

Nursery Policies and Procedures

The purpose of the church nursery is to provide a safe and professional space for babies and toddlers (up to age 3) during the worship service where regular attendees, members and visitors can feel confident that they are leaving their child(ren) in competent and caring hands.

General:

No more than two adults (aged over 14) should be in the nursery at one time (with the exception of nursing mothers).

Nursery Coordinator:

1. The coordinator will create a nursery schedule on a quarterly basis.
2. The coordinator will coordinate with church staff to ensure that the schedule is posted to the website and sent out regularly in church emails, as needed.
3. The coordinator will send weekly reminders to nursery volunteers via text, email, or phone call.
4. The coordinator will ensure that the nursery is properly set up before Sunday School, will check in before the start of the worship service to see that there is nothing needed, and will check in at the end of the worship service to ensure that everything ran smoothly.
5. The coordinator will take home the laundry once a month or delegate the responsibility of cleaning nursery linens to another person.
6. The coordinator will devise a schedule for regularly cleaning all of the nursery toys.

Nursery Volunteers:

1. All nursery volunteers over the age of 18 have undergone and passed a background check. Standards and parameters of the background check process can be found in the document "Nursery Volunteer Background Check."
2. The minimum age for volunteering in the nursery is currently 14. Exceptions to this may be made by agreement between the nursery coordinator and the mother of the potential volunteer.
3. Because our nursery also doubles at this time as a nursing mothers' room, we

ask that men refrain from volunteering in the nursery. Also, be cognizant of this if you are dropping off or picking up children.

4. Nursery volunteers should have a working phone number or email address on file so that the coordinator can contact them with a reminder when it is their turn to serve.

5. There will always be two volunteers assigned to serve together. This ensures that there will always be enough hands to help, and will ensure the safety of children and accountability to standards and guidelines. The volunteers should not be mother and child working together.

6. Volunteers should arrive five to ten minutes before the start of the worship service in order to relieve the Sunday School worker.

7. Nursery volunteers will keep an attendance record weekly. This will serve both as a record of attendance and can be used in time of emergency (such as a fire) to ensure that all babies and toddlers are accounted for.

8. The nursery schedule for each quarter will be posted on the church website and will be sent out with the church newsletter once a month.

9. It is the volunteer's responsibility to check these places and take note of the days she is scheduled to assist.

10. It is also the nursery volunteer's responsibility to find a substitute from the list of volunteers when she is unable to serve in the nursery.

Parents:

1. The nursery is for babies newborn through 3 years of age.

2. For the health of all, we ask that babies running a fever or with a cold not be left in the nursery.

3. When dropping off your child, if you have any diaper bags, snacks, or other items, please let the volunteer know so she can label them properly.

4. Additional notes, such as allergies, allowable snacks, or times for feeding, can be added to the nursery sign in sheet.

5. Volunteers will text parents if they are needed during the service, so all visitors will be asked to include a cell number on the sign in sheet. Member and regular visitor numbers are already listed in a permanent spot.

6. When picking up your child, please make sure that you collect all belongings, and be cognizant of the possibility of nursing mothers in the nursery area.

In Case of a Fire:

1. In the case of a fire, nursery volunteers will ensure that all babies and toddlers under their care are taken out of the building through the nearest fire exit.

2. Once outside, volunteers will move a safe distance from the building and wait in a designated area for parents to arrive. At this time, a head count should be taken to ensure that all children are accounted for.

3. Parents should not attempt to pick up their children from the nursery during a fire emergency, but should instead go to the designated area.

Set up:

1. The nursery coordinator and/or the Sunday School nursery volunteer will generally be in charge of setting up the nursery, but anyone is welcome to help with this weekly chore. :-)

2. Bins should be taken from the storage area to the nursery room. Bins for the nursery are labeled N and SS.

3. Set up the Pack n Play in a corner (currently next to the sliding doors), and make sure that there is a clean sheet and blanket inside. Put the carrying case in the N bin that holds the infant insert and mobile.

4. The N box with books, as well as the top two SS boxes (with toys and stuffed animals) should be opened along one wall, taking care to cover up any outlets so that those are out of reach of little fingers.

5. The changing pad belongs on the changing table.

6. Hand sanitizer, diapers, wipes, and Kleenexes can be arranged with on one end of the counter.

7. Clear the opposite end of the counter for the attendance notebook and diaper bags.

8. Hang signs in room – the Nursery sign should hang in the door window and the Guidelines sign above the changing area.

8. Set out baby name tags - disposable stickers for guests and visitors. These tags will be located in the N box labeled office supplies.
9. There is a floor rug in a storage box in one of the closets, lay this out on the floor.
10. Set up the trash can in a corner close to the changing table, and make sure it has a liner inside.

Tear Down:

1. Nursery volunteers are responsible for tear down and clean up each week.
2. Sanitize any toys that have been played with, particularly those that were put into mouths. Sanitizer is in the N bin labeled cleaning supplies.
3. Put toys away into SS and N boxes – stuffed animals, dolls and soft toys in one of the SS boxes, larger toys, blocks, etc. into second SS box, books and one box of blocks in N box. The floor rug goes into the cardboard box. Try to avoid having any one box too heavy or over crowded.
4. Break down Pack n Play, put used linens into dirty linen bag. Put Pack n Play into its carrying case as this helps to protect it from damage and keep it clean. The carrying case will probably be in the N bin with the infant insert and mobile.
5. Take trash out and deposit in one of the trash bins.
6. Spray changing table and changing pad with disinfectant cleaning spray (Lysol).
7. Kleenex, hand sanitizer, cleaning supplies, diapers and wipes should be placed in their respective bins (check sides for lists).
8. Once liner is removed from trashcan, spray the inside with Lysol and place the can on its side on top of the toy bins.
9. Take down signs, put signs, pens, labels, baby name tags, attendance notebook, and any other supplies away in N bin labeled office supplies.
10. Stack N bins on top of each other, making sure that the Books bin is close to the bottom.
11. Stack SS bins on top of each other, on top of the wheeled section.

12. The changing pad should go on top of the N boxes, and the Pack n Play can reside on top of the SS boxes.

14. Wheel boxes down the hall to the storage section in the front of the sanctuary.

15. Make sure lights are turned off.

**Used linens will be collected by the nursery coordinator on the first Sunday of the month. Please leave them out for her on those days. If the bag is full and needs to be cleaned prior to the first Sunday, let the coordinator know so that she can take them home. Please let the coordinator know if any linens are excessively soiled so they can be washed immediately.