

2025
THE CHURCH NURSERY
POLICY & PROCEDURE
TRAINING MANUAL



Service ☼ Love ☼ Safety
Volunteer

"In the same way let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." -Matthew 5:16

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Our Nursery

Dear Nursery Staff,

You are IMPORTANT! Your time and service in the nursery is greatly appreciated! With your help we are able provide a safe, loving environment for children and allow for parents to leave their children during services and other events. Enjoy time with one another as you care and shine the light of Jesus into the children of Cornerstone.

The nursery is a very valuable ministry. By serving in the nursery, you have the ability to impact not only the children in your care, but the parents as well. Nursery provides parents with the opportunity to focus their minds on the word of God, while knowing that their children are in the greatest care! Not only that, but Nursery volunteers are also often the first faces newcomers see when they enter Cornerstone. It is our responsibility to encourage them with a friendly face and provide them with a comfortable, caring environment for their children. The ultimate goal is to love them into the Cornerstone family and nursery can be a vital role!

For the nursery to operate smoothly, we need one thing – commitment. Your commitment! The following pages set forth the guidelines that have been established for the nursery by the nursery committee. You will be asked to sign a designated page to renew your commitment to the nursery. By signing, you are asserting that you have read and understood the guidelines and will do your very best to uphold them, remembering that your service in the nursery it ultimately not only a service to parents and to Cornerstone but a service unto the lord!

Thank you for all that you do!

Hannah Detweiler

Childcare Coordinator

Nursery Staffing Structure

Church Staff Nursery Coordinator – Hannah Detweiler

There are 7 Teams on a 7-week rotating schedule.

Each Sunday there is:

- A Team Leader – covering the 10:00 am Worship Service
- At least 1 NON-RELATED adult volunteers per service, per room
- No more than 2 youth workers per service, per room

2025-2026 TEA*M LEADERS

Serving under the nursery coordinator are Team Leaders. Team Leaders are to be at the Nursery Desk by 9:45.

Team Leaders are as follows:

- Team 1 – Jill Watts
- Team 2 – Julie Malone
- Team 3 – Amee Wendle
- Team 4 – Hannah Detweiler
- Team 5– Erika MacCartney
- Team 6- Jan Stephens
- Team 7- Valerie Rossney

Nursery Position Responsibilities

Nursery Coordinator

- Is responsible for making sure the nurseries are properly staffed as well as ensuring the nursery is running smoothly each Sunday.
- Informs team leaders of any updates or changes in weekly procedures.
- Assists with finding substitutes as needed.
- Make sure to review rooms for readiness to receive children.
- Makes sure each service has one person to be at the Nursery reception desk to help greet families and assist with the computer Child Check-In system.

Team Leaders

- Makes sure one person on their team will be at the Nursery reception desk to help greet families and assist with the computer Child Check-In system.
- It is also their co-responsibility along with the nursery coordinator to make sure the nursery is staffed and running smoothly.
- Responsible for making sure there are the required one unrelated adult and teen in each room.
- Responsible for finding their **own substitute or replacement** if they can't make it for their scheduled week.
- Is the point person for Worship service each Sunday.
- Gets help from Deacon of the week and Nursery Coordinator if short on volunteers.
- Team Leader will coordinate with her team, deacon of the week, and the nursery coordinator in case of emergency evacuation.
- Team Leader must arrive at least 20 minutes early to ensure rooms are in readiness to receive children and to make sure computers are at the ready to receive parents and children.
- Team Leader must make sure all toys are put away and surfaces and door handles are wiped down before leaving. * Please refer to the ROOM USE EXITING REQUIREMENTS poster on the bulletin board inside each nursery room.

Nursery Policies & Procedures

General

CPC Nursery Rooms are PEANUT FREE rooms.

1. At least 1 unrelated adult and teen must be in each nursery.
2. Only 2 youth workers may be in each nursery (and they should be listed on the schedule). Youth Workers are **12 years and older**.
To protect our Youth Workers, we ask that they do not pick up and walk with any child. They may hold them either while sitting on the floor or in a chair.
3. Nursery doors (bottom half) are to remain closed.
4. Please wash hands once you enter
5. Only nursery staff and children should be inside the nurseries at any time with the exception of nursing mothers.

Note: We need to be careful to not offend parents, but to explain that we encourage them to remain outside the nursery doors to minimize other children from “escaping” the nursery and to limit access that non-nursery workers have to children for security’s sake.

