

NURSERY

COMMUNITY KIDS

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." -Matthew 19:14

Volunteer Handbook

This Procedure Handbook must be compliant with the information included in the Community Nursery Policy Manual, which is approved by the Consistory. Updates to the Policy Manual must be approved by the Consistory.

Updates to this Procedure Handbook will be discussed with the Senior Pastor, Director of Children's Ministry, and Nursery Task Force prior to changes being made.

**In addition to the Nursery Policy Manual, the following Procedure Handbooks are also available:
Nursery Parent Information and Nursery Staff Handbook**

Community Reformed Church Nursery celebrates the opportunity to share God's love with the young people of our congregation. We are committed to providing a safe, welcoming, and loving environment to children and their families.

*Volunteers are a critical part of the ministry provided in the Nursery at Community! By serving in the Community Reformed Church Nursery, you positively impact the lives of the children and their families. You could be part of children's earliest memories of church, the reason parents can enjoy a service without distraction, and the first person to greet some new families upon arrival. **Thank you for your willingness and commitment to serve in this way.***

Community Reformed Church Nursery is a safe and fun place for children ages birth to five to learn and grow together. The Nursery has two spaces. One side is for infants and toddlers through age two. The other side is for preschool age children from ages three to five. Parents will check children in on the side appropriate for their age group. Volunteers may be asked to serve on either side of the nursery, depending on the number of children attending of each age group.

Nursery Hours: Nursery is provided for children during the 9:00am service, Sunday School and 10:45am service. Nursery is also provided on Wednesday evenings during Midweek classes beginning at 6:30pm. Children are welcome to arrive to the Nursery up to 10 minutes before the scheduled service. Volunteers are asked to arrive 10 minutes prior to the service beginning.

Nursery Coordinator(s) & Director: To help make the volunteer experience more enjoyable and to provide consistency for children, Community has hired a Nursery Director and a team of Nursery Coordinators. One or more on-staff Nursery Coordinators or the Nursery Director will be available when the nursery is open for regular services and activities. The Coordinator(s) and Director will be trained in CPR/First Aid, and are a trained and expected to report Child Abuse & Neglect. A background check is run for all paid nursery staff before hire and as needed throughout employment.

Nursery Volunteers: Nursery Volunteers may consist of parents, youth (at least 12 years of age) and other members of our church family who assist in the nursery during services and activities at church. At least two staff or volunteers will be in the nursery for the safety of children and adults.

Scheduling: We use a scheduling system called CCB, which stands for Church Community Builder. It is the computer program our church uses to keep track of names and contact information for the people of Community. We also use it for scheduling our volunteers for the nursery and some of the other ministries at Community.

You may have already received an automated email/ text from CCB asking you to accept or decline a date for volunteering. If you haven't yet, you will soon. The Nursery Director will assign volunteers for each date and send a request to all volunteers. Volunteers can accept the date, which is like an RSVP to let the Nursery Director know you're available to help on the listed Sundays. Volunteers can also decline. If something comes up and a volunteer needs to swap Sundays with someone or to let the Director know a substitute is needed, volunteers can do that through the CCB system or just contact the Nursery Director as soon as possible. Volunteers should click the date in the email/text that is sent and select the option that works best.

Nursery Activities: Our nursery activities and supplies are planned to be developmentally appropriate and engaging. Children will be encouraged to enjoy toys, music, books, and sometimes art projects. Time in the nursery might include talking, playing, and interacting with other children and adults. Sometimes art projects or music are enjoyed as well. Nursery staff and volunteers may share Bible stories or songs. As a volunteer, if you'd like to bring out a specific supply or toy for kids to enjoy such as crayons and paper or markers, feel free to ask one of the Nursery Coordinators to show you where items are kept. Children are asked to leave personal toys at home unless a comfort item is needed.

Child Check In: All Families will be asked to sign in using our computer system. It is called CCB (Church Community Builder) and helps us track attendance and information about children. It will highlight information about allergies, any special accommodations, as well as who would be authorized to pick up a child from nursery. Important information will be shared with the nursery staff and/or volunteers on a need-to-know basis. The Nursery Director and Coordinators can help new families get registered.

