

**NEW BRAUNFELS**

# **Volunteer Handbook**



# ABOUT KIDS' CLUB

It is our pleasure to work with you serving local students at New Braunfels Kids' Club. The vision of New Braunfels Kids' Club is *"Empowering kids to reach their full potential through Jesus Christ"*. Kids' Club is a Christ-centered support program designed to serve school-recommended 1<sup>st</sup> – 5<sup>th</sup> graders and their families free of charge. New Braunfels Kids' Club serves participating children academically, spiritually, and physically.

Each child receives academic support two days a week after school and has the opportunity to participate in chapel, enrichment activities and team games. The program day is wrapped up with a home-cooked nutritious meal prepared and served in-house at the Kids' Club Main Campus and delivered to the Kids' Club CISD Onsite Campuses. In providing these services, it is our goal to be the catalyst for positive change in the lives of the children we serve.

Kids' Club began in 2005-2006 serving 37 students from one school two days per week. Currently, Kids' Club is in operation all week serving students enrolled from all nine New Braunfels ISD Elementary Schools and from three Comal ISD Elementary Schools.

## Monday / Wednesday Program

## Tuesday / Thursday Program

### **NBISD – Main Campus**

County Line Elementary (C)  
Klein Road Elementary (KR)  
Memorial Elementary (M)  
Voss Farms Elementary (VF)  
Walnut Springs Elementary (WS)

Carl Schurz Elementary (CS)  
Lamar Elementary (L)  
Seele Elementary (S)  
Veramendi Elementary (V)

### **CISD Onsite Campuses**

Goodwin Frazier Elementary (GFES)  
Startzville Elementary (SZES)

Morningside Elementary (MSES)

### **Hours of Operation**

Office: 9:00am to 2:30pm Monday – Thursday  
Program: 3:00pm to 6:00pm Monday – Thursday

**New Braunfels Kids' Club**  
**169 S. Hickory Ave.**  
**New Braunfels, TX 78130**

**Office: 830-626-7762**  
**Fax: 830-626-7785**

NBKC Staff Cell: 830-302-8618 (for CISD – GFES & MSES Campuses)  
NBKC Staff Cell: 830-214-3791 (for CISD – SZES Campus)

[www.nbkidsclub.org](http://www.nbkidsclub.org)

## New Braunfels Kids' Club – Mission Statement

New Braunfels Kids' Club, operating under the New Braunfels Christian Ministries, exists to empower kids to reach their full potential through Jesus Christ.

## New Braunfels Christian Ministries – Statement of Faith

We believe the Holy Bible is the Word of God. We accept fully the writings of the entire Old and New Testament as the inspired and inerrant Word of God. We believe the Bible is the final authority in all matters of doctrine, duty, and decisions as individuals and as a New Testament Church.

*Psalms 119:89 \* II Timothy 3:15-17 \* I Thess. 2:13*

We believe in the Trinity. We believe in the only one true God, the Creator, who is eternal, loving, just, merciful, holy, and unchanging. We believe that God is one and exists in three persons: Father, Son and Holy Spirit, equal in every divine attribute and executing distinct but complimentary roles in the work of redemption.

*John 3:16 \* Colossians 2:9 \* Matt. 28:19 \* Matt. 3:14-17*

We believe in God, the Father. God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

*Genesis 1:1: 2:7 \* Ps. 19:1-3 \* Matt. 6:9; 7:11; 23:9; 28:19 \* Romans 8:14-15 \* Eph. 1:5-6, 11; 4:6 \* I Timothy 1:17 \* Hebrews 11:6; 12:9 \* I Peter 1:17 \* I John 5:7*

We believe in Jesus Christ, God's Only Begotten Son. Jesus preexisted with God the Father before His birth in Bethlehem. He was supernaturally conceived by the Holy Spirit in the body of the Virgin Mary. He lived a totally sinless and perfect life. He died on the cross for the sins of the whole world. He was buried and supernaturally raised out of the grave and declared the victorious Son of God over sin, death, and hell. He is presently seated at the right hand of God in the place of authority in heaven. He is coming back to the earth soon to bodily resurrect the dead in Christ and to rapture every living believer to be carried to heaven with Him.

*Colossians 1:17 \* Isaiah 7:14 \* Luke 2:26-38 \* I Peter 2:22, 24 \* Romans 1:1-4 \* Hebrews 7:25 \* I Thess. 4:13-18*

We believe in the Holy Spirit. We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son. We believe the Holy Spirit convicts the sinner, regenerates the sinner, indwells and seals the believer at the point of initial salvation. We believe He fills and empowers the believer in order that He may live a holy and fruitful life. We believe every Christian should live his life under the control of the Holy Spirit of God. We believe that the evidence of the fullness or control of the Holy Spirit is in living a Godly, holy, fruitful, and witnessing life. We do not accept the teaching that any of the sign gifts are to be sought as evidence of the Holy Spirit's fullness. We believe that the baptism of the Holy Spirit is an experience that takes place at the time of salvation and is not separate from salvation.

*John 14:16, 26 \* John 15:26-27 \* John 16:7-11 \* Romans 8:1-14 \* I Cor. 12:13 \* Eph. 5:18*

We believe that Man is a Sinner. We believe that Adam, the first man, was created in the image of God and in innocence. However, by his voluntary transgression against the will and law of God, he fell into sin and incurred not only physical death, but spiritual death, which is separation from God. Consequently, all human beings are born with a sinful nature and are in need of redemption.

*Ps. 51:5 \* Isa. 53:6 \* Rom. 3:23 \* Eph. 2:1-3*

We believe in Salvation by grace through faith. We believe that salvation is by grace alone through faith alone, that salvation is the free gift of God. We believe that man is saved by faith in the shed blood of the Lord Jesus Christ. We believe a person must repent of his sin and by faith trust in the Person and provision of Jesus Christ as Lord in order to be saved. We also believe that all who have been truly saved (born again) will be saved forever and cannot lose their salvation. We believe that being saved is the most important experience in every individual's life.

