

## Welcome to our Nursery!

God's children are precious in His sight and ours! "All your children shall be taught by the Lord, and great shall be the peace of your children" (Isaiah 54:13). We welcome you and your children to our church. It is the goal of Grace Bible Church to provide a safe, comfortable and nurturing environment for your child. We also want you to feel secure about your child's well being while you attend services and activities at GBC.

## Age of Care:

Infant Room: 0-2 years old

Toddler Room - During Sunday School Hour 2 thru pre-K,

- During Church Hour 2 year olds and those not yet potty trained.

## Check in and Pick up Procedures:

- Except for the caregivers and children, no one else should be in the nursery rooms except in special circumstances.
- Parents: If you are not a volunteer in the nursery, please exit the nursery quickly once your child has been properly checked in. Too many big feet can leave too little room for the little feet.
- There will be a child sign-in sheet at the front of the nursery. Please make sure you fill this out. In addition to you and your child's name, please list any food allergies or other special attention your child may require each time you sign them in.
- Please put a name tag on your child's back and your child's bag. Feel free to ask the nursery workers for assistance with this. Also, Please don't forget to put a label on the sippy cup / pacifier.
- Please leave personal toys at home or in the diaper bag.
- Drop off starts at 9:15 and 10:30. Please pick up your children promptly at the end of the service hour and remember to sign out your child.

## Child Illness:

If your child becomes ill during the service one of our nursery workers will contact you to come get your child. For the health and safety of all the children, nursery staff, and the parent's peace of mind, please do not bring children that have had any of the following symptoms in the last 24 hours.

- Fever (medicated or non-medicated)
- Colored mucus from the nose
- Vomiting/Diarrhea
- Open sores or contiguous rashes
- Cough, croup (except in the case of allergy)
- Pink eye, head lice or other obvious communicable disease

## **Medication:**

Our nursery staff will not dispense any type of medication. If your child requires medication, please come to the nursery at the appropriate time to administer the medication.

## **Feeding:**

Food allergies are one of our top concerns. Please note on the sign in sheet if your child has food allergies, or can not have a certain food. For the safety of your child, we also ask that you specifically tell one of the nursery staff each time you check in your child, so that they are aware.

Only plain Cheerios or Puffs will be offered to children in the Infant Room due to the concern for allergies and other choking hazards. Infants may be bottle fed according to parental instructions. An infant will be held during bottle feeding. Church snacks will be offered in the Toddler Room. Parents are encouraged to donate snacks to share such as animal crackers, goldfish or graham crackers.

## **Diapers/Bathroom:**

Parents should provide disposable diapers and wipes for their child. Only heavily soiled diapers will be changed by our volunteers. Changing tables are located in the men's and women's bathrooms and the infant nursery. If potty trained, or in the process of learning, please take your child to the bathroom prior to drop off. If you feel necessary, please take your child for a bathroom break in-between the two nursery hours also.

## **Positive Redirecting/Discipline:**

In the event of **inappropriate behavior, such as** scratching, hitting, pulling, biting, kicking, and pushing the following actions will be taken:

- For minor incidents, the issue will be addressed and the child will be redirected to another activity.
- If the issue persists, the child will be addressed again and put in time out.
- For major incidents/accidents, the parents of the children involved will be notified, and an incident report will be made. An injured child's parent will be notified while the other child is separated. Once the injured child has been consoled, the other child's parents will be notified. The nursery workers will text "**Nursery**" if you are needed.
- If the issue persists, the issue will be brought to the attention of the Board, for further assessment.

## Special Events:

When using the rooms for a special event (wedding, funeral, congregational meetings, etc) those supervising the room must leave the rooms the way they were found. Please wipe down all surfaces and toys used with the disinfecting wipes provided.

The Infant room is designed and furnished for children under two years of age. The Toddler room is designed for children over two years. All objects are to remain in their designated room.

## Nursery Staffing:

The goal of Grace Bible Church Nursery is to offer quality care for your child. We will always have a minimum of 2 volunteers on duty.

All workers must have attended the church regularly for 6 months and must be screened before working in the nursery. Men, women and teenagers are permitted to work in our nursery. Men will only be placed in the Toddler room with a woman unrelated to them. Teenagers will always be teamed with an adult unrelated to them, as they learn to care and nurture children. Immediate family members will not volunteer in the same room at the same time.

**\*\* Parents are encouraged to go through the screening process and volunteer when able.\*\***

## Volunteer Responsibilities:

- Please arrive in the nursery 15 minutes prior to start of class/service - Sunday School (9:15am) and Church Hour (10:30am) to receive children from parents. There must be a minimum of 2 volunteers in each nursery room at all times.
- Both nursery workers need to stay until all children have been picked up.
- If for any reason you are unable to be present at your assigned date, you are responsible to fill that position with someone else from the nursery schedule. Staff/child ratios are dependent on your faithfulness of service.
- Make sure ALL children are signed in properly before admittance.
- When checking children in, make sure all bags are labeled and put up on the appropriate hook, out of reach of children.
- In the event of a notable incident please fill out an incident report in the report binder. Please also notify the nursery coordinator about the incident.
- In the event that you bottle feed an infant, never prop a bottle, always hold the child during the feeding.
- Wipe down all hard surfaces and toys played with, at the end of each hour. Those that did not get cleaned, or need deeper disinfecting should be put in the disinfecting bin.
- Diapers should be checked/changed before expected pick up time. Only heavily soiled diapers should be changed. When changing diapers, please use gloves and always

change child on the provided changing table. Use diaper care products only according to parental instruction. Disinfect the area after each diaper change. Place the dirty diaper in a bag provided and place in appropriate container to minimize odor.

- If a child in the 2 year old room needs a diaper change a volunteer in the infant room will swap rooms until the diaper is done being changed in the infant room on the provided changing table.
- In the event that a volunteer must leave the room to take a child to the bathroom, they must notify the volunteers in the other room so that one may serve as a “go between” for both rooms. Please leave stall doors open when helping a child in the bathroom.
- If for some reason you can't get a “go between”, the entire class must go to the restroom hall, so as not to leave one volunteer alone with a child/children. This is for the safety of our children and the reputation of our volunteers.

## **Emergency Situations:**

Contact parents if infants/toddlers are crying inconsolably or become ill while they are in your care. Parents are sensitive to the emotions of their children. They should not come and find their child hot, sweaty or exhausted from crying. To contact the parent, please refer to the sign in sheet for contact information for the parent. If you are unable to contact the parent, contact the nursery coordinator. Do not leave the nursery with only one adult to supervise. When contacting a parent or nursery coordinator, please just text “**Nursery**” and not a description or reason. If a parent does not come within a minute of texting both them and/or the nursery coordinator, please use the “go between” policy, and send someone to get the parent.