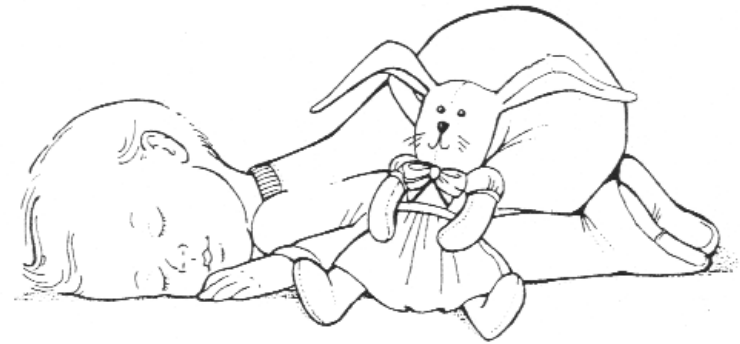


Parent Nursery Handbook



at Grace United Methodist Church

*“Let the little children come unto me,
for of such is the Kingdom of God.”*



Contact Information

11485 Ridgeview Road
Olathe Kansas 66061
913-859-0111
www.gracech.org



www.gracech.org

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Dear Parents

The care of your child is not only your greatest concern but ours as well. Although a parent's love can never be duplicated or replaced, our dedicated child care staff will do their best to see that your child is kept out of harm's way and given loving care and attention while in their charge.

The purpose of this handbook is to help you understand the process by which we hope to accomplish to the best of our ability the awesome responsibility of caring for your precious child. Our hope is that this care will have a most positive effect on the growth and development of your child and that you will always see it as an extension of your love and concern.

If you have any suggestions or special concerns about your child, please feel free to contact me at 913-859-0111, ext. 276.

In Christ's love,

Rev. Missy Patterson
Director of Christian Education
Grace United Methodist Church
Olathe Kansas 66061
mpatterson@gracech.org



General Information

All child care workers are under the direction of the Nursery Supervisor. At least two trained child care workers must be on duty whenever children are scheduled to be in attendance.

Each worker is interviewed for employment by the Nursery Supervisor. All workers are required to be certified with the Kansas East Conference of the United Methodist Church under the policies of the church and the conference. This requires Kansas East Conference sponsored training for workers with children, youth and adults with disabilities. Following training, the information is forwarded to the Conference for final approval and required background checks. Throughout the year, workers are required to participate in training sessions on first aid, infant/child CPR and the Automatic External Defibrillator (AED).

Keeping in mind that there will be two attendants on duty at all times, the child care department makes every effort to maintain the following child/staff ratio:

Infants/toddlers:	8 to 2
Older children:	14 to 2
Broad range:	10 to 2

The child care workers arrive 15 minutes before a scheduled event and are ready to receive children 10 minutes before a scheduled event.



CHILD CARE POLICIES

Age of Children In Child Care

Child care will be provided for Saturday night, Sunday morning, and Sunday night services and any special worship services throughout the year for infants through 5th grade unless other activities are offered for older children, i.e. Church School, in which case, only infants and toddlers up to 23 months will be received in the nursery.

For other approved activities, infants through 5th grade will be accepted.

Parent or Guardian On the Premises

Parents or other adults bringing children for child care are expected to remain in the church building unless the Nursery Supervisor has been notified and a release form is filled out for each child. This would be only for off-site church activities.

Check-In and Check-Out Procedures

All children must be signed in by the parent or adult who is leaving the child with the workers.

Children removed from the nursery will be "signed out" only by the parent or adult who left the child unless another adult has been designated on the sign-in sheet. Children will not be allowed to sign themselves out or have siblings sign them out. This includes all Church worship services.

The adult must indicate where he or she will be while the child is in our care. They will also be provided with a pager and will be expected to respond if it is found to be necessary to ask the adult to return to the nursery.



Emergency Procedures

A first aid kit is available in the nursery. Emergency telephone numbers and procedures are posted in the nursery. Evacuation routes and procedures are posted in the nursery.

Band-Aid Report: If a child sustains an injury while in the nursery, a report will be completed by the appropriate nursery attendant and the parent of the child will be informed.

