

Redemption Baptist Church Nursery Guidelines & Procedures Handbook



MINISTRY PURPOSE

Redemption Baptist Church nursery supports parents by providing for the physical, emotional, and spiritual needs of young children during worship services and other scheduled events.

POLICY

Redemption Baptist Church provides these guidelines to give children the best possible care. It is our desire to protect the health and safety of the children, workers, and all who enter the nursery.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

WELCOME

Welcome to Redemption Baptist Church Nursery! We are excited to have the opportunity to share in the care and growth of your child. We realize that our role is an important one in your child's life, and we will strive to fulfill that role to the best of our abilities.

We are called as the church to receive, nurture, and treasure each child as a gift from God and to give high priority to the quality of planning for children and the preparation and support of those who minister with them.

Worship Service

The nursery is available during Redemption Baptist Church service.

**Sunday Morning Service:
11:00am**

Nursery Information

We believe as a church, all of the children that attend Redemption Baptist Church are "ours" and treat them as such. The nursery is available to anyone in attendance for Redemption Baptist Church Sunday morning services and other church sponsored events, as indicated. It is offered during the 11:00 AM service for children from 6 months through 24 months. Children will be cared for while parents are participating in activities and services of the church. Parents and guardians may leave a child in the nursery **ONLY** in order to attend a Redemption Baptist Church-sponsored activity.

PARENT RESPONSIBILITIES

Parents are a child's first and foremost important teacher. We are privileged to partner with parents in helping lay a foundation for faith in their children's lives.

Parents can help us by:

- Becoming familiar with the nursery procedures and policies.
- Remembering that each policy and guideline is based on a desire to provide a safe, secure learning environment for your child. Please ask any nursery committee to discuss with you any policy that you do not understand.
- Filling out the Required Nursery Registration Form.
- Encouraging their child in his/her walk with Christ.

Drop Off/Pick Up Procedures

At the time of drop-off, parents will be asked to sign their child in. If your child has any allergies please note this on the sign-in form as well as any special attention that your child may require. After signing in, the parent will receive a number, which will also be assigned next to their child's name on the sign-in sheet. A number will also correspond with a label that the child will wear during their stay at the nursery as well as placed on their diaper bag. Please hand your child to the nursery worker. It is common for children in the nursery to suffer from separation anxiety. **To ensure that all children stay inside the nursery, we ask that parents do not enter the nursery.** It is common for children to cry when you leave. Normally, the children will calm down in just a few minutes. If your child continues to be upset for 15 minutes (or sooner by parents request) with no sign of calming down, a nursery staff member will come and find you. Our nursery doors have windows. Please feel free to peek in on your child during service! We do ask that you try to not be noticed by the children, which may cause them to become upset when you don't come in to play with them.

When the service has concluded, please arrive promptly to pick up your child. Present your number to the nursery worker. They will then bring your child to the door with their diaper bag. To sign out your child, please place your initials in the sign-out box on the sign-in sheet. Children will only be released to the person with the matching number.

PARENT RESPONSIBILITIES

Feedings/Snacks

Please notify a nursery worker if your child has eaten or needs to eat and/or when that time is. If specific directions need to be addressed regarding your child's feeding please notify a nursery worker as soon as you drop your child off. Food allergies are one of our top concerns. If your child has food allergies, please note that on the sign-in sheet. For the safety of your child, we also ask that you specifically tell one of the nursery staff that your child has food allergies so that all nursery staff will be aware.

Potty Training/Special Needs

Please address any special needs or instructions on the Nursery Registration Form. Also please inform the staff-members if your child is in the process of potty training so that the staff may better assist your child.

Children's Supplies

Parents should include the following supplies for their children in a small diaper bag or sack that will fit easily in the nursery cubbies.

- Bottle or Sippy-cup (Please label your child's bottle/cup with their name)
- Diapers
- Baby wipes
- Soother (pacifier, blanket, etc.)
- Change of clothes
- Jacket or sweater
- Bibs or burp cloths if necessary

SAFETY & SECURITY POLICIES

Security Systems

Parents are to complete a *Nursery Registration Form* and leave it with the nursery staff members to have on file for each child that will be utilized in the nursery. The registration form includes contact information, allergies, and special needs. After signing in, the parent will receive a number, which will also be assigned next to their child's name on the sign-in sheet. A number will also correspond with a label that the child will wear during their stay at the nursery as well as placed on their diaper bag. If we need to get in contact with you during the service we will send your number to the sound room workers and they will display your number on the screen and you are to promptly report to the nursery to address any concerns or needs. Only the parent/guardian with the matching number will be allowed to take the child from the nursery.

