

EPIPHANY LUTHERAN CHURCH

Nursery Policies and Procedures

Guide for Parents and Nursery Attendants

11/8/2012

“Then he took a little child and put it among them; and taking it in his arms, he said to them, Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.”

Mark 9: 36-37

The Church Nursery ministers to the needs of children and provides them with a caring community where they may be nurtured in a safe and loving environment.

Nursery Hours

A nursery is provided for all church services and many church-wide events and activities. The nursery will open 15 minutes prior to the beginning of a church function and remain open until 15 minutes after the event is over.

Age limits

The nursery is for children 5 years of age and younger. No other children are to be present in the nursery. Parents should not remain with their children in the nursery with the exception of nursing mothers.

Safety and Security

When dropping off a child at the nursery, the parent must fill out the necessary information on the sign-in sheet to include allergies or other special needs. The child **ONLY** will be released to the ADULT or designated adult as indicated on the sign-in sheet. A child will not be released to a minor or non-designated adult. Diaper bags should be labeled with the child's name.

A pager is given to the parent with the number recorded on the sign-in sheet. The pager is returned when picking up a child. A pager is given to ushers who may then summon additional volunteers when needed. Cell phone texting may be used in lieu of pagers.

For a minor unusual situation, a Boo-boo Report will be filled out by the Nursery Attendant and given to the parent for any minor bump or scratch that may have occurred during the nursery stay.

Adult/Child Ratios

There should be no more than twelve children at a time in the nursery. Every effort will be made to keep the ratio of one adult to every six children, and one adult to every four infants and/or special needs children.

Nursery Staff

The nursery staff is composed of one paid Nursery Attendant and volunteer assistants. The Nursery Attendant has current CPR/First Aid Training Certification. All nursery personnel have been screened and have committed to abide by the Policies and Procedures for the Protections of Minors, which includes policy training. The Policy and Procedures for the Protection of Minors may be found on the Epiphany website at <http://www.epiphanysuwanee.org/children>

A small pool of paid or volunteer assistants provides help to the lead Nursery Attendant and consistency and familiarity for children and parents. Two assistants may be present in the nursery when the Nursery Attendant cannot be present. Volunteers that assist the Nursery Attendant are adults and youth (16 years or older) who have been active members of Epiphany Lutheran Church for at least 6 months and have completed training.

Additional volunteer assistants are on-call to maintain the ratios previously outlined.

A Nursery Coordinator oversees the scheduling of the Nursery Attendant, paid or volunteer Assistants, and occasional assistants to ensure coverage and to meet the staffing ratios or unusual situation such as illness of the Nursery Attendant. The coordinator is a line of communication to the church's paid servants with the needs of the nursery and the nursery staff. The coordinator in conjunction with the Nursery Attendant will ensure that supplies in the nursery are adequate and that the furniture, toys, books, etc. are safe and sanitary.

Health and Environment of the Nursery

Illness-If a child is visibly ill, he/she will be removed from the nursery in the care of a nursery worker, and the parents will be notified immediately.

Inconsolable children – Workers will make every effort to engage unhappy children in play or rock them. If a child is inconsolable the parents will be notified immediately.

Discipline – The safety of all of the children in the nursery room must be maintained. Throwing, hitting, biting, or kicking will not be allowed. If a child expresses this behavior after a reminder of the appropriate behavior, the parent will be notified.

Snacks-To ensure the well-being of all children and especially those with allergies, snacks will not be served during the nursery stay. If a drink or snack is sent with the child, it will not be shared with other children.

Medication-Medications will not be administered by the nursery staff.

Nursery Health Policy

To provide a safe and healthy nursery for all, children should remain with parents who

- Have had a fever, vomiting, diarrhea within the past 24 hours
- Have a persistent runny nose or obvious cold
- Unexplained rash/Skin infection/Open sores
- Pink eye or other infections
- If being treated with antibiotics, he/she must have been on the drug for at least 24 hours

Nursery Attendant Responsibilities

Provide a physical and emotionally safe environment for children 5 years old and younger, while in the church nursery.

Prepare an orderly and clean environment prior to the beginning of care. After care, leave an orderly and clean environment to include cleaning spills or crumbs and disinfecting of toys as necessary.

Comply with the Policies and Procedures for the Protection of Minors of Epiphany Lutheran Church.

Establish and maintain good communication with parents.

Maintain communication with church staff. Report physical problems or safety risks in the room. Report any concerns with children, parents or others to the Nursery Coordinator.

Be on site in the nursery for the entire scheduled time.

Copies of the Nursery Policy are available for pick up outside the nursery door.