



WHFC Nursery

Nursery Ministry Guidelines & Procedures

WHFC Ministry of Helps - Nursery Team Guidelines & Procedures

World Harvest Family Church provides two nurseries for the members of its congregations during Sunday morning and Wednesday evening services. The Infant Nursery is for children ages 0 – walking, and the Toddler / Pre-K nursery is for children ages 3 – 4. Children over the age of 3 are expected to attend services with their families in the sanctuary or children’s church in the Fellowship Hall after worship on Sunday mornings.

These nurseries serve to not only provide parents with a safe, loving, and nurturing place for children to stay while parents attend services, but to provide the children themselves with a place that teaches them – through words, books, songs, play, and games, etc. – about Jesus Christ and God’s Love for us.

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Nursery Team Members & Assistants

Team Leader - Cynthia Contreras

Team Members

Joshua Andrade
Melissa Barrientes
Sandra Contreras
Wilfredo Contreras
Belinda Eckert
Frank Eckert
Elizabeth Gomez
Jaime Gonzalez
Stephanie Gonzalez
Mary Hernandez

Iris Martinez
Vanessa Medina
Dee Sanchez
Darryl Scott
Gigi Scott
Miranda Torres
Brenda Torrez
Herminio Torrez
Anna Vasquez

Youth & Jr. Youth Assistants

Cesar Avendano
Emmanuel Barrientes
Olivia Barrientes
Andrew Boggs
Litzy Gomez
Abigail Hernandez
Kimmy Martinez
Allison Vasquez
Victoria Vasquez

Nursery Schedule

Nursery attendants assigned to manage the nursery are members of our congregation who attend church services faithfully and who have served in the office of a deacon for several years. Most of them are also mothers of children currently serviced by our church nurseries.

Nursery assistants are carefully chosen members of the congregation who are faithful to church services and who have expressed not only a willingness, but a desire to assist in the church nursery ministry. Many of these assistants have also served in the office of a deacon and are entrusted with responsibilities within other church ministries. Several trusted and faithful members of the church's youth and junior youth also serve as assistants as needed.

Nursery attendants are scheduled to manage the nursery Sunday mornings and Wednesday evenings. On Sundays, four attendants are assigned to the nursery, two for the infants and two for the toddler group. On Wednesdays, three or four attendants are assigned to attend a "combined" nursery if numbers allow for it. Once there are over three infants or five toddlers, then one of the attendants will split the nursery children with the third attendant accompanying the larger group. If both infants AND toddlers reach the minimum number, then the team leader should be advised so that another assistant can be assigned to assist. For every service, there is at minimum, one adult per nursery scheduled and per three children total.

A monthly nursery schedule is created by the team leader and disseminated to ministry team members and assistants at the end of the preceding month. A copy of the calendar is available in plastic bins placed to the rear of the sanctuary underneath the usher's seating area. The calendar is also posted on the church's website at <http://www.whtcministries.org> and in the HCA copy / mail room.

Team members and assistants are expected to make every effort to report to nursery on their assigned dates. If they are unable to assist in the nursery, they are expected to (1) either make arrangements with a fellow nursery attendant to switch dates, or (2) contact the Team Leader as soon as they know there will be a conflict so that alternate arrangements can be made.

Nursery Guidelines

Nursery Safety / Cleanliness / Readiness Procedures

Nursery team member shall arrive at the nursery 10 – 15 minutes before service to:

1. Check all outlets for outlet covers.
2. Get down on the ground and closely inspect floors for small objects and items that need to be cleaned / removed.
3. Move furniture if necessary. Bring in baby gear / toys for infant nursery. Lightly mist over plastic infant toys with Clorox Anywhere or a safe disinfectant.
4. Cover cubbies by draping over them with large “nap-time” blankets (Infant nursery) if necessary.
5. Take care to notice where the toys are and how they are stored so that they can return to this state after nursery is over.
6. Make sure wipes, tissues, disinfectant spray, and hand sanitizer are readily available.
7. Make sure items for planned activities are available and ready.
8. Prepare supplies / game / etc. for low-key activity upon children’s arrival.
9. Play Baby Praise or other appropriate praise / worship CD to enhance nursery atmosphere.
10. Even if there are no infants / toddlers ready to be cared for, please remain at the nursery to cheerfully greet your first guest.

