



ATN Kids Volunteer Policies and Procedures

Thank you for your willingness to serve at All Things New in ATN Kids! Our first requirement for our volunteers is that we *serve each child and family as Jesus would serve them*. If you can commit to that, we are overjoyed to have you! Please read through the following policies and procedures. We want to thank you in advance for investing the time it will take to review this material. Once you've completed review of this document and your background check has been done, we'll discuss in which position you'd be willing to serve. We require that you observe at least one service before serving independently, and we will schedule that observation as soon as possible!

Volunteer Structure:

Each Sunday, there are...

1. 3 volunteers in the Nursery/Preschool space
 - a. 1 Lead Teacher (dedicated to the Preschool lesson/group)
 - b. 2 Teacher Aids (these are somewhat flexible based on attendance and ages of attendees)
2. 2 volunteers in the K-2 space
 - a. 1 Lead Teacher
 - b. 1 Teacher Aid
3. 2 volunteers in the Grades 3-5 space
 - a. 1 Lead Teacher
 - b. 1 Teacher Aid
4. 1 volunteer to help with Sign-in and Sign-out

Requirements are as follows:

Volunteer Assignment	Requirements	Arrival Time
Lead Teacher	Leads the lesson components (song, verse, story, and small group activities) with help from the Aid, sets up classroom (with help from Children's Pastor)	30 minutes early (9:30 for 10 am service, 10:30 for 11 am service)
Teacher Aid	Assists Lead Teacher with "classroom management" and management of	5-10 minutes early (9:55 for 10 am service, 10:55 for 11 am service)

	materials during the lesson and small group activities, cleans up classroom (with help from Children’s Pastor)	
Sign-in/Sign-out Helper	Assists families in using the Sign-in/Sign-out system	15 minutes early (9:45 for 10 am service, 10:45 for 11 am service)

Before volunteering with ATNKids, a background check will be completed through Planning Center. Prospective volunteers will receive an email to authorize the background check, and then receive notification when the check is completed.

Volunteer Scheduling:

* We encourage volunteers to give of their time on a regular schedule (e.g. biweekly on the 1st and 3rd Sunday of the month, monthly on the 2nd Sunday of the month, etc.), but understand that regular scheduling can be difficult for some.*

We schedule volunteers on a quarterly basis. At the beginning of each quarter, the Children’s Pastor will email all volunteers asking for the dates that they would be available to serve. The Children’s Pastor will then create a schedule in Planning Center and emails will be sent to volunteers for approval. Volunteers are asked to approve the schedule within 2 days, so that adjustments can be made if necessary.

Once the schedule is set, if any changes need to be made, volunteers will call the Children’s Pastor with as much advance notice as possible.

Volunteer Policies:

Door Policy:

Before the class begins, doors will be left open. Once class begins, if it is feasible (kids are older, it’s very hot, etc.) doors may be left open as well. If it is safer or more conducive to learning/attention, the door may be closed. At all times when the door is closed, at least two volunteers must be present in the room.

Restroom Policy:

Parents should be reminded to take their children to the restroom before the service begins. We will take them if necessary, but it’s always easier this way!

In our Preschool and K-2 spaces, a volunteer will walk children to the restroom (to ensure that they arrive there, and arrive back in their classroom, safely; volunteers may not help in the restroom). At that point, when one volunteer is left with the children, the door to the classroom must be left open. Grade 3-5 children should not need accompaniment to the restroom.

Parent Policy:

We do not discourage parents from staying in the classroom with their children! Parents can decide what is best for their child, especially on their first day(s) at ATNKids. If parents drop their child(ren) off, but it becomes necessary to get a hold of them, the Teacher Aid will use the preferred phone number given by the parents to text them. Parents will then come to the classroom to help solve the problem.

Cell phone Policy:

Volunteers should refrain from using their cell phones during class time, except to get a hold of a parent should it become necessary. Taking photos of the kids is prohibited, except by the Children's Pastor (and with the written permission of the parents).