



**VOLUNTEER
HANDBOOK**

**Adams Elementary
June 26 – 30**

Beachcities Community Church

www.beachcities.org

kidsgames@beachcities.org

KidsGames was created as a means for churches of all denominations to partner with each other to reach their communities for Christ. Through the vehicles of sports, creative arts, games, and story-telling, children are taught biblically-based principles and values, and are ultimately shown the love of Jesus Christ. The KidsGames program is currently being used all over the world to help churches foster relationships within their communities that can be cultivated throughout the year. The use of sports also creates an opportunity for men to get involved serving with their church and allows the youth of the church to get involved serving in an exciting way. Typically about 40% of the children that participate in KidsGames come from unchurched families—meaning people will witness first-hand the love of Christ in a way they never have before. As a KidsGames volunteer, you have the opportunity to be part of a program that God is using to spread the Gospel all over the world!

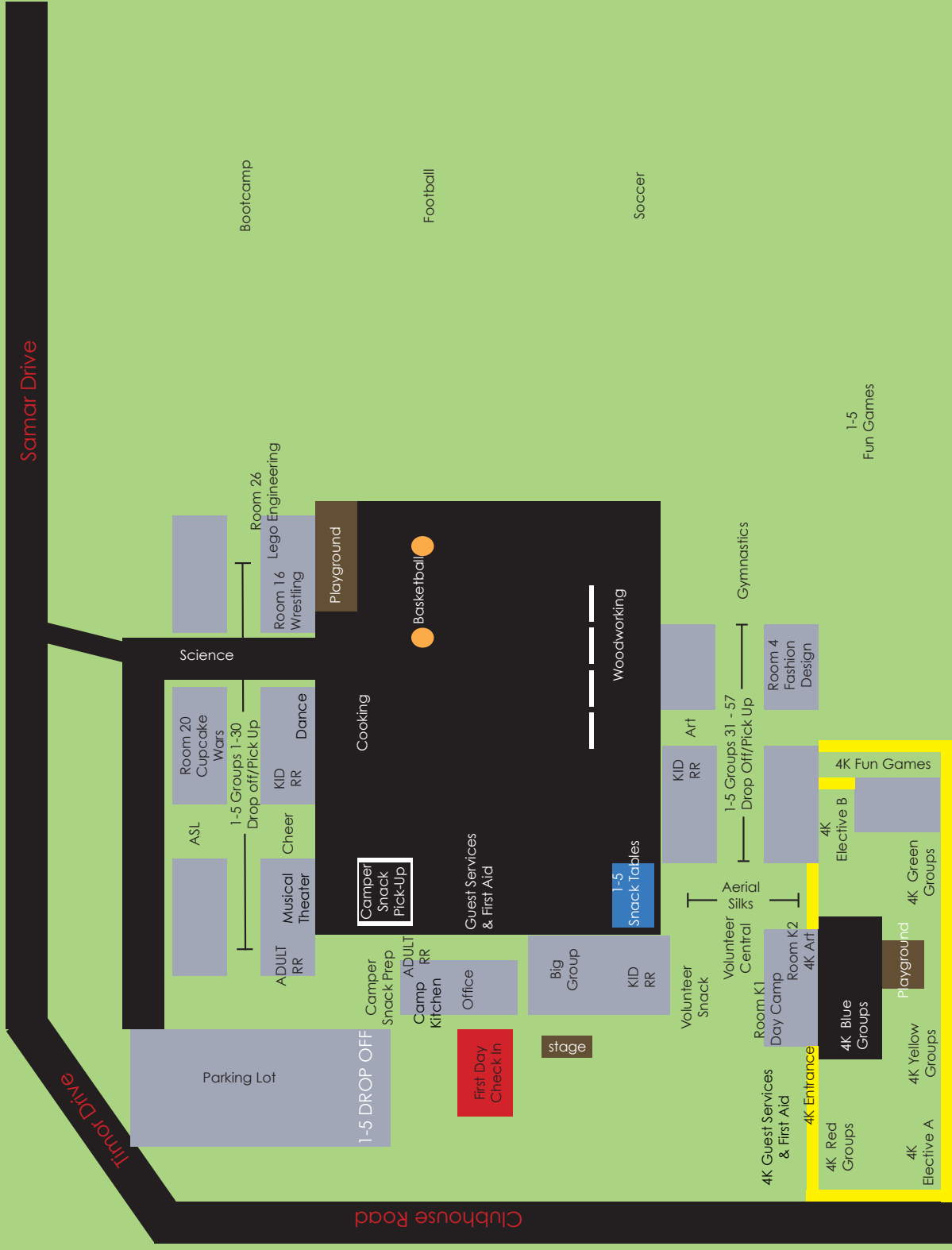


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SITE MAP

Adams Elementary 2850 Clubhouse Road, Costa Mesa, CA



PARKING

Parking for Parents: The Adams parking lot is exclusively for teachers and parents to park in. There are several areas in the surrounding neighborhoods available for parking as well. Please also encourage parents to use the “drive-through” lane in the mornings Tuesday – Friday to cut down on congestion.

Parking for Volunteers: Due to the volume of traffic anticipated at KidsGames, our volunteers are strongly encouraged to park their cars at Beachcities and carpool over to camp. If you will be parking your car near the Adams campus, please choose the farther parking spots to allow the KidsGames campers and their parents to park in the closer spots. Parking is available for volunteers on Clubhouse Road, Pitcairn Drive, and the surrounding neighborhoods. Please avoid parking on Timor Drive and Samar Drive to leave those spaces open for parents to use. Also be aware that some of the surrounding streets are permit parking only, or have streetsweeping on certain days, so pay close attention to where you park.