Nursery Schedule of Activities and Procedures on Sunday mornings

The nursery team member assigned will direct activities according to the following schedule (and will modify if and when it may be necessary).

- 10:00 a.m. – Receive children from their parents and engage them in a low-level activity
- Make sure the parent has provided the attendant(s) of their number and preference for how we should contact them if something concerning their child should arise. Remind them to turn their phone ringers to vibrate or beep if they elect to receive text messages from you.
 - If the child brings his or her own drink / snacks, mark them with an identifying label and place them aside until snack time.
 - If a child has a toy or personal item, gently encourage them to leave the item with their parent. If they want it close, then encourage them to allow you to place it in “a safe place” while they play and enjoy themselves. If neither of these two options work, then using words they’ll understand, explain to them that if they choose to bring that toy into the nursery, they will have to allow others to play with it. If they fail to share it – first issue a reminder of the rule set at the beginning of the service – if they fail to share a second time, remove the toy and place it “somewhere safe” until service is over. If they get angry and cry, then contact the parent.
 - Have a low-level activity out and ready for them as they arrive. Since you are greeting parents and may be getting information from them, have the assistant keep children engaged until all children arrive. Some low-key activities will be listed at the end of this manual. Watching a DVD should *not* be one of these activities.

10:30 a.m. – Guided / directed activity with the children (list of guided activities are attached)

10:45 – 11:00 a.m. – Snack time (list of approved snacks included)

- Snack time will take place in the nursery or in the side room where snacks are sold. If you are unsure as to whether children are eating “solids” or not, please be sure to contact the parents or safely “err” on the side of caution. Snacks will be

provided for a certain time period and then put away. Please don't provide snacks throughout the entire time in nursery or as a means to comfort or dissuade a child.

- Children are to remain seated as they eat and must be supervised.
- Snacks are provided by a different team member each month and are stored in the nursery bin placed in the refrigerator housed in the cafeteria supply closet. Snack supplies, such as cups, napkins, and straws are stored on an upper shelf reserved for nursery use in the kitchen.

11:00 – 11:15 a.m. – High-level activity

- Toddlers may take a walk to the outside bathroom area for a bathroom and water break.
- Toddlers may spend this time outside in the playground area under careful supervision when weather permits. If the children begin noticeably perspiring, please bring them back inside.

11:30 a.m. – Free Play

- Attendants are responsible for the safety of the children as well as the cleanliness of the nursery so please make sure the toys selected by the children are age-appropriate, safe for them to use, ***and that they are returned to their original location at the end of the service.***
- Control the number of toys that are taken out of storage and make sure they are cleaned / wiped as needed and that they are appropriate for the age of the child requesting to play with them.

12:00 p.m. – Low-level activity / Clean-up

- When parents come to the nursery to pick up their child, be sure to “report” to them any or all incidents concerning their child (remember to always say something positive!). Report to them about when their child last went to the restroom (had their diaper changed) and when and what they ate during snack time.

Once service is over and children are picked up:

- Make sure all toys that were taken out are placed back in their original places.
- Spray Clorox Anywhere or use Disinfectant wipes to wipe any items that may have been placed in a child's mouth before storing them away.
- Return furniture to the way it was before the service.
- Remove baby gear / toys from the Infant nursery and store them in their proper places.
- Be sure to jot down any questions / concerns / problems that you come across somewhere so that it can be discussed / resolved at the next meeting.

Nursery Schedule of Activities and Procedures on Wednesday evenings

Wednesday night activities should resemble Sunday morning activities EXCEPT FOR SNACK TIME.

There are no snacks given to the children on Wednesday nights.

7:00 – 7:30 p.m. – Low-level Activity

7:30 – 8:00 p.m. – High-level Activity

8:00 – 8:30 p.m. – Free Play

8:30 – Clean Up

Other Nursery Procedures

Accidents

If a child who is potty training has an accident while in the nursery, do your best to remain calm as to not expose or embarrass the child. Ask the child to go with you to the restroom and text another team member or the team leader to come take your place as you notify the parent of the accident. Be sensitive to the child and assist the parent with towels, wipes, etc. if needed.

Bathroom breaks

The restroom to be used during nursery hours and while indoors is the staff bathroom. A changing table is provided for infants. Parents may elect to change their own child's soiled diaper. If a nursery attendant is to do it, please make sure the door to the restroom remains open while you are changing the child.

