

College Hill Presbyterian Church Nursery Policies and Procedures Manual

I. OUR PURPOSE

It is our privilege at College Hill Presbyterian Church (CHPC) to provide quality nursery care. Our purpose is to provide a safe, Christ-centered and loving environment where parents can confidently leave their children during the Sunday worship service. A great deal of preparation has gone into making our nursery safe and enjoyable. We recognize the importance of the early years when first impressions of faith, Christ, and the church are being formed; and we want to make the nursery a positive experience for parents and children. CHPC and the nursery ministry, therefore, will be doing everything within their means to provide for children's physical, emotional, social, intellectual, and spiritual needs, so that they will find coming to church a pleasant experience. In order to provide better care for our children, we have compiled some guidelines which are outlined in this manual. We pray these guidelines are not too demanding, but instead, are reflective of high standards for care. Our desire is to give quality care for any child associated with our nursery.

The purpose of our nursery ministry is specifically two-fold:

1. It enables parents to participate freely in the Sunday morning worship service.
2. It exposes even the youngest babies to biblical and loving attitudes and actions, and a Christian atmosphere, which begins to form their spiritual development.

To ensure the success of this ministry, the nursery team is committed to the following:

- strict adherence to health rules, including cleanliness and space requirements
- an environment where children are happy and comfortable
- age-based opportunities for spiritual development

The nursery policies have been set for the following reasons:

- to ensure the safety and well-being of the children and the nursery workers
- to aid in the consistency of expectations for children, parents, and workers
- to prevent any unfortunate misunderstandings or accidents

II. NURSERY OVERVIEW

A. NURSERY FOR SUNDAY WORSHIP SERVICE

We have two adjacent nursery rooms located in the 3C's hallway, for ages 8 weeks through pre-K. It is encouraged that upon entering Kindergarten, children will begin attending the worship service with their family (where Children & Worship will be available), or that they attend Sunday school. We have a separate "cry room" located in the 3C's hallways for nursing mothers, or parents who may need to remove their children from service to go to a

quiet area, but do not wish to leave them in the nursery. Please do not use this room as a place for children to play – it is intended to be a quiet room.

B. TIMES

The nursery is open 10-15 minutes prior to each service and remains so until 10-15 minutes following the end of the worship service.

*Please note: Children are only to be in the nursery during the allotted time for the worship service. Children should not use the room to play after the service has ended. Likewise, adults who are not serving in the nursery on a given Sunday should not loiter in the Nursery hallway.

C. KEY FOBs

Upon check-in, parents of Nursery-aged children will be given a key fob to access the Nursery hallway. Nursery hallway doors should not be propped, or otherwise left open, for the safety of our children. Upon pick-up of their child, parents will return their assigned key fob to the labeled basket on the Nursery counter. If a key fob is not returned, the parents will be charged a \$25 fee. When closing the Nursery after the 11:00 service, please return the basket of key fobs to the Front Desk in the Atrium.

III. FOR PARENTS

A. WHAT TO BRING WITH YOU:

- a diaper bag labeled with your child's name - Your child's diaper bag ensures that your child receives only his/her bottle/food and wears only his/her own diaper. This is very important as many children have allergies and sensitivities, even to specific brands of diapers.
- 2-4 disposable diapers
- a plastic bag for wet diapers (if cloth are used)
- plastic bottles or sippy cup, filled with your choice of beverage and labeled with your child's name. Sharing cups will not be allowed, even among siblings.
- a pacifier if your child is accustomed to one (please include a holder to attach the pacifier to the child's clothing)
- a change of clothing if child is not FULLY potty-trained, along with a plastic bag for soiled clothes
- Please do not allow children to bring toys from home into the nursery. It can be placed in their bag, but playing with it while in nursery causes conflict between your child and the other children. The toy also may get broken, which would upset your child. Should your child bring a toy into the nursery, it will be placed in his/her bag until the service is over.
- Likewise, do not allow your child(ren) to bring food/snacks from home to the nursery, unless it is to be used in place of the nursery-provided snack for dietary restrictions or allergies. **Please note that if your children's items are not labelled upon coming into the nursery, they will be labelled with a sticky label.

B. CHECK-IN AND DISMISSAL

- Please give your child and diaper bag to the Nursery worker and register him/her on the check-in sheet along with any special instructions (or feeding times if bottle-fed). Please report any known allergies on the check-in sheet. Also, if your child is NOT completely potty-trained and will need to be taken by a nursery worker to the restroom during the service, please indicate when the child should be taken.