ROTATIONS

One of the major factors in making KidsGames run smoothly is for rotations to go smoothly. Please be sure to make yourself familiar with the rotation schedule as it applies to you.

Our 4-K campers will be split up into four rotation groups: Red, Blue, Yellow and Green.

Our 1st-5th grade campers will be split up into two separate teams: “Team Gadgets” and “Team Gizmos”. The two teams will rotate throughout the day’s activities separately. The schedule will be slightly modified depending on that particular day’s activities.

4-K ROTATIONS

MONDAY	Red	Blue	Yellow	Green
8:30AM	Opening	Opening	Opening	Opening
8:45AM	Rotate	Rotate	Rotate	Rotate
8:50AM	Elective A	Elective B	Fun Games	Fun Games
9:10AM	Rotate	Rotate	Rotate	Rotate
9:15AM	Playground	Art	Elective A	Snack
9:35AM	Rotate	Rotate	Rotate	Rotate
9:40AM	Art	Playground	Snack	Elective A
10:00AM	Rotate	Rotate	Rotate	Rotate
10:05AM	Elective B	Snack	Art	Playground
10:25AM	Rotate	Rotate	Rotate	Rotate
10:30AM	Snack	Elective A	Elective B	Art
10:50AM	Rotate	Rotate	Rotate	Rotate
10:55AM	Fun Games	Fun Games	Playground	Elective B
11:15AM	Rotate	Rotate	Rotate	Rotate
11:20AM	Big Group	Big Group	Big Group	Big Group
12:15PM	Rotate	Rotate	Rotate	Rotate
12:20PM	Closing	Closing	Closing	Closing
12:30PM	Dismiss	Dismiss	Dismiss	Dismiss

4-K ROTATIONS

TUESDAY	Red	Blue	Yellow	Green
8:30AM	Opening	Opening	Opening	Opening
8:45AM	Rotate	Rotate	Rotate	Rotate
8:50AM	Elective A	Elective B	Fun Games	Fun Games
9:10AM	Rotate	Rotate	Rotate	Rotate
9:15AM	Playground	Art	Elective A	Snack
9:35AM	Rotate	Rotate	Rotate	Rotate
9:40AM	Art	Playground	Snack	Elective A
10:00AM	Rotate	Rotate	Rotate	Rotate
10:05AM	Elective B	Snack	Art	Playground
10:25AM	Rotate	Rotate	Rotate	Rotate
10:30AM	Snack	Elective A	Elective B	Art
10:50AM	Rotate	Rotate	Rotate	Rotate
10:55AM	Fun Games	Fun Games	Playground	Elective B
11:15AM	Rotate	Rotate	Rotate	Rotate
11:20AM	Big Group	Big Group	Big Group	Big Group
12:15PM	Rotate	Rotate	Rotate	Rotate
12:20PM	Closing	Closing	Closing	Closing
12:30PM	Dismiss	Dismiss	Dismiss	Dismiss

