

Handbook for Nursery Ministry



**** There is an amendment available on the last page concerning incidents and injuries. ****

Why a Ministry? Isn't basic babysitting enough?

Through out the Bible, God shows His love and concern for the little ones. The Bible states that Jesus said, "Let the little children come to me, and do not stop them; for it is such as these that the kingdom of heaven belongs." (Matthew 19:14)

This is why we take ministry to children very seriously. We hope to provide care for children while teaching them timeless biblical truths vital to life. We understand by so ministering to them, we minister to the parents as well.

*The following policies and procedures help us to ensure the safety of your child as well as make us better capable to meet the biblical principles that guide us.

Our Vision

Our primary goal is to provide an environment that is risk-free and stimulating, a place where mutual respect allows our children to develop socially and spiritually in an atmosphere of loving acceptance.

Our Staff

The nursery ministry falls under the supervision of the Director of Children's Ministries. All decisions regarding the nursery are made by the church staff, and in conjunction with the deacons.

The church provides at least two caregivers for each nursery room. There will always be two adults at all times with the children. These caregivers are subject to background checks and are members of the church. There are also available each week two Deacons who patrol the church campus ensuring safety from intruders.

Nursery Hours

The nursery is provided on Sunday during the worship services and Sunday school hour and on Wednesday evenings for Bible studies, choir practice, or any other church activity in which parents will be participating.

If you wish to schedule the nursery for a church sanctioned event, please contact the nursery coordinator in advance. The coordinator schedules for all church events that require the use of nursery caregivers.

Ages Cared For

The nursery is provided for age's newborn - 3 years old.

General Information for Parents

- Please sign your child in and fill out all requested information.
- All items brought into the nursery must be labeled with the child's full name. This means everything!
- Please send only disposable diapers. No cloth diapers PLEASE!
- You must provide bottles and formula. For bed babies and crawlers we will only feed your child what you provide in their bag with **written** instructions as to when and how much to feed them.
- For walkers and toddlers, snacks are sometimes provided. These usually consist of goldfish and animal crackers. Please notify the teacher if your child has any food allergies.
- All children should have an extra set of clothing in their bag. Please mark all clothing and bags brought to the nursery.
- Any instructions concerning any special need your child might have must be given to the nursery caregivers in writing by the parent. It must be dated and signed. (such needs include but are not limited to...food allergies, dietary needs, any other special concern you may have.)
- Please take a pager and keep it with you at all times.

Safety Guidelines and Expectations for Parents

- The safety of each child in the nursery is important. We have initiated a safety program that must be adhered to by all participants.
- We will only release your child to adults. DO NOT send siblings to retrieve children from any of the nursery rooms. They will not be allowed to pick them up.
- Promptly pick up your child from the nursery after the service you are here for. Our caregivers have families too and need our respect of their time as well.
- Please discourage your child from bringing personal toys to the nursery.
- Expect to be informed about your child's experiences (both positive and negative) during the child's stay in the nursery.

Expectations of Caregivers

A caregiver is expected to:

- Introduce themselves to the parents.
- Obtain pertinent information from the parents about children's needs and habits.
- Provide an atmosphere of trust for both parents and children.
- Be attentive to the children's physical needs.
- Respect parents' concerns, needs and wishes.
- Be sure every child has a dry diaper on when parents come. Never give a child back to a parent with a dirty or wet diaper.
- Release a child to no one but his parents **unless** specifically advised to do so by the parents.
- Give a report to the parents of their child's experience, whether good or bad, during the child's stay in the nursery.
- Make a list of needed supplies and submit to nursery director.

After all children have left, the caregiver is to...

- Remove the sheets from the cribs and place in the hamper.
- Wipe down each of the bed rails on the cribs used with a disinfectant cloth.
- Wipe down all of the changing area(s) with a disinfectant cloth.
- Empty trash and take out to the dumpster. Spray can down with Lysol.
- Spray toys with disinfectant and put them up in the cabinets.

Discipline

If the nursery caregivers feel there is a concern, they will discuss the behavior issue with the parent when the parent comes to retrieve his/her child.

