



WESTMINSTER Presbyterian Church

Sunday School & Childcare Registration Form 2016-2017

The Children's Spiritual Growth Team and Westminster's Childcare is excited to partner with you in ministry for the upcoming year! We appreciate any information you want to share with us so that we can better prepare our teaching teams to know your child and better facilitate their spiritual growth. Please feel free to contact Sue Spotts, Director of Children's Ministry, (sspotts@westminsterpc.org) or Dede Anderson, Childcare Coordinator, (danderson@westminsterpc.org) throughout the year if something comes up that concerns you or that you think we should know about.

BASIC INFORMATION

Name of child: _____

Name he or she prefers to be called in class: _____

Parents' Names: _____

Address: _____

Home phone: _____ Cell Phone: _____

Siblings (please also list age): _____

School: _____ Email: _____

Grade: _____ Age: _____ M ___ F ___ Birthdate: _____

Allergies and/or medical needs: _____

WHICH SUNDAY SCHOOL HOUR WILL YOUR CHILD BE MOST LIKELY TO ATTEND?

- _____ 9:45 a.m. Sunday School (4 yr. old-5th grade)
- _____ 11:10 a.m. Sunday School (Kindergarten - 5th Grade)

FOR WHICH SUNDAY WILL YOUR CHILD USUALLY REQUIRE CARE?

- _____ 8:30 a.m. (For children up to 4 as of 9/1/2016)
- _____ 9:45 a.m. (For children under 4 as of 9/1/2016)
- _____ 11:10 a.m. (For children under 5 as of 9/1/2016)

ADDITIONAL INFORMATION

How can we be most helpful this year in nurturing your child's spiritual development and walk with God?

Any suggestions you can offer are most welcome!

GET CONNECTED

CHILDCARE: We ask you to volunteer in the nursery a minimum of two times per year. Sign-up sheets are provided on the table just outside of the nursery for all three morning worship times. Please take a moment to check your calendars and volunteer to help out in the near future.

SUNDAY SCHOOL: Our Children & Family Ministry Team encourages you to volunteer in the classroom at least two times per quarter. Please indicate how you will help:

- Classroom Teacher/ Helper (once a month)
- Occasional Helper
- Events or Home Craft Preparation

What is the best way to reach you? Email Cell Phone

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2016-2017 Kids Connect & Childcare Guidelines

Thanks for sharing your child/children with us this year in Kids Connect and/or childcare. The following guidelines will help to answer a few of your questions as we begin a new year of Sunday School!

ARRIVAL AND PICK UP: Children 3 and 4 years old go directly to Childcare in room 443 before worship. Families will worship with their children at 9:45am and 11:10am. There will be Kids Connect at 9:45 for children ages 4 – 5th grade following the Thought for Children, and at 11:10am for Kindergarten – 5th grade. Children will check in with their teacher upon arrival & receive a nametag for Pre-K to Grade 5. Please pick up your child promptly following worship so teachers can clean up and/or go to worship at the next service.

CHILDCARE: Childcare opens 15 minutes prior to worship or church functions that childcare has been requested. We ask parents to pick up their child(ren) immediately following the service or function. Parents must attend worship or the church function in order to utilize childcare, and are not permitted to leave the building while their child(ren) are in childcare. If your child is crying during drop-off kindly check on him/her after 15 minutes. When possible, please sit in the back rows of the sanctuary so that childcare staff can locate you if necessary.

CHILDCARE CHECKLIST: Please remember the following checklist every time you visit childcare:

- Diaper bag labeled with your child's name
- Sippy cups, bottles, and pacifiers labeled with your child's name
- Nametag with name, allergies or special instructions on your child's back
- Sign-in on your card, or the provided sign-in sheet, and hand the card to a childcare staff member before releasing your child.

FAMILY PICTURES: (Pre-K to 5th Grade) We request that each family bring a picture for the Kids Connect grade level coordinator to place with the registration forms for identification purposes. Children's individual pictures will be taken and placed on their name tag.

HEALTH/MEDICAL INFORMATION: We realize your child is only with us a short time during Sunday morning. However we still need to be in contact with you in regard to any specific allergies or medical concerns. Please contact Sue Spotts (sspotts@westminsterpc.org) with any special concerns. Our policy is the same as the local school districts in regard to illness. We ask that you keep your child home if he/she exhibits any of the following symptoms:

- Running nose (thick greenish/yellow discharge)
- Vomiting in the last 24 hours
- Red or watery eyes (pinkeye)
- Elevated temperature (99.6 or over) in the last 24 hours
- Headache
- Abdominal cramping
- Diarrhea
- Skin rashes

DISCIPLINE: Our goal is to create a safe environment that encourages Christian values such as love, patience, and honesty. When problems arise, our teachers will do everything they can to resolve conflicts in ways that model these values for the children. However, if a child's behavior is continually disruptive or hurtful to other children in the class our teachers are instructed to institute a 'time out' or to request that a parent accompany the child to class until the behavioral issue can be resolved. We are hopeful that you will be willing to work with our teachers to find the best solution in these instances.

COMMUNICATION: We welcome any and all feedback throughout the Sunday school year! Please feel free to contact your teachers, the Children's Spiritual Growth team members, the Children's & Families Director and/or pastors if you have any questions comments or issues that arise!

RESERVING CHILDCARE: Leaders of the church groups requesting childcare for a special event or meeting need to submit request or sign-up forms. The forms are available outside the childcare room & in the office. Forms need to be submitted to DeDe Anderson mailbox (in the church office) at least two weeks in advance to allow for sufficient staffing preparations.