WED/THUR	Red	Blue	Yellow	Green
8:30AM	Opening	Opening	Opening	Opening
8:45AM	Rotate	Rotate	Rotate	Rotate
8:50AM	Elective A	Elective B	Art	Playground
9:10AM	Rotate	Rotate	Rotate	Rotate
9:15AM	Elective B	Art	Playground	Snack
9:35AM	Rotate	Rotate	Rotate	Rotate
9:40AM	Art	Playground	Snack	Elective A
10:00AM	Rotate	Rotate	Rotate	Rotate
10:05AM	Playground	Snack	Elective A	Elective B
10:25AM	Rotate	Rotate	Rotate	Rotate
10:30AM	Snack	Elective A	Elective B	Art
10:50AM	Rotate	Rotate	Rotate	Rotate
10:55AM	Big Group	Big Group	Big Group	Big Group
11:50AM	Rotate	Rotate	Rotate	Rotate
11:55AM	Fun Games	Fun Games	Fun Games	Fun Games
12:20PM	Rotate	Rotate	Rotate	Rotate
12:25PM	Closing	Closing	Closing	Closing

4-K ROTATIONS

FRIDAY	Red	Blue	Yellow	Green
8:30AM	Opening	Opening	Opening	Opening
8:45AM	Rotate	Rotate	Rotate	Rotate
8:50AM	Elective A	Elective B	Fun Games	Fun Games
9:10AM	Rotate	Rotate	Rotate	Rotate
9:15AM	Playground	Art	Elective A	Snack
9:35AM	Rotate	Rotate	Rotate	Rotate
9:40AM	Art	Playground	Snack	Elective A
10:00AM	Rotate	Rotate	Rotate	Rotate
10:05AM	Elective B	Snack	Art	Playground
10:25AM	Rotate	Rotate	Rotate	Rotate
10:30AM	Snack	Elective A	Elective B	Art
10:50AM	Rotate	Rotate	Rotate	Rotate
10:55AM	Fun Games	Fun Games	Playground	Elective B
11:15AM	Rotate	Rotate	Rotate	Rotate
11:20AM	Big Group	Big Group	Big Group	Big Group
12:15PM	Rotate	Rotate	Rotate	Rotate
12:20PM	Closing	Closing	Closing	Closing
12:30PM	Dismiss	Dismiss	Dismiss	Dismiss

1st – 5th Rotations

Team Gadgets	MONDAY	Team Gizmos
Opening	8:30AM	Opening
Rotate	8:45AM	Rotate
Big Group	8:50AM	Fun Games
	9:35AM	Rotate
	9:40AM	Snack
Rotate	9:55AM	Rotate
Electives	10:00AM	Big Group
Rotate	10:45AM	
Snack	10:50AM	
Rotate	11:05AM	Rotate
Fun Games	11:10AM	Small Groups
	11:30AM	Rotate
	11:35AM	Electives
Rotate	11:55AM	
Small Groups	12:00PM	
Rotate	12:20PM	Rotate
Closing	12:25PM	Closing
Dismiss	12:30PM	Dismiss

Team Gadgets	TUESDAY	Team Gizmos
Opening	8:30AM	Opening
Rotate	8:40AM	Rotate
Big Group	8:45AM	Electives Session 1
Rotate	9:25AM	Rotate
Small Groups	9:30AM	Snack
Rotate	9:40AM	Rotate
Snack	9:45AM	Big Group
Rotate	9:55AM	
Electives Session 1	10:00AM	
	10:25AM	Rotate
	10:30AM	Electives Session 2
Rotate	10:40AM	
Fun Games	10:45AM	
	11:10AM	Rotate
	11:15AM	Small Groups
Rotate	11:25AM	Rotate
Electives Session 2	11:30AM	Fun Games
Rotate	12:10PM	Rotate
Closing	12:15PM	Closing
Dismissal	12:30PM	Dismissal

