

NURSERY HANDBOOK

POLICIES AND PROCEDURES



GRACE LUTHERAN CHURCH
ROCK HILL, SOUTH CAROLINA

Grace Statement: *Let the children come unto me. Matthew 19:14*

God has enriched our lives and the life of our congregation with children. Our goal is to nurture families while providing a safe and welcoming environment for children. In the nursery they learn about love outside the home and Jesus' love in the hugs and smiles of the nursery workers and volunteers. We also know that God has definite things to say about parenting in the Bible. God wants parents to take time to worship and learn from the Bible. This will help sustain them through yet another week in their awesome job responsibilities of parenting. The nursery provides them that opportunity to spend time in worship and study in the fellowship of believers.

Purpose of the Nursery Ministries: Grace is committed to serving our families by providing experienced adult nursery workers to care for children's physical and emotional well-being in a safe, loving environment. This includes all children 0-48 months, so that parents may come to worship, study, and other events confident that their children are being cared for and loved by their caregivers.

Use of the Nursery: Nursery care will be provided during Sunday worship services, Sunday school, and other scheduled events (if advertised). Children 0-48 months of age, with a parent or guardian in attendance of the church function, are eligible for care. Exceptions may be made by the pastor for special circumstances. Pending approval by the Nursery Advisory Committee and the availability of adequate staffing the nursery may provide care for children 0-7 years of age for special events and activities. Children's Church is available at the 11:00 AM worship service. Children 4yr.K to first grade can go to Children's Church after the Children's sermon and return during the hymn of the day.

GENERAL POLICIES

- ❖ The nursery will be open 30 minutes before any service or scheduled event.
- ❖ A child using the nursery for the first time must have an enrollment card filled out with all the information regarding the child.
- ❖ All children must be signed in and out on the attendance sheet each time they use the nursery. All information should be completed by the parent/guardian.
- ❖ Any need or concern for each child should be noted in the comment section by the parents.
- ❖ Children will be released to parents or adults only after signing the child out properly. Siblings will not be allowed to pick up children from the nursery.
- ❖ Parents are asked to promptly pick-up their children immediately following the service, class or event.
- ❖ Children's belongings are to be clearly labeled with the child's complete name. This included diaper bags, bottles, pacifiers, coats, blankets, etc. Nursery Attendants will provide tape and marker for items that are not labeled.
- ❖ All diapers are to be checked at least once per hour and approximately ten minutes before parents are expected to return. (See Appendix A for Diapering Procedure)
- ❖ Only disposable diapers and training pants are to be used on children in the nursery.
- ❖ No personal toys (other than soft, comfort toys) are to be brought into the nursery.
- ❖ Infants 0-12 months may be given formula, milk, juice, or water, as provided by parents in plastic bottles or cups. Bottles must be premixed, prepared and labeled for the child; if specific feeding times are required they must be noted on the attendance sheet in the comments section. No food or drinks other than those provided by parents will be given to this age.
- ❖ Parents of toddlers and older children will be asked to contribute snacks (crackers, etc., 100% juice boxes) on a periodic basis.
- ❖ In the case of an emergency requiring evacuation, the Nursery Attendants will take all children to the designated area, as detailed by the posted evacuation plan.
- ❖ In the case of an emergency with your child, the Nursery Attendants will contact the head usher. They, in turn, will notify the parents to return to the nursery.
- ❖ Corporal punishment is not allowed. This includes spanking, slapping, pinching, or jerking a child.
- ❖ Volunteers - Parents of children who utilize the nursery are asked to rotate in taking a turn as a volunteer in accompanying the nursery attendants.

HEALTH POLICIES

Every effort is made to keep the nursery clean and sanitary, so for the well being of all children and staff this nursery is a well child nursery.

- ❖ Children with the following symptoms will not be admitted to the nursery:
 - Severe cough
 - Runny nose that is cloudy or green
 - Current fever of 100° or within last 24 hours
 - Vomiting/Diarrhea
 - Rash
 - Pinkeye
- ❖ It is the parents' responsibility not to bring a sick child. If a child develops symptoms while in the nursery he/she will be separated from other children, if possible, and parents will be contacted to pick up their child.
- ❖ **No medication** will be administered by any nursery attendants. Nor will any medications be allowed to be left in the nursery.
- ❖ Only diaper ointment/powders that are provide and instructed for use by the parent may be applied. No ointments/powders will be stocked in the nursery.
- ❖ All children will have their hands washed after diaper changes or toileting, and before snack.
- ❖ All staff and volunteers shall follow the posted Handwashing Procedure (See Appendix B).
- ❖ Toys that have been in children's mouths will be disinfected after use. All toys will be cleaned on a routine basis and as necessary. (See Appendix C for Cleaning and Disinfecting Procedure)
- ❖ Parents will be asked to notify the church office if their child develops any infectious disease, so that parents of other children that were in the nursery at the same time may be notified.
- ❖ Children with special conditions that require specialized interventions or precautions will be included in the nursery, if possible. Parents will be asked to contact the Nursery Advisory Committee or the pastor to discuss special arrangements for their child.

