



St. Philip's

**CHILDREN
+FAMILY
MINISTRY**

CFM Parent Handbook

Ages 6 weeks to 5th grade



St. Philip's



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+FAMILY
MINISTRY**

Welcome to St. Philip's!

We are so glad that your family is worshipping with us! At St. Philip's our Mission Statement is **Growing Faith that Impacts the World for Christ**. We can't think of a better place to begin fulfilling that mission than in our CFM programming.

Our Children & Family Ministry (CFM) is dedicated to making sure your children are cared for in a loving and safe environment. We want them to feel at home in church and know that they are important to us and special to God. Our goal is that each child in our ministry:

- Discovers God's love and purpose for their lives
- Deepens their friendship with God and their Church family
- Shares their faith through worship, connection, growth, service and stewardship

Understanding the developmental and emotional needs of young children enables us to do this.

Our CFM director is always on hand to ensure the professionalism of our program and to provide continued instruction to the staff and servant leaders in the areas of child development.

This handbook provides you with the information you need to help make your child's faith journey as beneficial as possible. Thank you for trusting us with your most precious gifts!

Blessings,

Jill Scott
Director of Children & Family Ministry



CFM CHILDREN'S CHAPEL

Sundays, during 9 & 11:15 am services

Our goal is to have our children “step up” with each level, deepening their knowledge of Christ and ultimately preparing them to attend a full service in the Sanctuary. We follow the liturgical calendar which means that everyone will be learning the same scriptures, revised to suit their age group. We use a Bible story-based curriculum that is presented in a format to fit each age group’s developmental stage.

Nursery Chapel (6wks-3yrs) - children will be brought together for the Bible story and a prayer.

Preschool Chapel (3-5yrs) - lessons include a story time (Old and New Testament stories), arts and crafts, prayer time, praise and worship time and games. All games and crafts are centered around the lesson of the day with talking points that will be discussed.

Elementary School Chapel (Kinder-3rd grade) - This is a step up from the preschool chapel (no games or crafts) getting them ready to attend a full worship service. They will do what they are missing in service, such as Prayers of the People and reciting the Children’s Creed. Children are expected to worship with you at the beginning of service and for the Great Thanksgiving to prepare them to receive Communion.

During worship, rooms are divided by age as follows, but we reserve the right to modify this based on the number of children and caregivers present. Any changes will be made clear via signage. *Although children under the age of 36 months are together in Rm 100, young babies and toddlers are separated by a room divider.*

Age

Location

6 weeks-3 years

Rm 100, Nursery

3-5 years old

Rm 101, Preschool Chapel

Kinder-3rd grade

Begin in service with parents, ushered to chapel and then brought back to the church before communion.

Note: 4th & 5th graders do not attend Children's Chapel; they are encouraged to worship with their families. If they would like to help with Chapel by serving on our Praise Team (training and scheduling are required) contact jillscott@stphilipsfrisco.org for more details.

"Sparrows" Special Needs Ministry

Sundays, during 9 am service | Room 106, St. Philip's Hall

Our special needs friends elementary age through young adult will enjoy Bible stories, games, music, arts & crafts and wrap up each week with a snack. Our "Sparrows" ministry is staffed each week with experienced and loving special education teachers.

CFM SUNDAY SCHOOL

Sundays, 10:15 am

Sunday school is offered between services during the 10:15 hour. Classes are divided as follows, but we reserve the right to modify this based on the number of children and caregivers present.

Age

Location

4-5 years old

Rm 101, Education Building

Kinder/1st grade

Rm 104, St. Philip's Hall

2nd/3rd grade

Rm 106, St. Philip's Hall

IMPACT 4th/5th grade

Rm 103, St. Philip's Hall

What if my child has separation anxiety?

Separation anxiety can occur at any time. Our servant leaders and staff are trained to deal with these situations and understand that these circumstances are challenging for parents. We will work with each child and family, to the best of our ability, in attempting to resolve an existing separation issue.

Please rest assured that we will love and take good care of your child, and if there is any problem *at all* we will text you. **We do not let children become distressed or cry beyond 15 minutes.**

How and where do I check my child in and out of CFM programming?

Children's Chapel - Sundays, during 9 & 11:15 am services

• Nursery and Preschool Chapel

Located in the Education Building on the east side of our campus. When you enter the building, please proceed to one of the Check-In kiosks in the lobby. Enter the information on the screen to print your child's nametag and parent security badge.

• Elementary School Chapel

Children begin in the service with you. There are check-in kiosks located in the narthex of the church for you to print your child's name badge before the service starts. When the time comes, an announcement will be made for children to process out following the chapel crucifer carrying the cross. There are always two adults with your children at all times. They will be shepherded back to you before communion.

Sunday School at 10:15 am

• Nursery age through 5 years old

Sunday school is located in the Education Building on the east side of our campus. When you enter the building, please proceed to one of the Check-In kiosks in the lobby. Enter the information

on the screen to print your child's nametag and parent security badge.