For special approved events not located on the church grounds, emergency medical release forms will be completed and medical information for each child will be furnished to the caregivers before the child can be left in the nursery.

Questions/Comments/Concerns:

With God's help, Grace UMC will attempt to provide the best child care possible. If you have any concerns about the child care provided, please contact the Director of Christian Education, Rev. Missy Patterson, 913-859-0111, ext. 276

We thank you for your cooperation in helping us maintain the highest standards in our child care environment.

STAFF/ PHONE NUMBERS (*cell)

Missy Patterson.....913-859-0111, ext. 276....*913-515-3544

Dava Bunyarattaphantu.....913-492-2572.....*913-897-3663
(Nursery Supervisor)



Discipline

It is GUMC (Grace United Methodist Church) policy to provide positive reinforcement to the child for correction and encouragement. We do not use any form of corporal punishment, punishment that is humiliating, frightening or physically harmful to the child. Verbal abuse, threats or derogatory remarks are prohibited. We encourage positive redirection to correct inappropriate behavior. This involves diverting a child's attention from whatever behavior is inappropriate to something acceptable. If appropriate disciplinary measures have been employed and the child continues to act out, become a danger to him/herself or others, then the child's parents will be contacted.

ACTIVITIES

Babies and toddlers are provided with the following activities while guests in the nursery:

- Books to look at and read to them
- Rocking/feeding
- Bean bag and large stuffed animals
- Play with blocks
- Various building materials
- Play with transportation toys (trucks, cars, trains, garage, etc.)
- Rocking horses
- Dolls, strollers, cradle, stuffed animals
- Kitchen set dramatic play area
- Workbench dramatic play area
- Puzzles
- Rattles, teething toys
- Nesting cups
- Musical instruments - drum, xylophone, etc.
- Beauty salon dramatic play areas
- Toy telephones
- Cribs for sleepers
- Baby saucers (used to be walkers - no wheels)



BABIES

What to Bring

- The child's own formula, water, or juice if the child will need it. Please use unbreakable labeled bottles.
- Plenty of diapers and a change of clothing.
- Items such as a pacifier, blanket, toy, or stuffed animal, etc., that will help your child feel more secure. Please label.
- Please label your diaper bag, bottles, pacifier, and any other supplies you choose to bring. Masking tape is available for that purpose.

Feeding/Nutrition/Allergies

Caregivers will gladly warm a bottle for your child. Infants will be held when bottle fed and no infants or toddlers will be allowed to sleep with a bottle.

If group snacks are served, only dry cereal, crackers (animal crackers, pretzels and vanilla wafers) and water will be served. Donations are welcome.

Please notify the nursery/child care staff verbally of any food allergies each time they enter the nursery and write in the "Special Instructions" portion of the check-in sheet.

Cleanliness

Crib sheets are changed and cribs are disinfected after each baby. At the end of each activity, toys and nursery equipment are also disinfected. Workers take extra time and effort to make sure the nursery is as free as possible from germs.



Unhappy Baby

The child care staff will make every effort to comfort your infant. If the infant continues to cry you will be paged to return to the church nursery.

HEALTH GUIDELINES

In order to provide the best care for your child, we must make every effort to eliminate unnecessary exposure to contagious diseases. Children with the following symptoms should remain at home:

- Fever: Temperature greater than 99 degrees within the last 24 hours.
- Nasal Discharge: Excessive nasal drainage or discolored drainage indicates infections which are most commonly contagious. Allergy induced drainage is water and clear.
- Rash: Any significant rash should be treated by a physician.
- Cough: Deep coughs or coughs sounding like a "seal" usually indicate a possible infectious state.
- Diarrhea: The child can best be cared for in his/her home.
- Head Lice: All nits must be gone from the hair before the child can be around other children.
- Pink Eye or other contagious eye infections

Please advise us if your child has any medical problems such as diabetes or epilepsy so that we may know how to handle a problem should it occur. Please advise us if your child has exposed our nursery to any infections, i.e., pink eye, lice, chicken pox, etc. Parents will be notified of any exposure; however, the name of the affected child will remain confidential.

Peanuts: The Church nursery, Rainbow Zone, and Sunday school classrooms are peanut-free areas. Please do not send food items with your child.

We cannot administer medications.

