



Nursery Policy

Children and Family Ministries' Mission Statement:

To develop God centered, family focused activities and programs that educate, nurture, and create a passion for growing disciples for Jesus Christ.

Purpose of the Nursery:

- To provide a safe, quiet, Christian environment for infants and preschoolers.
- To meet the emotional, mental, physical, social and spiritual needs of each child.
- To enlist the cooperation of the entire church to better meet the needs of our children.
- To promote understanding between parents and teachers
- To encourage active participation by parents in worship, Bible Study, and fellowship.

General Policy

For our church ministry to be successful, it is important that some guidelines are followed so that the nursery provides a safe, nurturing Christian environment for young children, and so that it will be maintained and ready for use when needed. This policy outlines the guidelines for use of the Church nursery for both Church and non-Church events. In addition to the Nursery Policy, all personnel and volunteers adhere to the guidelines set forth in the Safe Sanctuary Policy.

General Guidelines:

Nursery Service is provided for infants and toddlers through 3 years of age during scheduled church services. Nursery care may be provided for ages older than 3 for some special activities.

Check in can begin 10 minutes before the first service.

All children should be signed in by a parent or guardian on the nursery sign in sheet. All information on that form should be completed. This makes the transition of information from Sunday School to Church workers much easier.

If the child does not have all personal items labeled (pacifier, cups, bottles, diaper bags, etc) please do so when the child is dropped off. Tape and nametags are available for this purpose.

If the child is a visitor or does not have information sheet on file, one should be completed when the child is dropped off.

Pagers are provided to parents so that nursery staff can contact them when needed.

Children may only be released to parents/guardians or other adult family members. No children will be allowed to leave with an older sibling.

Workers must follow general hand washing guidelines posted in the bathrooms and sink areas in the nursery. Workers should wash their hands after each diaper change or cleaning any bodily discharge, such as wiping noses.

Diaper changing area will be cleaned after each use. Gloves are available for use when changing diapers.

Infants and children often put toys in or near their mouth. These toys will be cleaned with a bleach solution at the end of each use.

A different crib will be used for each baby.

High chairs and trays will be cleaned after each use.

Illness Policy:

No child will be admitted in the nursery or preschool that has:

- Had a fever within the previous 24 hours
- An undiagnosed rash
- Red, swollen, or draining eyes
- Thick green nasal discharge
- Diarrhea or vomiting within the previous 24 hours
- Severe cough
- Any other signs of illness

Medication cannot be administered to a child by nursery personnel.

First aid supplies are available in the nursery and preschool rooms.

Discipline Policy

Children should be made aware of the consequences for violation of the rules. Workers will try to handle minor problems themselves. If problems escalate, it may be necessary to talk with parents. The following can be part of the plan:

- Verbal warnings
- Time outs or separation from the class: there should be adult supervision. (1 minute/age is appropriate).
- Deprivation of privileges: Children may not be allowed to participate in fun and interesting class privileges.
- Discussing issues with parents.

Workers shall be fair and consistent when carrying out discipline. Children should know acceptable boundaries so they can adjust their behavior.

The best defense against discipline problems is a well-planned and well-executed ministry. Boredom or confusion tends to escalate behavioral problems. Children who are absorbed, interested, and active have less time to misbehave.

Caregivers will never use physical contact or yelling as a form of discipline.

Inconsolable children:

Workers will make every effort to engage unhappy children in play or rock them. Sitting on the floor with the children is very effective and calming. If a child is inconsolable (15 minutes of non-stop crying), the parents are to be paged or notified immediately. Under no circumstances will you let a child “cry it out”. This policy will help to fortify the trust between our parents and our nursery staff.

Adult /Child Ratios

Every effort needs to be made to keep the ratio of one adult to every six children, and one adult to every four infants. We also require that at least two workers be on duty at all times.

Under no circumstances should the children be left alone for ANY amount of time. Caregivers are required to directly supervise children by sight AND hearing at all times - even while they are sleeping.

Nursery Volunteers

Our nursery volunteers consist of parents, youth, and other members of our church family who assist our paid staff during Sunday morning services. The Church office sends out a reminder card or e-mail before the scheduled Sunday volunteers are to work. All volunteers will be required to adhere to our Nursery and Safe Sanctuary Policies and Procedures, fill out a volunteer leader application form, and complete background check form before working in the nursery. New Church members will be asked to wait for six months before working in the nursery.

Dress Code

Slacks and dresses are considered proper professional attire for nursery employees. Please do not wear short shorts or other inappropriate or suggestive attire while working in the nursery. The provided smocks are required to be worn by nursery employees, and requested to be worn by volunteers, over their clothing for cleanliness and to allow them to be easily identified by the parents.

Confidentiality

All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the Director of Children and Family Ministries should be notified immediately and actions will be taken in line with the “Safe Sanctuary” procedures. It is expressly understood that any gossip is strictly forbidden.

Nursery closing procedures for personnel:

- All toys will be cleaned with a bleach solution and allowed to air dry.

- All sheets and blankets will be removed so that they can be laundered.
- Clean all high chairs and trays
- Wipe tables and chairs
- Clean up any spills as they occur.
- Place all toys and supplies in their proper location
- Inform director of Children and Family Ministries if any supplies are low or any toys are broken or unsafe
- Turn off timer to heat and air. Turn off lights.

Responsibilities of Personnel and Volunteers:

- Workers shall arrive 15 minutes before the start of the service.
- All nursery closing procedures will be followed at the completion of services or events.
- Workers shall not report to work if sick. Volunteers shall make every effort possible to fill their position with someone from the Nursery Volunteer list. Paid staff will notify the director of Children and Family Ministries as soon as possible so that a substitute can be found.
- All paid staff and volunteers will receive a copy of the Safe Sanctuary Policy and have a background check completed.

Responsibilities of Children and Family Ministries Committee:

Maintain a list of nursery volunteers who have completed all necessary Safe Sanctuary paperwork.

Make a schedule of volunteers to work along paid staff. Give each volunteer a copy of schedule and contact information for all volunteers.

Evaluate the condition of toys and equipment on a regular basis. Remove all broken/unsafe items immediately. Replace items as needed.

Keep areas stocked with needed items:

- Simple, age appropriate snacks (goldfish, fruit snacks, juice boxes). No peanut or peanut butter products.
- Diapers
- Wipes
- Gloves
- First aid supplies
- Soap
- Cleaning solution for toys
- Kleenex
- Age appropriate art and craft supplies
- Tape, markers, and nametags to mark children's items