

Eliot Unitarian Chapel
Nursery & Childcare Provider Manual
2019-20



**100 S Taylor
Kirkwood, MO, 63122
(314) 821-0911**

Religious Education Staff

***Scott Stewart, Director of Religious Education (D.R.E.)
Christie Lee, Assistant Director of Religious Education (A.D.R.E.)***

Updated August 7, 2019

General Guidelines

Eliot Chapel RE Staff & Nursery Volunteers

- Workers (volunteer or staff) should respect and uphold Eliot Chapel's **established policies and procedures**, including:
 - Safe Congregation Policy
 - Food Guidelines for Religious Education Programming
 - Medical Emergency & First Aid Guidelines
 - General Emergency Guidelines
 - Playground Guidelines
 - Childcare Policy (staff only)
 - Personnel Policies (for staff only)

The procedures & policies noted above, including this manual, are posted on the church website and available in hard copy in the Nursery.

- **Be on time** and prepared to **participate fully** with the children in your care.
- Workers (volunteer or staff) should dress in a comfortable, but professional, manner. **How you present yourself is often a newcomer's first impression of the chapel.**
- **Staff members** are always expected to wear their **NAMETAG** during their shift.
- **Alcohol, Tobacco, & Illegal Drugs:** The use or consumption of alcohol, tobacco products (INCLUDING electronic cigarettes and vaping devices), or illegal drugs by Eliot Chapel workers (volunteers or staff members) is **STRICTLY PROHIBITED** during the duration of your shift or the chapel event, or at any other time in which Eliot children & youth are under your supervision.

- Workers should **fully engage** with the children left in their care.
 - Please leave homework, any other work, or other Eliot-related responsibilities behind when children are present and you are on duty. **The children are your responsibility.**
 - **Cell phones and other electronic communication** devices should only be used for emergency situations, contacting parents/guardians of children in your care, or contacting other Eliot Chapel personnel (staff, co-workers, etc.) if needed. **Workers should refrain from texting, making personal calls, or receiving calls while children are in their care.**
 - **IMPORTANT:** Workers who feel UNABLE to fully engage with the children or fulfill their professional responsibilities are expected to **communicate with their supervisor IN ADVANCE of their shift** so that dialogue and possible alternate arrangements can be made PROACTIVELY.
- Reach out to others with warmth and kindness and a spirit of welcome. **You are often a newcomer's first contact with the church.**
- Please use **respectful words and actions** in your interactions with the children, their parents/guardians, and your coworkers.
- Communicate directly with the person or group involved. Any concerns or problematic situations should be shared with the Religious Education Staff (Scott Stewart or Christie Lee). **Sharing negative information or problems with others in the wider church community is not professional and should be avoided.**

Eliot Unitarian Chapel: Procedures

1. The Director of Religious Education has authority to supervise all workers (volunteer or staff), uphold and enforce policies, and handle any urgent or emergency situations.
 - **The Director of Religious Education, at their discretion, may delegate these responsibilities to the Assistant Director of Religious Education or another paid staff member, as circumstances dictate.**
2. A minimum of two workers (paid staff or volunteers) must be available in each room at all times, regardless of how many children are present. **At least one worker must be an adult (an individual who is 18 years or older).**
- 3.
4. The preferred ratio (children: provider) WHENEVER POSSIBLE for infants is 3:1, for toddlers 5:1, and for elementary age children (up to age 10), 7:1
5. All staff and volunteers age 18 and older must undergo a **background check** through the Missouri Department of Health & Senior Services.
6. Policies and procedures will be available in all nursery, Religious Education, and childcare rooms in the information folder.
7. **Youth, ages 12-17**, may volunteer in the nursery and childcare rooms, provided they have met and discussed policies with the Religious Education staff and prescheduled their time in the childcare or nursery room. The Religious Education staff reserves the right to make the final decision with regard to any youth or adult volunteers working with children.
8. Parents/Guardians should be on-site. Drop-off or offsite childcare is not permitted unless pre-approved by the Religious Education Staff.
9. **All children must be signed in on the sign in sheet with their full name (first and last), special instructions, and contact information for the parents (especially if the event is offsite).**
10. All regular nursery attendees should be officially registered with the Religious Education Office. **All guests are requested to fill out a guest form.**
11. **All staff should wear nametags** while on duty (provided by the church).
12. Only food items that are pre-approved by the Religious Education Staff are permitted to be served to children in your care. **No exceptions.**
 - a. If a parent sends an individual snack or food item for their own child, **please verify that it is a peanut-free and nut-free product.** Absolutely no peanuts, nuts, or nut products may be served in Eliot Chapel childcare rooms.