6. Ensure that children are placed in age-appropriate rooms (no children in the infant/toddler nursery who are older than 4). 3-year-olds are to be in room 111 during worship service.
7. Nursery staff are responsible for encouraging “safe” play among children (i.e., no kicking, throwing toys, rough housing).
8. **NO** photos should be taken of the children in the nursery at any time without prior **written approval** of the child’s parents. Personal cell phones or other electronic devices should not be used to take or post photos of children in the nursery. If the church needs to take photos for any reason, parents will be informed on that day and asked to sign a consent form.
9. I do ask that you save phone time for outside of the nursery. Emergencies and things happen, but please try to refrain from being on your phone while in the nursery. Use this time to enjoy spending time with the children.
10. Lastly, please leave the nursery as you found it! Please consider the following:
 - ❑ Return toys to bins.
 - ❑ Place any laundry in laundry bin in infant nursery.
 - ❑ Ensure nametags/ID bracelets are hung back in pockets.
 - ❑ Place all white trashcans in hallway to be replaced.
 - ❑ **Take out trash to dumpster with dirty diapers.**
 - ❑ If folding chairs were brought into the nursery for any reason, please remove them.
 - ❑ Wipe down tables and doorknobs when your service is done.

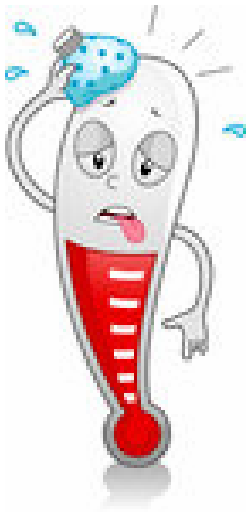


Nursery Sick Policy and Medications

Be respectful and proactive in enforcing the nursery sick policy as children arrive. When you need help to communicate a possible concern to a parent call Hannah Detweiler, the Nursery Coordinator, or the Team Lead to speak that concern to the parent.

- * Medication - The nursery staff is not adequately trained to dispense any type of medication. Do not accept any medication from a parent for their child. Request that the parent return to administer medication at the appropriate time.
- * If a child becomes ill or injured during the service, you will be able to contact the parent via text and/ or the LED system. Use the last two digits of the computer generated identification number located on the tags given to the children and parent. The system is located above the counter in room 210. An Incident Sheet, located on the nursery desk in the hallway, will need to be filled out by the Supervisor or Team Leader.

For the health and safety of all children, and nursery staff and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:



- ☐ A known or suspected infectious illness
- ☐ A fever of 100.0 within the past 24 hours
- ☐ Nausea, vomiting, diarrhea, or is feeling unwell
- ☐ Cough, sore throat, croup (except in the case of allergy)
- ☐ Colored runny noses
- ☐ Common Cold
- ☐ Contagious skin rash
- ☐ Pink eye
- ☐ Lice
- ☐ Impetigo (infected wounds), boils, untreated ringworms
- ☐ Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- ☐ Use of antibiotics for 24 hours or less



Nursery Sign-in and Check-out Procedures

Ensure CHECK –IN & CHECK-OUT procedures are known to parents and are followed.

Note: *This is necessary upon arrival and departure of children!*

- ❑ Parents may check-in their children on the self-check-in computer or at the Nursery desk where nursery staff will assist with the check-in process
- ❑ Parents label their child's belongings (either from home or computer tag) with the nametags that are printed out. Nametags will print out with class information, room number and **any allergies** or notes inserted during the check-in process.
- ❑ Parents must keep the security claim ticket which is printed out as well. Parents should put this on their person to avoid misplacing or losing this important security ticket.
- ❑ A security claim ticket is **required** for pick-up of a child.
- ❑ Nursery staff will make sure each child has a nametag attached to the child's back and that parents have their Security Claim tag (this is needed to retrieve their child). **In case computers are down**, parents should be given an ID bracelet and children should be given a nametag with the corresponding ID #. The ID # will need to be written on the sign-in sheet.
- ❑ Should parents be needed during the service, first a text will be sent via phone number. When needed their child's ID number (the last two numbers on the computer generated tag) will be used to alert them on the LED screen in the sanctuary. If parents are needed during Sunday School, the Deacon in charge will be contacted to find the parent using the sign in sheet information.