- **Kinder through 5th grade**

Sunday school is located in the southeast corner of St. Philip's Hall. When you enter the building, please proceed to one of the Check-In kiosks in the common area. Enter the information on the screen to print your child's nametag and parent security badge.

What if we're just visiting?

If you're a first or second time visitor and your child's name isn't in our computer system, we ask that you fill out a green visitor form (located at each kiosk) so that we can give your child the best care and be able to contact you if we need to.

To maintain a secure environment, we ask that a parent (not sibling) drop off and sign in your child at their classroom door. You will be asked to leave your cell phone number in case we need to contact you during the service. Please set your phone to vibrate, and keep your phone near you during the service. We will need to see your matching security badge when you come to pick up your child. **Note:** Children will only be released to the person with the matching security badge.

Safety & Wellness

We have paid staff members as well as servant leaders who take care of your child while you are in church.

Each staff person and servant leader has been cleared via the national background check procedures and has been personally interviewed by the Director of Children & Family Ministry. Every staff person and servant leader has also participated in our Safe Church training, provided by the Episcopal Diocese of Dallas.

Senior staff members have been trained in First Aid and CPR and receive ongoing instruction and training throughout the year on our safety policies and procedures.

Our Nursery and Preschool Chapel are held in classrooms that are shared with St. Philip's Preschool, so they are stocked with safe and age-appropriate toys. Although toys are not used in Preschool Chapel, our nursery toys and equipment are continually evaluated and updated.

We follow strict guidelines for cleanliness and sanitation involving diaper changing, disposal areas and the disinfection of toys. If you have any questions regarding these procedures, we will be more than happy to discuss them further.

The number of children admitted to each room is based upon the square footage of the room, the number of servant leaders/staff available and the ages of the children present. CFM prides itself on the fact that we consistently exceed the state expectation of adult-to-child ratios. Every effort is made for quality care and attention.

Typically, we **do not** serve snacks during the Saturday & Sunday services, as the children are only in our care for one hour. You are welcome to bring any NUT-FREE snack your child will enjoy, but please label them and leave in the diaper bag.

If your child has any food allergies, please inform your child's teacher at drop off. Your child will receive a wristband noting their allergy.

For the protection of your child, other children and the caregivers, children who show any sign of illness will not be accepted into the nursery. If symptoms develop after the service/event begins, it will be necessary for your child to return to your care immediately.

No child will be allowed into any of the children's programs (including but not limited to the nursery) if he/she currently or within the last 24 to 36 hours has:

- Felt sick
- Not behaved as usual
- Had a fever of 100 or above
- Any vomiting and /or diarrhea
- Common cold, runny nose or sore throat (even without fever)
- Croup or bad cough

- Pink eye or any eye infections (even if on medication)
- Any skin infection such as impetigo, boils, ringworm, etc. (even if on medication)
- Any skin rash except diaper rash (unless diaper rash is excessive or open)
- Any childhood disease such as baby measles (Roseola), measles (red or rubella), German measles (3 day measles or rubella), mumps, Scarlet fever, or chicken pox (varicella)

No child known to have been exposed to chicken pox will be allowed in the nursery. After breaking out, a child may return only after the scabs have crusted.

In essence, the nursery is meant to be a safe and healthy environment. Thank you for respecting our wellness policies.

What will happen to my child if there is an evacuation or emergency during the church service?

In the event of an emergency in which the building would need to be evacuated, the staff will take the children to the enclosure surrounding the playground at the north end of the property. We have a fire crib that is used to evacuate children who are not yet able to walk.

It is imperative that children not be removed from the group during the evacuation. Once the CFM Director has performed a head-count, children will be released to the parent with the security tag.

What should I bring with my child?

The following **labeled** items are suggested contents for a small diaper bag for Nursery care and if needed, for Preschool Chapel:

- 1-2 bottles or a sippy cup
- Diaper or Pull-Up
- Clip-on pacifier if needed

If your child is potty-training, please bring an extra set of clothes (with socks) and inform the caregiver. Although there

is a child size potty in the Preschool Chapel classroom, it is a good idea for you to take your child to the restroom before entering the classroom.

There is nothing needed for Elementary School Chapel.

What else is available through CFM?

CFM offers many different programs throughout the year such as VBS, Impact Bible studies, Communion Discovery classes and much more. Please visit stphilipsfrisco.org and sign up for our CFM newsletter and E-News so you don't miss a thing!

Are there ways that I can be involved with CFM?

Yes! We have many different opportunities for parents to become involved with the programs of Children & Family Ministry. In fact, *studies have shown that parental involvement in a church environment every four to six weeks is important for children to connect church and home.*

We have the following opportunities open to you:

- Helping with Preschool or Elementary School Chapel
- Assisting in the Nursery
- Being a Sunday School teacher
- Helping with our special events

If you are interested in being involved with any of the above opportunities, please contact Jill Scott at jillscott@stphilipsfrisco.org.

Contact Information

Please feel free to contact us with any questions or suggestions.

Jill Scott

Director of Children & Family Ministry

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St. Philip's Episcopal Church

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