

Check-In Procedure

A parent or authorized individual must sign the child in and obtain a "child secure" number. A duplicate number will be attached to a diaper bag or other belongings.

While we do carry a supply of changing products, we request that parents leave our caregivers with a diaper bag containing items that are necessary to best meet the needs of the individual child during his/her stay in the **Tot Spot**. Please be sure to label your child's diaper bag, sippy cups, and



other belongings with a permanent marker.

If this is your child's first visit, see to it that you verbally inform our caregivers of any allergies or other issues of concern in addition to providing this information on the Enrollment & Authorization Card.

If we need to contact you during service, we will text your cell phone. A text message with the church number, 735-2856, will be displayed on your screen. Please place your cell phone on vibrate mode before entering the sanctuary.



Check-out Procedure

Immediately following service, a parent or authorized individual (as indicated on the Child Enrollment & Authorization Card)

must present the appropriate "child secure" number in order to sign a child out of the **Tot Spot**. Be advised that a picture ID may be requested. This is especially true for visiting families and those with whom our caregivers are unfamiliar.

To minimize confusion, we ask that parents remain outside of the **Tot Spot** during check-in and check-out time.

In consideration of our volunteers, please see to it that you retrieve your child in a timely manner following service. Thank you.

Parent Involvement

The ministry of the Tot Spot is made possible by the dedicated service of volunteers. We invite parents to consider serving as lead caregivers or assistants in the **Tot Spot**. For more information, please call the church office and leave a message for Trish Campbell or April Bowen.



1114 West Ontario Ave. Corona, CA. 92882
Church Office: 951-735-2856

Living Truth Christian Fellowship

The Tot Spot



"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

Serving ages 19 months to 3.5 years

April Bowen
Tot Spot Supervisor

Trish Campbell
Children's Ministry Coordinator

General Information

Welcome! Thank you for entrusting us with your child's care as you attend service.

Our Mission

It is our aim to ensure that each child experiences the love of Jesus through the nurturing and attentive care they receive in the **Tot Spot**.

Our Curriculum



We utilize Group Publishing's *Play-n-Worship* curriculum to lay the foundation for our precious little ones to have

a growing relationship with Jesus! Lessons use everyday objects in their world - plus play, fun, stories, and songs - to teach them Bible truths.

Volunteer Requirements

All volunteers who are 18 years of age or older must meet the following requirements for service in any area of the Children's Ministry:

- Acknowledge Christ Jesus as personal Lord and Savior.
- Submit to a background check through fingerprinting with the Department of Justice.
- Complete a Children's Ministry volunteer application.

- Complete the Living Truth membership class and attend services regularly.
- Attend three Children's Ministry training meetings per year.

Our Hours

The **Tot Spot** is open during second service on Sunday mornings. Parents may sign their children in beginning at 10:50 a.m. During first service and for our midweek service, children from 6 weeks- 5 years of age are cared for in the Lambs' Fold.

Snacks & Food Allergies

On occasion, we may offer snacks to the children in our care. If your child has food allergies, please supply us with a snack that s/he can safely consume. Make sure to inform our caregivers that your child has his/her own snack at check-in.

Policies

Healthy Child Policy

In order to maintain a healthy environment in the **Tot Spot**, and to prevent the spread of illness, we request that parents refrain from checking in children who exhibit or have exhibited any of the following symptoms in the past 24 hours: fever, rash, vomiting, diarrhea, runny nose, persistent cough, pink-eye, or open sore. Please be aware that our caregivers



are not permitted to dispense medicine of any kind to any child at any time.

Parent Visitation Policy

Sometimes a child may experience separation anxiety upon being left with unfamiliar caregivers for the first time. In such cases, a parent or authorized family member is welcomed to remain with the child to increase his/her comfort level. However, we suggest that the parent remain in the **Tot Spot** for no more than 10 minutes for the first few visits. Upon further experiences with our nurturing volunteer staff, the child will begin to adjust as s/he comes to realize that parents will return. Aside from parents/guardians and on duty Children's Ministry volunteer staff, no other persons will be permitted in the **Tot Spot** during service times.

Procedures

Registration

A Child Enrollment and Authorization Card must be filled out for all children upon their first visit to any of our Children's Ministry classrooms. This card provides us with vital information about allergies and other medical conditions of which we need to be aware. This card also allows parents to authorize up to two additional people to sign their child into and out of our care.