LED System

- Use of the LED system is at the nursery staff's discretion. If you feel a child needs his or her parent, please alert them.
- To call parents using the number display, please do the following:
 1. Turn on control panel (top, left side) in infant nursery
 2. Type in number from child's nametag, last two numbers of the computer generated numbers (or bracelet as noted on the sign-in sheet). **Press Enter**
 3. More than one number can be entered and the numbers will alternate on the display in the sanctuary and on the control panel.
 4. Please remember to delete the number from the display when parents respond or if they are no longer needed!
- Nursery Coordinator's number is 98, Children's Ministry Coordinator's number is 99 and the deacon-in-charge can be called to the nursery by entering "00."
- The deacon-in-charge is also available to help find additional nursery volunteers if the nursery is understaffed!

Basic Care of Infants

- a. Clean sheets should be used on cribs for each child. These are located in bottom changing table.

- b. When diapering, disposable gloves must be worn. Caregiver must wash hands after diapering. Please have an adult volunteer change any dirty diapers.
- c. A disposable changing pad must be used, or the changing pad must be wiped down after each use with Clorox wipes in cabinet.
- d. Diapers should be disposed of in trash. **Please take trash out to dumpster after service if there were dirty diapers!**

Bathroom Visits

- a. One worker must accompany child to help and enforce hand washing afterwards. Always notify a coworker that you are assisting a child with bathroom needs.
- b. Bathroom door should be left open. Use common sense on modesty.



- c. Assist children in using stepstools to wash hands.

Toy Guidelines

- a. All toys "mouthed" by children are to be washed in 10% bleach solution or wiped down with Clorox wipes in overhead cabinets. When appropriate, toys may be placed in dishwasher and can be run when dishwasher is full.
Note: *Please keep track of toys mouthed by children as much as possible as this is our #1 defense in preventing sickness and germs from spreading!*
- b. Bins should be checked for small, hazardous toys in infant room. Occasionally toys are mixed between rooms. Inappropriate toys for infants should be removed.
- c. There are to be no stuffed animals in the nurseries for sanitary reasons because they cannot be effectively cleaned week after week. If you see these types of toys, please remove them.
- d. Please encourage parents to leave any personal toys/stuffies with them until they return. This often causes a fighting issue between kids and do not want to be responsible for personal items getting lost or damaged.

Accidents(toilet)/Injuries/Incidents

- a. Only Team Leaders and/or Nursery Coordinator should fill out these forms in conjunction with other team members.
- b. Any toilet accident or play injury should be reported on the forms located on the Bulletin Board in the infant nursery.
- c. Any incidents considered noteworthy should also be reported (these may include disciplinary problems).
- d. Place the accident/injury/incident forms in the nursery box in the church office.
- e. Notify the Nursery Coordinator.

Emergency Evacuation Procedures

Understand and follow appropriate evacuation procedures in case of an emergency

- If there is a need to exit the building due to an emergency, the deacons will oversee the evacuation procedures.
- Nursery staff in the infant nursery 109/110 should place infants into the evacuation crib, grab the emergency bag located at door entrance and wheel the children out of the building, exiting through the doors at the end of the education wing. If this exit is blocked for any reason, please exit through the nearest open exit. There will be a map of the EXITS in each room and in the *Emergency Evacuation Bag*.
- Nursery staff in the toddler nursery 111 should line up toddlers using the safety walking rope (blue ropes with multicolored handles located in emergency bag), grab the emergency bag and sign in sheet located at door entrance and walk with the toddlers to exit the building through the doors at the end of the education wing. IF this exit is blocked for any reason, please exit through the nearest open exit.
- Each Class is assigned a specific spot to line up and teachers will take attendance once arriving at their class spot designation.
- Everyone should meet in the overflow parking lot and wait for further instructions from church deacons or staff.

Nursery Cleaning Schedule

Monday, Wednesday, Friday

Carpets cleaned quarterly

Room Use Exiting Requirements

By the very nature of diapered infants, runny-nosed toddlers, and inquisitive preschoolers, we realize that children in these age groups have the potential of being exposed to a higher rate of infection than are older children. In order to minimize the spread of any infectious diseases within the nursery and to insure the health and safety of our children and caregivers, we have adopted the following policies and procedures.

