


# CHILDREN'S MINISTRY

## HANDBOOK





But Jesus said, "Let the little  
children come to Me, and do not  
forbid them; for of such is the  
kingdom of heaven."

Matthew 19:14



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## VISION STATEMENT

Our vision is to come alongside parents, in their God given responsibility and blessing taught in Deuteronomy 6:6-9 and Proverbs 22:6 to, "Train up a child in the way he should go..." It is a partnership based on the Word of God. We have an excellent, engaging staff, with equipped volunteers and trained leaders to assist in your children's growth in their knowledge and understanding of our fundamental Christian truths, love and faith (Ephesians 3:17-19).

As parents are taught in the main sanctuary, under the teaching of Pastor Raul Ries, the children are taught at their level of understanding in each classroom (Nehemiah 8:1-3). Included in each lesson are innovative and interactive games, crafts and worship, which help reinforce the week's lesson and encourage memorization. Every classroom is specifically designed to spiritually reach the heart of a child, with opportunities for individual salvation, even at a young age.

As a ministry, we desire to see every child have a personal relationship with Jesus Christ. We pray every child will commit their lives to Christ (Romans 10:9-10, 13). In fact, many children make first time commitments and receive Jesus Christ into their hearts, while attending Sunday school services at Calvary Chapel Golden Springs.

Throughout a child's Sunday School experience, their development and growth continues, as they are disciplined and equipped to become witnesses to their families and friends (2 Peter 3:18). Our ultimate prayer is for each child to grow in the Lord and impact our world for Jesus Christ, as we are all called to fulfill the great commission found in Matthew 28:18-20.

## VOLUNTEER REQUIREMENTS

Following are the requirements for those serving in the Children's Ministry:

- Be in the word, prayer, fellowship and attend monthly leadership class
- Have your life/family in order
- Pass the three-month probation period
- Wear photo ID badge while serving: no exceptions
- Read the following books:

Calvary Chapel Distinctives – Chuck Smith	The Philosophy of Ministry of Calvary Chapel – Chuck Smith
Living Waters – Chuck Smith	The Training of the Twelve – A.B. Bruce
Second – L.E. Romaine	Doctrines – Raul Ries
Spiritual Leadership – Oswald Sanders	The Crucified Life – A.W. Tozer
The Baptism with the Holy Spirit – R.A. Torrey	C3000 Series – Chuck Smith (Audio Studies)

### ATTENDANCE

All volunteers are required to attend the prayer meeting with their Service Coordinator prior to the service in which you serve. The meeting is about twenty (20) minutes and remains flexible depending on time changes due to the service going longer or shorter. Volunteers are required to be at Calvary Chapel fifty (50) minutes before class for prayer and in the classroom thirty (30) minutes before service. Anyone consistently late or missing the prayer time may be asked to step down from the ministry.

Every volunteer is required to serve in his/her classroom each week. If, for any reason, a volunteer cannot serve for one class session or more, the Coordinator and ministry leader must be informed one week in advance. This is very important for those who are in a teaching position, as a substitute teacher needs ample time to study the lesson and prepare to teach the class. In the event of an emergency or illness, the volunteer is required to call the Coordinator, so a substitute may fill the position. It is the volunteer's responsibility to inform the Coordinator and Children's Ministry Director of vacation time. Repeated absenteeism will lead to the volunteer's removal from the ministry.

### MEETINGS

It is the responsibility of each volunteer to attend the prayer meetings, leadership meetings, enrichment classes, curriculum orientation and any special ministry meetings which may be called. There is to be a minimum of two week's notice for meetings, except special emergency meetings. The meetings must be attended unless there is an illness or emergency. Unexcused absence from meetings may lead to dismissal from the ministry.

## CHILD SAFETY

Calvary Chapel Golden Springs' Children's Ministry seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of Calvary Chapel Golden Springs from incidents of misconduct or inappropriate behavior, while also protecting our staff and volunteers from false accusations.