Team Gadgets	WED/THUR	Team Gizmos
Opening	8:30AM	Opening
Rotate	8:40AM	Rotate
Big Group	8:45AM	Electives Session 1
Rotate	9:25AM	Rotate
Small Groups	9:30AM	Snack
Rotate	9:45AM	Rotate
Electives Session 1	9:50AM	Big Group
Rotate	10:30AM	Rotate
Snack	10:35AM	Electives Session 2
Rotate	10:50AM	
Electives Session 2	10:55AM	
	11:15AM	Rotate
	11:20AM	Small Groups
Rotate	11:35AM	Rotate
Fun Games	11:40AM	Fun Games
Rotate	12:20PM	Rotate
Closing	12:25PM	Closing
Dismiss	12:30PM	Dismiss

Team Gadgets	FRIDAY	Team Gizmos
Opening	8:30AM	Opening
Rotate	8:40AM	Rotate
Big Group	8:45AM	Electives Session 1
Rotate	9:25AM	Rotate
Small Groups	9:30AM	Snack
Rotate	9:40AM	Rotate
Snack	9:45AM	Big Group
Rotate	9:55AM	
Electives Session 1	10:00AM	
	10:25AM	Rotate
	10:30AM	Electives Session 2
Rotate	10:40AM	
Fun Games	10:45AM	
	11:10AM	Rotate
	11:15AM	Small Groups
Rotate	11:25AM	Rotate
Electives Session 2	11:30AM	Fun Games
Rotate	12:10PM	Rotate
Closing	12:15PM	Closing
Dismissal	12:30PM	Dismissal

SPIRIT DAYS

SPIRIT DAYS! Each day will have a dress-up theme. While volunteers are required to wear their KidsGames volunteer shirt each day, you are also encouraged to participate in the dress up days along with the campers!

MONDAY: KidsGames T-shirt Day
TUESDAY: Crazy Hair or Hat Day
WEDNESDAY: Wacky Water Day
THURSDAY: White Out Day
FRIDAY: Gadgets and Gizmos Day

SPIRITUAL FOUNDATIONS

As a KidsGames volunteer, you may not be working directly with children, but you are going to have the opportunity to interact with them (and possibly their parents!) at some point during the week. The good news of Jesus Christ is the real reason we are all here. An easy way to share the gospel with anyone is to talk through the “Four Spiritual Laws”:

- 1. God loves you and offers a wonderful plan for your life.**
- 2. Man is sinful and separated from God. Therefore, he cannot know and experience God’s love and plan for his life.**
- 3. Jesus Christ is God’s only provision for man’s sin. Through Him you can know and experience God’s love and plan for your life.**
- 4. We must individually receive Jesus Christ as Savior and Lord; then we can know and experience God’s love and plan for our lives.**

Please seize every opportunity to share Christ’s love with both our campers and their parents. Sometimes, this will mean going out of your way to help a parent or child with something they need. Sometimes it will mean asking a child what they’re learning today or explaining a bit more about the day’s Bible story to them. It will certainly mean dealing with difficult or abrasive parents kindly; and it will mean handling obnoxious children with patience. There are a zillion ways to show Christ’s love in both words and actions. When you signed up to volunteer for KidsGames, that’s exactly what you signed up for!

BIG GROUP

Big Group is where Bible stories and biblical values will be presented to our campers through a variety of skits, music and teaching. Each day, campers in both programs will hear Bible stories, participate in fun interactives, and engage in small group activities all centered around the day's bottom line. As a KidsGames volunteer, you need to be prepared to engage a child in a discussion about what they learned as well as answer any basic questions they have about it. You don't need to be a Bible scholar or any sort of expert—you just need to be prepared for God to use you in the life of a child!



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
THEME	GOD MADE ME	GOD MADE ME TO TRUST HIM	GOD MADE ME TO FOLLOW HIM	GOD MADE ME TO HELP OTHERS	GOD MADE ME TO SHINE

Memory Verse:

1st - 5th: "Let your light shine so others can see it. Then they will see the good things you do. And they will bring glory to your Father who is in heaven." Matthew 5:16, Nlrv

4K: "I am...wonderfully made." Psalm 139:14, Nlrv

KIDSGAMES SERVICES

KidsGames Services is the team making sure that the week runs smoothly, that everything is where it should be, that are keeping parents in the loop, that are directing traffic and that are making KidsGames move along on schedule.

