

Nursery Policies

1. The nursery is open to children from birth to age 5. It is preferred that infants be able to sit up prior to attending the nursery. After a child's 5th birthday they are expected to attend church services with their parent or guardian.
2. There will always be at least two members of the nursery staff working in the nursery when open, one of whom must be the Nursery Coordinator or a member of the nursery committee in the event of the Nursery Coordinator's absence. The nursery is never to be left in the care of the nursery workers alone.
3. The check-in/check-out policy is as follows:
 - a. A written log will be kept in the nursery to allow parents to sign their children in. The Nursery Coordinator or a nursery worker will make sure each child is signed in before being admitted to the nursery.
 - b. Parents will include the child's name, age, a contact number, any allergies and any special instructions on the log.
 - c. A parent or guardian will sign the child out on the written log before the child is released from the nursery by the nursery staff.
 - d. If the parent or guardian approves another adult to pick up their child, they need to inform the nursery staff at check-in. The adult must provide photo identification and sign the child out on the written log. Children in the nursery will only be released to an approved adult.
4. Accidents or other noteworthy incidents will be reported on an Incident Report Form. A copy will be given to the parent and to the church office.
5. Diaper changes will be done within view of the nursery staff inside the nursery. Children who are potty trained will be taken as a group with at least 2 nursery workers to the restroom at appropriate time intervals. At no time will any child be taken to the restroom with 1 adult.
6. Everything that is brought to the nursery for use by a child needs to be labeled with their name. This includes bottles, sippy cups, diaper bags, pacifiers, blankets, jackets, and coats. Toys from home are not allowed in the nursery.

7. Children that are misbehaving during their time in the nursery will be disciplined following this procedure:

- a. An attempt will be made to redirect the child.
- b. A verbal warning will be given.
- c. The child will be removed from the situation and asked to sit in time out, 1 minute per age of the child.
- d. If the child still refuses to follow nursery rules the parent or guardian will be contacted and asked to remove their child from the nursery.

8. Only healthy children will be admitted to the nursery. The Nursery Coordinator will make the final decision regarding wellness. If your child has exhibited any of the following symptoms within 24 hours of visiting the nursery they will not be admitted: a fever (100.4 or greater), vomiting, a runny nose with colored discharge, open or weeping sores, or diarrhea.

- a. Children that exhibit any of these symptoms during their nursery stay will have their parent or guardian contacted immediately.
- b. No medications of any kind will be administered by nursery staff.

9. Youth volunteers (age 13-17 years) will be trained and approved by the Nursery Coordinator. Youth volunteers will not be responsible for diaper changes or restroom breaks. They will be supervised at all times by the nursery staff.