As soon as you are finished worshipping, please return to the nursery room to collect your child and his/her belongings.

*Please note: Once the child is released to you in any situation (regular dismissal, emergency situation, or otherwise), the child becomes your responsibility and not that of the nursery workers.

C. COMING INTO THE NURSERY DURING THE SERVICE

1. You may be asked to come to the nursery during service for a variety of reasons:

- if we sense your child is in some form of distress and have tried to comfort your child with no success
- if your child is not responding to disciplinary measures (verbal warning or time out) in such a way as to be a continuous disruption to the nursery environment
- if we do not have the necessary items to care for your child (diaper, change of clothes, bottle, etc.)
- if there is any type of emergency

2. Entering the nursery during the worship service

- We ask that no parents come to the Nursery during the worship service to check on their child, with exceptions. Often children are left in distress if a parent comes in to check on him/her and then leave again. It can also upset other children if they sense it is time to see their parent when it is not. We understand you may like to check on your child; in this case, you may use your key fob to enter the Nursery hallway and peek through the glass on the side of the door.

D. FOOD

The following snacks (in addition to others) may be served: Cheerios, goldfish crackers, saltine crackers, animal crackers, graham crackers. If an infant needs to be fed cereal or baby food, it may be necessary for the parent to come back and do it at the appropriate time, depending on how many infants are there and the demands of the day on our nursery staff. Please assist us in seeing that your child is fed any regular meals necessary before drop-off (bottle-fed babies will be the only exception). Allergy concerns should ALWAYS be listed on the check-in sheet.

E. HEALTH & WELLNESS POLICY

1. If your child is not feeling well, please keep him/her with you. We cannot allow children in the Nursery if they are sick, for the safety and wellness of the other children. Indications of unwellness include, but are not limited to:

- Fever - Temp at or above 101 degrees F (orally or axillary)
- Ringworm

- Strep Throat- Sore or reddened throat accompanied by a fever
- Conjunctivitis (pink eye)
- Diarrhea and Vomiting (2 or more incidents within a 4 hour period 24 hours after last incident of diarrhea or vomiting)
- Persistent Cough
- Chills or Profuse Sweating (not weather related)
- Rash of unknown origin (not believed to be from medication)
- Nasal Discharge which is green or dark yellow in color
- Head Lice-live lice on the scalp or nits attached to the hair shafts
- Other contagious diseases/illnesses: measles, mumps, chickenpox, scabies and impetigo
- Hand, Foot and Mouth Disease

2. Nursery workers will not be allowed to dispense medication to your children under any circumstances. If medication needs to be dispensed during the time your child is in the Nursery, a parent will need to come administer it. This includes any over-the-counter medicines and ointments, as well as prescribed medications. The only exception would be a typical diaper rash cream for infants, in which application would be left to the nursery workers' discretion.

3. According to physicians, if a child has been on antibiotics for 24 hours, without fever for 24 hours & shows no other symptoms, it is considered safe for them to be in a nursery setting.

*Should a Nursery worker notice these symptoms during the child's time in the Nursery, you will be notified and possibly asked to keep the child with you during the service. Please understand that this is for the well-being of the workers and other children in the Nursery.

IV. NURSERY WORKERS

"Be completely humble and gentle; be patient, bearing with one another in love."
Ephesians 4:2

As you step into the Nursery each week, ask God for patience, understanding and discernment to meet each one of the children's needs.

A. GENERAL PROCEDURES

- If you have received your schedule and you notice a conflicting date, you will need to make arrangements to trade days with someone who is on the list of workers. You will then need to call or email the Director of Children's Ministry and communicate details of the date swap.
- Please arrive to the nursery 15 minutes PRIOR to service starting. This is very important as it relieves the Nursery workers who have served in the prior hour and allows them time for you to acclimate yourself to the room and pray.
- Please do not work if you are sick; find someone to trade days with you.
- Use the cleaning/disinfecting wipes/spray provided. Spray the bins of toys when you return them if they have been in any children's mouths. Should something need further cleaning, set it aside and please bring it to the attention of the Director of Children's Ministry.

