

# Tippett's Chapel Free Will Baptist Church Nursery Policies & Procedures

## Wednesday Services:

- 7:00 PM Nursery (Birth to 4 years of age)

## Sunday Services:

- 9:30 AM
  - o Sunday School Nursery (Birth to 3 years of age)
  - o Sunday School Toddlers/Pre-School (ages 3-5)
- 10:30 AM
  - o Nursery (Birth to 3 years of age)
  - o Toddler Church (ages 3-5)

## General Procedures

1. At least 2 adults must be in the nursery. This can include one teen, but the teen must be 16 years old. If the nursery is not staffed with two adults, it is your responsibility to contact the security team so they can locate another nursery worker to serve.
2. Only nursery staff and children should be inside the nurseries at all times. We encourage parents, grandparents, and kids of nursery workers to remain outside the nursery doors to minimize other children from "escaping" the nursery and to limit access that non-nursery workers have to children for their security sake.
3. Arrive 10 minutes prior to church service start time.
4. Wash your hands thoroughly before your scheduled serve time.
5. The label maker is to be used on each child's belongings including bags, bottles, and sippy cups to reduce the spread of germs. Only utilize the items provided by the parent like diapers and formula for that specific child.
6. If you think a child is sick, contact the security team to immediately notify the parent. This sick policy applies to any baby/child using the nursery as well as any nursery volunteer. This includes any fever, runny nose, cough, diarrhea, unknown rash discharge from eyes, illness being treated with antibiotics for less than 24 hours, and fever of 100.0 degrees or higher in the last 24 hours.
7. Use the radio to request assistance or ask for a parent if a child continues to cry for longer than about 10 minutes.
8. Do not let babies or toddlers climb on chairs and/or tables.
9. Know the dates on which you are serving (see nursery schedules).
10. Find a replacement if unable to serve on the scheduled date. There is a Nursery Volunteer phone list available to help in locating someone to replace you or switch dates.
11. Ask new attendees/visitors if their child has any allergies or special needs; be sure to have the parent complete the new child information form.
12. Please follow the diaper changing policy posted in the nursery. Change each child's diaper before the end of service. For potty trained child please follow the bathroom policy.
13. After each class session, no child shall be released from their classroom until a parent or guardian has signed for and picked them up.
14. At the end of the service once all children have been released to parents please complete nursery cleanup by following the posted toy cleaning policy, empty trash, and turn off radio, lights, and television.

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14