



**TEAM  
MEMBER  
TRAINING  
HANDBOOK**

85 Clench Ave. Brantford ON

**2023**  
revised

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# About New Life Brantford

## **Mission:**

Sharing life with our community

## **Core Values:**

**Live for Jesus** - If we follow the word of God, we will be transformed and become who we are called to be.

**Build Community** - Our goal is to love like Jesus and care for each other like family.

**Invest Forward** - We are blessed. Our desire is to give back to our world locally and abroad.



**Leave a Legacy** - Every generation needs to know the freedom and hope of Jesus Christ.

## **New Life Kids Vision:**

Growing a legacy of Christ followers to affect generations to come.



# Screening Process

- Attend New Life for 6+ Months
  - Meet with Kids Pastor
  - Police Check & Vulnerable Sector Check
  - References if needed
  - Complete Protection Policy Training
  - Training with other Team Members
  - Follow up meeting with Kids Pastor
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# Expectations & Rules

## Arrival Time

### **SUNDAYS**

Each New Life Kids Team Member must arrive by 9:30am on Sunday mornings to ensure you are prepared before parents begin dropping off their kids at 9:45am.

### **WEDNESDAYS**

Team Members must arrive at 6pm to ensure we are set up and prepared before parents begin dropping off their kids at 6:15pm.

***All Team Members must check in using the Check In iPads each time you are serving***

## Name Tags

All Team Members must wear their New Life Kids Name Tags and check in using our iPads each time you are serving.

## Schedule

All Team Members use Planning Centre Services App to manage scheduling. If you are not available to serve on a date you were already scheduled, each Team Member is responsible for finding a replacement, then contact your Team Leader to confirm the change.

# Check In/Out

## Check In/Out

- All kids under the age of 12 years old must be checked in/out by a parent/guardian.
- The Check In Team Member will assist parents when checking in using the iPads.
- New families or visitors can be referred to the Welcome Desk or scan the nearest New Life Kids QR code to register.
- All kids must wear their sticker name tags and parents must keep their parent code sticker to check out their child. We want to ensure all kids are kept safe so make it obvious that codes are being checked during the Check Out process.
- *Best practice* is sticking the stickers on each child's back.

## Locations

### **NURSERY**

0-2 Years

*Check in/out in Nursery*

### **PRIMARY**

3 Years - JK

*Check in Gym/Check out in Primary Room*

### **ELEMENTARY**

SK - Grade 5

*Check in/out in Gym*

# Washroom Guidelines

No Team Members should be alone with children in the washroom.

## **Nursery**

- At New Life we do not change diapers.
- Call parents, using Check In iPad, if a diaper change is needed.

## **Primary Room**

- Call parents, using Check In iPad, if a diaper change is needed.
- Primary children are not to go to the washroom alone. Call the hall monitor to bring the child to the nursery bathroom while one of the primary leaders stands at the door to ensure they made it to the nursery without issue. Once the hall monitor arrives at the bathroom, the child can use the washroom alone while the hall monitor waits at the nursery entrance.
- Take a group of kids to the main washroom, if the nursery washroom is unavailable. Provide assistance if needed.
- Respect child's privacy by asking if they are comfortable with you helping. Do not make the child feel bad if they have an accident, rather, call their parents to let them know.

## **Elementary**

- Elementary children are not go to the washroom alone.
- Team Members can escort kids down the hallway to the washrooms and wait outside washroom door.
- Always communicate with other Team Members that you are bringing a group to the washroom.

# Notifying Parents

## Check Ins App

- Beside each child's name there is a speech bubble with 3 dots
- Tap on the bubble and send appropriate automatic text
- If parents do not respond, ask the Hall Monitor/Check In Team Member to find the parent



# Classroom Management

## Remember the 5 Rs

### **Reward**

Reward positive behaviour and recognize those who are doing what they should be doing. Praise and encourage positive behaviour, we often give stickers and little candies.

### **Remind**

Remind kids what behaviour is acceptable and what our #1 rule is: "Respect – You, Me, God"

### **Redirect**

Redirect kids to a different acceptable activity.

### **Remove**

Remove the distraction; take away the thing that is causing a problem, remove privileges. If necessary, remove the child and give them a time-out. For example, have kids sit on the edge of the stage during a group game if they are struggling.

### **Return**

If all other methods of classroom management are not working, return the child to their parents.

# Ratios

## Nursery

2 unmarried leaders to 6 infants  
(0-18 mths)

## Primary

2 unmarried leaders to 10 Preschoolers  
(18 mths-5yrs)

## Elementary

2 unmarried leaders to 20 Elementary kids  
(5 - 12 yrs)

2 unmarried leaders to 6 kids with disabilities

Off-site ratios double the amount of leaders

# Incident Reports

- Fill out incident reports for any accidents, injury, illness, or indicator of abuse
- Incident reports can be found in First Aid Kits or in the Main Office
- Incident reports are kept permanently
- Always inform the parents