### KEEPING KIDS SAFE AND HEALTHY

- Volunteers must avoid being alone with a child. During any church event, you are not allowed to be alone with a child, including transportation to and from the event.
- Never tickle, swing a child by their arms, wrestle with a child, kiss a child or coax a child to kiss you. Your physical contact with the children must be above reproach. Be wise how you interact physically with the children.
- Never touch a child inappropriately. Do not touch any part of a child's body that would be covered by a bathing suit.
- Children four years and older are not to sit on any volunteer's lap.
- Lights in the classrooms must remain on at all times and doors are not to be locked.
- We are responsible for the safekeeping of the children in the classrooms. Please use only safe activities and games, which will not endanger the children. Be alert and aware of the actions/activities of all your children in class. Safety of the children should be one of our biggest priorities.
- Please bring to the attention of the Coordinator/Children's Ministry Director any potentially dangerous facilities, equipment, furniture or other things that may pose a safety problem. Each parent is depending upon us to watch, minister and safely care for their children. It is up to each of us to maintain a good reputation in these areas.

## CLASSROOM MANAGEMENT AND DISCIPLINE

When serving in a class, be sure the class knows exactly what the rules are and what is acceptable/unacceptable behavior. When a child misbehaves or disrupts the classroom, it is the responsibility of the volunteers to intervene in order to regain the attention and/or interest of the child. The actions of the volunteers must be done out of love (agape), patience and kindness. Never should there be a display of anger or aggression toward the misbehaving, disruptive or disobedient child. Never hit, strike or yell at a child. Never call a child a derogatory name, including "bad" or "dumb."

It is not our policy, responsibility or privilege to use corporal punishment (spank), even if we feel a child might need this form of correction. This form of correction/discipline is the sole responsibility of the parents. Even if parents grant us permission, this form of correction is not to be used in the Children's Ministry.

## TWO ADULTS

It is our goal to maintain a minimum of two adult workers in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity, unless in a counseling situation.

## OPEN DOOR

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

## SHORT STAFFED

In the event of multiple sick/absent teachers, your Service Coordinator will:

- Check with Children's Ministry Director for staff volunteers.
- Combine classes if possible.
- Close the highest grades first and send volunteers to the needed classrooms. Begin with 5th/6th grades and go down to the 4th grade. Students from these classrooms are to go into the sanctuary/fellowship hall.

Under no circumstances are you to use volunteers who have not completed the Children's Ministry Training Class. If nursery is short-staffed, close the nursery when the maximum number of children per worker is reached.

## VISITORS

Any visitor/volunteer who wants to serve in any classroom must be approved by the Children's Ministry Director or the Service Coordinator. If a parent wants to stay with their child, we will allow it. However, they will only be allowed to stay 3 times every 6 months. They will still need to be approved by the Children's Ministry Director or the Service Coordinator, each time. Again the reason for this is twofold, 1) to make sure the parents are getting fed in the sanctuary, and 2) by allowing a parent to serve, we are saying they have been approved by the ministry to be in a classroom. We want to make sure we are protecting the ministry as well as protecting the children. If a visitor/volunteer wants to stay more than the allotted 3 times, they will need to complete our application process.

The reason people come, or should be coming to church, is to sit in and hear the study. The Children's Ministry is not a place for people to come and hang out.

## PROBLEMS

In the event of a problem with an adult or parent/guardian, send for a pastor and/or the Children's Ministry Director. Any usher may be contacted to find the needed leader.

## SNACKS

Due to the many food allergies and physical conditions children have, please refrain from giving them snacks and food in the classrooms during class time. Animal crackers will be provided for the younger grades. Any snacks handed out must be individually pre-packaged and handed out to the parents upon checkout.

## SICK/INJURED CHILDREN

All children who are sick or injured must be reported to the Coordinator immediately. A response team is in place to take care of situations whether minor or major. They will call the paramedics, if the injury warrants. Under no circumstances is anyone to give any type of medicine to the children. You may only wash and clean minor injuries with water and apply a band-aid, if needed, or an ice pack.

For the safety of the children, all volunteers must follow the following protocol:

### SICK CHILDREN

Sick children are only to be removed from the classroom if directed by your Service Coordinator. Give the name of the child and parents' information to the Coordinator. While waiting for the Coordinator, pray for the child. If he/she needs to go to the restroom, take them before they go with the Coordinator. The Coordinator/Children's Ministry Director will handle the situation, by either contacting the parents or messaging for a trained nurse to assess the situation. Privately inform the parents, when they arrive, where their sick child may be picked up and calmly inform them of the situation. In the event the parent does not respond and cannot be located, handle the situation as best as possible with the Coordinator's assistance.