*Eph. 2:8-9 \* Rom. 10:9, 10, 13 \* Heb. 9:22 \* Matt. 16:26*

We believe in Heaven. We believe that heaven is a real place. We believe it is a lovely place, a perfect place, a place which will be populated by the saints of God from all ages. We believe the most important thing about heaven is the presence of the Lord Himself. We believe a person must make proper preparations to go to heaven, and that the preparation is to receive Jesus Christ as one's own Lord and Savior.

*John 14:1-6 \* Hebrews. 12:22-24 \* Rev. 21:10 – 22:5*

We believe in a literal Hell. We believe that hell is a real place, that it was prepared for the devil and his angels, and that all of those who die outside of the Lord Jesus Christ will spend eternity in hell. We believe that hell is a literal place of physical, mental, spiritual, and eternal suffering. We believe that every person will spend eternity either in heaven or in hell.

*Luke 16:19-31 \* Rev. 20:11-15 \* Matt. 13:42 \* Matt. 25:41 \* Mark 9:43-46*

We believe there is a devil called Satan. We believe that Satan is a real person; that he was created; and that he originally lived in heaven but was cast out of heaven when he rebelled against God. He is totally sinful, deceptive, and powerful. We believe that he is the leader of a vast host of evil spirits who seek to keep unsaved people lost, and to divide and deceive individual Christians. We believe that Christ defeated Satan at the cross and that the Christian has authority and power over him now, through the Lord Jesus Christ. We also believe that Satan will ultimately be cast into the lake of fire at the end of the age.

*Isaiah 14:12-17 \* Ezekiel 28:11-19 \* Eph. 6:12 \* Gen 3:11 \* Cor. 11:14 \* Revelation 12:11*

We believe in the Christian Life. We believe the greatest privilege of the Christian is to live for Jesus in this present age. We believe the Christian life is a supernatural life. It is Christ living His life in us and through us. We believe it is a spiritual life. It is the Holy Spirit of God empowering and enabling us to be what God wants us to be. It is a warfare life; it is a constant struggle between the flesh and the spirit. It is a life of separation. We believe the Christian life is one of separation from the ways of the world. It is a life of faith, which is total commitment to the Lord from the ways of the world. It is living by the promises of God and in obedience to the commands of God. It is a life of progress, spiritual growth, and maturity, where we become more and more like Jesus. It is a life of fruitfulness where the fruit of the spirit is exhibited in our lives in the way we live and in the witness of our lives as we lead other people to saving faith in Jesus Christ. We believe that sharing your testimony and witnessing is a necessary and normal part of the Christian life.

*Gal. 2:20, 3:11, 5:16-17, 22-23 \* Romans 8:11 \* Ephesians 5:18 \* Acts 1:8 \* Titus 2:11-13*

We believe in the Local Church. We believe that the local church is God's instrument in this present age and that all Christians should both belong to and be an active part of a local New Testament church. We believe the church is a body of baptized believers in whom Jesus Christ lives and over whom He is Lord, and is to live under the direction and discipline of the Holy Word of God. Believers are united together in the Holy Spirit for the purpose of evangelizing the lost, building up the saved, and glorifying the Lord. We believe the church belongs to the Lord Jesus and that the church should love Christ and all the members of the body, and that they should be faithful to its purposes. We believe in the separation of church and state. We believe the church is a God-governed body with the pastor who serves as the spiritual leader of the body.

*Matthew 16:18 \* Ephesians 3:21 \* Acts 2:41-47 \* Ephesians 1:7, 14*

## CODE OF CONDUCT POLICIES

At New Braunfels Kids’ Club, it is our goal to protect students from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

I, (PRINT NAME) \_\_\_\_\_, as a staff/volunteer member of New Braunfels Kids’ Club (NBKC), I agree to the following:

1. I will hold all information that I may obtain directly or indirectly, concerning students, families, teachers, administrators, or other volunteers as **ABSOLUTELY CONFIDENTIAL**.
2. As a staff/volunteer member for a Christian ministry, I will conduct myself in a manner that reflects core Christian values. I will refrain from any unscriptural conduct while serving on behalf of this ministry.
3. Staff and Volunteers will use appropriate touching at all times. This includes high-fives, fist bumps, handshakes, side hugs, and pats on the backs or shoulders. The child’s right not to be touched and right to say “NO” will be respected.
4. I will foster a loving relationship with all children, families, staff, and volunteers in this ministry. In doing so, I will exhibit a kind, loving, and Christ-like attitude at all times.  
Abuse of children will not be tolerated. This includes:
  - a. Physical Abuse – strike, spank, shake, slap, grab, pinch
  - b. Verbal Abuse – humiliate, degrade, threaten, demean, foul language
  - c. Sexual Abuse – including inappropriate touching, exposure
5. I understand that it is my obligation to report any suspected abuse to the [www.txabusehotline.org](http://www.txabusehotline.org). Failure to report any suspicions or knowledge of abuse or neglect within the first 48 hours is against the law.
6. Staff and Volunteers must adhere to the following conditions in order to provide a safe environment for all children:
  - a. At **NO TIME** should a staff member/volunteer and child be alone in a restroom. Staff and volunteers are to only use the office restroom.
  - b. At **NO TIME** is it appropriate for one staff member/volunteer to be in a classroom alone with a child or group of children. If two or more adult volunteers are present in a classroom, the door may be closed.
7. I am aware of and will follow the NBKC Discipline Policy. I will contact a NBKC Staff member for assistance with any discipline issues that cannot be handled in accordance with this policy.
8. Staff and volunteers are not permitted to give gifts to children or accept gifts from children outside the arranged program-wide opportunities.
9. I will be punctual and conscientious, conduct myself with dignity, courtesy and consideration of others; and endeavor to make my work professional in quality. I will display Christ-like behavior toward other staff and volunteers. Disagreements will be handled in a biblical way, promoting unity and love.
10. I will not solicit my political or specific religious beliefs to students, their families, or other staff/volunteers. Please see the Mission Statement and Statement of Faith for clarification. In addition, I will not promote or solicit personal related business ventures.
11. I agree to **NOT** arrange or initiate any contact with NBKC students outside of NBKC program times for my own safety and the safety of the student. This includes personal visitation, emails, text, or phone calls.
12. I will make my best effort to fulfill my commitment to NBKC by completing all volunteer assignments that I accept and make every effort to resolve any problems related to my volunteer assignment with the NBKC Staff.
13. I understand, as a Volunteer, my services are donated to NBKC without compensation or promise of future employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***New Braunfels Kids’ Club staff reserves the right to immediately remove any staff/volunteer from their service position due to the breach of the above stated Code of Conduct Policies.***