FACILITIES

If any volunteer needs the assistance of our facilities team, they should contact:

Josh Watson, KidsGames Facilities Supervisor 949.413.8392

Our facilities team will be available to help with general set-up and clean-up before, during and after KidsGames. Please be respectful of our facilities volunteers by keeping your own areas clean and organized. We can also assist our facilities team by encouraging campers to clean up after themselves.

GUEST SERVICES

During the week of KidsGames, there will be at least one Guest Services tent on campus for the assistance of our campers and their families. If a parent has a questions you cannot easily answer yourself, please direct them to Guest Services--if possible, walk them over there yourself.

Guest Services will also handle late drop-offs and early pick-ups.

SNACK

If a child has an allergy or other special diet needs, parents have been directed to bring an appropriate snack for their child and turn it into the guide to be brought out at snack time.

FIRST AID

All injuries, no matter how minor, must be logged by that child's guide or coach on their incident report form for the day. However; guides and coaches will all be equipped with band aids and are welcome to address minor issues themselves. If a child is in need of more expert attention or is ill, they can be escorted to the First Aid tent by a KidsGames volunteer. In the event of a medical emergency, our First Aid team should be sent for by whatever means will elicit the quickest response. If a medical emergency does occur, it's important that our KidsGames volunteer team works quickly and professionally to clear the area and re-direct both campers and volunteers.

INCIDENT REPORTS

An incident report should be created for any of the following things:

- **A child is injured (no matter how minor)**
- **A child does harm to another child**
- **A child leaves the school campus unaccompanied (without parent permission)**
- **A child is verbally abusive toward any other child or volunteer**
- **A child brings questionable items (weapons, drugs, etc.)**
- **A parent/responsible party is physically or verbally abusive toward a child or volunteer**
- **A volunteer is physically or verbally abusive toward a child, parent or volunteer**
- **A child becomes ill**

As a general rule, the responsibility of filling out the incident report falls on the guide or coach of the child involved. However, in certain instances it may be appropriate for another KidsGames volunteer to complete an incident report; for example, if they were the only person to witness the incident. An incident report form can be obtained from our Guest Services tent (or any guide or coach) and, once completed, should be turned in to the guide or lead of the child involved. The report (and its content) should not be released to or discussed with anyone other than the guide, lead, or Camp Director.

GUIDES

Each guide will be responsible for a group of 6 – 10 children, some with assistant guides accompanying them as well. The guides' primary responsibility is to both supervise and minister to their group. This is their priority and responsibility. Throughout KidsGames, guides will be responsible for specific things during the following activities:

DAILY OPENING	Take attendance, greet campers and parents, engage campers in the opening activities
ROTATIONS	Getting kids to the next activity on time
ELECTIVES	Assist coaches with minor duties as needed, keep campers on task, handle bathroom breaks and minor injuries....above all, be a cheerleader!
BIG GROUP	Participate along with the campers, handle any discipline issues
SMALL GROUP	Lead the provided discussion/activity with their group
COMPASSION	Answer basic questions
FUN GAMES	Lead games and keep campers engaged
SNACK	Distribute snack, address special snack needs
DAILY CLOSING	Engage campers in closing activity
PICK-UP	Keep campers in group area until picked up by parent or responsible party

The job of a guide is a busy one! It's important that as a KidsGames volunteer team, we respect our guides' time and are careful not to distract them from their group of campers. As a team our goal is to assist our guides in ways that will allow them to shift more focus to their campers.

COMPASSION PROJECT

Our ultimate goal at KidsGames is to teach kids biblical values and ideas in a hands-on and engaging way. While our theme and activities may change from year to year, many of the driving ideas behind them remain the same. One such idea is our Compassion Project. The goal of our Compassion Project is two-fold: first, we want to teach our campers that they are never too young to serve those around them; second, we want to use the platform we have to truly serve and bless our community. Each summer, we find a new and exciting way for our campers to make a difference.

