

Grace Bible Church Gainesville

Childcare Policies and Procedures

Purpose of Our Childcare Program

Our childcare program is here to serve parents and children. We aim to provide a safe and enjoyable environment for children to be in on Sunday mornings and to help facilitate ways for parents to devote their entire attention to worship during our service. Our goal is to glorify God and encourage the body of Christ through the provision of excellent care of children. Please let us know how we may better serve you and your child.

What to Expect

The childcare program at Grace Bible Church Gainesville provides a safe and loving environment for your child from infancy through three years old. Sunday morning nursery provides a place for your child to play, to engage in age-appropriate Bible lessons, songs, and prayer, and to sleep if requested as part of their Sunday morning schedule.

To help us serve you better, we've also adopted the following policies.

- The nursery opens 15 minutes before services and will close 15 minutes after services end.
- No food will be given to children unless provided by their parents or authorized by their parents based on the nursery's available snacks and a child's identified allergies.
- We will make every effort to engage an unhappy child through activities and attention. If a child is inconsolable (defined as 10 minutes of non-stop crying) we will contact his or her parent.
- Our nursery is staffed by one adult worker and one youth worker. All adults serving in childcare have undergone appropriate background screening.
- We have a zero-tolerance policy for inappropriate contact of any kind. In addition, the following policies apply to men serving in the nursery:
 - Men will not carry a child around the nursery for extended periods, but just long enough to provide comfort for those who are crying before putting them down. (Exceptions will be made for infants.)
 - Men will not allow children to sit on their laps, but will have children sit next to them on the floor while they play or read to them.

- Men will not provide piggyback rides, place children on their shoulders, or be involved in wrestling or roughhousing.

- Bathroom and diaper changing policy: Men and youth workers will not change diapers or go into the bathroom with any child; only women may change diapers or assist children in the bathroom.

Your Child's Health

We desire to provide the safest possible environment for your child. This involves policies to help reduce the spread of illnesses among children and workers. For the protection of all the children and workers in our ministry, we ask that you keep your child out of the nursery if he/she displays any of the following symptoms:

- Runny nose •Cold (symptoms in last 24 hours) •Fever •Rash •Persistent cough •Sore throat •Nausea •Vomiting •Diarrhea •Pink eye (conjunctivitis) •Communicable diseases (like chicken pox) •Any other sign of illness

If your child has non-contagious symptoms, please obtain a note from your doctor to help us properly care for him/her as well as others. Thank you in advance for helping us keep our nursery a healthy environment for all.

At times children will become ill suddenly. Should your child exhibit any signs of illness, we will isolate him from the other children and contact you immediately.

Severe Allergies: If your child has allergies or uses an Epi-pen, please inform the nursery worker and complete a medical release form. An allergy alert will also appear on your child's identification tag each week when you check in.

Prescribed non-emergent medications will not be given by our nursery workers. Please do not put any medications in your child's bottle.

Accident/Injury Procedure

1. Isolate child
2. Call or text parents
3. Complete incident report

Listed below are the steps we take to ensure the cleanliness of the nursery. If you see something that needs attention, please let us know.

- All hand toys are cleaned with disinfectant weekly and after any event.
- All spills are cleaned up immediately.
- Workers use disinfectant to sanitize their hands after each diaper change or wiping a nose.

- Non-latex gloves are provided for nursery workers' use.

Nursery room evacuation

- Parents are required to stay at the church while their child is in childcare. Parents need to be readily available in the event of an emergency.
- Should an emergency occur and an evacuation be necessary, all children will be escorted by our nursery workers to the front parking lot of the building and can be picked up by their parents at that location.
- In an effort to protect the children, please keep in mind that normal checkout procedures will apply. Please be patient as we work for the safety and security of the children.

What to Bring

When packing a diaper bag for your child, please include the following items.

1. Two or three diapers and wipes.
2. Pacifier or blanket, should your child need it for comfort. Please include a pacifier attachment so that the pacifier cannot be easily shared with others.
3. A complete change of clothes.
4. If you desire for your child to have milk, formula, juice, or water, please provide these in a bottle that is clearly marked with your child's name and inform our nursery workers. Please note that if you bring in a bottle of breast milk, you will need to come back and take your baby out to feed him.

Snacks

Our childcare program is a peanut-free zone. Peanut-free snacks are available to children 14 months and older. Specific ingredients in our snacks are available for review. If your child has a food allergy, please inform our nursery workers and note this in your child's registration. If you would rather your child not partake of our snacks, please inform the nursery workers. We will be happy to feed your child a snack you provide provided this does not pose any allergy risk to other children in nursery as well.

Nursery Check-In and Pick-Up

Our childcare program includes formal registration. You can register your child in our childcare system at the laptop kiosk at the entrance to our nursery. Alternatively, you can complete the registration process through our website ([link](#)). Please be sure to include any medical

information, medications, and allergies in your child's registration along with a cell phone number where you wish to be contacted if needed while your child is with us.

Nursery check-in and pick-up on Sunday mornings involves several steps:

When you arrive on Sunday morning, first mark your child's attendance at our laptop check-in kiosk. Upon checking in, several labels will be printed, including name tags for your child and a personal bag if you have packed one for them and a security/pick-up tag. Once you have your labels, proceed to the nursery room to drop off your child. If possible, please have your child use the restroom or change their diaper if needed before coming in. Please inform the nursery workers of any specific instructions or needs for your child. If your child needs you during the service, you will receive a text message at the number you provided in your registration. Please keep your phone on vibrate during the service. If you do not have a cell phone, we will coordinate an alternate form of communication. Please make plans and arrangements to drop off your child before the worship service starts. The nursery room is open for check-in beginning 15 minutes prior to service.

Childcare will remain open for 15 minutes after the worship service has ended. During this time, please make your way to the nursery room to pick up your child. For pick-up, you will need to have the security tag that was printed with the other name tags for your child. This tag contains a specific code that will need to be verified and matched to your child's tags at pick-up. This tag must be presented and verified for your child to be checked out and released. You are free to give your security tag to another person (16 or older) to pick up your child, if needed. We are very careful to release a child only to the person with the correct security tag. You are responsible for who has your child's security tag!

Please do not enter and pick up your child before our nursery workers have had a chance to formally check them out with their security tag.

Please make sure that you have all of your child's personal items before you leave the church building. Lost and found items will be kept for 1 month and can be claimed from the nursery room on Sunday mornings. Any unclaimed items will either be discarded or donated if appropriate after 1 month.

We wish to provide opportunity for our nursery workers to fellowship with folks in attendance on Sunday mornings. Please consider those volunteering in the nursery and pick-up your child within 15 minutes after the close of the service.

It is imperative that you not leave the church campus while your child is in our nursery. You need to be readily available in the event of an emergency.

Saying Good Bye

After your child has been checked into the nursery room, simply wave a quick good-bye and leave for the worship service. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as you develop regular attendance routines. Our leaders will immediately try to create interest in a toy or activity and give assurance that you will return after the worship service. If we are not able to console your child after an extended period of time (defined as 10 minutes of non-stop crying), we will contact you.

Behavior/Discipline

Behavior issues will be handled with gentleness and grace. We will not punish (physically, verbally, or emotionally) children for disobedience. Correction will only be given to maintain classroom safety and order. If we are unable to control your child, or their actions are threatening the safety of other children, we will contact you during the service.