13. **Drop off and pick up** should take place in the childcare room. If workers have taken the children outdoors, please leave notification for parents on the door or return to the room prior to dismissal. **ALL CHILDREN should be signed out by their parent/guardian on the attendance sheet before leaving.**
14. Children will only be released to a parent/guardian or designated adult or older sibling (older siblings must be preapproved) from the childcare room. **Children will not be allowed to leave the room on their own to look for or meet their families.**

Childcare & Nursery Duties

1. When you arrive for work:

- Please arrive at scheduled time for service/event. Your supervisors will ensure that there is an appropriate amount of time for setup/breakdown in the hours you are asked to work.
- Paid staff must submit their hours to their supervisor by the requested date.
- If circumstances unexpectedly arise that prevent you from arriving on time or working a scheduled shift, **it is YOUR RESPONSIBILITY to notify your supervisor ASAP.**

2. Before children arrive:

- Put out any **supplies** needed for the day (such as crayons and paper for drawing)
- Ensure that the nursery or RE room is clean, safe, and ready for children's arrival.
- Get **sign-in sheets** out of the cabinet (if not already out)
- Ensure there are **guest forms** ready to distribute to first-time families.
- Put **nametag** on.

3. As children arrive:

- Greet families and children **as they arrive.**
- **Parents/guardians must sign children in upon arrival.**
- Guests should fill out a **guest form.**
- Parents/guardians should inform providers of any allergies or special needs.
- **For parents & guardians of infants and toddlers, please get a cell phone number for the parent in case you need to reach them during the event.** Parents can note this on the sign-in form.
- Review procedures with newcomers.
- **Guests** (here for the first or second time) should fill out the **guest form.** This form should be turned in to the Religious Education Staff.
- Remind parents & guardians that pick up takes place in the childcare room (unless alternate arrangements are in place). If you go outside, make sure you leave a sign on the door.

4. Activities

- Possible activities can include (but are not limited to): free play, story time/art activity, playground time (childcare shifts only), etc.
 - **Note: Infants or children under two (2) SHOULD NOT be taken to the playground.**
- Post signs if the providers/children leave the room.
- Children who are in the nursery on Sunday mornings SHOULD NOT be taken to the playground (the nursery on Sundays is a "no playground" room).
- **Only "G" rated movies may be shown.** No exceptions.

5. Pick-up time:

- **Ensure parent/guardian signs child(ren) out**
- Discuss any concerns with your supervisor on the staff. If your supervisor is not present, please notify them via email or phone within 24 hours of any concerns.
- Fill out *Daily Happenings* for any non-Sunday morning events, and an *Incident Report* if needed.

6. Clean up:

- Ensure room is in order, any electronics (CD players, TV's, etc.) are turned off, and things are picked up.
- Spray and wipe down toys and tables with disinfectant.
- If you have changed any diapers, please take the trash to the outside dumpster (on the back parking lot).
- Sign *Daily Happenings* sheet and submit, along with sign-in sheets and *Incident Reports* (if needed), to Religious Education office.
- Put all child sign-in sheets in the front of the binder (along with *Daily Happenings* sheet and *Incident Reports*, if needed) and return to the Religious Education office.
- Make sure you indicate on the *Daily Happenings* sheet if any supplies or materials are needed (such as diapers, disinfectant, etc.).

Universal Precautions in the Childcare Setting

What are they? Universal Precautions is the term for infection control measures all health care workers and childcare providers should follow to protect themselves from infectious disease.

What do they consist of? The Occupational Safety and Health Administration (OSHA) requires workers who might come into contact with blood and other body fluids (such as stool, urine, vomit, draining wounds) to practice the following:

Hand washing

- after diapering or toileting children
- after handling body fluids of any kind
- before and after giving first aid (such as cleaning cuts and scratches or bloody noses)
- after cleaning up spills or objects contaminated with body fluids
- after taking off your disposable gloves Latex gloves
- when they come into contact with blood or body fluids which contain blood
- when individuals have cuts, scratches, or rashes which cause breaks in the skin of their hands

Remember: wearing gloves does not mean that you don't have to wash your hands!

Environmental Disinfection should be done regularly and as needed. In the childcare setting this means cleaning toys, surfaces, and diapering areas with a bleach solution (1 tablespoon of bleach per quart of water made fresh daily). Blood spills or objects with blood on them need a stronger solution of $\frac{1}{4}$ cup bleach to 2 $\frac{1}{2}$ cups water. Wear gloves when handling blood.

Proper Disposal of Materials that are soaked in or caked with blood requires double bagging in plastic bags that are securely tied. Send these items home with the child, or if you wash them, wash them separately from other items. Items used for procedures on children with special needs (such as lancets for finger sticks or syringes for injections given by parents or children) may require a special container to dispose of safely. Parents can provide what is called a 'sharps container' which safely stores the lancets or needles until the parent can take them home.