This year, our compassion project is titled “Shine Your Light”, and is based on our 1st-5th program memory verse: “Let your light shine so others can see it. Then they will see the good things you do. And they will bring glory to your Father who is in heaven.” (Matthew 5:16, NIV). We’ll be challenging campers to do two things during the week of camp:

1. We’ll be making flashlight tubes with them the first day of camp. Their goal is to fill those tubes with quarters and bring them back the last day of camp. Funds raised will go toward technology at Adams Elementary, to shine God’s love to the students of Adams.
2. We’ll be encouraging every KidsGames family to do one thing during the week of camp to shine for Jesus in their neighborhood or community. This could be helping an elderly neighbor with their yard, picking up trash at a local park, or a zillion other things--it’s up to each camper and family to decide.

We’ll be explaining our compassion project and the reason behind it to our campers on the first day of camp. And throughout the week, we’ll be encouraging them to get creative as they think of ways to participate.

So start collecting quarters and ideas. And get ready to SHINE!

SAFETY & SECURITY

FIRST DAY CHECK-IN

This year, we've made some changes to first-day check in to help things run a bit more smoothly. Due to the fact that our Participation Agreement and other waivers are now online (and part of the registration form), there's no need for an official check in table on the first day of camp. There will be an extra guest services table out front on the first day, but only to handle issues or problems that may arise. Groups and electives will be posted on the KidsGames app on June 25, and lists will be posted at the entrance to camp. Parents should take their camper directly to their group. If they have not already picked up their camp shirt, they will receive it directly from their guide.

DROP-OFF AND PICK-UP

Drop-off: Parents are always welcome to walk their child in to the opening lines every day of camp. However; 1-5 campers are also welcome to use the "drive-through" drop-off lane, available Tuesday-Friday.

Pick-up: It is mandatory that all 4-K campers be picked up from their guide at closing lines each day. Our 1st- 5th campers have a little more freedom: parents will be responsible for communicating with their child's guide regarding pick-up arrangements. Guides will assume that a 1st- 5th camper will be picked up from their closing line by a parent unless other arrangements have been communicated to them by that parent.

DRESS CODE

All volunteers are to wear their KidsGames T-shirt every day of KidsGames. In addition, we ask that you refrain from wearing the following things, as they may be offensive to children and/or parents or impair your ability to serve: spaghetti straps, low-cut pants, excessive makeup, low-cut tops, short shorts or skirts, excessively cut shirts (and shirt sleeves) and baggy or sagging pants. Remember, you'll be working with children, so this will be a very active and possibly messy job. If you are wearing something that could make our other volunteers, our campers or their parents uncomfortable, we will discreetly let you know and you may be asked to change. Please do not take this as a personal reflection of your ability to serve.

PHYSICAL CONTACT

As many of our KidsGames volunteers already know, when working with children opportunity for physical contact happens often. For the protection of the child as well as volunteers, we highly encourage the use of "side hugs" and "high fives". Some children do crave physical affirmation, and will need things like high fives throughout the week. However, please be mindful of your physical contact with our KidsGames campers. Lap sitting is only appropriate with infants through age three. Piggy back rides and tickling are not acceptable forms of physical contact at KidsGames. Look for other ways to show affirmation to our campers by getting down on their level, making eye contact and through positive verbal affirmation.

VISITOR POLICY

Parents are welcome to stay and observe KidsGames for a short period of approximately 10–15 minutes. Should they wish to stay longer, they must register with our Guest Services table and may be asked to leave at any time if they are a distraction or hindrance to our program. All KidsGames volunteers should be wearing their volunteer Tshirts at all times. Any adult not wearing a KidsGames volunteer shirt or lanyard should be considered a visitor. If you need assistance handling a visitor, please contact Tracy Cecola, KG Services Director.

BATHROOMS

Elementary school campuses have separate bathrooms for adults and children. Volunteers should never use the children's bathrooms and KidsGames campers should never use the adult bathrooms.

Volunteers should escort our 1st–5th grade children to the bathroom and remain outside. If a child is taking longer than seems necessary, the volunteer should open the bathroom door and call the child's name. If a child requires assistance, the volunteer should prop open the bathroom door and leave the stall door open as the volunteer assists the child. For the protection of all, volunteers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Our 4–K classrooms will have a restroom available inside each classroom, eliminating the need to escort children to the bathroom. However, if an instance does occur where a child must be escorted in to use the bathroom, please keep our Open Door Policy (found below) in mind.

