

WELCOME!

We are so excited that you are part of our Intown family. Our co-op structure allows parents to be actively involved in their child's spiritual development. It also provides healthy child-staff ratios that are critical for a safe and effective children's ministry. It is truly a privilege to partner with you.

HOW IT WORKS

If you consider Intown home, we ask one parent to serve in our children's program at least once every 4-8 weeks, depending on the number of parent volunteers.

OPTIONS

- We will automatically assign you to a classroom with your child (or one of your children), with the exception of middle school. Let us know if you would prefer to serve in another classroom. Or you can give us permission to schedule you in the area with the greatest need.
- Some of our volunteers serve more frequently. Please let us know if you would like to serve more often.
- If more than one parent would like to serve, we can schedule you on the same or adjacent weeks.

DID YOU KNOW?

We have a number of amazing adults without children who also serve in our kids' ministry. Make sure you tell them how much you appreciate them next time you see them!

INTOWN STAFF:

Jillianne Bandstra
Youth Director
503-679-4331
jillianne@intownchurch.com

NURSERY STAFF:

Julieta
Sophia

1422 SW 11th Ave, Portland, OR 97201
www.intownchurch.com



INTOWN | church

Kid's Program: a Co-op Ministry

SAFETY

BACKGROUND CHECKS: We require all staff and volunteers to complete a background check before their first placement. We will email you the link but it can always be found on the youth page of our website (www.intownchurch.com/youth-ministry).

SECURITY CHECK-IN STICKERS:

At the time of check-in for infants-preschool, you will be given a two-part sticker. The top portion with your child's name goes on your child's back. The parent retains the stub. Upon pick-up, you will need to present the parent stub which contains a unique number matched to the sticker on your child.

EMERGENCIES: All of our employees are Red Cross-certified in the advent of an emergency. If there is a minor accident in the classroom, we will complete an incident report.

ALLERGIES: We provide a snack free of the most common allergens (nut-free, dairy-free, gluten-free, vegan). If your child has another allergy, please fill-out a yellow allergy tag and affix it to your child's back and indicate the specifics on the check-in sheet.

ILLNESS: We operate with a similar illness policy to most childcare and school facilities. If your child has had a fever, vomiting or diarrhea in the last 24 hours, the child should be kept at home. If he/she is being treated with antibiotics for another contagious disease, please wait 24 hours before bringing your child to church.

WHAT TO EXPECT ON SUNDAY

DROP-OFF: Younger children (birth-K) may be dropped off beginning at 10:15 AM.

When you drop off your infant, toddler or preschooler, you will need to:

1. Sign-in using the check-in sheet.
2. Grab a pager and write the number on the sign-in sheet (or provide a cell phone #).
3. Fill out a two-part security sticker (just write their name on the bottom portion).
4. Complete an allergy sticker (if applicable)

Diapers/Potty Training: If your child uses diapers, you can indicate on the sign-in sheet if you would like us to change the diaper or page you. If your child needs assistance in the toilet, a female employee or volunteer will help them as needed.

PICK-UP: We provide care for younger children (birth-K) for the duration of the service. Note - our elders consider it a privilege to pray over your family during communion, so many parents pick-up their children as communion begins. You will need to present the your portion of the security sticker to pick up your child.

Elementary kids typically return to the Sanctuary at Communion time. Please let the teacher know if you would like your child to remain in the classroom until the service ends.

CLASSROOM LOCATIONS: Developmental rates and needs can vary between children. We provide suggested ages for each classroom, but we will partner with you to find the right class for your child.

- **Infants to Preschool (birth-K):** Follow signs downstairs (at the end of the hall, on the right).
- **Elementary (1-5th grade):** Go downstairs and take an immediate left at the bottom of the stairs.
- **Youth (6-12th grade):** Youth attend the first half of the service with adults. After the break, they are dismissed to their classroom. Follow signs to the church office downstairs (at the end of the hall, on the left).
- **Nursing Mom's Room:** We have a nursing

mom's room accessible from the sanctuary via the far left door. You can also access it through the fellowship hall, past the sliding doors.

CLASSROOM FLOW: The flow varies by age:

- **Infant & Toddler:** Free play, snack
- **Preschool:** Free play, storytime, craft, snack
- **Elementary:** Intro activity, animated video, snack, Bible story, review game
- **Youth:** Snack, icebreaker, lesson

WHAT TO EXPECT WHEN YOU HELP

SCHEDULE: We currently utilize a church-wide data system called Breeze. You will receive an email with your scheduled volunteer dates (we try to schedule 6 months out). If you need to find a sub, please contact the Youth Director. You will receive automatic reminders approximately three days before your service-date.

ARRIVAL: We ask that you arrive by 10:15 AM on the days that you serve. If you have any last minute emergencies, please text/call Jillianne (503-679-4331).

CLASSROOM ROLES: Your primary role in the classroom is to engage with children, redirecting them where necessary. Other tasks may include helping with check-in or facilitating children's transition into the space.

- **Infant/Toddler:** Parents will assist the staff member in these classrooms with comforting children, playing, distributing snack, and changing diapers as necessary.
- **Preschool:** Parent facilitators/adult volunteers will split the tasks including reading a story, setting out a prepared craft and distributing snack. Female facilitators will often be asked to take children to the bathroom as needed.
- **Elementary:** Our elementary curriculum requires almost no prep. If there is more than one teacher, often they will each take part of the lesson. All materials are prepared in advance but it can be helpful to read over the lesson ahead of time. The lesson is typically emailed out on the Saturday prior to your scheduled date.