It is the teacher's responsibility to inform the Coordinator of needed maintenance/clean-up. The Coordinator is responsible to make sure the area is clean and sanitary.

### INJURED CHILDREN

Any type of injury/accident, including biting, must be reported to the Coordinator, who will inform the Children's Ministry Director of the incident. This is the responsibility of the teacher. Regardless of the degree of the injury or illness, an Accident Report Form must be completed with the child's name. This must be turned into the ministry for our records. Teachers are required to follow this procedure diligently.

## STEPS TO TAKE IN CASE OF ACCIDENT/INJURY

- Keep calm and try to calm the child
- Call or send another volunteer to locate the Coordinator
- Pray for the injured child
- If it is a serious injury, do not move the child until told to do so by the Coordinator
- Continue the activities, to distract the classes attention away from the injured child
- Never give your diagnosis of the situation or overreact in front of the injured child
- If the child is removed from the class, please be sensitive in talking to the parents

If a child is removed from the classroom, for any reason, they are to be taken to the Children's Ministry Resource Room. They will remain there until the end of the service. At the concluding song, the child will be returned to their classroom, to be picked up by their parent.

At no point in time is a child to be taken out of class and walked around, anywhere except to the Children's Ministry Resource Room.

## MEDICATIONS

It is the policy of Calvary Chapel Golden Springs not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Ministry Director to develop a plan of action.

## EMERGENCY Action Plan

The Emergency Action Plan has been developed by Calvary Chapel Golden Springs to define the actions to be taken prior to and immediately following a major disaster.

## COMMUNICATIONS

- Maintain radio etiquette
- Key the radio for one second before speaking
- Make your comments brief and to the point

## EARTHQUAKE

- Drop, cover and hold on
- Assess the situation and follow through the proper procedures
- If necessary, evacuate the building (see Emergency Evacuation)

## FIRE

- Notify the Children's Ministry Director or Director of Security Immediately
- If necessary, dial 911 first, then notify the Children's Ministry Director or Director of Security
- If necessary, evacuate the building (see Emergency Evacuation)

## EMERGENCY EVACUATION

Knowing your roles saves lives.

### 1st Floor

- Hedges 1-5 will help direct adults from the sanctuary and fellowship hall to the adult assembly area located on the Bookstore side of the chapel.
- The Children's Ministry will exit the building and meet at the main playground.
- Roll call and a count of the children will be taken, and the information will be passed along to the Children's Ministry Director, Director of Security and Incident Commander.

### 2nd Floor

- Hedges 6-7 will help prevent people from re-entering the building.
- The Children's, Jr. High and High School Ministries will exit the back stairs and meet at the main playground.
- Roll call and a count of the children will be taken, and the information will be passed along to the Children's Ministry Director, Director of Security and Incident Commander.

Hedges are emergency personnel, of Calvary Chapel Golden Springs, designated to divert and direct traffic in the event of an emergency.

## LOCK DOWN PROCEDURES

- You will hear the lockdown command over the radio
- Lock all doors, shut all windows and blinds to your assigned classrooms
- Turn off lights
- Get children away from doors and windows
- Teachers and children lie on the floor
- Remain quiet until you hear the all clear command

## RESTROOMS

We want the Children's Ministry to remain blameless. Therefore strict adherence to this policy will be enforced.

## 2 – 5 year Olds

Always encourage parents to take their children to the restroom before class. Children are to be taken to the restrooms in the rear of the chapel only. Be sure to inform all adults attempting to use the rear restrooms that they are for the children only. Direct adults to use the front restrooms.

When taking this age group to the restroom, there must be one adult who is an approved volunteer from the Children's Ministry. The adult is to wait at the door with the door open and remind them to wash their hands after using the restroom. Cleanliness will help protect you and the children from spreading germs. In case a child needs help, call the Coordinator for accountability.

