

Nursery/Toddler Duties and Safety Policy

6-19-2018

If you are not able to serve when you are scheduled, please check the roster to find someone to switch with. If after three attempts you cannot secure a replacement, call Pastor Mike.

Please arrive at the nursery 15 minutes before the service or right after Sunday School.

When a parent brings their child to the nursery, the process is as follows:

1. Introduce yourself to the parents
2. Have parents fill out Nursery/Toddler Registration Form (if one isn't already filled out)
3. Write the child's name on the wipe board
4. Write the mother/father's name next to the child's name
5. Write the pager # that you have assigned to them (**Toddlers- have parents keep cell on silent so we can contact if needed. Cell # is on registration sheet.**)
6. Write any special instructions for that day (i.e. do not let sleep, don't feed today, etc.)
 - a. The registration sheet will be filled out by all of the parents and will have detailed information about each child. This will need to be filled out once every year- every September.
7. For visitors, clarify who will be picking up their child. If the parent is not picking up their child, please ask them to specify who will be picking up their child and write that person's name on the wipe board.
8. Please do not allow siblings to come into the nursery while parents are dropping off or picking up kids. Too many people in a small space may end up having a baby stepped on.

Label the child's belongings:

1. Nursery- Wooden clothes pins are used to label the diaper bags. Markers are in the drawer under the small refrigerator to write on the clothes pins. When the child leaves, be sure to remove the clothes pin from their diaper bag and put it back in the drawer for next week. Toddlers- Stickers can be found in the drawers to mark child's belongings.
2. If the child brings a bottle/sippy cup, there are sticky labels in the drawer to label their drink and/or food.

Paging System/Collecting Pagers

1. Nursery- There are written instructions on how to use the pagers. These instructions are located on the bulletin board in the nursery. The person who is in nursery during Sunday School will show you how to use the system.
2. Nursery- Remember to collect the beepers from the parent when they pick up their child. Place the beeper in the charger, so it is ready for the next week.
3. If it happens that we run out of pagers, write down the parents cell phone number and tell them to put their phone on silent. If needed, a nursery worker can call them to come down. This will be the method used for the Toddler room.

Diaper Changing

1. Babies will need to be checked for soiled diapers if parent allows for this. (On registration form)
2. There are plastic gloves for nursery workers. All workers need to use plastic gloves when changing the babies. Gloves are located in the drawers of the counter.
3. Soiled diapers are placed in a plastic bag (located in drawers) and then placed in the waste basket.
4. Be sure to never leave a baby unattended on the changing table.
5. Should a parent forget diapers, there are extra diapers in the dresser located in the crib room. We have most sizes of diapers even pull-ups for the toddlers.

Cleaning Up- *IMPORTANT

1. There are sanitary wipes or Lysol spray to spray or wipe off the toys at the end of the service. This **NEEDS to be done once a month except for during flu season, when it NEEDS to be done every week (November-March)**. Please mark when it has been done on the white board in the room.
2. Please clean up the room at the end of service. Vacuum if necessary (vacuum is in kitchen area).
3. Take dirty diapers to **the trash cans in the kitchen** at the close of nursery/toddler duty.

Please Read Back Side

Cribs/Portacribs- Nursery

The sheets are changed every Sunday during the Sunday School hour. If a crib needs fresh sheets they are located in the drawers under the changing table in the room where the beds are located.

Emergencies

If there is a medical emergency dial 911 and contact the parent immediately. After 911 and parents are contacted and if possible, please make sure that Pastor Mike is contacted as soon as possible.

Dismissal

Please wait for the designated pick up person to pick up their child. Do not go deliver children to their parents. If a parent is exceptionally late, use the pager to remind them about their child.

Other Safety Rules- These rules are for the safety of our workers and our children to help prevent false accusations and provide more accountability.

1. All workers will need to have a background check done on them that will be paid for by the church.
2. No worker younger than 7th grade may be counted as one of the helpers in nursery.
3. Two men should never be the only nursery workers in the nursery.
4. Ladies should be the only ones changing diapers unless it is the father of the child.
5. Ladies should be the only ones helping children in the bathroom.
6. Under no circumstances will workers give any kind of medication. If a child does happen to fall and get a mild scrape, the emergency kit on top of the refrigerator has bandages and ointment and may be used by the workers.
7. If you suspect that a child is being abused in any way, it needs to be reported to Pastor Mike immediately. While the pastors and workers are not necessarily “Mandated Reporters”, we must make sure that the children that are in our care are safe at all times and it is our duty to be studious to symptoms of abuse and report when necessary. For more questions about this, please see Pastor Mike or visit <http://www.nysmandatedreporter.org>.