

Nursery Policy
Trinity Episcopal Church
Adopted June 15, 2016

We strive to make our nursery a safe and welcoming place for young children and their parents.

Nursery care is provided for infants and children through age 5 on Sunday mornings from 9:00 – 12:15 (during the 9:15 and 11:00 services) and at some other times during parish activities such as the Lenten series.

Nursery Staff

The nursery is staffed by two employees who have undergone the required prevention of child sexual abuse training. Parents are also welcome to stay. For the protection of the children, and so that our nursery staff may focus on the children's needs, other adults should not linger in the nursery. Adults or youth who volunteer in the nursery during times when two employees are not available must also take the required prevention of child sexual abuse training.

Sign in – Sign out procedures

When bringing a child to the nursery for the first time each calendar year parents will complete a nursery registration form and a diapering/toileting policy so that current parent contact and emergency numbers, child allergies, and toilet training information is available to the nursery staff. Thereafter when parents bring their children to the nursery they should sign the nursery log book with the child's name, the parent's name and the time the child arrived. When picking up their child parents should write the time they picked up the child in the log book. Nursery staff will only release a child from the nursery to the child's parent unless other arrangements were made at the time of drop-off.

Illness

The nursery staff takes every possible measure to attempt to provide a well sanitized play area. If a child is sick parents are asked to keep their child with them until they are well rather than leaving them in the nursery where they will expose other children and the nursery staff. Likewise, nursery staff members who are sick will not work in the nursery until they have recovered.

Toileting/Diapering

There is a diaper changing table in the handicap restroom on the main floor of the church for use by parents. All parents registering their children for the nursery will complete a Nursery Toileting/Diapering form. If a child is in diapers or pull-ups nursery staff will not change them if they are wet. Nursery staff will not change soiled diapers unless a parent gives their written consent and provides diapers or pull-ups, wipes and other necessary items. Otherwise if a child's diaper becomes soiled the nursery staff will text or call the parent to change their child. A copy of the Toileting/Diapering form can be found on the following page.

Nursery Toileting/Diapering Form

>My child is toilet trained or is being toilet trained _____

Please make sure you take your child to the restroom before bringing them to class.

If your child is toilet trained do you want us to take them to the restroom? _____

>My child is not toilet trained. _____

If your child is in diapers or pull-ups we will not change them if they are wet. Please make sure your child has a clean diaper/pull-up on before bringing them to class.

>If your child's diaper/pull-up becomes soiled do you want us to:

- Text or call you? _____, your cell phone number _____
- Wait until you arrive after church/class so you can change them? _____
- Change the soiled diaper/pull-up? _____

If you want us to change your child's diaper/pull-up please provide clean diapers/pull-ups and wipes.

Thank you!

I have read and received a copy of the Trinity Episcopal Church Nursery Policy. _____

Child's Name _____

Parents Name _____

Parent Signature _____ **Date** _____