Incident/Accident Policy

We strive to keep your child as safe as possible. However, if your child is involved in some type of incident/accident; you will be contacted in a timely manner. An incident report will be completed by the worker(s) who witnessed the event and then given to the parent. A nursery member will follow up with the parent/guardian of each child involved.

First Aid

A First Aid Kit is available in the nursery at Redemption Baptist Church. General first aid can be administered by volunteers as needed, but if your child needs medication, it **MUST** be administered by the parent/guardian.

HEALTH POLICIES

Child Illness

If your child becomes ill or injured during the service, we will send your assigned number to the sound room staff who will then project your number on the church screen where you are to promptly report to the nursery. Any children exhibiting the following will unfortunately not be accepted into the nursery for the safety of the other children:

- Fever greater than 101 degrees
- Diarrhea
- Vomiting
- Thrush
- Infected wounds, boils, untreated ringworms
- Runny nose with green or yellow mucus discharge
- Any symptoms of the usual childhood diseases such as measles, mumps, chickenpox, and whooping cough.
- Strep Throat
- Head Lice
- Pink Eye
- Undiagnosed Rashes or Sores
- On-going Cough
- Runny Nose and Watery Eyes

Medication

If your child requires medication, please come to the nursery at the appropriate time to administer it.

NURSERY VOLUNTEERS

Age of Care

Children ages 6 months to 24 months of age are accepted for care in the nursery. Children's church is available for those two years of age and older.

How many caregivers do we need?

The recommended ratio for care-givers to children is:

1 care-giver for every 3 infants (Birth – 12 months)

1 care-giver for every 4 young toddlers (12 months – 24 months)

1 care-giver for every 5 older toddlers (24 months – 36 months)

Minor Volunteers

Minors age 13 and above will be allowed to assist adult volunteers with the approval of the nursery committee members. No one under the age of 13 will be permitted to volunteer

Teen Nursery Helpers

Teen volunteers responsibility is to assist the nursery workers. You may be asked to get items out of diaper bags, play with children on the floor, read stories or help with snack drop-off and pick-up time.

Volunteer Opportunities

If anyone is interested in participating in the nursery, please fill out a Nursery Volunteer Application.

Volunteer Scheduling

To ensure the nursery is adequately staffed at all times, a nursery schedule will be provided to all nursery workers. Please notify nursery committee members if there are any schedule conflicts. If you are not available on your scheduled Sunday, please switch shifts with someone on the nursery schedule.

Volunteer Duties

Prior to service time please:

- Arrive 15 minutes prior to the church service time
- Wash hands thoroughly before entering the nursery

NURSERY VOLUNTEERS

General Procedure

- Wear gloves and sanitize hands after each diaper change and after wiping a runny nose.
- To prevent babies from sharing bottles/cups and pacifiers, be sure to keep these items in the child's bag and/or cubby when not in use.
- If you think a child is sick, inform a nursery committee member and refer to the "illness" section of this handbook.
- Do not permit babies or toddlers to climb on chairs, tables, or any other furniture in the nursery.
- Report any incidents/accidents to one of the nursery committee members and fill out an incident/accident form. Notify the parent/guardian when they come to pick up their child.
- Check sign-in sheet and/child's registration form for allergy alerts prior to snack/feeding time.
- Place children in snack table seats and wipe children's hands with a baby wipe. Give small amounts of the snack at a time. When children are finished with their snack, wipe their hands with a baby wipe, and clean the table with a disinfecting wipe.

Toy Cleaning Policy

All nursery toys will be cleaned weekly to avoid spreading germs. Nursery volunteers are asked to disinfect "chewed on" toys before passing them on to another child.

Crib Sheets/Changing Table Sheets/Play-yard Sheets

All nursery crib sheets, changing table sheets, and play yard sheets will be washed on a weekly basis.

Thank You

Redemption Baptist Church Nursery Staff appreciates all the hard work of our church family. By working together, we will make our nursery a fun and safe environment for our children.

Questions? Comments?
Please contact Redemption Baptist Church
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