Parents will provide a cell phone number at check in. This will be used to communicate a child's needs in the nursery. If a child has a hard time separating when the parent leaves and doesn't calm after a few minutes of playing, staff may text the parent to come back to the nursery to help calm the child. We want the nursery to feel like a safe and fun place for children.

Families will be asked to sign in at the entrance of the Nursery using the computer. A name tag label will print and can be placed on your child's shirt. Some parents prefer to place it between the shoulder on the back of the child's shirt, so it stays in place. All the items belonging to the child (sippy cup / comfort item) should be labeled with a name and placed in the child's bag or a shelf out of the reach of others.

Child Check Out: Please only release children to authorized adults. If you aren't sure if the person coming to pick up is on the authorized list or you don't recognize someone, feel free to ask one of the nursery staff. If needed, they can check the computer system for name and/or photo of authorized individuals for each child.

Child Guidance: Children are learning to make good choices, how to be safe, and how to be kind to one another. The nursery staff and volunteers will provide encouragement and guidance as the children learn and grow together. This may include giving children positive instructions such as, "please use walking feet. You could fall and get hurt if you run." It may include asking a child to discontinue a behavior such as, "please stop throwing that block. You could hurt someone. Instead, show me how you can build a tower." Volunteers and staff may also redirect the child to another activity or play area, offer positive and acceptable choices, set limits or ask a parent to return to the nursery for help in guiding behavior. Nursery staff and volunteers will provide a positive example of kindness and support safe play. The team will notice and encourage positive choices.

Cleanliness: The Nursery staff will work on keeping areas safe and sanitary, picking up as needed to keep children interested in the toys and materials. At the end of each play time, supplies are put away in labeled containers. Children and volunteers are invited to help with toy pick up time. Toys that are mouthed by children will be placed in a bucket for later cleaning. Cleaning procedures and schedules are in place to ensure that cleanliness is a priority. Bleach/water solution or Clorox wipes will be used by staff to sanitize toys when children are not using them.

Diapering / Toileting: The Nursery Director and Coordinators will take care of most diapering and restroom needs for the children. Volunteers can alert one of the staff (Coordinator or Director) if a diaper change is needed and the staff will take care of the child's needs. Parents are asked to bring the supplies needed to diaper their child. Children will be allowed to use the bathrooms in the nursery. Children who ask for help in the restroom will be assisted as possible by a staff member. Parents are welcome to use the diaper changing stations, located in the Nursery, Family Restroom, and the Main Men's and Women's Restrooms for your convenience. There is also a changing table in the Nursing Mom's Room, which is located just inside the Nursery's main entrance.

Health & Illness: Frequent hand washing is recommended for staff, volunteers, and children. Gloves should be worn any time contact with bodily fluids occurs. Children and volunteers should not visit the nursery when they are ill. We follow the state of South Dakota recommendations for temporary exclusion from a childcare setting as a guide for when a child should attend. They can be viewed at: <https://doh.sd.gov/diseases/assets/ChildCareExclusion.pdf> If a child develops symptoms of illness while in the nursery, they will be separated from the other children and the parents will be contacted to take the child home. If your child developed an infectious disease after being in the nursery, please contact the church office or Nursery Director so anonymous information about potential exposure can be posted in the nursery for other families. No medications will be administered in the Nursery.

Food Policies: The Nursery Director and Coordinators will take care of any food related tasks in the nursery, including snacks, drinks and/or bottles. Due to the number of allergies present to children, snacks are not given. Parents and volunteers are discouraged from bringing in food. If children bring their own drink into the nursery, the cup / bottle needs to be clearly marked with the child's name. Infant formula should be mixed in advance with instructions told to staff and clearly printed with the bottle. Breastmilk provided should be ready to use as a bottle warmer is unavailable. A nursing mom's room is available and is located just inside the nursery, nearest the sanctuary.

Emergency Procedures: If a situation causes the need for evacuation of the building, nursery staff and volunteers bring children out to a safe area together, using the nearest safe exit. Please stay with the group as you leave the building to ensure all children and adults are accounted for. In case of fire, the meeting space is the cross in the front lawn. In case of weather emergency, the meeting space is the large bank of restrooms. In case of medical emergency, please ask a Coordinator or the Director for help. Call 911 if needed or go for additional help. The AED (with child sized AED pads) is located outside the kitchen door. A first aid kit is available inside the nursery and near the kitchen. Gloves should be worn any time contact with bodily fluids occurs.

