



NUMA

PARENT GUIDE

NUMA

- **NUMA Jr: AGES 0-5YRS**
- **NUMA Kids: 1st-5th GRADE**

Welcome to NUMA!

We in NUMA feel honored to minister to your family. The mission of NUMA Children's Ministry is to provide a clean, safe, and nurturing environment where your child can experience God's love and grow in His truth. As we minister to your children we hope that you will feel loved and cared for as well. Thank you for trusting us with your family's spiritual growth.

This pamphlet will provide you with needed information as we care for your little one. If you have any questions, please feel free to reach out to any NUMA volunteer, or contact any member of our NUMA Leadership Team:

NUMA Administrator, Nessa Goss nessa.believers@gmail.com

NUMA Kids Director, Jennifer Rothwell jenifer.believers@gmail.com

Security and Registration

Your child's safety while visiting NUMA is our top priority. Upon arrival, please stop by one of our registration areas to register your family. Our registration staff will gather valuable information needed to help care for your child while you enjoy our services, and will also make you aware of any special instructions you may need for that day.

Once registered, you will be given a child name tag and identification sticker that will help our team identify your child - and note any special instructions you may have for them. Each child tag has a uniquely generated identification code that will be used both for paging parents and for safe child dismissal at the conclusion of services.

Parents are given a matching "parent code tag" which must be presented in order for any child to be safely released from our NUMA Children's program.

(PICS HERE OF TAGS WOULD BE GREAT.)

For the safety of all children who visit our program, NUMA Team Members **WILL NOT release your child to any person who does not have the proper matching "identification code tag". No exceptions will be made.** In the event that a parent code tag is lost, please see a member of our NUMA registration team.

NUMA Jr. PROGRAMS

Ages 6 weeks to 24 months

Our infant/young toddler program is a great place for our younger babies to rest, worship, play, be prayed over - and of course to have our nurturing team love and care for them.

Ages 2 to 5 years old (Through Kindergarten)

Our growing kids program is the first place for your child to participate in curriculum designed just for his/her age. Kids spend time worshipping, praying, listening to a bible story, participating in a craft, eating a snack, and playing. This is a great place for these little ones to have their first moments with God and friends.

NUMA KIDS PROGRAM

Children GRADES 1-5

In our Numa Kids room, your elementary school child will experience a time of faith, fun and friends in a wacky and wonderful church service designed just for them. NUMA Kids enjoy a unique and fun-filled Bible curriculum that incorporates worship, prayer, and crazy games and challenges - each of which presents an opportunity for your child to grow in their faith and personal relationship with Jesus.

***PARENTS BE ADVISED:** Doors open to all Numa classrooms 30 minutes prior to our service times. Please pick children up within 15 minutes following the conclusion of each service.

PARENTAL GUIDELINES

Parents are the first and most important teachers in a child's life. We in NUMA are privileged to partner with parents as we lay a foundation of faith in your child's life. We take the task of caring for your child very seriously and commit to do our very best while they are in our care.

REGISTRATION & CHECK IN

Upon your first visit to Numa or Numa Jr rooms parents are asked to complete a family registration for our NUMA check-in system. Here you will inform our staff of any particular needs for your family; including allergies, medications, or special considerations when caring for your little ones. Once in our system, you can simply stop by any of our the registration spots weekly to check in your children and receive identification stickers and codes. REMEMBER: these unique code are essential for paging you from service (should a need arise), and are required for child pick-up. **NO CHILD WILL BE RELEASED TO AN ADULT WITHOUT PROPER MATCHING PARENT CODE IDENTIFICATION.** In the event that a parent code tag is lost, please see a member of our NUMA registration team.

CHILD DROP-OFF

Parents will escort their child to the door of the appropriate room for their child's age where they will be greeted by a trained NUMA Team Member. Please take this time to discuss any special instructions with our staff that they may need to be aware of for the day (a reminder of an allergy, potty training issues, any other specifics). AT this time, we ask that all parents remain outside of the NUMA Jr rooms upon drop off and pick up. Our current rooms are small, and we are making an effort to eliminate unnecessary traffic.

PERSONAL BELONGINGS

Please mark all diaper bags, sippy cups, jackets, blankets, and belongings with your child's name. Please refrain from bringing toys or technology to NUMA/NUMA Jr classrooms.

POTTY TRAINING

NUMA Jr Team Members do their best to help aid you and your child during the wonderful process of potty training. However, in the event your child has an accident and we cannot find a change of clothes in your child's bag, we will provide spare set from the NUMA Jr closet. We ask that you please wash and return these items upon your next visit.

NUMA JR CLASSROOM PLACEMENT

Little ones grow so fast! As children grow up in NUMA Jr classes, they will move “up” to the next age appropriate classroom on the service date following their birthday. For example: when your son turns 2 years old, he will move up to our NUMA Jr Growing Kids Program on the first visit after his birthday. The NUMA Administrator will notify you if we feel that your child needs to move up earlier, or if he/she needs to remain in a class beyond a birthday. The NUMA Administrator has full discretionary rights in this decision making process and will work closely with parents to ensure every child is placed in the class that best benefits your child, the other children, and the NUMA Jr Team.

NUMA KIDS CLASSROOM PLACEMENT

NUMA KIDS is a dynamic program designed for 1st-5th grade elementary students. NUMA Jr children move up into NUMA KIDS once yearly - on a specially designated date in August - usually following their entrance into 1st GRADE. Any questions in reference to a child moving up earlier/later than their grade allows must be addressed with NUMA Kids Director. The NUMA KIDS director has full discretionary rights in this decision making process and will work closely with parents to ensure every child is placed in the class that best benefits your child, the other children, and the NUMA Team.