# PROGRAM SCHEDULE

(schedule may vary)

New Braunfels ISD – Kids’ Club MAIN CAMPUS (MC)	
TIME	ACTIVITY
2:45	Volunteer Huddle (Announcements & Prayer)
3:00-3:25	Snack and Play, Children arrive
3:25	Countdown to Team Time
3:30-4:30	<b>TEAM TIME</b> (Homework) Reading Buddies (Begin at <b>3:35</b> and occurs at <b>20 min.</b> increments)
4:35-5:00	<b>POWER HOUSE</b> (CHAPEL): 1 <sup>st</sup> – 3 <sup>rd</sup> grades and Recess: 4 <sup>th</sup> – 5 <sup>th</sup> grades
5:00-5:25	<b>POWER HOUSE</b> (CHAPEL): 4 <sup>th</sup> – 5 <sup>th</sup> grades and Recess: 1 <sup>st</sup> – 3 <sup>rd</sup> grades
5:30	Prayer & Dismissal for <b>DINNER</b>
5:45-6:00	Dismissal

## Kids’ Club CISD Onsite Campuses

Comal ISD – GOODWIN FRAZIER Elementary School Campus (GFES)	
Comal ISD – MORNINGSIDE Elementary School Campus (MSSES)	
Comal ISD – STARTZVILLE Elementary School Campus (SZES)	
TIME	ACTIVITY
3:00-3:25	Snack and Play, Children arrive
3:25	Countdown to Team Time
3:30-4:30	<b>TEAM TIME</b> (Homework) Reading Buddies (Begin at <b>3:35</b> and occurs at <b>20 min.</b> increments)
4:35-5:00	<b>Team Challenge</b>
5:00-5:25	<b>POWER HOUSE</b> (CHAPEL):
5:30	Prayer & Dismissal for <b>DINNER</b>
5:45-6:00	Dismissal

# TEAM LEADERS

*We are excited to have you serve on our Kids' Club Team! We desire this to be an opportunity for you to serve our community by loving on kids and teaching them truth. Here is what we expect from our Team Leaders:*

## **1. Lead / Mentor**

As a small group leader you will be the primary model, or Leader, for a group of grade-level children. This involves engaging and encouraging them in spiritual growth and love through relationships, prayer, and discussion. You will assist the children with homework and compile the "Team Checklist" at the end of each week. You coordinate with PALS according to your classroom needs to assure all children have adequate help.

## **2. Be Early**

Please be in your classroom at least 10-15 minutes prior to Team Time. Every volunteer needs to sign in (and sign out upon departure) at the front desk and retrieve a nametag that is to be worn at all times while serving.

## **3. Be Prepared**

Have your classroom and supplies ready for your children upon their arrival. Have a system in place to help your children know exactly what is expected of them during Team Time to foster a positive, safe, and successful environment. Once your routine is established, remain consistent. Most supplies are located in the Resource Room.

## **4. Maintain Boundaries**

It is essential for you to maintain the proper boundaries for your children. When the children begin to test the boundaries you have set in place, they are testing the area in which they feel safe. As long as your boundaries don't move, the children will feel safe. When behavior issues arise, remind the children of the correct procedure and what is expected of them. When necessary, you can escort children to a staff member for further interaction.

## **5. Be Joyful**

We are being given the opportunity to serve and be a light in our community, so come with a servant's heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions and your countenance. The attitude you display will set the tone for your class and your students will follow your lead.

## **6. Grow**

Take time to grow your personal relationship with the Lord so that you can lead well. Attend church services weekly, get involved in a small group, spend time with your Savior daily, etc.

## **7. Time**

We request a commitment for 2 days a week, Mondays/Wednesdays or Tuesdays/Thursdays, 2:45 to 4:30.

# P. A. L. S.

*We are excited to have you serve on our Kids' Club Team! We desire this to be an opportunity for you to serve our community by loving on kids and teaching them truth. Here is what we expect from our P.A.L.S.:*

## 1. Be Present, Available, Loving, and Supportive

Under the leadership of a Team Leader, you will help “steer the ship” in a small group as you assist the children with homework. PALS communicate with Team Leaders any concerns or student behavior issues and support the boundaries and routines the Team Leader has set in place.

## 2. Be Early

Please be in your classroom before the children are dismissed to Team Time. Every volunteer needs to sign in (and sign out upon departure) and retrieve a nametag that is to be worn at all times while serving.

## 3. Reinforce and Support Boundaries

It is essential for your Team Leader to maintain the proper boundaries and for you to “have their back”. When the children begin to test the boundaries you have set in place, they are testing the area in which they feel safe. As long as your boundaries don't move, the children will feel safe. When behavior issues arrive, remind the children of the routine and what is expected of them. Notify the Team Leader of any behavior issues that aren't successfully redirected.

## 5. Be Joyful

We are being given the opportunity to serve and be a light in our community, so come with a servant's heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions and your countenance. The attitude you display will set the tone for your class and your students will follow your lead.

