

# Community Baptist Church

## Nursery Policies and Procedures

*He took a little child and had him stand among them. Taking him in his arms, he said to them, "Whoever welcomes one of these little children in my name welcomes me and whoever welcomes me does not welcome me but the one who sent me." Mark 9:36-37*

## Nursery Policies and Procedures

### **Purpose of Nursery Ministries:**

\*To enable the active participation of parents in worship, Bible study and other discipleship opportunities at Community Baptist

\*To help each child have positive feelings about attending church

### **Nursery Information Sheet**

All parents must fill out an information sheet for their child, even if the child is only a visitor. This provides a record of all who participate in the nursery ministry. This sheet will provide nursery workers with important information specific to each child. Due to the rapid development of young children, each sheet will be updated quarterly by parents.

### **Nursery Schedule:**

The parent, guardian, or caregiver of any child left in the nursery must be in attendance of a church service or other church-sponsored activity at the time the child is left in the nursery. Parents must sign their child both "in" and "out" on the clipboard near the nursery door. This provides a record of attendance as well as extra security for each child.

The nursery will be staffed for regularly scheduled services. Nursery workers should arrive 15 minutes before scheduled church services and remain after the children leave to put the nursery back in order.

#### *Sunday Services:*

Sunday School	9:30-10:30
Worship Service	10:30- 15 minutes after service is dismissed
Evening Service	6:15- 15 minutes after service is dismissed

#### *Wednesday Services:*

Evening Service	6:00- 15 minutes after service is dismissed
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The nursery can be staffed for special events as requested. Please contact the nursery committee chairperson at least 7 days in advance with the following information:

- Event
- Date
- Start Time and Approximate End Time
- Number/Ages of Children Needing Care

### **Ages Served in the Nursery:**

The nursery will provide care for children ages 0-48 months during regularly scheduled church services. Care may be provided for 4 year olds (who have not yet entered kindergarten) during other church functions. School age children are not provided for in the nursery area. The exception to this is the child of a parent volunteering in the nursery.

### **Mission:**

**To glorify God by ministering to the needs of families with young children**

## **Community Baptist Church Nursery Policies and Procedures**

### **Placement:**

The nursery is divided into the following rooms:

Infants: Children who are not yet crawling will be placed in this room. This room may also be used for sleeping/resting babies. \*If there is only 1 infant, he/she may join the mobile babies to preserve adult/child ratios.

Crawlers: Children who are crawling and walking but not yet toilet trained will be placed in this room.

Toddlers: Children who are 2 years old or toilet trained will be placed in this room.

Exceptions may be made for individual children if both the teacher and parents agree it would be in the child's best interest.

### **Nursery Workers**

#### Nursery Volunteers Requirements:

- \*Must be a member of Community Baptist
- \*Must be at least 15 years of age
- \*Complete a background check form
- \*Attend mandatory training once a year

#### Paid Nursery Workers Requirements:

- \*Must be approved by nursery chairperson
- \*Complete a background check form
- \*Attend mandatory training once a year
- \*CPR/First Aid certification preferred

#### Nursery Volunteers/Paid Workers Responsibilities:

- \*Serve under the direct supervision of the Nursery Committee Chairperson or Team Captain
- \*Greet parents/children at the door with a smile and warm reception
- \*Remind parents to sign each child in and out on the nursery clipboard
- \*Ensure that each child present has a current Nursery Information Sheet in the nursery binder.
- \*Provide adequate, attentive supervision of children at all times, making sure no child is left unattended
- \*Engage children in appropriate activities: playing, singing, reading, talking, drawing
- \*Check/change each baby's diaper upon arrival and again each hour if not needed before
- \*Maintain classroom discipline in a firm but loving manner
- \*Arrange for a substitute and notify Team Captain if unable to report for duty

#### Adult/Child Ratios:

There should be a child/worker ratio of no more than 5/1 at any time with a minimum of 2 workers for 3 or more children. This is a maximum ratio guideline and should be even lower if there are several small babies or the need is apparent.

### **Nursery Activities:**

All activities for children will be developmentally and age appropriate. Music and/or books should be available at all times. Workers should interact with the children by singing, reading, playing, drawing, and talking with them. Toddlers may also play in the gym provided enough workers are available to maintain the child/adult ratios in both the gym and nursery.

Infants are in the earliest stage of development. To encourage them to interact with the people and objects in their surroundings, infants should not be restricted to one area or activity for extended periods of time. Activities such as swinging, lying/playing on mats, looking at books or toys, and listening to music are appropriate and encouraged.

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### **Cleanliness:**

The nursery should be the cleanest room in the church. The following guidelines will help ensure this.