- Please wear comfortable clothing and shoes.
- Care for the children according to their parent's instructions. Rock, sing, read and play to communicate God's love to them. Seek to devote your full attention to them. This includes not being on cell phones.
- Each child's diaper should be checked and/or changed each service. Always refer to the "sign-in" sheet before changing a diaper as some parents may have specific requests. Use the diapers and wipes provided by the parent in the diaper bag, and if a parent has not provided them, you can use the wipes we keep on hand but you will need to find the parent and ask about a diaper. Be sure to use the sanitizer available and make sure the changing area is clean after each diaper change. Never leave a child unattended on the changing table.
- All workers must avoid any wrongdoing or the appearance of conduct or conversation that could be interpreted as inappropriate.
- Workers are not to be alone with children in secluded areas.
- Only female workers should accompany children to the bathroom and change diapers. When going into the restroom with a child, leave the door open. If the child does not need assistance in the bathroom, the door should still be left slightly open.
- Please make sure each parent using the Nursery fills out the check-in sheet.
- Do not be afraid to enforce the well child policy by turning away any child that may appear to be sick.
- In case of a fire emergency, children should be immediately escorted outside using the safest and closest exit (the side door which serves as the 3C's exit/entrance).
- Immediately after the worship service is over, please assist in straightening up the nursery and putting all toys and materials back into the cabinet, cleaning as necessary.
- Please refrain from bringing your non-Nursery age children, family members or other friends into the Nursery with you while serving. This policy is a liability issue and is in place for the safety of the children and workers in the Nursery.
- There should be 2-3 Nursery workers in the room with the children at all times. Should you need to step out for any reason, please make sure to check with the other workers first.
- When giving a snack, please serve on napkins provided. Check the children's belongings for sippy cups and avoid sharing cups. If a child does not have a cup, they may drink water from one of the small disposable cups. It is best if cups are put away after snack-time to avoid them becoming dirty or shared, and please try to sweep up after snack-time to deter any children from picking up leftover food.
- Read and be familiar with the "parents" section of this manual and feel free to lovingly bring attention to any issues that arise, either with the parent(s) of a specific child, or to the nursery coordinator.

B. DISCIPLINE POLICY

Please minister to and discipline the children with "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." - Gal. 5:22

If a child is in need of discipline, follow these simple steps:

1. Redirect the child to a different activity.
2. Use a gentle, but authoritative verbal correction.

3. Place the child in time-out for an appropriate amount of time, away from the other children (1 minute of time-out per year they are old, ie: 4 minutes for a 4 year old)
4. If an overly aggressive or continually disruptive behavior continues: locate the parents even if it means interrupting them during service or texting Jennifer. If the child comes back in and the behavior still continues, they will be gently asked to refrain from using the Nursery until behavior improves.

*Please note: NEVER use physical discipline of any kind. Always show firmness with love and kindness. This policy is in place for the safety and protection of all our children.

C. INJURY AND ABUSE PROCEDURES

1. In case of a minor injury, a first aid kit is available in the Nursery cabinet. If there is an open wound, carefully wash the wound, and apply a bandage if necessary. If a child has fallen, comfort him/her, and examine him/her for injury. Place a cold compress on any emerging bumps.

2. If medical assistance is needed, use the following procedures:

- Call 911 if the injury is life-threatening.
- Notify parents immediately.
- There will always be someone among the congregation who is trained in CPR, and there are several medical professionals among the congregation as well. Never hesitate to locate one of these members if assistance is needed, even if it means interrupting the service. There is a list of these members in the front of the nursery binder.

3. If a child has been bitten, immediately wash the wound with soap and water, and then apply a cold compress.

4. If a worker suspects any abuse by a parent or another worker:

- Report any suspicious or questionable behavior to the senior pastor AND the Director of Children's Ministry.
- Use common sense before reporting.
- A written report must be submitted to the senior pastor ASAP. This will become a permanent file.
- The immediate response committee shall be formed immediately, if it is deemed necessary. This committee will include the senior pastor and one or more of the elders, along with a legal representative if necessary.
- An attorney's advice will be sought for guidance on reporting the allegation to the insurance company, civil authorities and the parents or guardians.
- An attorney's advice will be sought on what should be said to the congregation and media.

*Please note: Always remember to tell parents if any injury occurs. In a case where a child causes harm to another child (biting, hitting, etc.), you must tell the parents of both children that the incident occurred, but names of the "offender" should not be told to the parents of the "victim".