



VOLUNTEER QUICK REFERENCE

Keep this sheet handy every time you serve

ARRIVAL & CHECK-IN

- **Sunday huddle: 9:45 AM** — Kid Min lobby
- **Wednesday huddle: 6:10 PM** — Kid Min lobby
- Sunday check-in begins: 9:45 AM
- Wednesday check-in begins: 6:15 PM
- Elementary rotations: 10:00 AM–12:00 PM
- Every child checks in with a nametag; matching number required at pickup
- Wear your volunteer t-shirt every time you serve

RATIOS BY AGE GROUP

- **Nursery (0–1 yr): 1 adult : 3 children**
- **Nursery (1–2 yr): 1 adult : 5 children**
- **Preschool (2–5 yr): 1 adult : 5 children**
- **Elementary (K–5th): 1 adult : 5 children**
- Off-site trips: Nursery 1:3 • Preschool/Elem 1:5 (same gender)
- Nursery volunteers must be 16+; an adult (18+) is always in every room

THE GOLDEN RULE

Always stay in groups of 3. Never be alone with a child — 2 leaders per group, or at least 2 children per leader, at all times.

SAFETY BASICS

- Doors stay open, or windowed if closed
- No one under 18 left in charge of a room
- Never walk a child anywhere alone — use whole-group bathroom breaks
- Always walk kids to their parent yourself at pickup
- One volunteer in the hallway during 11 AM worship for bathroom breaks
- Report every injury, incident, or concern on an Incident/Accident Form

THE 5 “I CANS”

- I Can Stay Safe
- I Can Listen
- I Can Learn
- I Can Respect
- I Can Participate

DISCIPLINE STEPS

- 1st: 1–2 verbal warnings; remind of the 5 I Cans; fill out incident form
- 2nd: Child sits out one activity; fill out incident form
- 3rd: Notify Kid Min coordinator to meet the parent together
- 4th: Send to coordinator/Pastor Justin; child may be sent home. No physical discipline, ever.

First Kids — Quick Reference (continued)

WHO TO CONTACT

- **Family Pastor** — Justin Caton
- **Kidmin Coordinator** — Bridget Caton
205-394-1343 • bridget@thorsbyfbc.org
- **Kidmin Coordinator Assistant** — Mary Broadhead
- **Kidmin Communications Coordinator** — Shelbie Hatch

SICK CHILD POLICY

- Keep kids home if, in the last 24 hrs, they've had: fever 100.4°F+, vomiting/diarrhea, bad cough or trouble breathing, sore throat with fever, unexplained rash, pink eye, lice, or flu-like/contagious symptoms.
- Must be symptom-free 24 hrs without medication before returning
 - Volunteers never administer medication (including diaper cream)

CREW POSTCARDS

Write a note to a child every time you serve — leave it for us to mail!

- C — Congratulate something you noticed
- R — Remind them what we learned
- E — Encourage them with a kind word
- W — We missed you, if they were absent

ALLERGY & FOOD SAFETY

- No outside food/drink in classrooms unless pre-approved (water OK)
- Approved allergy food must be labeled, nut-free, and stored separately
- Never share food between children
- Sanitize surfaces before & after snack; contact parents immediately if symptoms occur

WHAT COUNTS AS A WIN?

- ★ A child shows up and comes back
- ★ You greet a visitor and introduce them around
- ★ A quiet child engages or asks a question
- ★ You and the kids laugh together
- ★ You show up on time, every time

TOP REMINDERS

- Be prepared & arrive on time for the huddle
- Stay after to help clean up and reset rooms
- Find your own substitute if you can't serve — swap, don't double up
- No cell phones — stay engaged with the kids
- Follow the script, but stay flexible
- Get fed yourself — attend a service when not serving
- Have fun and let your passion for God show!