Discipline

- If something not being shared is causing a problem, then gently remind the child that he/she must SHARE and that if they choose NOT to...then it will be removed.
- If a child refuses to cooperate / obey / follow instructions, repeat the instructions at their level, being very clear about your request / instructions / reprimand, and inform them that if they do it again, their parents will be notified. If after one of these "clear" warnings, the child chooses to disobey again, contact the parent.
- If a parent is led to discipline the child, you may direct them to another room or office where it can be done in private.

Naps

We are believing for that a pack-n-play / crib and monitoring system will be donated to the ministry to allow parents the freedom to participate in the service while their children sleep while monitored.

School Supplies

School supplies that aren't individually marked with children's names are available for our use in the nursery as long as we take special care of the items and return them to their original place once we are done borrowing them. We must respect the items and school supplies that personally belong to the students and teachers in the classrooms that we share.

Videos

Videos are not to be used at all in the infant nursery.

Videos in the toddler pre-k nursery may be used for instructional purposes only and must be approved by the team leader. Videos shown to aid instruction will be short, watched WITH an adult, and discussed in conjunction with a bible story / teaching / activity.

Time watching the television is time the child is *not* interacting with others, not developing language and social skills, and not using his/her imagination .

WHFC Ministry of Helps - Nursery Team Guidelines & Procedures

Summary Sheet

1. Nursery schedules are posted in the HCA Staff Copy Room and online at whtministries.org.
2. If you are unable to assist in the nursery during the service for which you are scheduled, please notify Cynde Contreras at 451-7324 as soon as possible.
3. On your scheduled time at the nursery, please arrive early so that:
 - the room is checked for safety hazards
 - furniture is moved (if necessary) before the children arrive
 - toys from nursery bin (stored in nursery cabinet in the staff restroom) is brought in for infants
 - that music or a book or another low-level activity is on or taking place so that children have something to do with one nursery attendant while the other greets parents.
 - all items (furniture, books, toys, etc.) and their locations can be noted so that everything can be returned to its previous state by the end of the service.

3. Try to keep to the following schedule of events so that children will accustom to it:

Sundays

- 10:00 – 10:30 a.m. – Low-level activity / Guided Play / meet & greet children and their parents
- 10:30 – 11:00 a.m. – Guided play / Bible Story / Activity / Discussion
- 11:00 a.m. – Snack time (Snacks / supplies are stored in an upper right hand cupboard in the cafeteria kitchen and in the staff refrigerator in the cafeteria supply closet). Keep snacks LIGHT!
- 11:15 – 11:30 a.m. – High-level activity that includes an outdoor walk (and perhaps outdoor play if weather permits) and water and bathroom break afterwards
- 11:30 – 12:00 p.m. – Free Play in the nursery
- 12:00 p.m. – Low-level activity / Clean-up

Wednesdays

- 7:00 – 7:30 p.m. – Low-level activity / meet & greet children and their parents
- 7:30 – 8:00 p.m. – Guided play / High-level activity
- 8:00 – 8:30 p.m. – Free Play
- 8:30 p.m. – Low-level activity / Clean-up

No snacks are served on Wednesday nights.

If you have a question or are unsure of what to do in any given circumstance, please text Cynde's cell phone at 451-7324.

4. Unless you've been given express permission from a child's parents / guardians that someone else can pick their children up from the nursery, please release children only to their parents or guardians. Please "report" to the parent(s) on any happenings...be sure to include GOOD reports!
5. Once all the children are picked up and with their parents, please return the nursery to the exact state it was in when the service began.

APPENDICES

Suggested Activities

Low-key activities for infants / toddlers during the beginning and end times of nursery:

- BINGO / Zingo game
- Board game set out on the table
- Coloring with crayons / colored pencils – have a sheet they are encouraged to complete entirely – one that’s linked to a “theme” for a day would be best
- Playing with Play-Doh – have a suggested objective so they are focused
- Puzzles set out on a desk – again, have a suggested objective
- Storytime

High-energy activities / games for infants / toddlers / pre-k children:

- Charades being the leader
- Clapping / Rhyming games - Doggy, Where’s Your Bone?
- Dancing and singing along to praise songs with everyone imitating a “leader’s” movements; have children take turns - Farmer in the Dell
- Heads Up, Seven Up
- Hide the Button
- Hot Potato
- Human Knot
- Mother May I?
- Red Light, Green Light
- Simon Says
- Sock Wrestling (may get aggressive)

Approved Snacks

For infants:

Infants who have not yet begun to crawl *should not* be offered solid snacks unless the parent provides them.

