



Nursery Policy & Procedure

I. Nursery Worker Requirements

- A. Each adult must fill out an application; and
- B. The application must be approved.
- C. There will be 1 adult scheduled in the nursery during the Sunday school hours and 2 adults scheduled in the nursery during the service hour.
- D. Youth helpers must have parental permission to serve in the nursery. Minimum age requirement to serve as a nursery helper is 10-years-old.
- E. Nursery workers should arrive 15 minutes before the start of the service.

II. Sign-In & Pick-Up Process

- A. The nursery is designated for children ages 2 years and younger though occasional exceptions may be granted. Parents are encouraged to begin to transition their child into the worship service or Children's Church before the age of 3.
- B. Parents are to sign-in their child upon arrival to the nursery and take a notification buzzer with them in case their presence is needed. Sippy cups, bottles, and diaper bags should be labeled with the child's name.
- C. Parents will return to the nursery for pick-up. The child will be released only once the parent is present in the doorway. No siblings, relatives, or friends will be allowed to pick-up children unless they bring the pager which will serve as an indication they have the parents' approval.

III. Nursery Worker Expectations

- A. All workers should arrive 10-15 minutes before the start of the service.
- B. Each worker should wash their hands prior to entering the nursery.
- C. Workers should ensure each parent/guardian signs their child(ren) in on the sign-in sheet and takes a pager. D. Workers will assist parents/guardians in providing labels for the child's name for any sippy cups, bottles, or diaper bags.
- E. Cell phone use is not permitted while serving in the nursery. Special circumstances may arise to allow cell phone use.
- F. If a parent needs to be contacted due to an inconsolable child, they will be notified via their designated pager.
- G. Physical punishment of a child is forbidden.
- H. If a worker is unable to work their scheduled shift, they must find their own replacement.
- I. If a worker misses 3 scheduled shifts, he/she will be removed from any future nursery service schedules.
- J. Workers are to sanitize any heavily used toys and put all toys back

- K. into their original positions.

IV. Cleanliness & Illness Prevention

- A. No worker or child with any communicable sickness should be present in the nursery.
- B. Before entering the nursery, each worker (youth and adult) should wash their hands or use a sanitizer.
- C. If a child is found to be sick (fever, cough, runny nose (unless parent is certain it's allergy-related), diarrhea, vomiting, pink eye, etc.), the parent should be paged and asked to remove the child. The child should be free of these symptoms for 24 hours without the use of fever reducing medication.
- D. Diaper changes: Only adults are allowed to change a diaper. More than one nursery worker should be present during a diaper change if at all possible. Plastic gloves will be available for workers to wear as well. A child is never to be left alone on the changing table.
- E. Toys should be wiped down with Sol-U-Guard spray and paper towels which are provided in the basket labeled "Cleaning Supplies".
- F. All toys should be put back into their respective places before workers leave.

V. Behavioral Issues

- A. Hitting, biting, spitting, screaming, temper tantrums, and repeated disobedience are unacceptable and will require a parent's immediate attention. Nursery workers are to page the parent immediately and it is the parents' responsibility to treat the child's misconduct.
- B. Separating the child from other children and giving verbal warnings is acceptable.

VI. Use of Nursery Outside of Service Hours

- A. The nursery will not be staffed during other meetings or special events unless otherwise advertised.

VII. Emergency Situations

In the case of an emergency, such as a fire or other need to evacuate the premises immediately, one adult nursery worker will be the point-person to give directions. Every other worker must listen and carry out the orders given by him/her.

- **In case of a fire:**
- The point-person will give clear directions to each worker, ensure they are carried out, and be the last person to leave.
- Each nursery worker will remain calm, listen, and remove all children from the premises toward the nearest or most accessible exit- either down the back staircase and out the exit door or else down the main staircase and out the front door.

- Once each baby/toddler is outside, the nursery workers will meet all together in the lawn area north of the church where they will remain until parents or guardians come to get each child.
- **In case of a dangerous person:**
- The nursery workers will close and lock both nursery doors.
- The nursery workers will rally all children into the inside corners farthest from the doors and main door window. They will stand in front of the children, facing out.
- Children are to remain in this position until the all clear is given.
- **In case of severe weather:**
- Children are to be taken into the upstairs men's bathroom.