- ❑ All groups and or individuals that use this room for meetings, scheduled or impromptu must wipe down tables, chairs and other hard surfaces used.
- ❑ If you brought children in with you to play while you're meeting or class was in session, you **MUST** wipe down with Clorox Wipes (made available in the room):
 - All infant and toddler toys used during your session
 - All chairs and tables
- ❑ Clorox Wipes and Clorox or Lysol disinfecting spray is also available to spray on surfaces as well. IE: Dollhouse, big blocks, Kitchen, ride on toys, etc.
- ❑ Any toy that was sucked on or mouthed **MUST** be put in the mesh bags provided and laid in the top rack of the dishwasher. Turn the dishwasher on to hot water setting and leave.
- ❑ Take out any trash, tie the bag off and leave just in front of the Nursery Welcome Desk or take to the blue dumpsters at the rear of the parking lot.

Common sense clean-up will go a long way in keeping our nursery healthy and safe for all who use our facility.

Job Descriptions

Staff Nursery Coordinator

1. Must be a church member
2. Must fill out Staff application
3. Must do full background check
4. Develop, post and enforce nursery policies in conjunction with Senior Pastoral Staff
5. Organize the nursery and ensure its cleanliness and safety
6. Routinely inspect nursery equipment, toys and supplies
7. Report repair and maintenance needs to appropriate personnel
8. Restock supplies when needed
9. Recruit and train volunteers to serve in the nursery.
10. Keep a current list of nursery caregivers with names and contact information
11. Schedule nursery caregivers for every service and special church-wide events in which nursery care is needed.
12. Collect and launder used crib sheets weekly
13. Make sure all toys are cleaned and disinfected as needed and on regular basis
14. Oversee budget and expenditures for the nursery ministry.

Nursery Team Leader

1. Meets with Nursery Coordinator as needed and weigh in on policy updates
2. Co-responsible for making sure the nurseries are properly staffed and ensuring the nursery is running smoothly during all Sunday services on their assigned week.
3. Assist with finding substitutes as needed.
4. Authorized to combine infant nursery into toddler nursery if not enough volunteers are available to staff both rooms

Checklist of Necessary Nursery Supplies

- ☐ Size 1 Disposable Diapers –Infant room
- ☐ Size 2 Disposable Diapers – Infant room
- ☐ Size 3 Disposable Diapers – Toddler room
- ☐ Size 4 Disposable Diapers – Toddler room
- ☐ Size 5 Disposable Diapers – Toddler room
- ☐ Size 6 Disposable Diapers – Toddler room
- ☐ S/M/L Nylon gloves for all diaper changing and wound care that might arise.
- ☐ Paper lining for changing tables
- ☐ Pre-moistened baby wipes
- ☐ Tissues
- ☐ Hand Sanitizer
- ☐ Hand soap
- ☐ First-aid kit with items approved by NURSE (nurse from congregation or Fire Department)
- ☐ Plastic bags and ties for soiled diapers and/or clothes
- ☐ Disinfectants and nontoxic cleaning solutions
- ☐ Paper towels
- ☐ Electric outlet covers
- ☐ Emergency manual
- ☐ Posted fire exit plans/maps
- ☐ Children's books and toys
- ☐ Nursery Pager System (LED System)
- ☐ Walkie Talkie for communication with Deacons
- ☐ Fire extinguishers
- ☐ Smoke and carbon monoxide detectors (check batteries often and replace twice a year)

Church Child Safety Policy and Volunteer Requirements.

Because Cornerstone Presbyterian Church (CPC) is committed to our children and because we strive to provide fun, safe programs from Nursery through Youth that encourage our children to grow in Christ, CPC has enacted a Child Safety and Security Policy for newborns through 17 years. We believe that the church must maintain the highest standards for both its programs and for the people who staff those programs. To the degree possible, nothing should be allowed to shame the gospel we hold so dear. Accordingly, our goal is to protect the children and youth of our church from incidents of abuse, misconduct or inappropriate behavior. Just as we believe we should pursue protection for the unborn, so we think we should do what we can to protect those among us who cannot protect themselves. In addition, we also seek to protect our staff and volunteers from false accusations. Therefore, to demonstrate this commitment to the reputation of the gospel, to our children, to the parents of the children who participate in our programs, to our staff and volunteers and to the community, Cornerstone has adopted this Child Safety Policy.

“Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.” - Mark 10:13-16

COMPLETE COPY OF Cornerstone Presbyterian Church Child Care Safety and Security Policy to be given separately.

