

August 8, 2018



Prince of Peace Lutheran Church  
5475 Brand Road, Dublin, Ohio 43017  
(614) 766-6377; fax (614) 336-8639  
www.princeofpeacedublin.org

Dear Families,

We are excited to begin another year of Sunday School at Prince of Peace! The fun and learning begins on **Rally Day on Sunday September 9, 9:30 to 10:30 am.**

Here are some things that you will need to know about Sunday School for the 2018-2019 year:

**To sign up for Sunday School**, first look at the attached a copy of the *Prince of Peace Children's Ministry Participation Policy* and *Sunday School registration form*. Please complete a registration form for each of your children and give these to their classroom teacher on your child's first day of Sunday School. **Sign up for the grade your child is entering in the Fall 2018.**

**The Children's Choir & Sunday school class** will once again meet in Room 1 during the Sunday School hour for bible lesson and choir practice. See enclosed flyer that tells you more about this choice for Sunday School.

- Our Sunday School curriculum is SPARK Activate Faith & Whirl Sunday School Curriculum which teaches that we LEARN from the bible to LIVE THE GOOD NEWS!
- Families with children, age preschool to grade 2: REQUIRED to SIGN IN/OUT each Sunday at the classroom
- Families with students grade 3-5: NOT REQUIRED TO SIGN IN/OUT; students will be dismissed at 10:30 am to meet you.
- Children who attend Sunday School must have an adult staying in the church building during the program; please stay for Worship, Adult Study or have breakfast in the POP's Café.
- We encourage students to give weekly offering to the church as a service project to help others outside of our church. Offerings will go to Grain of Rice Project, Kenyan artisans.
- NO SNACKS are served in Sunday School. Please be sure your child knows about this and eats a good breakfast. Your family is welcome to attend the Prince of Peace Café before or after Sunday School or worship.

**Sunday School teacher volunteers are needed!** Please let us know if you are available to help this year. You may sign up on the board in the Fellowship Hall or give me a call. If you are available to help on occasion, you may indicate your availability on your child's registration form. Now and again our dedicated Sunday School volunteers may have a schedule conflict, and they appreciate your availability to the children of our congregation.

We look forward to a fun and educational year for everyone. Please feel free to contact me with any concerns or suggestions as we work together to plant the seeds of faith in the hearts of our children.

In peace,  
Sue Miller, Children's Ministry Director  
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Pastor Amanda Highben  
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# Prince of Peace Lutheran Church Children's Ministry Participation Policy

"Do unto others as you would have them do unto you" Matthew 7:12

The goal of the Children's Ministry offering at Prince of Peace Lutheran Church is to provide a positive, nurturing and inclusive Christian education program. To ensure safety and learning opportunities for our students, we provide the following policy for behavioral guidance.

## Children's Ministry Staff & Volunteer Responsibilities

- Provide classroom activities to promote a sense of belonging and community.
- Provide appropriate and engaging activities to help students learn about God.
- Model appropriate behavior for children to follow.
- Ensure that no child is ever left alone.
- Provide positive reinforcement for good behavior.
- Approach classroom discipline in a proactive, positive and loving way. Never physically restrain a child (unless the child is posing immediate physical danger to self or another person and is not responding to verbal guidance attempts). Never physically punish a child and never use profane or derogatory language.
- Document and discuss classroom incidents with parents as needed.
- To teach or lead Sunday School, TGIGF, and VBS, you must be a church member in High School or older. To assist in these programs you must be in Middle School or older.