Incident: In case of minor incident such as a child falling down or becoming sad, please keep the Coordinator on duty informed so they can share relevant information with the child's parent. In case of a major incident, staff may ask you to fill out an incident report form for the nursery's records. If you are concerned that a child may be the victim of abuse or neglect, please report your concerns immediately to the nursery staff and/or Child Protective Services in Sioux Falls.

Photos and Videos: Please refrain from taking photos or videos of children in the nursery unless they are your family member. You may notice the Director or Coordinators taking photos. They have asked for permission from parents to take photos and share them on church social media or printed in the nursery.



RECOMMENDATIONS for Temporary Exclusion from a CHILD CARE SETTING

Children should be excluded from a child care setting for the following conditions:

- Illness that **prevents the child from participating** comfortably in program activities.
- Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Fever, lethargy, irritability, persistent crying, difficult breathing** and/or other manifestations of possible severe illness.
- **Persistent abdominal pain** (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- **Chicken pox (Varicella):** exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- **COVID-19:** exclude based on current CDC and SD Department of Health guidance, see website doh.sd.gov.
- **Diarrhea:** exclude if
 - * stool not contained in diaper
 - * fecal accidents occur in a child normally continent
 - * stool frequency exceeds two or more stools above normal for that child
 - * stool contains blood or mucus
- **E. coli, shiga toxin-producing (STEC):** exclude until diarrhea resolves and two stool cultures are negative.
- **Haemophilus influenzae type B, invasive (Hib):** exclude until after the child has been cleared by a physician.
- **Head lice (Pediculosis Capitis):** refer for treatment at end of program day and readmit once completion of treatment recommended by a physician.
- **Hepatitis A:** exclude until one week after onset of illness.
- **Impetigo (Streptococcal infection of the skin):** exclude until after 12 hours of antibiotic treatment.
- **Influenza and Influenza-like illness:** exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC guidance.
- **Measles:** exclude until 4 days after onset of rash.
- **Meningococcal disease (Neisseria meningitidis):** exclude until after 24 hours of antibiotic treatment.
- **Methicillin-resistant Staphylococcus aureus (MRSA):** generally no exclusion; considerations may exist if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- **Mouth sores:** exclude if associated with drooling, unless a physician has determined it is not a communicable disease.
- **Mumps:** exclude until 5 days after the onset of parotid gland swelling.
- **Pertussis (Whooping cough):** exclude until completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
- **Rash (with fever or behavior change):** exclude until a physician has determined it is not a communicable disease.
- **Rubella:** exclude until 7 days after onset of rash.
- **Scabies:** exclude until after treatment has started.
- **Shigella:** exclude until treatment is complete and one stool culture is negative.
- **Strep throat (Streptococcal pharyngitis):** exclude until after 12 hours of antibiotic treatment.
- **Tuberculosis:** exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.
- **Vomiting:** exclude if vomiting occurs two or more times in 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.

2018 Red Book, American Academy of Pediatrics, 31st Edition; 2020 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 5th Edition; 2015 Control of Communicable Diseases Manual, American Public Health Association, 20th Edition.



If you have questions about infectious diseases or immunizations, contact the Department of Health or your physician.

South Dakota Department of Health, Office of Disease Prevention Services: 605-773-3737 or 800-592-1861

Local Disease Intervention Specialist: _____ Phone: _____

Local DSS Child Care Licensing Office: _____ Phone: _____

See also SD Department of Health disease fact sheet website: <https://doh.sd.gov/diseases/infectious/diseasefacts/>

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IN CASE OF EMERGENCY



CALL 911

FOR ALL MEDICAL & SAFETY RELATED EMERGENCIES
POISON CONTROL: (800) 222-1222

SEVERE WEATHER



CALMLY TAKE CHILDREN TO RESTROOMS
(IN CENTER OF BUILDING, AWAY FROM WINDOWS)
REMAIN SAFELY IN RESTROOMS UNTIL WEATHER PASSES

FIRE

CALMLY TAKE ALL CHILDREN TO NEAREST EXIT. PULL ALARM
CAN USE EVACUATION CRIB TO TRANSPORT CHILDREN.
MEET AT CROSS IN FRONT LAWN