Provide young infants with snacks / bottle provided by their parent.

If child has already begun self-feeding and is able to sit unsupported and crawl on his/her own, then the following snacks may be provided:

- Bananas, sliced and cut into quarters
- Cheerios
- Gerber Graduates Puffs / Yogurt Melts / and other age-appropriate snacks meant for infants
- Juice – diluted 1 part water to 1 part juice (100% no-sugar-added apple or grape juice)
- Water

For toddlers:

- Animal crackers
- Bananas
- Cream cheese
- Gerber Graduates products meant for toddlers
- Graham crackers
- Jam with no added sugar
- Juice – diluted 1 part water to 1 part juice (100% no-sugar-added apple or grape juice)
- Pretzels
- Ritz crackers

AVOID:

- cherries with pits
- meat
- candy, hard
- chips
- nuts
- hot dog, whole chunks
- popcorn kernels
- raisins
- raw apples, pears, carrots, beans
- stringy foods
- whole olives
- whole grapes

When selecting /purchasing snacks for the nursery, please select items with the following characteristics if available / possible:

- items with low or no added sugar
- crackers that are whole wheat or multi-grain
- items / foods with all-natural ingredients
- juice with no added sugar and labeled 100% fruit juice (NOT fruit cocktail)

EMERGENCY FIRST AID CHART

This First Aid Chart is not intended to take the place of qualified help in the event of an emergency. In any emergency, always seek medical advice and assistance when you think it is needed. It is also recommended that you take a certified CPR and first aid course.

ANIMAL BITE

Flush the wound area with water and then wash with soap and water for at least five minutes. Cover with a clean dressing or cloth. Immediately seek care at a hospital or physician office.

BLACK EYE

As soon as possible following the injury, dip a cloth in ice water and hold next to the area for at least 10 minutes. A "black eye" is essentially a bruise around the eye that will cause pain and swelling and gradually fade in time. If the bruise does not fade or if there is a change in vision, consult a physician.

BURNS

MINOR – Immediately cool the burn area by putting it under cool running water or in a sink filled with cool water for at least five minutes or until the pain subsides. Never apply butter, grease or ointment. Don't open blisters or remove dead skin. Cover with gauze. If blisters break, apply a clean dressing. If the burn is on the face, covers an area bigger than your hand or if it blisters, call the doctor or emergency number.

SEVERE – Have victim lie down and cover him or her. Never remove clothing or clean the burns. Call for emergency help.

CHEMICAL – Quickly flush area with water for five minutes, cover with gauze and call for emergency help.

CHOKING

If the person is choking and unable to talk or breathe, get behind the person and wrap your arms around the waist. Make a fist, grasp fist with other hand. Place fist against the stomach just above the navel but well below the lower tip of the breastbone. Pull fist upward into the stomach with a quick upward thrust. Repeat up to four times. If choking continues, seek medical help. If the victim becomes unconscious, lay him or her down, roll to side, pull the tongue and jaw forward and with your index finger, dislodge any visible matter. Perform mouth-to-mouth resuscitation and/or CPR.

CONVULSION/SEIZURE

Gently prevent person from hurting him or herself on nearby objects. Loosen clothing after jerking subsides. Have person lie down. Help keep the airway open. Turn head to the side in case of vomiting to prevent choking on inhaled vomitus. If breathing stops, administer mouth-to-mouth resuscitation or CPR. After seizure, allow patient to rest. Seek medical attention.

CUTS

MINOR – Wash wound area with soap and water, not alcohol; cover with a sterile gauze bandage.

MAJOR – If blood appears to be gushing or spurting, follow these instructions and call for help. Take a clean cloth or towel and press hard on the cut for 10 minutes. Do not remove pressure to see if it's working. If possible, raise the cut above the level of the chest. After 10 minutes, if the bleeding has stopped, cover the cut with a bandage. If the

bleeding hasn't stopped, try pressing harder for five more minutes and seek medical help.