****PLEASE NOTE:** During our temporary stay at New River church, our children's ministry space is at a premium. As we grow, it is possible that although children may be of an age to transition into a new classroom, we may not move children due to limited space. This is a temporary situation, and we appreciate all parents' cooperation during this time. Thank you!

CHILD DROP OFF

A parent or guardian must remain on Believers Church property while their child is in our care, unless a specialized event is occurring (such as NUMA Lock-In, Mother's Morning Out, etc).

Never leave your child in an unattended classroom or try to drop them off before our registration area is open.

Please do connect with NUMA Team Members during child drop off, but please avoid long conversations with NUMA caregivers at the classroom door. We feel your child should receive our caregiver's undivided attention once they arrive. If you have a matter that needs attention that requires a long conversation with a caregiver, we can make arrangements to do so. You are welcome to make an appointment with our NUMA/NUMA Jr. director should the need arise.

CLASSROOM & HALLWAYS

While we love taking time to build relationships, we ask that you please keep the NUMA hallways and classrooms free of congregating. In an effort to keep our children safe, we only allow NUMA volunteers who are currently scheduled to work inside our classrooms. NUMA volunteers permitted to be in classrooms are those who have passed proper background checks, have been confirmed to serve through Planning Center, and are wearing appropriate identification lanyards/tags to remain present for extended periods in any of our NUMA locations.

MISBEHAVIOR

Believers Church Nursery is designed to ensure safety and offer a positive learning atmosphere for all children in our care. If a child misbehaves, they may be separated from the group for a short period of time. No physical punishment will ever be administered. If a child is seriously disobedient or abusive to other children or leaders, parents will be paged and asked to retrieve their child.

CRYING BABIES

Occasionally, babies cry! You can be assured that our NUMA Team Members are well trained to love your crying infant. We have a guideline of allowing your infant to cry for 10 minutes before we call a parent out of service. If you would like to discuss a different time frame for your child, please have a conversation with our NUMA volunteers as to your preferences. We will work to accommodate your wishes, so long as not to create a chaotic atmosphere for the other children in the room.

SEPARATION ANXIETY

In NUMA Jr, we understand that separation anxiety is a normal stage of behavioral growth in toddlers, and it arrives at different ages for all children. Please be assured that our workers are giving your child the best possible care and attention when they are not with Mom or Dad. If you have ongoing concerns or needs regarding a clingy child, be sure to discuss this with the NUMA Jr. Director. We will be happy to work with you and your child to assist you as we can.

For children with *normal* separation anxiety, there are steps you can take to make the process of separation anxiety easier.

- **Practice separation.** Leave your child with a caregiver for brief periods and short distances at first.
- **Schedule separations after naps or feedings.** Babies are more susceptible to separation anxiety when they're tired or hungry.
- **Develop a "goodbye" ritual.** Rituals are reassuring and can be as simple as a special wave through the window or a goodbye kiss.

- **Keep familiar surroundings when possible and make new surroundings familiar.** Have the sitter come to your house. When your child is away from home, let him or her bring a familiar object.
- **Have a consistent primary caregiver.** If you hire a caregiver, try to keep him or her on the job.
- **Leave without fanfare.** Tell your child you are leaving and that you will return, then *go*—don't stall. Have confident body language, stand up staring, smile, and keep your goodbye short, sweet, encouraging and quick! Remind your child of the fun they are going to have.
- **Minimize scary television.** Your child is less likely to be fearful if the shows you watch are not frightening.
- **Try not to give in.** Reassure your child that he or she will be just fine—setting limits will help the adjustment to separation.

FEEDING

Please inform our NUMA registration team of any allergies your child may have. We provide allergy stickers for the protection of your child.

NUMA Jr classrooms offer snack times during each service, and the NUMA KIDS program offers an array of allergy-friendly candies and/or snacks weekly.

Please do not bring meals or snacks from home for your child. The children are being taught how to share; thus it causes conflict in the room when you bring food in for your child only.

For our babies, we offer a mothers room for nursing and bottle feedings. Our church volunteers do not administer these feedings. No baby food will be fed to any child in our care during their stay in NUMA Jr.

Wellness Policy

MEDICATION

For the protection of the children and NUMA volunteers, workers will not give medication of any kind to any child. If your child requires medication, please administer such prior to or after Numa classes. If a need for medication arises during class time, a parent will be paged.

ILLNESS

If your child is unwell, please do not bring him/her to any of the NUMA classrooms. The following criteria, suggested by the Health Department, will be used to determine when volunteers, staff, parents, and children shall not be admitted in NUMA Jr/NUMA Kids environments.

TAKE NOTE: No admittance to NUMA with the presence of ANY of these symptoms within the last 24 hours:

- Fever of 99 degrees or higher
- Diarrhea, nausea, or vomiting...even one time within 24 hours
- Undiagnosed rashes or boils
- On-going cough, or nasal discharge that is heavy enough to require frequent wiping and/or that is accompanied by excessive sneezing. (Colds/viruses are spread by coughing and sneezing).
- Signs of common childhood illnesses, such as chicken pox, mumps, fifth disease, measles, strep throat, coxsackievirus, etc.
- Runny nose with any colored discharge (unless clear and due to teething)
- Conjunctivitis or Pink eye or any other eye discharge or infection
- Head Lice (child should be free of all nits and will be checked)

*Please notify the NUMA Jr/NUMA Kids Ministry Director or the church office if your child exhibits signs of a communicable disease within 24 hours of being in a NUMA environment. In the event of lice or another communicable disease being found present in our NUMA areas, all parents of children present during that day will be contacted to take necessary precautions.

Thank you for helping keep our NUMA Team Members and children healthy.

** These policies outlined in this guide can be changed or amended at any time by the Numa/Numa Jr. Director should the need arise.*