#### *During/After each Session (completed by nursery volunteers present at each session)*

- \*Workers must wash their hands before feeding a baby as well as after using the bathroom, changing diapers, or cleaning any bodily discharge (runny noses, spit up, etc.).
- \*Workers should use disposable gloves when changing diapers.
- \*Spills/crumbs must be cleaned up immediately.
- \*Any used nursery cups (provided for children who do not have their own) are to be washed with hot, soapy water before being placed back in the closet.
- \*Any used linens should be placed in the hamper located under the changing table.
- \*Any toys that have been mouthed should be placed in the "used toys" bin at the end of each session. These toys will be disinfected with an EPA registered sanitizer.
- \*All toys, books, etc. should be put away in their proper places. Encourage the children do their share of putting toys away.
- \*The trash for each nursery room should be emptied at the end of each session.

#### *Weekly (coordinated by the Nursery Committee)*

- \*The carpets should be vacuumed.
- \*The doorknobs, light switches, larger toys, beds, chairs, and tables should be wiped down with an EPA registered sanitizer.
- \*The toilet and sinks should be thoroughly cleaned.
- \*Used linens should be washed, folded, and returned to the proper place.

#### *Monthly (coordinated by the Nursery Committee)*

- \*The carpets should be shampooed.

### **Food Policies:**

- \*All children must be seated at the table/high chair or held by a worker when eating or drinking.
- \*Food brought in by children must not be shared.
- \*A cup of water/juice and a light snack of crackers are provided for children aged 1-3 years.
- \*Cheerios are provided for crawlers over 6 months of age with the parents' permission.
- \*Infants will be fed formula, milk, juice or water as provided in plastic bottles. Please pre-measure powdered formula, noting how many ounces of water should be added. Bottles should be labeled with your child's name.

### **Use of Cribs:**

Babies are to be placed in a bed that is not shared with another baby. All linens must be removed for washing before another baby occupies that bed. Bed tags should be used to label which beds have been used.

Infants should be placed on their backs unless otherwise noted on the Information Sheet.

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# **Community Baptist Church Nursery Policies and Procedures**

## **Health Care Policies:**

### Illness:

For the protection of all children and nursery staff, no one exhibiting signs of illness will be allowed in the nursery. These signs can include:

- \*fever within the past 24 hours
- \*vomiting and/or diarrhea
- \*communicable diseases, infections, and/or parasites
  - chicken pox                  mumps                  whooping cough                  German measles
  - ringworm                  boils                  impetigo                  thrush
  - "pink eye"                  head lice                  poison ivy
- \*common cold with obvious drainage or discolored mucous
- \*unexplained rashes
- \*exposure to a contagious disease

If a child exhibits any of these symptoms, the parents should be contacted immediately and requested to pick up their child. Parents should notify the Nursery Committee Chairperson if their child is diagnosed with a communicable disease within 24 hours of utilizing the nursery. This will allow the Chairperson to notify the other families.

No medications will be administered by the nursery staff except for antibiotic cream and diaper rash ointment. Diaper rash ointment is applied only if the parent provides it along with specific instructions for its use on the sign-in sheet.

### Safety:

If an accident occurs in the nursery, appropriate treatment should be rendered and an Accident Report Form recorded. The report shall include: details of the accident, witnesses, treatment given, and signatures of the Nursery Worker involved, the Nursery Team Captain or Chairperson, the Parents, and the Pastor. The form will be filed with other important documents in the office.

## **Classroom Management:**

The safety and comfort of all children in the nursery must be maintained. Workers should make every effort to ease unhappy children by rocking them or engaging them in play. If a child is inconsolable (10 minutes of continued crying) the parents are to be notified immediately.

Appropriate behavior is modeled, encouraged and expected in the nursery. Defiant and violent behaviors (including kicking, hitting, throwing, and biting) are not allowed. A child expressing inappropriate behaviors should be reminded in a firm but kind voice what type of behavior is expected. The child should also be removed from the source of conflict. If the behavior continues, it is appropriate to place the child in "time out" for no more than 3 minutes.

At no time should a Nursery Worker resort to yelling, threatening, or spanking a child. If a child exhibits recurring disobedience, the parent and the Nursery Committee Chairperson should be notified. If the child remains unmanageable after repeated efforts to correct the situation, the parent will be asked to accompany the child while in the nursery.

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## **Community Baptist Church Nursery Policies and Procedures**

### **Nursery Committee:**

The Nursery Committee shall include a Chairperson and Committee Members. Each committee member must also be a member of Community Baptist Church.

The Chairperson will be responsible for the overall coordination of the nursery.

The Committee Members will be responsible for the following under the direction of the Chairperson:

- \*Recruiting, scheduling, and organizing nursery volunteers into weekly teams with a team captain
- \*Recruiting, scheduling, and organizing nursery volunteers for extended sessions
- \*Coordinating paid workers
- \*Coordinating the cleaning of nursery facilities
- \*Checking inventory and restocking the nursery as needed
- \*Approving all donations of equipment and materials to the nursery
- \*Approving purchases for the nursery
- \*Writing and implementing policies

Any situation not expressly covered by these policies shall be referred to the Nursery Chairperson for consideration.

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