## 6. Grow

Take time to grow your personal relationship with the Lord so that you can lead well. Attend church services weekly, get involved in a small group, spend time with your Savior daily, etc.

## 7. Time

We request a commitment for 2 days a week, Mondays/Wednesdays or Tuesdays/Thursdays, 2:45 to 4:30, if possible.

# READING BUDDY

## 1. Be A Reading Maniac

Influence the students to catch your love of reading. This is the opportunity to pour into the lives of the children and give them the attention they desperately crave—one-on-one. This time is all about the student! (and reading too!)

## 2. Be Ready

Every volunteer should sign in (and sign out upon departure) and retrieve a nametag that is to be worn at all times while serving. Upon signing in, please pick up a timer, KC Buck Wallet, question cards, and a pencil. If a Greeter is present, he/she will assign you to a grade (please feel free to give preferences). Locate a blue table in the gym to set up your “office.” Please give Team Leaders and students time to settle in their classrooms and pray before you knock at their door. Team Leaders will assign a student to you—don’t forget to move that child’s nametag from the top to the bottom of the magnetic board located outside the classroom door.

## 3. Promote Comprehension

Please be ready to read with each student for no more than 20 minutes. While your student is reading, please take the time after each page is read and ask a few questions. Please use the provided question cards keeping in mind the “higher” you get, the more difficult the questions will be to answer. Help to build the student’s reading confidence by giving him/her hints. Use phrases like “Try again…” or “Does that make sense?”

## 4. Pay Day

Please remember to write down what the students read to you in their Kids’ Club Log or the school-provided document (Assignment folder, Reading log, Agenda, etc.) if not using the Kids’ Club Leveled Readers. At the end of the 20 minutes, please acknowledge the hard work the child has displayed and give him/her a KC Buck. (no pay raises or bonuses please).

## 5. Exchanging Books

After a child has read a book 3 times as documented in their Reading Log, the Reading Buddy may escort the child to the Leveled Reader Bookshelves to exchange that book for another book on the same level. Please file books in their designated location. All books are labeled and correspond to the label on the box by number, letter and title. If you feel a student needs to move to a more difficult level, please notify the director.

## 6. Be Joyful

We are being given the opportunity to serve and be a light in our community, so come with a servant’s heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions, and your countenance.

## 7. Time

Flexible, any day, Mondays thru Thursdays, 3:30 to 4:30.

# MATH BUDDY

## 1. Be A Math Maniac

Influence the students to catch your love of math. This is the opportunity to pour into the lives of the children and give them the attention they desperately crave—one-on-one. This time is all about the student! (and math too!)

## 2. Be Ready

Every volunteer should sign in (and sign out upon departure) and retrieve a nametag that is to be worn at all times while serving. Upon signing in, please pick up a timer, KC Buck Wallet, and a pencil. If a Greeter is present, he/she will assign you to a grade (please feel free to give preferences). Locate a blue table in the gym to set up your “office.” Please give Team Leaders and students time to settle in their classrooms and pray before you knock at their door. Team Leaders will assign a student to you—don’t forget to mention you are a Math Buddy.

## 3. Promote Understanding

Please be ready to work with each student for no more than 20 minutes. Please assist and explain the math work, but do not answer the problem for them. Help the child to reason thru the problem and the process of arriving at and calculating the answer. Then allow the student to answer and work together to check the answer for accuracy. Use phrases like “Try again...” or “Does that make sense?”

## 4. Pay Day

At the end of the 20 minutes, please acknowledge the hard work the child has displayed and give him/her a KC Buck. (no pay raises or bonuses please).

## 5. Be Joyful

This is an opportunity to serve and be a light in our community, so come with a servant’s heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions, and your countenance.

## 6. Time

Flexible, any day, Mondays thru Thursdays, 3:30 to 4:30.

# Kitchen Crew

## 1. LOVE Through FOOD

This is an opportunity to serve and be a light in our community, so come with a servant's heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions, and your countenance. This may be one of the only hot dinners a child may receive this week.

The Kitchen Coordinator assigns daily duties in preparing and serving a delicious and nutritious home-cooked meal.

Please pray for the children as you prepare the meal. Trust begins forming through basic nutritional needs being met. At the end of serving a delicious meal, you'll see the happy faces for the children with a full tummy.

## 2. Be Ready

Every volunteer should sign in (and sign out upon departure) and retrieve a nametag that is to be worn at all times while serving. Upon signing in, find the Kitchen Coordinator to receive instructions for that day's meal prep. Clean aprons are available daily. Be sure to wash hands at the "Hand Wash Sink" with soap for a full 15 seconds. Remember to leave your apron in the kitchen when you leave to go use the restroom. The apron is to protect the food from your clothes. Always wear gloves when preparing and serving the food and if your gloves become contaminated, please change gloves, as needed.

## 3. Snacks

The answer is always "YES" for seconds on all dry snacks and fresh fruit.

## 4. Dinner – Main Campus

For the portion size and seconds for dinner, we attempt to maintain kid appropriate portions in serving and aim to give out seconds & thirds until all food is given out. Any remaining food is portioned up and put in "To Go" containers for students to take home.

## 5. Dinner – CISD Onsite Campuses

The meal will need to be split between main campus and the CISD Onsite locations. The portions for the CISD Onsite campuses will need to be prepared for transport for the Food Delivery Volunteer.

PORTION OUT, SEAL, and LABEL. PORTION OUT food into separate large dishes to be sent to the CISD Onsite campuses for that day. Be sure the dishes are SEALED so the food will not spill in transport. LABEL should state the contents and portion size for servers at the CISD Onsite locations. Put the HOT FOOD in the HOT BOX and COLD FOOD in the COLD BAG. Please have ready by "launch time" to stay on schedule.

