

Children's Nursery Policies

Revised January 4, 2006

1. There must be at least one adult (18 years or older) volunteer for every 3-bed babies.
2. There must be at least one adult (18 years or older) volunteer with paid toddler nursery worker at all times.
3. A volunteer must be at least 12 years old. (An adult volunteer must still be present in the nursery)
4. Children between the ages of six through 11 will not be permitted in the nursery unless their parent is volunteering at the same time. This is to ensure the safety of the small babies and toddlers in the room.
5. Children who are placed in the nursery should have clearly marked bottles, diaper bags, etc. This will ensure that no other child is given something that is not theirs.
6. All toys will be cleaned with bleach water once a week. This will help to ease the spread of germs in the area. (Items will be placed in marked basket and sanitized)
7. Bed Baby Room toys and sheets will be cleaned once a week.
8. Each child will be given a permanent Nursery Number. The parent's will be given an ID card and MUST present this card when picking up their child.
9. Parents must sign in and sign out their children and note if someone other than them will be picking up the child.
10. Your child will never be allowed to cry continuously for more than 10 minutes. If your child is inconsolable, and you are in the Sanctuary, your child's permanent number will flash on the PowerPoint screen. Please come to the nursery so your child can be consoled.
11. Staff/Volunteers will wash their hands after each diaper change or wiping noses.
12. Paid worker must arrive to the nursery 15 minutes early and stay 15 minutes after the last child leaves to clean up and prepare the room for cleaning by janitor.
13. Workers will NOT administer medications. If your child requires medicine, it is the Parent's responsibility to do so BEFORE you bring your child to church.
14. When dropping off children, please do not enter the play area. Hand your child off to the Nursery workers who will be standing ready to greet your child with open arms. This will help to keep the children already in the nursery safe and the floors clean. If your child is in a car seat, you may leave the diaper bag on the counter and one of the workers will hang it up for you.
15. The Nursery Coordinator and Children's Minister/Children's Ministry Team Leader will oversee nursery policies.