ELECTRIC SHOCK

Turn off electricity if possible. If not possible, pull victim from the electrical contact with a dry rope, wooden pole or cloth. Do not touch victim until contact with electric current is broken. Administer CPR. Call for emergency help.

EYE INJURIES

CHEMICALS – Have person turn head so injured side is down. Flood eye with water for at least 15 minutes. Cover eye with clean cloth and seek professional help.

FOREIGN PARTICLE – Do not rub the eye, that may cause deeper injury. Try to locate the object; if it is in the pupil, or seems embedded in the white of the eye, go immediately to the emergency room. If the object is floating in the liquid surface, you can try to remove it. Hold the lower lid open, look up, and using the edge of a clean cloth, brush the matter quickly off the eye's surface. If you can't see an object, pull the upper lid down and over the lower lid and let it slide back up. This may dislodge the particle. If pain and tearing persist, seek medical help.

FAINTING

Lay patient on his or her back and raise both legs above the heart. Check airway to be certain it is clear. Loosen tight clothing and apply cold cloths to the face. If fainting lasts more than a minute or two, keep patient covered and seek medical help.

FALLS

Stop any bleeding and cover wounds with clean dressings. Keep victim comfortably warm to prevent shock. If you suspect broken bones, do not move person unless absolutely necessary (such as in case of fire). Call for emergency help.

FRACTURES/BREAKS

Stop any bleeding and cover wound with clean dressing. If it is a simple fracture, set it in a splint (wood, corrugated cardboard, rolled-up blanket, pillow, etc.) supported with cloth or rope ties. Do not move patient if back or neck injury is suspected. Keep person warm and treat for shock (see next column). Call for emergency help.

HEAD INJURY/CONCUSSION

Usual symptoms of simple concussion include headache, slight dizziness, queasy stomach or vomiting. These usually require an ice pack to the head and rest. Observe for any severe symptoms such as unusual drowsiness, unequal pupils, persistent vomiting, confusion and lack of coordination. If one or more of these conditions are present, immediately seek medical care.

INSECT BITES AND STINGS

BEE OR WASP STING – Try to remove stinger by gently scraping with a clean knife blade. Cleanse with soap and water and apply an ice compress to reduce swelling. If person has an allergic reaction (will happen within 30 minutes), hives, itching all over, wheezing, vomiting or a history of allergic reaction, follow directions on bee sting kit, if available. Call for emergency help.

TICK BITE – Cover the insect's body with a heavy oil or lighter fluid and allow to remain for about 20 minutes. Carefully remove with tweezers, being sure to remove all parts of the insect. Scrub area with soap and water.

ITCHY BITES – Use hydrocortisone cream, calamine lotion or rubbing alcohol.

NOSEBLEED

Have person sit down and lean forward. Pinch nose and have person breathe through the mouth. Or pack bleeding nostril(s) with gauze and pinch. If bleeding persists, call a doctor.

POISONING

Don't force to vomit immediately. Call poison control. Tell them what substance and how much was swallowed. Take the bottle or package to the phone when you call. Directions on the container may not be up to date. Always follow the instructions given by the poison control center. Do not give the patient fluids or cause to vomit if unconscious or in convulsions. Call for emergency help.

SHOCK

Have person lie down, loosen clothing and cover to prevent loss of body heat. Be cautious not to overheat. Check pulse rate and seek professional help.

SPLINTERS

Tweezers remove most splinters easily, but a physician should remove deeply embedded splinters. If the length of the splinter is visible under the skin, use a sterilized needle to slit the skin over the splinter and pull out the splinter with the tweezers. Clean the wound.

SPRAINS & STRAINS

Elevate the injured joint to a comfortable position. Apply an ice bag or a cold compress over the sprain to reduce pain and swelling. Ability to move does not rule out fracture. Person should not bear weight on a sprain. Sprains that continue to swell should be examined by a physician.

UNCONSCIOUSNESS

When person cannot be aroused, lay in a flat position and make sure the victim's airway is clear. Check pulse rate. If no pulse is felt, begin administering CPR. Keep the person comfortable and warm. Never give an unconscious person food or liquid. If vomiting occurs, turn head to the side to prevent choking on inhaled vomitus. Call for medical help.

In case of an emergency,

call 911

or go to the nearest
emergency department.

PERSONAL NOTES