## 6. Food Storage

Any leftover food that was not served or given out to the students or any open container of food used for food prep MUST be labeled with the date opened and contents before storing in the refrigerator or freezer or cabinet shelf.

## 7. Clean Up

Kitchen space, prep dishes and serving containers must be cleaned, put away and ready for the Kitchen Crew the next day. ALL appliances that were used must be wiped down and cleaned.

## 8. Time

We request a commitment for at least 1 or 2 days a week, Flexible, any day, Mondays thru Thursdays, 3:00 to 6:00.

# Food Delivery

## 1. LOVE through Food, Transport and/or Serving

This is an opportunity to serve and be a light in our community, so come with a servant's heart, joyful and ready to look for the positive! Be aware of your attitude in your speech, your actions, and your countenance.

The Kitchen Coordinator will have the delicious & nutritious home-cooked meal split between main campus and the CISD Onsite locations. A portion of the meal will be prepared for transport for the Food Delivery Volunteer.

Please pray for the children as you transport and/or serve the meal. Trust begins forming through basic nutritional needs being met. At the end of delivering and/or serving a delicious meal, you'll see the happy faces for the children with a full tummy.

## 2. Be Ready

Every volunteer should sign in (and sign out upon departure) and retrieve a nametag that is to be worn at all times while serving. Upon signing in, find the Kitchen Coordinator to receive your designated meal plan for delivery that day. The Kitchen Coordinator may be able to assist you in loading the meal into your vehicle.

## 3. Be on Time

In order for programs to stay on schedule for dinner, it is essential for pickup and delivery to be consistent at the designated time and location. Please plan for traffic to allow adequate driving time and drive safely.

## 4. Vehicle

Must have a dependable vehicle to transport the food. Be sure to obey all the traffic laws. No texting or talking on the phone while driving. Must have a current auto insurance policy on your vehicle. Please verify that the HOT BOX provided will fit in your vehicle.

## 5. Time

We request a commitment for 1 or 2 days a week, Flexible, any day, Mondays thru Thursdays, 4:30 to 5:30. Additional Support Option – Food delivery volunteers are welcome to stay at CISD Onsite campus and assist in serving the meal.

# SAFETY POLICIES

Kids' Club Staff desires to provide an environment that is safe and secure for the protection and comfort of our kids and families. Any actions that cause the safety of a child to be threatened (not limited to, but including the list below) are grounds for immediate dismissal from the team.

## Adult Volunteers (18 years and older)

- \* Background Checks – Every adult working with children at Kids' Club must fill out a background check and be cleared before beginning.
- \* Never be alone with a child in a *closed* classroom.
- \* Every volunteer must wear an I.D. during their hour of service. Please see a staff member if you are not able to locate yours or need a new one.
- \* We will not permit people to wander around the Kids' Club building/grounds during program hours. Please assist in this by taking the initiative to notify staff of anyone not wearing a nametag.

## Restroom Policy

- \* Students are permitted to go to the restroom at any time, except during chapel. Students are encouraged to use their free time and transition times to take care of business. Please limit the restroom visits to one student per room at a time, and carefully monitor the time students are out.
- \* Volunteers may use Staff restroom located in the office. Please ensure your room assignment is adequately covered (at least 2 volunteers) if a restroom break is required.

## Secure Exits

- \* The front doors are to be used/opened by adults only. Students may not exit the front doors unless it is for pick up.
- \* Playground access is through the Playground exit door. All gates must remain closed at all times.

## Outside Food and Drink

- \* Please check with a staff member before bringing in outside food and drink for your classroom. Store bought food items are welcome, however food prepared at home (including birthday cupcakes) is not permitted. Many of our children have food allergies or medical conditions that could pose danger to them.

# BUILDING POLICIES

*We love Kids' Club and want to protect it and the people that fill it. Therefore, we ask that you abide by and assist in enforcing the following policies.*

## The Resource Room, Supplies

- Resources are available to volunteers for use in our ministry.
  - Kids' Club Team Checklists
  - Communication Folder Inserts
  - Extra folders, spiral notebooks
  - Extra Glue, scissors, pencils, markers, and crayons
  - Educational games
- Everything has its place. Please return materials to their correct location out of respect for the next volunteer who may be in need.
- Please let a staff member know if supplies are low.
- No children allowed in the Resource Room or the Supply room area.
- Volunteer Hospitality, Announcements, Encouragement, coffee, bottled water & snacks.

## The Classrooms

- An adult must accompany children at all times in the Classrooms.
- Please do not serve colored and/or sugared drinks in the classrooms. Dry snacks and water only are permitted in classrooms.
- Classrooms have supply cabinets that are stocked with supplies and grade-appropriate materials. If more supplies are needed, please refill from the Supply Room.
- Classrooms are supplied with Basic First Aid Kits
- Each Classroom has internet access through a computer. The computers print to the printer located in the Supply Room. WiFi password is not available.
- Computer usage is limited to academic assignments only and is not to be used for recreational purposes.
- Please keep in mind the classrooms are shared with other volunteers and groups throughout the week. Please maintain a clean and organized space and clearly label any personal property.

## The Kitchen

- No children under 18 years allowed in the kitchen.
- Please do not remove any equipment from the kitchen unless approved by a staff member.
- Any equipment used must be washed, dried and returned to its storage location.
- Kids' Club refrigerator and freezer are to be used for Kids' Club ONLY and not personal items. Any items left in the kitchen will be discarded.
- All items in the refrigerator or freezer MUST be sealed properly and labeled with what the item is AND the date it was opened or prepared. For labels use masking tape or large shipping labels.
- Be sure the Ice Machine Scoop is returned to the side holder in the Ice Machine and NOT laid in the ice section as it will become buried and will contaminate the ice.
- Any appliances that are used must be cleaned immediately after use, such as the microwave, the convection ovens, stove top & ovens, mixer, kitchen sinks, and wipe down the counters, etc.
- We may be subject to a City Inspection at any time to keep our Food Permit and maintain compliance with the City Regulations.
- Please be sure the kitchen door to the outside is closed and locked before leaving.

