

Clifton Baptist Church

Nursery Policies and Procedures Manual

I. OUR PURPOSE

It is our privilege at Clifton Baptist Church to provide quality nursery care. Our purpose is to provide a safe, Christ-centered and loving environment where parents can confidently leave their children during the Sunday worship service. A great deal of preparation has gone into making our nursery safe and enjoyable.

We recognize the importance of the early years when first impressions of faith, Christ, and the church are being formed; and we want to make the nursery a positive experience for parents and children. Clifton Baptist Church and the nursery ministry, therefore, will be doing everything within their means to provide for children's physical, emotional, social, intellectual, and spiritual needs, so that they will find coming to church a pleasant experience.

In order to provide better care for your child, we have compiled some guidelines which are outlined in this manual. We pray these guidelines are not too demanding, but instead, are reflective of high standards for care. Our desire is to give quality care for any child associated with our nursery.

Our nursery ministry is specifically two-fold:

1. It enables parents to participate freely in the Sunday morning worship service.
2. It exposes even the youngest babies to biblical and loving attitudes and actions, and a Christian atmosphere, which begins to form their spiritual development.

To insure the success of this ministry, the nursery team is committed to the following:

- strict adherence to health rules, including cleanliness and space requirements
- an environment where children are happy and comfortable
- age-based opportunities for spiritual development

The nursery policies have been set for the following reasons:

- to ensure the safety and well-being of the children and the nursery workers
- to aid in the consistency of expectations for children, parents, and workers
- to prevent any unfortunate misunderstandings or accidents

II. NURSERY OVERVIEW

A. NURSERY FOR SUNDAY WORSHIP SERVICE

We have one large nursery room located on the right as you enter the main doors, made available for any infants and children ages 0 through 5. It is encouraged that, upon entering Kindergarten, children begin attending the worship service with their family and upon completion of Kindergarten, that children remain in the worship service.

This room may also be used as a "cry room" or nursing room should it be needed during the service at any time.

B. TIME

The nursery is open 10-15 minutes prior to each service and remains so until 10-15 minutes following the end of the worship service.

*Please note: Children are only to be in the nursery during the allotted time for the worship service. Children should not use the room to play after the service has ended. Likewise, adults who are not serving in the nursery on a given Sunday should not use the nursery for conversation before or after the service. Doing so causes confusion for parents dropping off their children before service, and provides a distraction for the counters after the service.

III. FOR PARENTS

A. WHAT TO BRING WITH YOU:

- a diaper bag labeled with your child's name - Your child's diaper bag ensures that your child receives only his/her bottle/food and wears only his/her own diaper. This is very important as many children have allergies and sensitivities, even to specific brands of diapers.
- two to four disposable diapers
- a plastic bag for wet diapers (if cloth are used)
- plastic bottles or sippy cup, filled with your choice of beverage and preferably labeled with your child's name
- a pacifier if your child is accustomed to one (please include a holder to attach the pacifier to the child's clothing)
- a change of clothing if child is not FULLY potty-trained, along with a plastic bag for soiled clothes
- Please do not allow children to bring toys from home into the nursery. It can be placed in their bag, but playing with it while in nursery causes conflict between your child and the other children. The toy also may get broken, which would upset your child. Should your child bring a toy into the nursery, it will be placed in his/her bag until the service is over.

B. CHECK-IN AND DISMISSAL

- Please give your child and diaper bag to the worker and register him/her on the check-in sheet along with any special instructions (or feeding times if bottle-fed). Please report any known allergies on the check-in sheet. Also, if your child is NOT completely potty-trained and will need to be taken, by nursery worker, to the restroom during the service, please indicate when the child should be taken.
- Children will be escorted by workers to their parents towards the end of the service, typically after the offertory prayer. As soon as you are finished worshipping, however, please return to the nursery room to collect your child(ren)'s belongings.

*Please note: Once the child is released to you in any situation (regular dismissal, emergency situation, or otherwise), the child becomes your responsibility and not that of the nursery workers.

C. COMING INTO THE NURSERY DURING THE SERVICE

1. You may be asked to come to the nursery during service for a variety of reasons:
 - if we sense your child is in some form of distress and have tried to comfort your child with no success
 - if your child is not responding to disciplinary measures (verbal warning or time out) in such a way as to be a continuous disruption to the nursery environment
 - if we do not have the necessary items to care for your child (diaper, change of clothes, bottle, etc.)
 - if there is any type of emergency
2. Entering the nursery during the worship service

- We ask that no parents come to the nursery during the worship service to check on their child, with exceptions. Often children are left in distress if a parent comes in to check on him/her and then leave again. It can also upset other children if they sense it is time to see their parent when it is not. We understand you may like to check on your child, especially if you hear him/her crying from the service. In this case, peek through the nursery window and catch a worker's eye, and he/she will be sure to motion you inside if you are needed.

