



# St Stephen's Church

Parent &  
Carer  
information



# General information

At St Stephen's we have five age groups of children. They are currently split into three main groups.



0-2

This group is for the youngest members of our congregation. It is a space for play, singing, stories and craft. It is a space for our little ones to be prayed for and to have fun learning more about God.



3-4



5-7

This group is high energy, fun and engaging with teaching, songs, games, and craft.



7-9

It is a fun setting for children to build strong relationships with each other and their leaders all while learning about God.



10-11

This is for those in year 6 and above. A casual and fun group with discussions, fun activities, bible study and prayer



11+

Children's groups are determined in relation to their age on the 30th of August. Those children moving groups in September will have the chance to visit their new group in the July prior to their move.

# Registration & Check in/out

At St Stephen's we have over 290 children registered for children's work and an attendance of over 90 every Sunday. As such making sure children **safely** come to and leave groups (**with the right adults**) is **really important**.

An overview of the registration process can be found at:

[www.ststephensw12.org/children](http://www.ststephensw12.org/children)

We will be using the "Register first, then check-in" version of the system as we hope this will prevent queues on check-in.

## Registration

Every Sunday, parents will need to register their children for children's work at the back of church. Once registered a **label** will be printed for both child and adult. This label will display the child's name, group, any **allergies** and a **code** matching their parent's badge. It is important children and parent's keep their badges as this is the way in which children will be matched with their parents on collection.

All children should be registered for groups - even youth - although they will return to church with their leader at the end of their session.

**Guests** are able to register their children in a similar way however will not be fully registered with **ChurchSuite**.

If your child is not yet ready to stay in their group then once you have registered your child, you are more than welcome to stay with them in the main service. Registering helps us gather the correct information to help us with planning for our congregations.

If you would like your child to go to a group then the check-in and check-out procedures on the next page are helpful.

# The check-in process

During the first hymn parents/carers are invited to drop off their children to the appropriate groups.

0-4's are in the parish hall

5-9's are checked in at the door into the school via the hall corridor.

10+'s are through the Hall courtyard to the rooms above the main hall.

The group leader will check-in children as they are dropped off by their parents. If your child is not registered, you will need to do this prior to checking in your child

## Child-Adult Ratios

The group leader will have access to the ChurchSuite group record for that session. This will display how many children & leaders are registered and if there are sufficient leaders/helpers to maintain a safe child-adult ratio. **If there aren't sufficient adults the leader will ask a parent to volunteer to stay in the group.** Please be generous if asked as those who benefit the most are the children you would be with. The alternative would be to limit the numbers of children able to attend the group.

# The check-out process

Parents/carers are invited to go collect their children after the communion prayer so that they could come for a blessing or receive communion together. The code on the child's badge will be matched to the code on the parent/carer's badge before any child is returned. As there will be many parents and few leaders, please be patient.

Please let us know if your child has any allergies or medical needs by filling out the short medical sections on ChurchSuite. We want to make your child's time with us as fun as possible, so if there are any additional needs we can help with or things we should know about your child, please speak to your child's group leader.

For more information visit [www.ststephensw12.org/children](http://www.ststephensw12.org/children) or email [children@ststephensw12.org](mailto:children@ststephensw12.org)