## The Office

- An adult should accompany children at all times in the Office.
- Confidential information must remain in the office. This includes Student files, Report Cards, and any other information families/schools have shared with us in confidence.
- The copy machines are located in the Resource Room and in the Office and they are available for volunteer use. Please be accurate in how many copies you will need/use to help us be good managers of our resources. Please notify a staff member if a copier is not working properly.

## The Playground

- Students are to stay within the fenced playground area and may not open gates or go behind the building in the gravel area.
- Adult supervision is required for students on the playground.
- Adults encourage students to discard trash and stow any equipment in its proper place.
- Please be respectful of the property owners surrounding our building including fences, animals, and private property.

## iPads

- iPads are available upon request
- Adult volunteers may sign out iPads for additional use of technology assistance in their classrooms.
- Reading Buddies may use iPads to assist with students who have special reading needs. You can sign the check out form for an iPad and then it must be returned to the office and checked back in after each use.

# SUBSTITUTE INFORMATION

*We understand that volunteering at Kids' Club is not your full-time job and that sometimes you will need to miss a day. Please follow the procedure below if you need to be out:*

1. Inform the Volunteer Coordinator of your expected absence at least two days before you will be out, if possible. This is crucial in that it allows time for staff to find a substitute. If something comes up at the last minute please alert the office staff as soon as you can. You can do this through email, phone or text.
2. The Volunteer Coordinator will then take the necessary steps to find you a substitute teacher. Or, if one of your P.A.L.S. is comfortable covering the class, please make arrangements with them and notify the Volunteer Coordinator.

# DISCIPLINE RULES AND PROCEDURES

In most cases, behavior can be playfully redirected as students are reminded to stay on task and be respectful to others and themselves. In all discipline situations, we want to encourage students to think about how they are thinking, encourage them to make good choices, and take responsibility for their own behavior. In every discipline opportunity that arises, it is our goal to connect with that student, identify the trigger, and walk through how to self-regulate. Above all, we want our students to feel understood and loved.

**Note: Kids' Club has zero tolerance for hitting, kicking, or physical violence of any kind, regardless of "who starts it". If a child puts their hands or feet on another child in any unloving way, they will be sent home from Kids' Club immediately.**

## CONNECTION STEPS:

### Step 1: Redirection with a Smile

A redirection statement is given to a student to encourage a behavior or choice change. Redirections are given when a student is off task, too loud, not following directions, being disrespectful, etc. 80% of behavior can be redirected with this step. No documentation is required, and students can carry on as normal if redirection is successful.

### Step 2: Two Choices/Re Do

If a student's behavior continues after a redirection has been given, he/she has the option between two choices that are equally appealing to both student and adult, or may request a "Re-do." If step 2 is successful, no documentation is needed, and the student may continue with normal activities.

Students Name: \_\_\_\_\_

Volunteers Name: \_\_\_\_\_

Team: \_\_\_\_\_

Date: \_\_\_\_\_



### CONNECTIONS for Volunteers / Staff

*Goal: To connect with student, identify trigger, and empower child to self-regulate. We want our students to feel understood and loved.*

<p style="text-align: center;"><b>Step 1</b> <b>Redirect with a Smile</b></p> <p style="text-align: center;"><i>Encourage a behavior or choice change, be brief and use neutral tone and body language.</i></p> <p style="text-align: center;"><b><u>Redirection Statements</u></b></p> <p style="text-align: center;">"Respect please"</p> <p style="text-align: center;">"Listen and obey"</p> <p style="text-align: center;">"Gentle and kind"</p> <p style="text-align: center;">"Use your words"</p> <p style="text-align: center;">"No hurts"</p> <p style="text-align: center;">"Askin' or Tellin'"</p> <p style="text-align: center;">"Stick together"</p> <p style="text-align: center;">"Work Hard – Play Hard"</p> <p style="text-align: center;">☺</p> <p style="text-align: center;"><i>(No documentation is necessary)</i></p>	<p style="text-align: center;"><b>Step 2</b> <b>Win – Win</b></p> <p style="text-align: center;"><i>Offer two choices that are positive for both volunteer and child and/or a Re-Do.</i></p> <p style="text-align: center;"><b><u>What two choices did you offer?</u></b> <i>(ex. "Would you like to do your homework with your shoes on or off?")</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b><u>Re-Do?</u></b></p> <p style="text-align: center;">Yes    No</p> <p style="text-align: center;">☺</p> <p style="text-align: center;"><i>(No documentation is necessary)</i></p>
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"And I will give you a new heart, and a new spirit I will put within you. And I will remove the heart of stone from your flesh and give you a heart of flesh. And I will put my Spirit within you, and cause you to walk in my statutes and be careful to obey my rules."  
Ezekiel 36:26-27

**Step 3: Connection**

If a student’s behavior continues after steps 1 and 2 have been completed, the student will pair up with a staff member for a connecting time. Students can have time to decompress and calm down using various self-directed calming (regulating) techniques. When ready, students can talk with the staff member about what happened, discover what triggered the behavior (if possible), what not to do, and what to do next time, and then practice. Students may return to their group when Step 3 is completed successfully. Staff will document the Connection time and will communicate to parents as soon as possible how the student was able to successfully connect and regulate.

**Step 4: Home**

If a student is not able to successfully connect at Kids’ Club, a staff member will contact parents to pick up the student so he/she can decompress at home. Kids’ Club staff respectfully requests parents to follow up with staff on how the student was able to successfully decompress at home and how KC staff can better meet their child’s needs should the situation repeat. The student is welcome to return to Kids’ Club the following program day.

If a pattern in the child’s inability to connect forms, an additional parent meeting may be requested to discuss how to best meet the needs of the student.

