

Trinity Episcopal Church

Nursery Policies and Procedures

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.

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

Mission Statement:

To share God's love with our children by ministering to their needs in a caring and nurturing environment.

Safety:

- In order to insure the safety of all the children, parents must turn in their pager when picking up their child.
- Under NO circumstances should the child be released to another adult without the prior written consent of the parent.

Adult/Child Ratios:

- Every effort must be made to keep the ratio of one adult to every six children and one adult to every four infants.
- We require at least two workers be on duty AT ALL TIMES.
- Under NO circumstances are the children to be left alone for ANY amount of time.
- Caregivers are required to directly supervise children by sight and hearing at all times - even while they are sleeping.

Confidentiality:

All the information about the children in our program and their families shall remain confidential unless it is determined that the safety of the child is in question. In the event abuse or neglect of any kind is suspected the Director of Christian Formation shall be notified IMMEDIATELY.

Emergency Procedures:

Please refer to the emergency procedures posted in the nursery. If a serious injury occurs, an Accident Report Form, found in the Nursery Handbook in the nursery, should be filled out by a paid nursery worker. A First Aid kit is located in the nursery.

Nursery Hours and Requests:

- Nursery care will be provided for children age 0-4 on Sundays beginning at 8:30 am and ending 15 minutes after the last service (approx. 12:30 pm).
- Special hours will be in effect for Sundays when there are service schedule changes.
- Nursery hours for those services will be publicized in advance.
- Special events and groups who would like to have nursery care available should contact the Director of Christian Formation when planning the event.
- Parents are welcomed and encouraged to check their children out of the nursery in order to take them to Eucharist.

Nursery Scheduling:

- Initially, it is the responsibility of the Director of Christian Formation to secure the proper nursery staff for Sundays and functions requiring childcare.
- However, if a nursery worker is unable to cover a scheduled shift, it is the worker's responsibility to find a substitute from the approved list.
- Please notify the Director of Christian Formation by phone (337-3333) or e-mail (mwagner@trinityic.org) about any changes in the schedule.
- Nursery workers will arrive 10 minutes before the nursery is scheduled to open and may leave after the closing procedures are finished.

Nursery Staff:

- Our nursery staff will be composed of a Nursery Coordinator and two paid Nursery Caregivers.
- Paid Nursery Caregivers must be at least 15 years old and have current CPR/First Aid Training.
- **All nursery staff must complete a criminal background check, a Sexual Offender registry check, and attend 3 hours required diocesan training in accordance with the Episcopal Diocese of Iowa's *Policies for the Protection of Children and Youth*.**

Nursery Volunteers:

Parents and other members of our congregation are encouraged to volunteer as assistants to our paid nursery staff. All volunteers will be required to attend 1 hour of Diocesan training and complete a Sexual Offender registry check. Parents should contact our Director of Christian Formation if they would like to be a nursery volunteer.

Dress Code:

Slacks and dresses are considered proper professional attire for nursery employees.

Room Preparation:

1. Check the room for orderliness.
2. Set out labels with pens and permanent markers for putting names on juice cups, etc.
3. Prepare toys for children.
4. Have all diaper changing materials ready for use.
5. Wash hands.

Greeting the Children:

- One of the paid nursery staff should warmly greet the children and their parents while the other worker(s) are involving the children in appropriate play and activities.
- Upon their first stay in the nursery, each parent should fill out an information sheet to be kept in the Nursery binder.
- The greeter also needs to make sure the parents fill out the sign in sheet with all pertinent information and that all of their child's belongings are clearly marked.
- Properly labeled juice cups or bottles should be placed in diaper bags or placed up on the shelf out of children's reach.
- Guests or occasional visitors to the nursery should fill out a guest information card.

Nursery Activities:

All activities for children will be developmentally and age appropriate. Music and/or books should be available at all times. It is our goal for the children to have a pleasant visit in the nursery. To achieve this, the workers should interact with the children as they play and talk with them.

- **Snacks** - Appropriate snacks are available. Do not give a child's snacks brought from home to another child. Due to possible allergies snacks given cannot contain peanuts, chocolate, or red dye. Snacks will only be given at the table or in a high chair while the child is seated.
- **Infants** - Infants are in the earliest stage of development, and in order to foster this development, infants should not be restricted to one area (piece of equipment) or activity for long periods of time. Activities such as swings, lying/playing on mats, and looking at books and toys are acceptable and encouraged.
 - **Do not stand and hold more than one infant at a time.** It is a much better solution to place them on a mat and join them.
 - **Infants will be held while giving bottles.** When warming bottles, heat with tap water and test the temperature before feeding.
 - **Diapers need to be checked hourly and soiled diapers need to be changed immediately.** Place a "Changed with love" sticker on the new diaper so parents can easily tell that the diaper has been changed.
 - **When placing babies in a crib, they are to be placed on their backs** (unless instructed otherwise by the child's parent).

Cleanliness:

The nursery should be the cleanest room in the Church, for the safety of both the children and the workers. The guidelines below will help to facilitate this:

- All equipment surfaces must be cleaned with the cleaning solution provided at the end of each nursery session.
- All toys that have been handled/mouthed must be cleaned before use by another child.
- Spills should be cleaned up immediately.
- Workers must wash hands after using the bathroom, after changing diapers, or after cleaning any bodily discharge (wiping noses, etc).

Clean Up and Departure:

The above mentioned cleanliness procedures must be done at the end of each nursery session.

- Toys need to be put away in their proper places.
- Labels and pens need to be put away.

- Pagers should be turned off and returned to their chargers.
- The trash must be emptied into the outside dumpster.
- All lights should be turned off and the doors locked.

General Policies and Discipline:

Age limits – Only children aged four and younger are allowed in the nursery rooms.

Illness – If a child is visibly ill, page the Director of Christian Formation and the parent immediately and separate the child from the other children until the parent or Director arrives to remove the child from the nursery. Parents of children who exhibit signs of a communicable disease within 24 hours of visiting the nursery should notify the Director of Christian Formation at 337-3333 or mwagner@trinityic.org. Nursery workers are NOT allowed to administer medication of any kind. Parents should not leave their child in the nursery if he/she exhibits any of the following:

- Temperature of 100 or greater
- Vomiting within the last 24 hours
- Runny nose with thick or green mucous (even if on antibiotics)
- Severe diarrhea within the last 24 hours
- Severe or persistent cough
- Pink eye
- Has been exposed to a contagious disease like chickenpox, measles, etc.

Toys and Equipment – The nursery is to be supplied with equipment, toys and books intended to foster play, learning and spiritual development. Toys and equipment will be inspected on a monthly basis by the nursery workers and will be discarded, repaired or replaced as recommended.

Inconsolable children – Workers should make every effort to engage unhappy children in play or by rocking them. Sitting on the floor with the children can be very effective and calming. If a child is inconsolable (15 minutes of non-stop crying) the parents are to be paged or notified immediately. Under no circumstances should you let a child “cry it out”.

Discipline – The safety of all the children in the nursery must be maintained.

- NO throwing, hitting, biting, or kicking can be allowed. If a child expresses this behavior, remind them in a kind, firm voice of the appropriate behavior expected of them and remove them from the source of conflict.
- If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age.

- Yelling at the children is absolutely prohibited.
- Under NO circumstances shall the use or threat of physical force be used. If the child is unmanageable after efforts have been made to correct the situation, page the Director of Christian Formation and the parent.

A signed copy of these policies shall be kept in the employee's files.

I have read, understand, and agree to adhere to the Policies and Procedures set forth in this document.

Name: _____ **Date:** _____