

NURSERY POLICY & GUIDELINES

WELCOME to our NURSERY

Children are honored and cherished as the youngest members of our church family. We value their presence and take pride in providing them with a loving, safe and nurturing place to play and learn. It is our commitment to partner with parents to inspire kids to trust, love, and serve God.

Masks are required for each child to enter. Please help us keep all children safe!

Check In Location

The Check-In location for the First Presbyterian Nursery is located by the elevator on the first floor of the building. Look for the table that is positioned by the main entry to the nursery. First time parents will be asked to complete The First Presbyterian Information Sheet, initial their child in and out with the current date. After that first visit, parents will only have to initial their child's entrance and exit with the current date. Parents are also asked to update their contact information as needed.

Times Child Care is Offered

On Sundays, child care is offered from 8:15 to 12:15. This provides families a choice to attend either the 8:30 or the 11 worship and a Sunday School class from 9:45-10:45. Childcare may also be offered for other church sponsored events.

Phone Calls/Emails

Each first-time family will receive a phone call or email from the Childcare Coordinator or Director of Children's Ministries within 48 hours of their visit to our nursery.

Classroom Expectations for Kids

Be Kind

Be Safe

Love God

Love Others

Child Care Ratios

Because we want to provide the best care for the children we've been entrusted with, we closely monitor the adult-child ratios in our nursery. For children from 6 weeks of age to 2 years old, we use a 1:4 ratio. For children from 3-5 years of age, we use a 1:10 ratio. It is our desire and every effort will be made to have at least 2 child care workers present in our nursery for every program.

Crying Children

Child care workers will make every effort to comfort a crying child and engage them in play. If a child is inconsolable, the parent will be notified after 15 minutes of nonstop crying.

Wellness Policy

Children must be symptom free and fever free for 24 hours before entering the nursery environment and wear a mask upon entry.

Students with a Special Need

It is our desire to include all children in the whole group activities. Please communicate your child's special needs to either the Childcare Coordinator or the Director of Children's Ministries so that your child can have the best experience possible for learning about God's love.

Child Care Worker Expectations

Arrive on Time—wash your hands before setting up the room

Be Welcoming—when a parent comes into the nursery, it is important that they feel welcome. Please approach the parent and child, welcome them, and assist them

Be Prepared—wear your First Pres shirt and comfortable clothing

It is our hope and expectation that our childcare workers be involved in the life of our church beyond the responsibilities of being a child care provider

Enjoy your time with our kids—remember that you are ministering to these children and guiding them closer to the Lord

Background Checks—all child care workers must take part in a national background check that includes a social security search and a U.S. Criminal Record Indicator search

Communicate—if you are going to be absent, please give your Childcare Coordinator a 24-hour notice

Childcare workers will be mindful of their conversation while in the nursery—language and subject matter must be appropriate for young children

Use of cell phones, while there are children present, is not allowed

Nursery Guidelines

Two rooms are available for childcare when the need arises. The Crib and Crawl room will be used for infants through 2 years of age, and the Preschool Nursery will be used for children aged 3-5 years. A child gate between the two rooms may be used.

Parents must always sign in their children so that we have an accurate record of who is in our care. Please fill out the Nursery Information Sheet and initial the sign-in and sign-out line with the date.

IT IS THE PARENT'S RESPONSIBILITY TO INDICATE ANY KNOWN ALLERGIES ON THE INFORMATION SHEET. Caregivers will check the sheet before giving a snack to any child.

Bottles, pacifiers, diapers, etc. will be in a diaper bag marked with the child's name.

Diapers will be checked every half an hour, especially for children who are in our care for more than one hours. Soiled diapers should be disposed of in the waste basket.

All childcare providers are required to wear disposable gloves when...

1. Changing diapers
2. Caring for an injury involving blood
3. Cleaning articles soiled with any bodily fluids
4. **disposable gloves are located on the changing table

Hand washing is required of all child care providers upon arrival and after...

1. Changing diapers
2. Caring for an injury
3. Cleaning anything
4. Wiping a child's nose
5. Upon arrival
6. Before leaving after working in nursery

If pacifiers, bottles, etc. should fall to the floor or end up with another child, they will be washed at the sink before being given back to the child.

If a child places any toy in his/her mouth then it will be placed in the sink to be washed before it is put out for other children to use. All toys that have been played with on that day will be washed with disinfectant sheets before the childcare workers leave.

There will be a small snack of prepackaged items provided while children are in the nursery.

- 1. Usually the snack will usually consist of Goldfish crackers, Cheerios, or some other simple snack and apple juice.**
- 2. All children's hands will be washed or cleaned prior to eating a snack.**
- 3. IT IS THE PARENT'S RESPONSIBILITY TO INDICATE ANY KNOWN ALLERGIES ON THE SIGN-IN SHEET. Childcare workers will check the sign-in sheet before giving a snack.**

Snacks from home are prohibited due to the possible allergies of other children.

If an accident of any kind should occur while children are in the nursery, it will be reported to the parents immediately and recorded in the accident log in the notebook. Additionally, the Director of Children's Ministries will be notified.

A first aid kit is located in the cabinets near the sink. Ice is located downstairs in the kitchen refrigerator. Childcare staff will not administer any medication. Ms. Dana Sutton is our in-house nurse.

It is our policy never to use physical punishment on a child. Discipline issues will be dealt with by using logical consequences that are developmentally appropriate for the age of the child involved.

Before children leave the nursery, each parent/guardian will be given a My Day in the Nursery Card as a communication tool to be used between the church and home.

Before leaving the nursery, childcare workers will complete the Nursery Checklist and turn it into the Director of Children's Ministries or take a picture of it and email it.

In Case of Emergency

It is the childcare provider's primary obligation to secure a safe location for the children and to stay with them at all times.

FIRE:

1. All children will be evacuated immediately when the alarm sounds. Exit doors are located in both childcare rooms and also the exit route from the nursery which is using the south doors to exit on the College Avenue side of the building.
2. Childcare workers will take the nursery notebook with the sing-in sheets as they evacuate.
3. Check all doors before opening them to ensure if they are hot. If hot to the touch, do not open them.
4. The emergency meeting place is on the grassy area by the parking lot on the College Avenue side of the building.
5. There is a fire alarm located at the stairwell end of the bathroom hallway.

TORNADO:

1. If the tornado siren sounds, lead the children down the north stairway to the Confirmation Classroom, room YOH3.
2. There is a radio located in the nursery to monitor weather conditions. In the event that you need to move locations, bring the batteries from the drawer and the radio with you. Tune the radio to 1230 AM WJBC.

I have read and received a copy of these guidelines. X_____ Date:_____

Please feel free to contact us with any questions, concerns, or suggestions.

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