Student Name: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Date: \_\_\_\_\_



**CONNECTIONS for Staff**

**Step 3**

*Goal: To connect with student, identify trigger, and empower child to self-regulate. We want our students to feel loved and understood.*

What happened? (The whole story):

What was child’s response? (What did the child do?)

Identify the trigger, the root of the issue? When did this start?

Co-Create the response plan for future triggers? (Reassure love for the child)

Staff Directive:

“Time In” with Staff                       Return to Program  
 Leave Early     Suspension: from \_\_\_\_\_ to \_\_\_\_\_

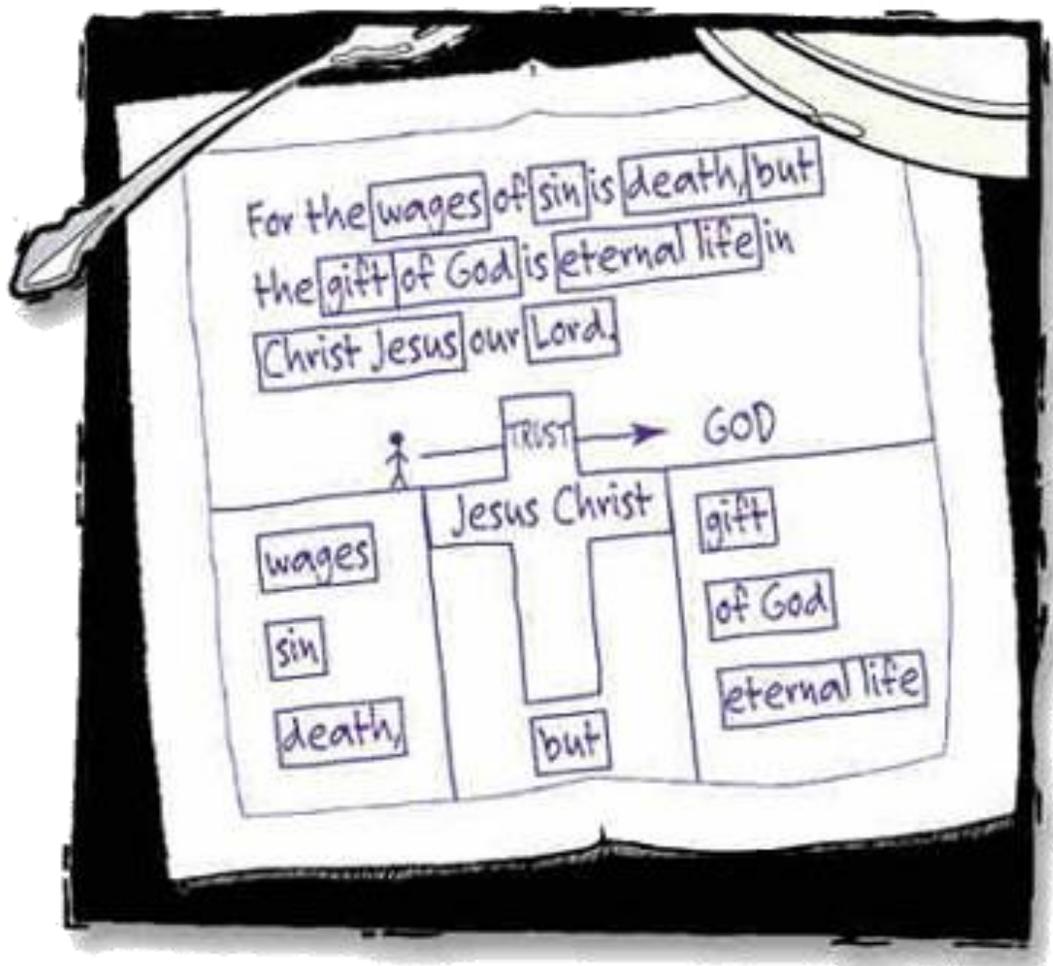
Contact Parent?    Yes    No    Contact school?    Yes    No

Volunteer/Staff follow up?    Yes    No

Student follow up?    Yes    No    Parent follow up?    Yes    No

## SHARING THE GOSPEL

*Kids' Club exists to empower kids to reach their full potential through Jesus Christ. As a volunteer, you may be led to share the gospel and to explain what a life with Jesus looks like. In order to help you with this, we have provided a "Bridge Illustration" using Romans 6:23 below...*



### **Step 1: Begin by presenting Romans 6:23 and defining the words in the boxes:**

- Wages: something you earn because you worked for it; you deserve it
- Sin: anything you do wrong, missing the mark, etc
- Death: separation from God (kids will say "when you stop breathing" or "when you die")
- But: a word that links two important concepts together
- Gift: something you are given that you haven't earned; it is free
- God: perfect, no sin
- Eternal life: together with God, not separated
- Christ Jesus: God's Son, who died on a cross as our sacrifice to take our sins away
- Lord: to make the boss of me

## **Step 2: Draw 2 rectangles with a gap between...**

- Explain that man is on the left rectangle, and God is on the right.
- Draw a stick man on top of the left rectangle to represent the person you are talking to, and write the word “GOD” on top of the right rectangle.
- Ask that person if he/she has ever done anything wrong. Write “wages”, “sin” and “death” in the left rectangle. Explain because we have done wrong things, we have earned death, or separation from God. (Romans 3:23)
- Explain that we are separated from God because God is perfect—there is no wrong allowed.

