upbeat/energetic worship experience (Teaches and participates in music motions)
- Participates as assigned in pre-teach/teach/post-teach portions of the curriculum.
- Leads the transitions to small groups.
- Must be available for TEAM practice in order to give our children the best possible.
- Required to attend quarterly KQ Production Team meetings.
- Lead designated Production Team one weekend a month through 3 services
- Guide and shepherd TEAM by maintaining communication and prayer requests.
- Establish initial contact and introductions to new volunteers.
- Maintain open contact with new and existing members.
- Regularly meet with Elementary Director and Programming/Production Director to discuss issues and agendas.
- Participate in Gathering time (Prior to service).
- Greet Families.
- Assist in child pickup with instructing parent or child to remove their name tag, verify parent and child tag matches and distribute the God Time Cards and Refrigerator Door Cards (GTC & RDC) at door as parents enter the room to pick their children up.

Elementary MVP (Music, Video, Production) Technician

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

- Pray for your service and the children that attend before service and during the week.
- Room set-up (before 1st service only).
- Prepare service area equipment, (may be done at service prior)
 - Turn projector on. Check to make sure they are functioning normally.
 - Check mic batteries and make sure they're working. Change batteries if necessary.
 - Check the volume on the sound board; total sound should not exceed 80-90 Decibels.
- Review with Production Director and Service Coordinator what they need for the service, including worship song list. (power point, video, etc..._).

Kids Quest

- Coordinate needed sound and visual support through out service:
 - Prepare video or power point, if there is one.
 - Play video or power point when needed.
 - Adjust mic volume while they're speaking.
- Make sure music is playing at beginning and conclusion of service while parents are dropping off and picking up kids.
- At conclusion of **final service:**
 - Make sure to reset sound booth after each service. This includes making sure all trash is picked up and cues and levels turned all the way down on computer and sound system is reset.
 - Ensure the projector and all sound/light equipment is turned off (after final service).
- Required to attend quarterly KQ Production TEAM meetings.
- Must attend mid-week rehearsal for scheduled weekend service.
- Lead technical and sound for Production One weekend a month through 3 services.
- Regularly meet with Host to discuss issues and music agendas.
- Participate in Gathering time.

Elementary Large Group Drama Team

Create an exciting atmosphere by actively leading the Drama Skit in the Large Group Portion of service including:

- Pray for your service and the children that attend before the service and during the week.
- Review cues with the MVP Tech and make sure all props are ready for use.
- Actively leading the children through Production skit as character actor/actress of all 3 service's skit section of the production.
- Make sure to reset stage after each service.
- Required to attend quarterly KQ Production TEAM meetings.
- Must attend mid-week rehearsal for scheduled weekend service.
- Must have skit memorized by Sunday.
- Lead designated skit one weekend a month through 3 services.
- Regularly meet with Host to discuss issues and music agendas.
- Participate in Gathering time.
- Greet children and their families.
- Assist in child pickup with instructing parent or child to remove their name tag, verify parent and child tag matches and distribute the God Time Cards and Refrigerator Door Cards (GTC & RDC) at door as parents enter the room to pick their children up.

Elementary Large Group Worship Team

Create an exciting atmosphere by actively leading the Large Group portion of our Worship to include:

- Pray for your service and the children that attend before the service and during the week.
- Review Cues with the MVP Tech and make sure all props are ready for use.
- Review Songs and hand motions.
- Leads children and Small Group Leaders in a meaningful time of worship through music for all 3 services.
- Guide audience through prayer and before transition into Production skit.
- Make sure to reset stage after each service.
- Required to attend quarterly KQ Production TEAM meetings.
- Must attend mid-week rehearsal for scheduled weekend service.
- Lead designated worship songs one weekend a month through 3 services.
- Regularly meet with Host to discuss issues and music agendas.
- Participate in Gathering time.
- Greet children and their families.
- (Adults Only) Assist in child pickup with instructing parent or child to remove their name tag, verify parent and child tag matches and distribute the God Time Cards and Refrigerator Door Cards (GTC & RDC) at door as parents enter the room to pick their children up.