In case of an accident, in the pants/clothing of the young preschoolers, there are larger Pull-Ups/diapers and sometimes extra underwear available in the Toddlers' Room. These items are for emergency use only. You must get the approval of the Coordinator and have them get the needed supplies for you.

Do not take the child to the Toddlers' Room without the Coordinator's approval and his informing the overseer of the Toddlers' Room. Be sensitive to the child when the parent comes to pick up their child, and share with them what happened. Every parent must be informed if their child had an accident in their pants. No exceptions.

Know what is going on around and inside the restrooms. Be sure to clean up all toilet paper and hand towels, after your group visits the restroom. At the conclusion of your service, have a female teacher inspect the girls' restrooms for cleanliness and supplies, along with a male to inspect the boys' restrooms.

## 1st – 6th Grade

Children in this age group may go to the restroom without adult supervision, but they must go in pairs. There are no exceptions. Keep time of how long the children are gone outside of the classroom. If the time seems excessive, send a volunteer/Coordinator to check on the children.

Inform the children, they are only allowed to go to the restroom and no other part of the building and must return to the classroom, as soon as possible. Periodically, send a volunteer to check on children.

Children abusing their privileges may not be allowed to use the restroom without adult supervision. Encourage all students to go to the restroom before class begins.

Immediately report any adults using or hanging around the children's restrooms to the Coordinator, ministry leader or administrative staff. This policy is for the protection of the children, you and this ministry.

## SUSPECTED CHILD ABUSE

For purposes of this policy, "child abuse" is any action (or lack of action) which endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes:

- Physical abuse – any physical injury to a child which is not accidental, such as beating, shaking, burns and biting.
- Emotional abuse – emotional injury occurs when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter and medical care.

Volunteers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event an individual involved in the care of children at Calvary Chapel Golden Springs becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Children's Ministry Director for further action including reporting to authorities as is mandated by state law. If the Children's Ministry Director has a reasonable suspicion of abuse, authorities should be contacted.

In the event an incident of abuse or neglect is alleged to have occurred at Calvary Chapel Golden Springs or during our sponsored programs or activities, the following procedure shall be followed:

- The parent or guardian of the child will be notified.
- The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
- Our insurance company will be notified, and we will complete an incident report.
- We will comply with the state's requirements regarding mandatory reporting of abuse as the law exists.
- We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
- The Assistant Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.

## REGISTRATION

Calvary Chapel Golden Springs' Children's Ministry requires all volunteers to strictly adhere to its registration procedures, to ensure the safety and well-being of our children. When parents/guardians leave their children with the ministry, an unspoken, legal contract is formed. Failure to perform our duties in accordance with policies and procedures could result in adverse consequences to our ministry. In some cases, the registration documents are subpoenaed by families or the courts.

Coordinators should be available near the pre-school classes, in the event of a problem. When parents question the purpose of the slow sign-in/out line, explain to them our desire for the safety and protection of each child.

It is the Coordinator's responsibility to ensure the children are checked out to the proper parent/guardian. Make sure all teachers keep track of all children (no escapees).

- Parents/guardians must fill-in/sign the designated form completely.
- Never leave the sign-in sheet outside your class without a volunteer.
- A volunteer must be present to oversee the check-in and to meet and greet both parent and child.
- At the conclusion of the service, the volunteer overseeing check-in must also oversee check-out.
- Be sure the same parent/guardian signs the child out, verifying the child has been picked up.
- Under no circumstances should a child be in the classroom that has not been signed in.
- If you have any problems with a parent/guardian, contact your Coordinator immediately.
- Turn in the sign-in sheets to the Resource Room at the conclusion of the service.
- If the parent/guardian checking out the child is detained, take the child to the Resource Room and contact the Children's Ministry Director or Service Coordinator.
- No volunteer is to leave until all children are picked up.
- Encourage parents to wait until the end of the service to pick up a child, so you can complete your study time with the children. Be sensitive in dealing with each early-arriving parent.

## 0 – 24 MONTHS

Children must be signed in and out of the classroom by the same adult.

No exceptions. A ticket will be given to the adult, which must be presented when signing out the child. The Children's Ministry Director must be informed of any lost forms and the infant/toddler to be checked out must be approved by the Children's Ministry Director or Children's Ministry Coordinator.

