



## **Nursery Policies & Procedures:**

### **Our Purpose**

We recognize the importance of the role of the church in providing for the spiritual and physical needs of babies and toddlers. First impressions are being formed of the church, of God's people and of God. We want to make time spent in the nursery a meaningful and positive experience for all children under our care. We adhere to the scriptures with hopes that they will grow as children of God and that we might witness God's favor in their lives. Jesus grew up from a little baby into an adult, just like us, experiencing God through each life stage until his death.

"The child grew and became strong, filled with wisdom; and the favor of God was upon him." -Luke 2:40

### **Snack Policy**

Snacks are age-specific and may include: Cheerios, graham crackers, goldfish crackers, water, or diluted apple juice. Snacks will NOT include anything with nuts.

Please indicate any known food allergies on the child registration form. Allergy will be clearly marked on child's permanent name tag.

All sippy cups MUST be clearly labeled with the child's name, and will only be given to the child while he or she is sitting at the snack table. This will allow us to take every precaution to help children avoid drinking out of someone else's sippy cup.

### **Nut-Free Zone**

The nut-free policy is put into place because as child care providers we take responsibility for the health and well being of our children, staff, families and visitors.

No person should be placed in a situation and/or environment that may endanger their life, therefore it is Faith's role to notify and educate staff and parents about the dangers that peanuts and other nut products may inflict on those who suffer from this allergy.

### **Responsibilities of Staff and Volunteers with regard to RC's Nut Policy:**

Parents/guardians of children with nut allergies will be asked to inform nursery staff on child's nursery registration card.

Products such as peanut butter, Nutella, nut food bars and any other products that have nuts or peanuts listed in the ingredients will not be allowed within the nursery to prevent allergies arising and to protect any children or staff that may suffer from these allergies.

### **Allergy Action Plan**

Once we are aware of a life threatening food or insect-bite allergy, we will ask parent to fill out an "Allergy Action Plan" form. These will be kept in a binder, and will be on the counter during nursery hours. If an emergency were to arise, immediately follow contact instructions as provided by parents on the form.

If parent is unable to be reached, administer medication (such as an EpiPen or EpiPen Jr.) only if signed permission has been indicated on Allergy Action Plan. **Call 911.**

### **Health Policy**

We are striving to make the nursery as healthy and safe as possible. In order to accomplish this goal, we have implemented the following health policies. We ask that all caregivers, teachers, church members, and visitors alike for full cooperation with this important matter.

Children who have had any of the following symptoms in the previous 24 hours will not be admitted into the nursery:

- Diarrhea
- Vomiting
- Fever
- Rash
- Open Sores
- Coughing
- Runny Nose
- Eye Discharge

If your child develops a fever or other illness symptoms, you will be asked to take your child home.

**No medication will be given to any child in the nursery, except that which is required in a medical emergency.**

Parents should report allergies to nursery staff.

Nursery must be cleaned at the end of each session in the following manner:

- disinfect toys, tables, doorknobs, and light switches with bleach-water spray
- vacuum

-spot clean any spots or "spit ups"

Emergency life-saving medication (such as an EpiPen or Benadryl) will be administered to the child during emergency situation if written permission from parent/guardian is on file.

### **Child Safety Policy**

We are actively striving to keep our church a safe, secure place for all children and families. In order to accomplish this goal, we have implemented the following security procedures. We ask all caregivers, teachers, church members, and visitors alike for full cooperation with this very important matter.

### **Caregiver Approval and Identification**

All caregivers must have submitted a Background Check Form, and must wear a name badge when in the nursery.

### **Caregiver Procedures**

Caregivers must never be alone with children.

There must be at least two adults present in the nursery at all times.

### **Diapering and Toileting Procedures**

Diapers will only be changed by paid nursery staff and those approved by Children's Ministry staff who have submitted and passed a state background check.

Rubber gloves must be worn while changing all diapers.

### **Drop-Off and Pick-Up Procedures**

When dropping child off at the nursery, be sure to sign them in on the sign-in sheet

### **Nursery Volunteers**

#### **Basic Function:**

To engage with the children in the nursery (ages Birth -3 years).

Basic supervision of general activities.

No diapering or toileting/potty training will be allowed. This will be done by approved staff members of the church nursery.

#### **Responsibilities of the Nursery Volunteers:**

Submit a Background Check to be kept on file in the church office.

Participate in a brief nursery training session.

Be aware of posted nursery volunteer schedule.

Arrive 15 minutes before start of scheduled time.

Wear a nametag while in the nursery at all times.

Pray, read, sing, and play with the children.

Assist paid nursery staff in clean-up after all children have departed

from the nursery. This includes picking up all toys, and disinfecting the surfaces in the nursery according to posted procedures.  
Leave after the nursery is clean and the children have all gone.

**\*\*Substitute Policy** Volunteers are responsible to find a substitute if unable to make it to church on the scheduled Sunday.

### **Youth Volunteers**

We welcome teens who are members of RC to volunteer in the nursery!  
When a teen is serving in the nursery, they will be given less responsibility than adult volunteers.

### **Responsibilities of Teen Nursery Volunteers:**

- Complete Youth/Parent Contract, which will be kept on file.
- Participate in a brief nursery training session.
- Be aware of posted nursery volunteer schedule.
- Arrive 15 minutes prior to start of scheduled time.
- Only one (1) teen is to serve in the nursery at any given time.
- Teen volunteers must wear a nametag at all times while in the nursery.

**Substitute Policy** Volunteers are responsible to find a substitute if unable to make it to church on the scheduled Sunday.