****see amendment on last page****

Sickness

No one should work in the nursery who has contagious symptoms. These include but are not limited to fever, cough, diarrhea and rash. Workers should notify the Nursery Director as soon as possible if they are unable to work for any reason. This way a replacement can be obtained in a timely manner.

Likewise, parents should not bring a sick child to the nursery. We ask that a child be "symptom free" for 24 hours before leaving him in the nursery or Sunday School.

If a child exhibits any of the symptoms of an illness, the parents will be asked to take their child from the nursery. This decision will be made at the discretion of the nursery caregivers. No medication will be administered by nursery caregivers for any reason. Only the parents can administer medication.

Time of Arrival

All caregivers are to arrive **15-20 minutes prior to their scheduled nursery session.**

Emergency Evacuation

In case of fire all care givers must calmly remove all of the children out of the building to the designated areas. Care givers should use the sign in-out sheet to take a head count to insure everyone is out. Infants are to be placed in 1 or 2 cribs and rolled out of the nursery. All caregivers and children are to remain in the designated areas until the Fire Department has cleared the building.

In case of a Tornado all caregivers must calmly move all of the children to a room with no windows. Older children should assume the "duck and cover" position by kneeling and facing the walls with their heads covered. Infants should be placed in cribs and kept close to the walls and under constant supervision until the "all clear" is given.

The issue of child abuse:

Child abuse is any mistreatment or neglect of a child that results in harm or injury. Some red flags to look for are when parents

- Seem unconcerned about the child
- Give conflicting stories about injuries

- Become defensive when asked about the child's health.

Children may talk of being abused. Take what they say and any suspicions you have seriously. If you suspect any form of child abuse, notify the Director of Children's Ministries and the Pastor.

Amendment #1

If there is an incident where a child is hurt by another child, the caregiver is to fill out a report stating the incident and is to get this signed by the parents of both children. The caregivers will not mention who the other child was and will be discreet when notifying you of the situation. If this occurs two times or more, the caregiver, director, or children's minister may request that you join the class the following Sunday. This is so that you may catch the behavior as it is happening in order to correct it. The caregiver will not discipline your child but for obvious reasons may have to give them a mild consequence such as "time out" from an activity. The following page holds the two forms to be filled out if such an incident occurs. The top form will also be used when child injures himself.

New Georgia Baptist Church Nursery Program (First-Steps Ministry)

This Form is to be filled out if a child hurts himself or if a child is hurt by another child. Please be discreet when notifying the parent (guardian) and do not mention the name of the child that inflicted the injury (simply state that the child was hit, bit, etc... by another child).

Accident/Injury Report

Date: _____ Name of Child: _____

Name of Teacher(s): _____ Time of Incident: _____

Type of Injury (include location on the child's body):

(Example: Johnny fell down and scraped his arm)

Description of Events Surrounding the Injury:

(Examples: Susie was hit by another child. Joe fell down while he was swinging on the playground)

Treatment (If any) Given: _____

Teacher Signature: _____ Witness Signature: _____

Parent Signature (acknowledging above information): _____

Please fill the bottom portion out in conjunction with the above form (if there was an incident). Disconnect the two before getting them signed by the parents of each child. When reports are signed, please give them to the Nursery director or the Children's Minister to be filed.

This form is to be filled out if an incident occurred during your watch where a child hits, bites, or harms another child in any way. Please be discreet in speaking with the parent (guardian) and do not mention the name of the child they hit (simply state that the child hit, bit, etc... another child).

Incident Report

Date: _____ Name of Child: _____

Name of Teacher(s): _____ Time of Incident: _____

Description of Incident:

(Example: Peter hit another child with the toy he was playing with.)

Consequence Given to Child (This is Limited to a Time Out Type of Consequence):

(Example: Jane had to take a time out from the game we were playing...a teacher took her gently by the hand and sat with her at another table.)

Teacher Signature: _____ Witness Signature: _____

Parent Signature (acknowledging above information): _____

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