

Nursery Policy

1. *Workers.* The church provides qualified nursery workers for regularly scheduled church services and some special functions. No one is permitted to take care of children in the nursery unless she or he has submitted a worker's application to the administrator and has been approved by the pastor. Volunteer forms and applications are available in the church office.
2. *Supervision.* A nursery worker must be present before children are allowed in the nursery.
3. *Food and drink.* The nursery will provide snacks and a drink for toddlers. Parents must bring bottles for bottle-fed infants.
4. *Care.* Please make sure the babies diapers are changed when needed. If a child is potty trained, do not let them leave the nursery alone. If you are the only nursery worker and a child needs to go to the restroom, have an usher contact another nursery worker to help you temporarily.
5. *Illness.* Children or nursery workers who feel ill should **not** go into the nursery. Any child with any potentially contagious condition or that has had a fever in the past 24 hours should not be allowed to use the nursery.
6. *Cleanup.* At the end of each service or special event, nursery workers should do the following:
 7. Wipe the changing pad and tables with the disinfectant wipes provided.
 8. Run the vacuum cleaner where needed.
 9. Supervise the picking up of toys.
 10. Wipe down everything used by the children.
 11. Deposit trash from the trash can in the dumpster.
12. *Age.* The nursery is available for children up to age 30 months during regular services. If an older child needs to be taken out of the service, the parent (or adult relative/friend who has parental permission) may take the child to the hall and supervise the child there.
13. *Discipline.* Nursery workers do **not** have the authority to administer corporal punishment. If a child needs more discipline than the worker is able to provide, the worker should ask the parent to take charge of the child.
14. *Safety.* Do not allow children to climb on tables, chairs, or any place where they might fall. In case of injury, first-aid kits are available in the room and you may need to contact the parent if necessary.
15. *Drop-off and pick-up.* Children may be dropped off fifteen minutes before service and should be picked up no later than fifteen minutes after service. Children may only be picked up by the parents of the child unless other arrangements have been made. Older children should not drop off or pick up children from the nursery.
16. *Children's belongings.* Any diaper bags, cups, or other belongings must be clearly marked with the child's name.
17. *Problems.* Report any problems to the pastor, including injury, illness, signs of abuse, or significant discipline problems. Parents should be informed of any such problem regarding their children.
18. *Assistance.* If you need assistance for any reason, have an usher contact the pastor's wife.
19. *Attendance.* Nursery attendants should arrive 20 minutes before service begins. If a teacher needs to be absent, he or she should notify the Sunday school director and the church Office Manager in advance. Except for emergencies, 48-hour notice is appreciated.
20. If the nursery has no children for that service, the nursery worker may step out and participate in the service. However, those workers on schedule should look for late arrivals and guests who might want to drop their children off during the services, and be prepared to take care of those children.

This is a ministry! Be kind and loving!