STAFFING AND SUPERVISION

The nursery will be staffed with paid and volunteer positions with every effort to keep the recommended ration of:

- ♦ One caregiver for every three infants (0-12 months)
- ♦ One caregiver for every four toddlers (12-14 months)
- ♦ One caregiver for every six preschoolers (24-48 months)

Infants and toddlers will be cared for on the nursery side of the nursery area. Preschoolers will be cared for on the Sunday school side of the area.

Paid Staff: See Appendix D for complete job description including qualifications and responsibilities. More specifically, assigned duties include:

- ♦ Provides loving care for children in nursery ages birth through 48 months.
- ♦ Greets each child and parent(s) warmly at the door.
- ♦ Assists parent(s) with sign in and out procedure.
- ♦ Takes note of parents' comments and follows through during child's care.
- ♦ Provides name tags for children.
- ♦ Makes sure all children's belongings are labeled and put in one of the cubbies, kept out of reach of children.
- ♦ Allows only eligible children who have been properly signed in to be in the nursery.
- ♦ Remains actively involved at all times with children in activities such as reading, playing with puzzles, blocks, and other learning activities.
- ♦ Attends to children's personal needs including feeding (as directed by parents), comforting, toileting, washing hands, and checking diapers on a regular basis (as outlined in the Diapering Procedure - Appendix A).
- ♦ Monitors safety and provided a clean environment for the children (as outlined in the Cleaning and Disinfection Procedure - Appendix C).
- ♦ Prepares all children to be picked up by parents, gathering all belongings to give to parents when child is signed out.
- ♦ Shares something positive with parent(s) about each child's nursery experience upon pick-up.
- ♦ Leaves nursery area clean and tidy, reporting any hazards, special cleaning needs or concerns, and needed supplies to the church office.
- ♦ Assists lay volunteers in becoming oriented to the nursery and children.
- ♦ Wears nametag at all times.
- ♦ Notifies pastor of any problems or concerns in the nursery.
- ♦ Abides by all policies and procedures as stated in the Nursery Handbook.
- ♦ Attends annual training offered by Grace.

Lay Volunteers: Volunteers must be a minimum of 14 years of age and approved for work by the pastor or church council. Their main responsibility shall be to assist paid staff with the care and nurture of the children. Volunteers are also asked to greet and get to know the families who use the nursery and to welcome them into the total life of our congregation. In addition, volunteers shall stay at least through the children's sermon. After that time they may leave if the numbers are within the recommended caregiver/child ratio.

(A section for Nursery Advisory Committee shall be added when this group is approved by council.)

Annual training will be offered for all nursery staff. Paid Nursery Attendants are required to attend and volunteers are strongly encouraged to attend.

Approved October 2017

APPENDIX A

DIAPERING PROCEDURE

NOTE: Fresh bleach solution should be mixed each time the nursery is used (ten parts water to one part bleach solution in a spray bottle).

- Gather all necessary diapering items from baby's bag and place next to changing pad.
- Put on disposable gloves. Place changing paper on pad.
- Place baby on changing pad. Remove soiled diaper and place on changing paper.
- Clean baby with disposable wipes. Fold diaper and wipes and set aside.
- Reapply clean diaper; use ointment/powder only if instructed by parent and provided by parent.
- Place child on the floor.
- Place soiled diaper, wipes, gloves, and changing paper in plastic bag, tie, and dispose of in the plastic lined, covered garbage can. Be sure the lid is secure on the garbage can.
- Disinfect the changing pad with bleach solution; wipe dry with paper towels. Return disinfectant out of reach of children.
- Wash hands thoroughly, using posed hand washing procedure.
- Get clean wipe and clean baby's hands.
- Diaper pail is to be emptied at the end of each service/event and cleaned thoroughly on a regular basis.

