

Trinity Episcopal Church



Nursery

Parent Handbook

He took a little child and had him stand among them. Taking him in his arms, he said to them, "Whoever welcomes one of these children in my name welcomes me and whoever welcomes me does not welcome me but the one who sent me."
Mark 9:36-37

Philosophy:

As members of Trinity Episcopal Church, we are called to receive, nurture and treasure each child as a sacred gift from God. In proclaiming that sacredness, we carry a commitment to love, shelter, protect and defend all children in our care.



For more information on our nursery care, please feel free to read our *Nursery Policies and Procedures*, a copy of which is always available in the nursery and in the Director of Christian Formation's office. Any parent may request a complete copy of the policies for their home reference.

Purpose of the Nursery Ministry

- To share God's love with our children by ministering to their needs in a caring and nurturing environment.
- To help each child feel comfortable and special.
- To help each child feel secure with adults who love and care for them.
- To help each child learn to play and share with other children.
- To help each child have positive feelings about coming to church.
- To encourage the active participation of parents in worship, study, and other activities.

General Policies:

1. The nursery opens each Sunday at 8:30 am or at other designated times for special services.
2. Children should be picked up no later than 15 minutes after the last service (approx. 12:30 pm)
3. Children's belongings should be labeled. This includes:
 - a. Diaper bag
 - b. Bottles
 - c. Pacifiers
 - d. Drinking cups
 - e. Coats
 - f. Blankets
4. Children are encouraged not to bring personal toys to the nursery.

Trinity Episcopal Church

The Rev'd Mel Schlachter, Rector
mschlachter@trinityic.org

Meg Wagner, Director of Christian Formation
mwagner@trinityic.org

Main Office 319-337-3333

Nursery Caregiver Qualifications

In addition to meeting the requirements of the job description, persons working in the nursery at Trinity Episcopal Church shall:

1. Enjoy being with children.
2. Show patience and love for children.
3. Have childcare skills which include: diaper changing, bottle feeding, cup feeding, holding, burping, soothing and engaging in play.
4. Have current First Aid and CPR training.

We do a criminal background check, a sexual offender registry check and a reference check on all paid Nursery Caregivers. In addition, they are required to complete the Diocese of Iowa's Safeguarding God's Children training.

How Parents Can Help:

Parents are welcomed and encouraged to volunteer in the nursery! Because we need to take the utmost care in protecting our children, all parent volunteers are required to complete the following:

- A volunteer application
- A sexual offender registry check
- At least one reference check
- 1 hour of Safeguarding God's Children training.

Please see Meg Wagner, our Director of Christian Formation if you are interested in assisting us with this invaluable ministry.

Other ways you can help:

- To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
- Sign in your child by completely filling out the Nursery Registry. Keep your pager in a safe place where you will be able to feel the vibrations.
- Be sure to label all your child's belongings clearly.

Health Policies:

For the protection of your child and the other children, parents are requested not to bring a child to the nursery that appears to be ill. A child should not be placed in the nursery when any of the following exists:

- Fever – currently or within 24 hours.
- Vomiting or diarrhea currently or within 24 hours.
- Significant, persistent nasal drainage which is green or yellow in color.
- Any symptom of a communicable disease such as chickenpox, measles, mumps, or pink eye.
- Any unexplained rash or skin infection.

Nursery workers cannot administer any medication. Please do not put any medication in your child's bottle or cup

If your child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from the other children in the nursery and you will be paged.

If your child has a physical or mental condition that may require special care, please contact our Director of Christian Formation, Meg Wagner, at 337-3333 or mwagner@trinityic.org to discuss special arrangements.

If your child develops an infectious disease (chickenpox, etc) after being in the nursery, please contact the Director of Christian Formation as soon as possible so we may notify other parents of their child's exposure.

Toys used by the children are washed at the end of each session and as appropriate to reduce the risk of illness.

Diapers will be checked every hour and soiled diapers changed immediately. A "Changed with Love" sticker will be put on the diaper so you will know it has been changed.

Nursery workers are required to wash their hands after they use the restroom, change a diaper, or have contact with any bodily discharge.

Safety Assurance Policy and Registration

We have a security system in place to protect your children. When you bring your child to the nursery, sign your child in to the Nursery Registry, write his/her name on the sticker with the coordinating number, and then give your child to the caregiver. The caregiver will then issue you a pager with the same number as the child's sticker.

When signing in your child, it is extremely important that the information is accurate and complete. Please use the "Special Instructions" space to write anything you feel the caregiver should know about your child during his/her stay in the nursery.

When you pick up your child from the nursery, please return your pager to the caregiver. The caregiver will double check the number against your child's sticker.

It is our goal to create and maintain a safe, clean and loving place for our members and visitors to bring their children.

Food Policies:

1. Infants will be fed formula, milk, juice, or water as provided in plastic bottles. All bottles/cups should be pre-mixed and poured by the parent. Warming instructions, if any, should be conveyed on the nursery registry. Please label all cups and bottles.
2. We will be happy to feed your child the food you provide. Please include bibs, spoons, straws or other necessary items in his/her bag. Food for toddlers must be cut into bite-sized pieces.
3. Toddlers who do not bring their own snack will be served a snack of water and crackers when appropriate. If your child is allergic to anything, notify the nursery workers and indicate so on the Nursery Registry.

4. Mothers who are nursing may do so in the nursery. However, we encourage you to provide a bottle for your baby in case your return is delayed.

Nursery Management:

The behavior of the children in the nursery will be managed in a manner that will protect their self-esteem and that will encourage children's independence, creativity and ability to mature and be nurtured in their growing knowledge of God's love.

Books, games, music, and age-appropriate activities will be used by caregivers to ensure that your child has a fun and positive experience while in our care.

Every attempt will be made to soothe a crying infant or child. In the event that an infant/child cries inconsolably (15 minutes), the parent will be paged.

Children are expected to behave in a way that creates a safe environment for everyone in the nursery. Throwing, hitting, and biting are not permitted. Any correction to a child's behavior will be done in a positive manner. The parent will be paged if a child is compromising the safety of the other children and refuses to comply with the caregiver's direction to stop.

