

## Policy and Procedures Nursery

### A. PURPOSE

1. To provide a safe, loving and nurturing environment for children from birth through three (3) years that meets the emotional, physical, social and spiritual needs of the child.
2. To minister and reach out to children in the nursery and their families and to encourage understanding between the parents, nursery workers and volunteers.
3. To promote church wide involvement in the nursery ministry.

### B. AVAILABILITY

1. The nursery is available for children from birth through three (3) years during church related functions only. In the event a church activity requires child care for children over the age of three (3) years, special arrangements will be made and may be located in another area of the church, a church member's home, etc.
2. The nursery is available during scheduled services or events. No nursery event should extend beyond 9:30 PM.
3. All requests for use of the nursery for other than scheduled events should be submitted seven (7) days in advance. Any request should be made on the Nursery Request Form obtained through the church office.
4. Only authorized personnel, as defined below, will supervise the nursery.

### C. AUTHORIZED PERSONNEL

Paid staff and volunteer church members who meet the requirements are authorized personnel eligible to work in the nursery. These members may supervise other volunteers when additional coverage is needed.

### D. REQUIREMENTS AND RESPONSIBILITIES FOR AUTHORIZED PERSONNEL

1. All workers who care for children on a regular basis are required to attend the church's Child Protection Training course and pass a background check.
2. For every five (5) children, there is to be one (1) worker in an assigned area. One worker must be a female at least eighteen (18) years of age. Additional workers should be at least fourteen (14) years old.

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### E PAID STAFF

1. Will serve under the supervision of the Student Minister or other designated staff member.
2. Must be certified in CPR and first aid and maintain certification.
3. Attend training sessions provided.
4. Be aware of emergency situation procedures (posted in each classroom) and know the location of the first aid kit and fire extinguisher.
5. Will notify the Student Minister or other designated staff member of any known safety concerns, supply needs or problems identified in the nursery area
6. Be aware of and adhere to the current procedural guidelines for hand washing, diaper changing/toileting and sanitizing. Current information will be provided and available in the nursery.
7. Serve only snacks provided by the church or the parent.
8. Ensure that designated classroom areas and toys are cleaned and sanitized between the Sunday morning and Sunday evening services.
9. Complete required paperwork as needed such as the Incident/Accident Report.

### G. VOLUNTEERS

1. Serve approximately one (1) Sunday a quarter during the morning worship service, from 10:30 AM until the end of the service (or at other times as needed).
2. Contact the Nursery Contact Person as soon as possible, or arrange to change dates with another volunteer if unable to serve as scheduled.
3. Notify the Nursery Contact Person if you have to leave your assigned area for any reason or about any problem you need assistance with.
4. Limit the food or snacks to those provided by the church or by the parent's instructions. A snack is usually provided once per service, session or event; however, if there is a special reason for an additional snack, consult with the Nursery Contact Person.
5. Ensure children are changed or have gone to the restroom prior to the end of

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the service or session. This should be done in accordance with the current procedural guidelines for hand washing and diaper changing/toileting available in the nursery.

6. Have the child's belongings together and ready at the end of the service.

### H. PARENT RESPONSIBILITIES

1. Follow the current process to check your child in and out of the nursery. Once your child is in the nursery, please knock on the nursery door if you have any questions or concerns to avoid disruptions to classroom activities.
2. Inform the person at the check-in area, in writing, of any special needs or allergies your child has.
3. Ensure that all of your child's belongings (diaper bags, cups, pacifiers, bottles, etc.) are clearly labeled with his/her name.
4. Inform the person at the check-in area of any special feeding instructions for your child. Unless otherwise instructed, your child will be provided a snack (such as cheerios, gold fish, or graham crackers) and juice. This will be provided at approximately 10:30 AM during the Sunday services and once at an appropriate time during other events or sessions.
5. Help ensure a safe environment for all of the children. Do not bring your child into the nursery if he/she has:
  - a. Fever (must be fever free for 24 hours)
  - b. An unidentified rash
  - c. Vomiting or diarrhea
  - d. A contagious disease such as chicken pox, measles, strep throat, or other symptoms that would prevent your child from attending school or day care.
6. Discuss any concerns or questions you have about the nursery with the person in the check-in area.