All sign-in/out forms used during the service must be turned into the Children's Ministry Resource Room. If you have any problems, contact the Children's Ministry Director or a Coordinator.

## 2 – 5 YEAR OLDS

Children must be signed in and out of the classroom by the same adult.

No exceptions. A wristband will be placed on each adult and child for identification purposes.

All sign-in/sign-out forms used during the service must be turned into the Children's Ministry Resource Room. If you have any problems, contact the Children's Ministry Director or a Coordinator.

## 1st – 4th Grade

Children must be signed in and out of the classroom by the same adult.

No exceptions. The sign-in/sign-out signature must be the same to release the child.

All sign-in/sign-out forms used during the service must be turned into the Children's Ministry Resource Room. If you have any problems, contact the Children's Ministry Director or a Coordinator.

## 5th – 6th Grade

This age group does not need to be signed in/signed out by an adult. They must sign-in themselves on the attendance sheet.

The teachers must wait to be directed by the Coordinator to dismiss the children. This is at the conclusion of the service. There are to be no children walking or roaming the halls before the conclusion of the service.

All sign-in/sign-out forms used during the service must be turned into the Children's Ministry Resource Room. If you have any problems, contact the Children's Ministry Director or a Coordinator.

## RESOURCE ROOM

The Resource Room is the center from which the teachers are equipped.

- It provides the teaching curriculum for each age group.
- Teachers can look through available resources to help supplement the lesson they are teaching.

The Resource Room Staff regularly inventories all supplies, in the Resource Room and the classrooms, making sure they are in good working order, and replenishes or refurbishes them as needed.

- A request form for supplies/copies must be submitted to the Resource Room Staff three-four days in advance. Sunday service teachers may place orders one week ahead or by Wednesday. Wednesday service teachers, please place your orders on Sunday.
- Special supplies (not kept in stock) must be ordered at least two weeks before needed.
- Only teachers/helpers may check out supplies from the resource room, not children.
- Be early and pick up your supplies before your prayer meeting.
- The Resource Room Staff are available to assist you. If you need assistance, please ask.
- Please return all items to the Resource Room when your service is over.
- Please inform the Coordinator of any broken equipment or needed materials.

## AGE GROUP CHARACTERISTICS

Jesus knew those He taught. His lessons fit the needs and interests of the people. When He talked to farmers, He spoke of sowing seeds and the plight caused by weeds and birds. When He spent time with fishermen, He related the concepts of the Christian life to fish and nets. He knew just how to “hook” His listeners with words and concepts they were interested in. He was an example of a teacher who showed His love for the people by getting to know them.

Knowing the children you work with is essential to ministering to them. Let’s look at some of the general characteristics of the different age groups you will meet in the Children’s Ministry.

### NURSERY (Birth – Walking)

#### General Characteristics

Helpless, dependent on adults to meet his/her needs

Communicates needs by crying

Requires individual attention (holding, rocking etc.)

Sleeps a great deal

Learns by attitudes of those around him/her

### Needs

Loving, physical care (feeding, changing etc.)  
Clean & Safe surroundings  
Security at his/her level:  
Familiar sounds, sights & smells  
Familiar people caring for him/her  
Consistent schedule  
The presence of parent(s)/guardian

### Level of Understanding

Absorbs the attitudes of those who care for him/her  
Can understand simple words  
Beginning to recognize signs of "love"  
Can connect places, situations with concept of "good" or "bad"

### TODDLERS (Walking – 2 Years)

#### General Characteristics

Constantly moving  
Learning to talk with limited vocabulary (two or three phrases)  
Uses all five senses to learn  
Imitates actions  
Short attention span  
Requires individual attention  
Developing social skills  
Fearful  
Susceptible to sickness  
Tires easily

### Needs

Loving, physical care (snacks, changing etc.)  
Frequent change of activity (variety)  
Frequent rest times  
Activities for large muscles  
Room to "explore"  
Orderly environment  
Personal attention from familiar adults  
Security at his/her level:  
Familiar sounds, sights & smells  
Familiar people caring for him/her  
Consistent schedule  
The presence of parent(s)/guardian  
Consistent discipline/reward system