TWO ADULT/OPEN DOOR POLICY

It is our goal that a minimum of two unrelated adult volunteers will be in attendance at all times when children are being supervised indoors during our programs and activities. However, in the event that only one adult volunteer is available, our Open Door Policy will apply. All classroom doors should remain open and unlocked at all times when only one adult is present in the room.

MUSIC AND OTHER MEDIA

Any music or media used during KidsGames must be approved by the appropriate coordinator no later than one week prior to the start of KidsGames. Our desire is that all media would carry a message consistent with the message of KidsGames.

CELL PHONE USE

Throughout the week of KidsGames, it may be necessary for our volunteers to use their cell phones to help the week run smoothly. However, please keep your cell phone out of sight as much as possible. If using your phone for personal use, please do so only during appropriate times and step away from the KidsGames activities if possible.

LANGUAGE

As KidsGames volunteers, it's important to be mindful of the language we use in front of both our campers

and their parents. Please refrain at all times from using any language that could be considered crude or offensive or that is inappropriate for our campers to overhear.

EMERGENCY PROCEDURE

In the event of an earthquake, fire or other natural disaster emergency, our guides will be responsible for bringing their campers back to their small group areas in a similar fashion to our opening and closing formations. This same strategy may also be utilized in some instances of a safety emergency.

PHOTOGRAPHY AND SOCIAL MEDIA

KidsGames volunteers are not permitted to take or post photos of campers to any form of social media (this includes Snapchat!). We do have camp photographers that are permitted to take photos of our campers. Please feel free to request their services if you have a specific photo of a camper or group you would like taken.

DAYCAMP AND EARLY CAMPERS

Daycamp will be available for the use of KidsGames volunteers for children 3 years and younger. If you have not yet registered your child for volunteer childcare, please do so immediately. Childcare will be located on-site at Adams Elementary and will be open from 7:15AM until 1:00PM. Snack will be provided, however, you must provide a lunch for your child each day. If you have any special instructions for care of your child, please have them typed and labeled with your child's name on the first day you drop them off.

Drop-off and pick-up for volunteer childcare will work in a manner consistent with the childcare offered during Beachcities church services. The sticker the parent receives when they drop their child off must be returned in order to pick that child up.

Early Camper Care is also available for children of KidsGames volunteers who are age 4 and older who will be attending KidsGames. It will be offered on-site starting at 7:15AM to allow all volunteers to attend the prayer time with their coordinators or supervisors. These children will be escorted to the appropriate guide group at 8:15AM. Early Camper Care is open only to children of KidsGames volunteers and is located on the 4-K program playground.

Any questions regarding volunteer childcare should be directed to Kari Wolbert at (714) 306-7058.

Celebration Weekend

KidsGames Celebration Weekend is one of the most exciting parts of KidsGames, because it's when we all get to come together to celebrate our campers! Join us at any one of the weekend services at Beachcities Community Church to experience the fun of camp as we enjoy sharing what our campers have accomplished during the week. From elective performances, to our candy bar, there's never a dull moment when we celebrate KidsGames.

Our Goal: Every kid. Every parent. Every volunteer.

That's right – We want everybody there!

**WHEN: Saturday, July 1, 5:30pm
Sunday, July 2, 9:30 and 11:15am**

WHERE: Beachcities Community Church || 9872 Hamilton Ave, Huntington Beach, CA 92646

Our Celebration Weekend will include performances from many of our elective groups as well as a short program. Don't worry--you don't need to be at every service! Electives will be assigned to specific services, and we'll be talking to coaches in more detail about when and where you need to be. And of course, we'll have all the food and goodies you can fit in your stomach all weekend long!

So pick a service--or come to them all. We're going to have a blast showing our KidsGames families what Beachcities Community Church is all about!

See you all there!

THANK YOU!

We are so thankful for your willingness to serve the KidsGames ministry. If you have any questions or concerns regarding your role as a volunteer, please e-mail KidsGames at kidsgames@beachcities.org .

See you at camp!

Beachcities Community Church
9872 Hamilton Avenue
Huntington Beach, CA 92646