Forms

Incident Report

Cornerstone Presbyterian Church Nursery									
Incident Report									
Date: → → → → → → → Time:									
Child's Name: → → → → → Nursery Volunteers:									
Describe what happened:									
Describe any treatment provided:									
Identify and safety concerns:									
Signatures:									
Nursery Volunteer: _____									
Parent/Guardian: _____									
Nursery Supervisor: _____									

Helpful Tips and Links for Completing Pennsylvania State Clearance Forms

DO NOT HAND THIS IN TO THE OFFICE. THIS IS FOR YOUR PERSONAL RECORDS

Pennsylvania State Police Search:

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. You will not be able to use Safari as your web browser. Microsoft Internet Explorer, Microsoft Edge, Firefox or Chrome are all supported and can be used.
3. Click on **New Record Check** (yellow button for volunteers only)
4. Make sure you click “certification form” when you are done. This will allow you to print your completed form. Do **NOT** print the first page after your results are processed. This just states that you completed the questions. ***We need a copy of the form which says if there is a record or not.***
5. Your results will be ready immediately.
6. After submitting, write down the **control number** here:
7. Write down the **date of completion** here:

Pennsylvania Child Abuse Registry Search:

1. Go to <https://www.compass.state.pa.us/cwis/public/home>
2. Click on “Create individual account”
3. Create a “**Keystone ID**” and write it down here:
4. Check your email. A new computer-generated Keystone ID will have been sent to you.
5. Go back to the website and click on “Access my clearances.” There will be a blue screen with the words, “Keystone Key” towards the top.
6. When asked for your username, this is the Keystone ID you wrote down in step 3.
7. Copy and paste **the computer-generated** password to your email
8. After a few initial questions, you will be asked to reset your password.
9. Write down your new password that you created here:
10. You will be asked for all of the addresses where you have lived and people you have lived with since 1975. Do your best. Don’t worry about college dorm/off campus addresses if they don’t come to your memory easily.
11. You will receive an email in about a week when your results are ready.

The state of Pennsylvania requires a FBI clearance (fingerprinting)

IF the volunteer...:

1. Currently resides outside of Pennsylvania.
2. Currently resides in Pennsylvania but has lived outside of Pennsylvania within the last 10 years.
*****To make an appointment to get your fingerprints taken: *****
3. Go to <https://uenroll.identogo.com/workflows/1KG6ZJ/appointment/bio> follow the instructions.
4. Write down the Location: and time of your appointment.
5. Save the receipt and email it to Office@cornerstonepca.com . In the subject line of your email put:
FBI Clearance Reimbursement Receipt.
6. If you have lived in Pennsylvania for the last 10 consecutive years, you are required to fill out our Fingerprint Exception Form instead of obtaining an FBI clearance. Click to download the form - [PA Residency Affidavit.](#)

CPC Policy and Procedure Statement of Acknowledgement:

1. All volunteers are asked to read and abide by [Cornerstone’s Child Care Safety and Security Policy](#).
2. Print and sign in agreement the [Statement of Acknowledgement and Agreement](#).

CPC Child Protection Training:

Cornerstone has available to all our volunteers a recorded [Child Protection Training video series](#).

1. View the online videos or attend the bi-annual live presentation (*these will be announced in advance*).
2. Print and sign the Child Protection Training Attendance Form.

Cornerstone Presbyterian Church
Child Protection Training Attendance Form

I, _____, have viewed the recorded series of the Child Protection Training.

Print Name	Signature	Date
<hr/>		
		

Questions for leadership.

Cornerstone Presbyterian Church Nursery Staff
~~Policy and Procedure Agreement~~

I, _____, have read and understood the Cornerstone Nursery Handbook. I understand and agree to the Policy and Procedure as presented in the handbook. I agree to follow these guidelines to the best of my ability.

Print Name	Signature	Date
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Per Session adopted Child Safety Policy all nursery workers will need to have a basic background check done before serving in the nursery. Cornerstone will pay for the check and it will be seen only by Authorized Staff Person.

For Nursery Administrator use only.

☐ PA Police Search Complete

☐ PA Child Abuse Registry Search Complete

☐ Volunteer Application Complete

☐ Child Safety Training (Videos) Complete

☐ Church Nursery Training Complete

☐ Fingerprinting (as required) Complete

☐ CPR Training_____

☐ Basic First Aid Training_____

☐ _____

☐ _____

☐ _____

☐ _____