D. FOOD

The following snacks (in addition to others) may be served: Cheerios, goldfish crackers, saltine crackers, animal crackers, graham crackers

If the bottle or sippy cup you provide is empty and the child is still thirsty, we will fill it up with water. There will be no sharing of bottles or cups, so if no cup is provided for your child, we can offer a regular disposable cup but will not have bottles or sippy cups on hand.

If an infant needs to be fed cereal or baby food, it may be necessary for the parent to come back and do it at the appropriate time, depending on how many infants are there and the demands of the day on our nursery staff.

Please assist us in seeing that your child is fed any regular meals necessary before registering them. (Bottle fed babies will be the only exception.)

Allergy concerns should ALWAYS be listed on the check-in sheet.

*Please note: We ask that children coming into nursery do not bring their own snacks, as it can create conflict with the other children. Exceptions would be for allergies or medical reasons.

E. HEALTH

1. If your child is not feeling well, please keep him/her with you. We cannot allow children in the nursery if they are sick. We feel that:

- A child who is sick is best comforted by mom or dad.
- Well children should not be exposed to sick children.
- The teacher cannot take care of other children and a sick child at the same time.

2. Nursery workers will not be allowed to dispense medication to your children under any circumstances. If medication needs to be dispensed during the time your child is in the nursery, you will need to come in from the service. This includes any over-the-counter medicines and ointments, as well as prescribed medications. The only exception would be a typical diaper rash cream for infants, in which application would be left to the nursery workers' discretion.

3. Please do not bring a child to the nursery that has the following symptoms:

- a runny nose with discolored mucus
- an above normal temperature (over 98.6) anytime within the last 24 hours
- an irritating cough that has persisted for more than 48 hours
- drainage in the eyes, conjunctivitis, or pink eye
- irritability and fever due to immunization in the last 24 hours
- undiagnosed rashes or eruptions of unknown origin
- diarrhea or vomiting within 24 hours
- irritability and pulling at ears
- parasites such as lice, mites, or ringworms

If your child has been sick during the week: According to physicians, if a child has been on antibiotics for 24 hours, without fever for 24 hours, and shows no other symptoms, it is considered safe for them to be in a nursery setting.

*Should a nursery worker notice these symptoms during the child's time in the nursery, you will be notified and possibly asked to keep the child with you during the service. Please understand that this is for the well-being of the workers and other children in the nursery.

IV. NURSERY WORKERS

"Be completely humble and gentle; be patient, bearing with one another in love (Ephesians 4:2)." As you contemplate stepping into the nursery, ask God for patience, understanding and discernment to meet each one of the children's needs.

A. WHO CAN SERVE

Adults who meet EACH of the following criteria are encouraged to inquire about serving in the nursery.

- Parents who utilize the nursery ministry are expected to serve. Other adults are also encouraged to serve.
- over 18 years of age
- members of Clifton Baptist Church

The nursery coordinator and all workers have the awesome responsibility of influencing children's first impressions of Jesus, God and the church. These impressions are formed primarily through the child's contacts with the nursery worker. In order to ensure good first impressions, nursery workers should meet the following qualifications:

- Be a mature, committed Christian with a deep devotion to Christ. The worker must possess what they profess. Their life will continually reflect their relationship with Jesus Christ as they care for the children and minister to the parents.
- Be committed to service. Tangible rewards will be few and recognition may seldom come. The nursery worker must be motivated to serve because of commitment and a desire to minister to His children.
- Keep a loving attitude with children. A genuine love for children must dominate the nursery worker's attitudes, thoughts, and actions. This will be reflected through body language and verbal communication. A child senses whether or not a loving person is caring for them. They will develop a sense of trust, as they feel secure in the caretaker's love.

B. PROCEDURE FOR BECOMING A NURSERY WORKER

- If interested in serving in the nursery, please see the nursery coordinator, Ashlie Waters. She will provide necessary documentation for performing a background check. You will only be put on the schedule once you have passed this background check.
- Nursery schedules will be made one to two months in advance and are distributed via email.

C. GENERAL PROCEDURES

- If you have received your schedule and you notice a conflicting date, you will need to make arrangements to trade days with someone who is on the list of workers. You will then need to call the nursery coordinator and give the name of the person trading days with you. (If you

cannot find a person to trade with, you may call the coordinator, but we ask that you try to find your own replacement first.)