### Level of Understanding

Most learning is still through the senses  
Concept of God, Jesus and the Bible can be introduced  
Concepts of good and bad can be further understood

## Activities

Conversations about pictures  
Simple stories  
Simple songs  
Actions, rhymes  
Simple puzzles  
Ball games  
Hiding/peek-a-boo

## 2 – 3 YEAR OLDS

### General Characteristics

Extremely active  
Attention span of three to five minutes  
Responds to guided play  
Rapidly growing vocabulary (although limited)  
Imitative in actions and speech  
Still learning to use all five senses  
Susceptible to sickness  
Tires easily  
Achieving physiological stability  
Forming simple concepts of “society”  
Learning to distinguish between “right” and “wrong”  
Curious  
Learns by repetition  
Plays alongside others rather than with them  
Understands and fears being “away” from parent(s)/guardian(s)

### Needs

Frequent change of activities (every ten minutes)  
Frequent rest periods  
Exploration using senses (coloring, clay, etc)  
Consistent discipline/rewards system  
Large muscle activities  
Repetition for learning  
Frequent restroom trips  
Security at their own level:  
Familiar adult figures (teacher, babysitters, etc)  
Familiar surroundings (furniture toys, etc.)  
Consistent schedule  
Knowing parent(s)/guardian(s) will always return  
Loving, understanding, gentle care

### Level of Understanding

Can understand simple, brief stories (retold often with short sentences)  
Understands the concept of love as it relates to self and to others  
Appreciates Jesus as a friend and the Bible as a special book  
Knows right from wrong  
Beginning to understand the concept of “being sorry”

## Activities

Guided conversations

Guided play

Finger play

Simple songs with hand motions

Simple stories

Coloring

Exploring with clay, dough, etc.

Building with blocks, etc.

## 4 – 5 YEAR OLDS

### General Characteristics

Very active

Enjoys imitating

Attention span of five to ten minutes

Enjoys playing with other children

Forming concepts of social behavior (teamwork, partnership, etc.)

Inquisitive

Learning to relate to adults other than parents

Large imagination

Further developing sense of “right” and “wrong”

Learning to share (with encouragement)

Growing vocabulary – able to express self in sentences with feeling

Curious

Thinks of God in personal terms

Responds to Jesus with simple trust

### Needs

Loving, supportive care

Consistent discipline/rewards system

Interaction with interested and caring adults

Frequent change of activities

Consistent models of Christian behavior

New or different words defined

Activities that involve physical movement

Freedom to explore new things (places, thoughts, etc.)

Security at their own level:

Clear signs of love shown to him/her

Respect from those around him/her

Feeling valuable (significant)

Unbroken trust/promises

Knowledge God & that significant adults will not abandon him/her.

### Level of Understanding

Can understand God created the world

Can reason and deal with questions regarding the “whys” of life

Can learn through humor

Can learn through role-playing or role-reversal

Beginning to read simple words

Still learns, thinks in concrete terms

## Activities

Drama

Guided conversation and play

Finger play

Simple crafts involving cutting, pasting, coloring, folding

Reading picture books

Building blocks

## ELEMENTARY LEVEL

The elementary aged child is always changing. Just when you think you know him/her, something different is noticed. It could be a personality change, an advanced discipline need or even expanded thinking concepts. The tricky part of working with this age group is to keep up with the changes. If we lag behind them, we lose their growing interest. Therefore, class time needs to be fun and creative, so we can engage their young minds with the truth of God's Word.

### 1st – 2nd GRADE

#### General Characteristics

Active, talkative, inquisitive and imaginative

Likes group activities

Seeks personal attention from the teacher

Small muscle coordination developing

Building attitudes about self

Learning masculine or feminine roles

Learning to read confidently

Learning to write

Developing conscience and sense of morality

Still thinks in concrete terms

Honest (generally)

Eager to learn

Emotionally immature

Attention span 20+ minutes

Fashion conscious

Peer pressure beginning

Life's values rotate around having fun

Selfish, but capable of caring and giving to others

#### Needs

Loving, respectful, patient & caring

Variety in activities

Freedom to express themselves orally

Opportunities to exhibit the things learned

Abstract concepts presented in concrete terms

Security at their own level:

