

## NURSERY POLICY

1. *Workers.* The church provides qualified nursery workers for regularly scheduled church services (Sunday morning, Sunday evening, and Wednesday evening) and some special functions. No one is permitted to take care of children in the nursery unless she or he has submitted an application to the pastor and has been approved by the pastor. Volunteer forms and applications are available in the church office and the nursery.
2. *Supervision.* At least two adult nursery workers must be present before children are allowed in the nursery.
3. *Food and drink.* The nursery will provide Cheerios and goldfish crackers for toddlers. The nursery will also provide spill-proof cups for each child. Parents must bring bottles for bottle-fed infants.
4. *Illness.* Children or nursery workers who feel ill should **not** go into the nursery. Any child with a runny nose, sneezing, fever, vomiting, diarrhea, lice, nits, or any other potentially contagious condition should not come to the nursery. Any child with lice or nits will be asked to follow standard procedures to remedy the situation prior to re-entering the nursery. See the Nursery Health Policy posted in the nursery for more details.
5. *Cleanup.* At the end of each service or a special event, nursery workers should do the following:
  - a. Wipe the changing pad and tables with the disinfectant wipes provided.
  - b. Run the vacuum cleaner where needed.
  - c. Remove dirty sheets and leave them in the labeled container under the sink.
  - d. Supervise the picking up of toys.
  - e. Wipe down everything used by the children.
  - f. Deposit trash from the trash can and diaper containers in the dumpster.
  - g. Report any cleaning needs to the nursery coordinator or office secretary.
6. *Age.* The nursery is available for children up to twenty-four months during regular services. Two- and three-year-olds have a Sunday school class on Sunday mornings. There is also a class for two-year-olds on Sunday and Wednesday nights. If an older child needs to be taken out of the service, the parent (or adult relative/friend who has parental permission) may take the child to the hall and supervise the child there.
7. *Discipline.* Nursery workers do **not** have the authority to administer corporal punishment. If a child needs more discipline than the worker is able to provide, the worker should ask the parent to take charge of the child.
8. *Safety.* Do not allow children to climb on tables, chairs, or any place where they might fall. In case of injury, first-aid kits are available in the nursery, kitchen, and church office. Contact the child's parent. Any accident or injury requires that an accident/incident report be filled out. These forms are available in the nursery and in the church office. One copy is to be given to the parent of the injured child and one copy is for the church office.
9. *Drop-off and pick-up.* Children may be dropped off fifteen minutes before service and should be picked up no later than fifteen minutes after service. Children must be signed in with a nursery worker. Children may only be picked up by the parents of the child unless other arrangements have been made. Older children should not drop off or pick up children from the nursery.
10. *Children's belongings.* Any diaper bags, cups, or other belongings must be clearly marked with the child's name.
11. *Problems.* Report any problems to the nursery coordinator, associate pastor, or pastor, including injury, illness, signs of abuse, or significant discipline problems. Parents should be informed of any such problem regarding their children.
12. *Assistance.* If you need assistance for any reason, call an usher (sound booth) by pressing "Intercom" and "19." In case of emergency, dial 911.