- Please arrive to the nursery 10 minutes prior to service starting. This is very important as it relieves the Sunday School teachers who have served in the prior hour and allows them time to prepare for worship.
- Please do not work if you are sick; find someone to trade days with you.
- Use the cleaning/disinfecting wipes/spray provided. Spray the bins of toys when you retrieve them from the cabinet, and when you return them. Keep an eye on toys that get placed in a child's mouth, and set it aside to be wiped after the service. Should something need further cleaning, set it aside and please bring it to the attention of the nursery coordinator.
- Please wear comfortable clothing and shoes.
- Care for the children according to their parent's instructions. Rock, sing, read and play to communicate God's love to them. Seek to devote ALL your attention to them.
- Each child's diaper should be checked and/or changed each service. Always refer to the "sign-in" sheet before changing a diaper as some parents may have specific requests. Use the diapers and wipes provided by the parent in the diaper bag, and if a parent has not provided them, you can use the wipes we keep on hand but you will need to find the parent and ask about a diaper. Be sure to use the sanitizer available and make sure the changing area is clean after each diaper change. Never leave a child unattended on the changing table.
- All workers must avoid any wrongdoing or the appearance of conduct or conversation that could be interpreted as inappropriate.
- Workers are not to be with children in secluded areas.
- Only female workers should accompany children to the bathroom. When going into the restroom with a child, leave the door open. If the child does not need assistance in the bathroom, the door should still be left slightly open.
- Please make sure each parent using the nursery fills out the check-in sheet.
- Do not be afraid to enforce the well child policy by turning away any child that may appear to be sick.
- If you are left with instructions for an activity or lesson by the nursery coordinator, please use due diligence in carrying it/them out. The coordinator works diligently to provide the materials and it is of the utmost importance that the children are taught about Christ during their stay in the nursery. We do understand, however, given the ages of children that use the nursery, some activities may not be able to be carried out.
- In case of a fire or weather-related emergency, children should be immediately escorted to their parents in a safe location.
- When it is time for the children to leave the nursery, someone will come inform you when it is the appropriate time. At that time, please take each child to their family. Never leave a child to find his/her family on their own.
- Immediately after the worship service is over, please assist in straightening up the nursery and putting all toys and materials back into the cabinet, cleaning as necessary.
- Please refrain from bringing your non-nursery age children into the nursery with you while serving. This policy is a liability issue and is in place for the safety of the children and workers in the nursery. Should an emergency arise with your children that needs to be tended to, you may leave the nursery after first checking with the other workers.
- There should be 2-3 nursery workers in the room with the children at all times. Should you need to step out for any reason, please make sure to check with the other workers first.
- When giving a snack, please serve on napkins provided. Check the children's belongings for sippy cups and avoid sharing cups. If a child does not have a cup, they may drink water from one of the small disposable cups. It is best if cups are put away after snack-time to avoid them

becoming dirty or shared, and please try to sweep up after snack-time to deter any children from picking up leftover food.

- Read and be familiar with the “parents” section of this manual and feel free to lovingly bring attention to any issues that arise, either with the parent(s) of a specific child, or to the nursery coordinator.

D. DISCIPLINE POLICY

Please minister to and discipline the children with “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” - Gal. 5:22

If a child is in need of discipline, follow these simple steps:

1. Redirect the child to a different activity.
2. Use a gentle, but authoritative verbal correction.
3. Place the child in time-out for an appropriate amount of time, away from the other children.
4. If an overly aggressive or continually disruptive behavior continues: locate the parents even if it means interrupting them during service.

If the child comes back in and the behavior still continues, they will be gently asked to refrain from using the nursery until behavior improves.

*Please note: NEVER strike a child or grab them roughly. Always show firmness with love and kindness. This policy is in place for the safety and protection of all our children.

E. INJURY AND ABUSE PROCEDURES

1. In case of a minor injury, a first aid kit is available in the nursery cabinet. If there is an open wound, carefully wash the wound, and apply a bandage if necessary. If a child has fallen, comfort him/her, and examine him/her for injury. Place a cold compress on any emerging bumps.

2. If medical assistance is needed, use the following procedures:

- Call 911 if the injury is life threatening. (If a cell phone is unavailable among the nursery workers, call out for one in the service)
- Notify parents immediately.
- There will always be someone among the congregation who is trained in CPR, and there are several medical professionals among the congregation as well. Never hesitate to locate one of these members if assistance is needed, even if it means interrupting the service. There is a list of these members in the front of the nursery binder.

3. If a child has been bitten, immediately wash the wound with soap and water, and then apply a cold compress.

4. If a worker suspects any abuse by a parent or another worker:

- Report any suspicious or questionable behavior to the senior pastor.
- Use common sense before reporting.
- A written report must be submitted to the senior pastor ASAP. This will become a permanent file.
- The immediate response committee shall be formed immediately, if it is deemed necessary. This committee will include the senior pastor and one or more of the elders, along with a legal representative if necessary.
- An attorney’s advice will be sought for guidance on reporting the allegation to the insurance company, civil authorities and the parents or guardians.

- An attorney's advice will be sought on what should be said to the congregation and media.

*Please note: Always remember to tell parents if any injury occurs. In a case where a child causes harm to another child (biting, hitting, etc.), you must tell the parents of both children that the incident occurred, but names of the "offender" should not be told to the parents of the "victim".