Sense of belonging among peers

Support and belief in abilities from teacher

Sense of belonging, unending love from parent(s)/guardian(s)

Sense of unconditional love and forgiveness from God

Consistent discipline/reward system

Freedom to make and learn from mistakes

### Level of Understanding

Genuinely loves God and Jesus as real "people"  
Appreciates the Bible as a special book  
Prays sincerely  
Beginning to understand what sin is  
Beginning to apply Biblical principles to life

### Activities

Drama  
Storytelling  
Games (any type)  
Arts and crafts.  
Music (especially if it is self-played)  
Puppets  
Reading/being read to

### 3RD – 4TH GRADE

#### General Characteristics

Energetic  
Still thinks in concrete terms (older children may think abstractly)  
Likes group activities  
Asks challenging questions  
Enjoys personal attention  
Continues to build personal attitudes  
Developing specific interests (hobbies, etc)  
Strong sense of morality, fairness  
Emotionally immature  
Eager to learn about new interests  
Memorizes easily  
Wants to help  
Attention span 20+ minutes (depending on subject or activity)  
Fashion conscious  
Interested in being popular or "cool"  
Has a vision of being older or capable of doing anything

#### Needs

Supportive, loving care  
Variety of activities  
New experiences (educational and memory-building)  
Freedom to express themselves within respectable boundaries  
Security at their own level:  
Sense of belonging among peers  
Support and belief in abilities from teacher  
Sense of belonging, unending love from parent(s)/guardian(s)  
Freedom to make and learn from mistakes

### Level of Understanding

Can understand cause/effect relationships  
Can understand order, chronology  
Able to apply Biblical principles to life  
Able to know and accept Jesus as their personal Savior  
Understands the need for salvation

## Activities

Projects  
Drama  
Role-playing  
Puppets  
Games  
Arts and crafts  
Music  
Reading to himself/herself  
Using own Bible

## 5th – 6th GRADE

### General Characteristics

Energetic  
Healthier  
Loud  
Inquisitive, talkative and imaginative  
Beginning to understand abstract thought  
Has many interests  
Likes competition  
Hero worshipper  
Dislikes outward display of affection  
Hang out with friends  
Performance is affected by self-image  
Independent  
Attention span of 20+ minutes  
Can be rebellious  
Can be disrespectful on purpose  
Can be emotional (especially girls)

### Needs

Firm, loving, supportive care  
Consistent discipline/reward system, with clear consequences  
To know the results of choices and to learn from the consequences of poor choices  
Quality time with teacher, parent(s), etc  
Freedom to begin to make significant choices, with guidance  
Freedom to communicate feelings, etc. to parent(s) and teacher

### Level of Understanding

Is interested in and understands Bible history and backgrounds  
Can understand the need for learning  
Is able to teach others

## Activities

More adult-type projects, etc.  
Research  
Problem solving  
Interviews  
Panel Discussions & Debates

## FAQ - FREQUENTLY ASKED QUESTIONS

Can we do outings with the children from our classroom?

It is the policy of Calvary Chapel Golden Springs to not engage in outings with the children. This helps keep the ministry blameless.

May I have food and drinks in my classroom?

Food and drinks may only be consumed during the pre-service meetings.

Only water may be brought in the classroom.

I am sick and I will not be able to fulfill my serving responsibility. Who do I call?

Your Service Coordinator is the best person to help you. Know your Coordinator and make sure you have their number. On Sundays, you may leave a message in the Children's Resource Room ext. 532, and the message will be passed on to the Coordinator. If you know ahead of time, tell the Coordinator, so a replacement can be found.

What should my room look like?

Neatness and order are important factors to consider in your room set up. Remember, the room is used for other teachers and services. The room should be left in better condition than you found it. Do not allow curriculum, sign-in sheets or art projects to clutter any of the desks or tables. No snacks, food or drinks are to be left in the classroom, at any time.

Once you have finished for the day, please return all items to the Resource Room. Desks are supplied with items for the classroom. Please put these items away neatly, in the desk drawers.

I ran out of supplies for my class, what shall I do?

You may either call the Coordinator and they will help you get the extra items or an adult volunteer can be sent to the Resource Room. Please do not send a child.