DO NOT LEAVE A CHILD UNATTENDED ON THE CHANGING PAD FOR ANY REASON. One hand should be on the baby at all times. Do not be distracted during this time. Babies move and wiggle quickly!

ALL DIAPERS ARE TO BE CHECKED AT LEAST ONCE PER HOUR AND APPROXIAMATELY 10 MINUTES BEFORE PARENTS ARE EXPECTED TO RETURN.

APPENDIX B

HANDWASHING PROCEDURE

ATTENTION NURSERY ATTENDANTS AND VOLUNTEERS:

REMEMBER TO WASH YOUR HANDS:

- Upon Arrival.
- Before Serving Snacks.
- After Diapering, Assisting Children with Toileting and Wiping Noses.
- After Treating Injuries.
- After Using Restroom.

HANDWASHING PROCEDURE:

- Wet hands, apply soap, and lather for a minimum of 15 seconds.
- Dry hands using a paper towel.
- Use paper towel to turn off faucet.

APPENDIX C

CLEANING AND DISINFECTING PROCEDURE

Every effort will be made to keep the nursery clean and healthy to all. Any cleaning and maintenance needs shall be reported to the church office.

Care and Disinfecting of Toys:

- ❖ Routine weekly inspections of the nursery will be made to ensure all items are safe for children to use.
- ❖ Toys that have been in children's mouths are to be placed in the tub next to the sink to be disinfected at the end of the nursery time.
- ❖ Toys in the tub are to be soaked in bleach water (10 to 1 solution) for a minimum of one minute, thoroughly rinsed in the sink, and spread out to air dry until the next time the nursery is used.
- ❖ Larger toys used by children will be sprayed with bleach solution and wiped down with a paper towel. Clorox wipes may be used instead, if available.

Care of Linens:

- ❖ Crib linens are to be used by only one child before laundering. Therefore, all crib sheets and blankets need to be removed from the crib after each use and replaced with clean linens. All linens in the crib will be considered clean, so it is very important that they be removed as soon as a child is through using the crib.
- ❖ All linens used to a child will be placed in the "dirty linen bag" and a clean sheet and blanket replaced on crib.
- ❖ All linens will be laundered on a weekly basis with mild detergent to prevent any skin problems.
- ❖ Linens will be inspected for wear and replaced as necessary to maintain safety.
- ❖ Bumper pads and heavy quilted blankets shall not be used in the cribs.
- ❖ Stuffed animals shall not be stored in the cribs.

THE NURSERY IS TO BE LEFT CLEAN AND TIDY AFTER EACH USE, WITH TOYS RETURNED TO THEIR PROPER PLACE, CLEANING SUPPLIES PUT AWAY OUT OF REACH OF CHILDREN, AND FLOOR CLEAR OF TRIPPING HAZARDS. ANY SPECIAL NEEDS OR CONCERNS SHALL BE REPORTED TO THE CHURCH OFFICE.

APPENDIX D

JOB DESCRIPTION FOR NURSERY ATTENDANT

GRACE EVANGELICAL LUTHERAN CHURCH

ROCK HILL, SOUTH CAROLINA

A. ADMINISTRATION

The position of Nursery Attendant is a regular part time position without benefits.

The Nursery Attendant is appointed by the Church Council of Grace Evangelical Lutheran Church, who has ultimate authority over all lay staff. However, the Nursery Attendant will report directly to the pastor.

The immediate supervisor will hold an annual review meeting. At this time, updates will be added to the job description, if needed. A copy of the written evaluation will be placed in the Nursery Attendant's file.

B. DUTIES

Qualifications

The nursery attendant shall be 21 years of age, possess a high school diploma or equivalent, and have current Infant-Child CPR and First Aid certification.

Responsibilities

- Provides loving care for children in nursery ages birth through 48 months.
- Greets each child and parent(s) warmly at the door.
- Assists parent(s) with sign in and out procedure.
- Provides name tags for children new to the nursery.
- Remains actively involved at all times with children in activities such as reading, playing with puzzles, blocks, and other learning activities.
- Attends to children's personal needs including feeding, comforting, toileting, washing hands, and checking diapers on a regular basis.
- Monitors safety and provides a clean environment for the children.
- Shares something positive with parent(s) about each child's nursery experience upon pick-up.
- Wears nametag at all times.
- Abides by all policies as stated in the Nursery Handbook.

C. OTHER

All Nursery Attendants must fill out a protection policy form and be willing to submit to a criminal background check.