## **Step 3: Explain that we can’t earn our way to God:**

- Draw some “floating planks” between the two rectangles and explain that we can try to do good things to cover up our bad, but it doesn’t work. We have still done wrong things, and cannot be with a perfect God.
- Draw a “gift box” under “God” on the right side. Say, “The GIFT of God”—something we don’t earn, it’s a free gift—is “eternal life” or being forever with God...how?
- Say “Through Christ Jesus” and draw a cross between the two rectangles, and draw an arrow from the stick man over the cross bridge to God. (Romans 5:8)

## **Step 4: Lead the child in a salvation prayer:**

- The only way to get from left to right, from sinful separation from God to forgiven being with God is through Jesus. How?
- Read Romans 10:9-10 “Say with your mouth, ‘Jesus is Lord.’ Believe in your heart that God raised him from the dead. Then you will be saved. With your heart you believe and are made right with God. With your mouth you say that Jesus is Lord. And so you are saved.”
- Ask the child if he/she would like to ask Jesus to be the boss of their lives (ask Jesus to come into their hearts)
- Lead them in a simple prayer by asking them to repeat after you:  
*“Dear God, I know that I have done wrong things and I am separated from you. I believe that Jesus died on the cross to take away my sins, and then came back to life so that I can be together with you. I am sorry for what I’ve done wrong and ask for forgiveness. I ask you to come into my heart and be the boss of my life. Thank you for saving me. In Jesus’ name, AMEN.”*

# GLOSSARY

**Agenda** – School issued assignment books that some students are required to have and fill out with the details of their homework

**Communication Folders** – Tools for school teachers and Team Leaders/P.A.L.S. to communicate back and forth the homework and progress of the kids

**Dinner** – Students receive a home-cooked nutritious meal prepared and served in-house at the Main Campus and delivered to the CISD Onsite Campuses before departing Kids’ Club

**End of Year Party** – End of the Kids’ Club school year celebration with all volunteers, kids and families from both program days. Free food, games and fun for everyone!

**Food Delivery** – Deliver the prepared meals from Main Campus to the CISD Onsite Campuses for our KC students. Monday-Thursday 4:30-5:30 Additional Support Option – Food delivery volunteers are welcome to stay at CISD Onsite campus and assist in serving the meal.

**Garden** – Located behind Oakwood Counseling Center across the street; maintained by local volunteers; produce is distributed to Kids’ Club families as well as used for Kids’ Club dinners

**Greeters** – Volunteers who sit at the door and oversee sign-in and sign-out of volunteers and children

**Hey Kids’ Club, whatcha doin’?** – The kids reply by saying, “Loving the Lord with all my heart, with all my soul, with all my mind, with all my strength, AND, loving my neighbor as myself.”

**Kids’ Club Bucks** – Kids’ Club issued dollars students can earn for completing tasks and achieving goals. Bucks can be saved or spent at the Kids’ Club Store, usually once a month

**Kids’ Club Store** – Located adjacent to the office; students usually shop once a month on a designated day. Students are allowed to buy two items

**Kitchen Crew** – Help prepare and/or serve nutritious meals for our KC students. Monday-Thursday 3:00-6:00

**Leveled Readers** – Books located in the large metal bookcases in the gym to the left of the stage. These books are labeled by number, letter and title for easy referencing and filing. The code by grade level and month of school is posted on the wall. These are used during Team Time with Reading Buddies. Students store their leveled readers in their orange KC bags.

**Math Buddy** – Assist students one-on-one with math homework and mastering math concepts for 15-20 minutes at a time

**P. A. L. S.** – Team Leader’s assistants in the classrooms and assist students with homework in small groups; stands for Present, Available, Loving, and Supportive

**Power House (Chapel)** – Praise and worship and a time of biblical instruction

**Program – Main Campus (MC)** – Students enrolled from the following nine (9) NBISD elementary schools:

Mondays and Wednesdays M/W:

County Line (C), Klein Road (KR), Memorial (M), Voss Farms (VF) and Walnut Springs (WS)

Tuesdays and Thursdays T/Th:

Carl Schurz (CS), Lamar (L), Seele (S), and Veramendi (V)

**Program – CISD Onsite Campuses** – Students for the following three (3) CISD elementary schools meet on the school campus and serves the school-requested grade levels:

Mondays and Wednesdays M/W:

Goodwin Frazier (GFES) and Startzville (SZES)

Tuesdays and Thursdays T/Th:

Morningside (MSES)

**Reading Buddy** – Volunteers who read with children one-on-one for 20 minutes at a time in the gym during Team Time

**Reading Log** – A form inside the orange Reading Bags for Reading Buddies to fill out as children read; students may also bring a school-issued Reading Log requiring adult initials

**Snack** – Students receive a packaged snack, fresh fruit, and bottled water upon arrival Kids’ Club

**Team Challenge** – Cooperative games with an end goal of working toward winning a prize as a team over a certain time period

**Team Leader / Mentor** – The lead volunteer for each grade-level classroom. Leader of a group of amazing kids through their homework hour. You don’t need a teaching degree for this! Just a heart for kids! (Two days a week commitment)

**Team Time** – Homework time where the kids work with their Team Leaders and PALS in classrooms off the main gym area identified by color-coded paint splotches

# NEW BRAUNFELS KIDS' CLUB STAFF

**Jamie Ezell**  
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**Debbie Gentry**  
 Operations & Finance Coordinator  
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**Kelyn Mock**  
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**Jerry Ebensberger**  
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**Sylvia Tostado**  
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**Corrie Cash**  
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**Sarah Polcyn**  
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**Lindsay Mayfield**  
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**Sarah Polcyn**  
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**Christine Mullins**  
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**Jennifer Johnson**  
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## KIDS' CLUB INTERNS

Katy Hand  
 Christian Jackson  
 Caitlin Johnson  
 Maeghan Johnson  
 Claire Peterson  
 Emilli Ritzema  
 Noah Ritzema  
 Keton Seaman  
 Shelby Stevens  
 JD Terry  
 Kayleah Young

Morningside (CISD) – **Open**, Katy Hand, and Noah Ritzema  
 Goodwin Frazier (CISD) – Katy Hand, and Noah Ritzema  
 Startzville (CISD) – Caitlin Johnson, Maeghan Johnson