Why Are They Needed? Germs that are spread through blood and body fluids can come at any time from any person. You may not know if someone is infected with a bacteria or virus such as hepatitis or HIV; the infected person himself may not even know. This is why you must behave as if every individual might be infected with any germ in all situations that place you in contact with blood or body fluids.

Following the steps listed above will result in practicing Universal Precautions and will help protect you from getting 'blood borne pathogens' (disease carried by blood and other body fluids) in the child care setting.

Diapering Procedures

1. Organize needed supplies within reach.
 - Wash your hands and gather what you need.
 - Place a disposable cover on the diapering surface.
2. Avoid contact with soiled items.
 - If using gloves, put them on now.
 - Using only your hands, pick up the child.
 - Lay the child the changing table, with disposable covering underneath.
 - Never leave the child unattended.
3. Remove the soiled diaper.
 - Remove soiled diaper and soiled clothes.
 - Fold the soiled surface inward.
 - Put disposable diapers in a covered, plastic-lined trash can.
 - Put soiled, reusable diaper and/or soiled clothes in a plastic bag for parents/guardians.
4. Clean the child's diaper area.
 - Use disposable wipes to clean and dry the child's bottom.
 - If the child needs a more thorough washing, use soap, running water, and paper towels.
 - Remove the disposable covering from beneath the child and discard it into a covered plastic-lined trash can.
 - If you are wearing gloves, remove and dispose of them now into a covered, plastic-lined trash can.
5. Put on a clean diaper and dress the child.
 - Use a facial or toilet tissue to apply any necessary creams or ointments.
 - Note and plan to report any skin problems such as redness.
 - Slide a fresh diaper under the child, then adjust and fasten it. If pins are used, place your hand between the child and the diaper when inserting the pin.
6. Wash the child's hands and return the child to a supervised area.
7. Wash your hands and put away supplies.

Daily Childcare Happenings (for childcare shifts only)

Date of event: _____ **Time of event:** _____

Event name: _____

Childcare Providers:

Childcare Age: Infants & Toddlers Elementary Youth

Number of children present: _____

Notes: _____

Are there any supplies or materials needed in the childcare room for next time (diapers, cleaning products, drawing materials, etc.)?

Signature of Childcare Provider: _____

Time In: _____ **Time Out:** _____

Signature of Childcare Provider: _____

Time In: _____ **Time Out:** _____

**This form should be filled out and turned in to the Religious Education staff at the conclusion of each childcare event.*

INCIDENT REPORT

This form is to be completed in the event of an accident, or incidence of inappropriate or unacceptable behavior involving the children in your care OR other individuals in the chapel community.

To: Religious Education Staff

Date & Time: _____

Event: _____

DESCRIBE THE INCIDENT: (in the case of an accident, provide as many details -time, place, conditions, and witnesses - as possible).

DESCRIBE MEASURES & ACTIONS TAKEN:

FOLLOW-UP:

Reported By: _____
(PRINTED NAME AND SIGNATURE)

***Parent Signature:** _____
(PRINTED NAME AND SIGNATURE)

**If the incident involved a child or youth in the congregation*

Eliot Unitarian Chapel: RE Staff, Childcare & Nursery Staff Employment & Volunteer Terms 2019-2020

Employment and Volunteer Terms:

Service as a childcare & nursery worker (staff or volunteer) at Eliot Unitarian Chapel is considered at-will and, as such, the relationship (staff or volunteer) can be terminated at any time, with or without cause.

I have been provided with a copy of the **position description** for this position (for staff) and understand that the assigned duties and responsibilities outlined are subject to change at any time.

I understand that a **background check** through the Missouri Department of Health & Senior Services will be conducted prior to employment or volunteer service for workers 18 and older.

I have been provided with the following documents and have been given the opportunity to ask questions about the guidelines, procedures, and policies as they relate to my service as a childcare worker. I understand that I am responsible for upholding these guidelines, and the policies and expectations outlined in the **Safe Congregation Policy**, at all times while serving in a childcare & nursery provider capacity at the chapel (paid or volunteer).

- Nursery & Childcare Providers Manual
- Safe Congregation Policy
- Playground Guidelines
- Food Guidelines
- Medical Emergency & First Aid Guidelines
- General Emergency Guidelines
- Personnel Manual (staff members only)

I also understand that I am working/serving under the supervision of the Director of Religious Education (D.R.E.), but that the D.R.E. may, as needed, delegate supervisory responsibilities to the Assistant Director of Religious Education (A.D.R.E) or another staff member. **I understand that any concerns that arise or issues that need attention should be shared with the D.R.E. or A.D.R.E. as soon as possible.**

I have read and agree to the above terms:

RE, Nursery & Childcare Worker Signature

Date

Parent/Guardian Signature

Date

*Required for workers under 18

Supervisor Signature

Date