## Parent Responsibilities

- Please have your child arrive on time to Sunday School.  
PLEASE NOTE: no snacks will be served in Sunday School; eating breakfast at home will help your child be ready to listen and learn.
- Fill out a SS registration form. Please tell us about your child's individual needs including allergies, restrictions, disabilities, medications and any other information that might be helpful in teaching and caring for your child.
- Parents and volunteers are always welcome throughout the Sunday School year. Please let us know if you are available to help out on occasion. You may indicate your availability on your child's registration form. Now and again our dedicated Sunday School volunteers may have a schedule conflict and they appreciate your availability to the children of our congregation.
- Participate with the Sunday School Program Director in resolving recurring behavior problems.
- Inform the pastoral staff or Sunday School Program Director of your child's individual needs or circumstances that might require extra attention from his/her teachers on an ongoing basis.
- **Parents must remain in the building during Sunday School.**
- **Families with children preschool to grade 2: SIGN IN/OUT required**
  - On sign in please note:
    - Any individual needs or medical conditions (including allergies and any conditions for which he/she takes medications).
    - List where you will be in case you must be contacted: worship, Adult Study, POP's Café.
    - If someone other than you will be picking them up  
(Note: We recommend that pre-elementary children be picked up by an adult)
- **Families with students grade 3-5: SIGN IN/OUT not required**
  - Students will be dismissed at 10:30 am to meet you.
  - We suggest you arrange a meeting place in the church building.

## **Student Responsibilities**

- Arrive at the classroom or activity meeting place ready to listen & learn.
- Help one another follow the rules:
  - ✓ Keep hands and feet to yourself.
  - ✓ Use your indoor voice.
  - ✓ Please walk while inside the church building.
  - ✓ Listen to your teachers and follow directions.
  - ✓ Take turns sharing and caring.
  - ✓ Raise your hand to talk during group discussion time.
  - ✓ Be kind to others when you talk.

## **When a behavior issue occurs**

- For mild or moderate disruptions, the teacher will:
  1. Remind the student(s) privately of the appropriate behavior and the reason why it is important.
  2. Redirect the student(s).
  3. Problem solve with the student(s) to bring behavior back in line to allow learning to continue.
  4. Alert the parent to recurring disruptive behavior privately after the service.
- For major disruptions or those presenting a safety concern, the teacher will enlist the help of the Superintendent or Sunday School Program Director:
  1. Immediately remove the student from the group and/or away from danger to self or others (typically to the hallway), discuss the issue, and problem solve with the student.
  2. If the situation warrants, contact the parent immediately.
  3. Document the incident and discuss with the parent within the week, asking the parent to attend class with their child the following week.
  4. If necessary, follow up with parents of other students who may have been hurt by the incident.
- For severe or reoccurring behavior problems, a parent will be required to attend one or more program sessions with their child and/or work with the Sunday School Program Director to develop a plan of action for continuing participation.

## **Program Notes**

We provide a Sunday School calendar of events each year which is posted on the website, on hallway bulletin boards, and in each classroom. Sunday School will begin after Labor Day and end the third Sunday of May. We will not have SS on Christmas Day and New Year's Day, and on Easter, so that our volunteer teachers can worship with their families.

In the event of a medical emergency, church leaders are authorized to obtain medical care for your child and hereby released from any further responsibility.

On occasion photographs are taken during SS activities. Photos are used in church publications to promote our programs; no names will be posted unless permission is obtained.

## SUNDAY SCHOOL REGISTRATION FORM

*Please return completed form to the church office or to your Sunday School teachers*

**Child's Name:** \_\_\_\_\_

Birth Date: \_\_\_/\_\_\_/\_\_\_

Baptism Date: \_\_\_/\_\_\_/\_\_\_

**Check class going into in the fall:**

- Preschool 3- 4 year olds (age 3 by 9/01/18 and toilet-trained)
- PreK 5 year olds & Kindergarten (age 5 by Fall 2018 and toilet-trained)
  
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Children's Choir & Sunday School class Grades 2- 5

**Parent Name(s):** \_\_\_\_\_  POP member  Non-member

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

- **Are you available on occasion to help out/substitute in your child's Sunday school room?** YES NO
- **Please tell us about your child's individual needs including allergies, restrictions, disabilities, medications and any other information that might be helpful in teaching and caring for your child:** \_\_\_\_\_
- **In the event of a medical emergency, church leaders are authorized to obtain medical care for my child and hereby released from any further responsibility.**
- **Children in the Sunday School program must have a parent remain in the building. List a phone number we can call during the Sunday School hour. Please keep your cell phone on vibrate. cell phone:** \_\_\_\_\_
- **On occasion photographs are taken during SS activities. Photos are used in church publications to promote our program. No names will be posted, unless permission is obtained.**
- **Please review *The Prince of Peace Children's Ministry Participation Policy*.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_