



*grace*  
kids

NURSERY

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## NURSERY PHILOSOPHY

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Our nursery exists to serve parents by providing excellent childcare during services and events so that parents can devote their entire attention to worship and to serve children by providing a safe and enjoyable environment.

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## STRUCTURE OF OUR NURSERY

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**The nursery at Grace Bible Church is a safe and loving environment for your child from infancy through 2 years old.**

### OUR MINISTRY

- Nursery is open each Sunday morning, Sunday night, and Wednesday night 15 minutes prior to the service.
- We serve children 0-2 years old.
- A separate team of volunteers is responsible for the Worship Service and Fellowship Group hours on a Sunday morning.

### OUR CLASSROOM

- Each room is well-stocked with age-appropriate toys and furniture.
- There is a nurse on duty each Sunday.
- Organic plain animal cookies are offered for a snack to older children. Please specify if you do not wish your child to have a snack.

For the safety of your child, we have the following policies.

- A medical release must be on file for every child using an Epi-pen.
- Medications will not be given by our nursery workers.
- We will make every effort to engage an unhappy child through activities and attention. If a child is inconsolable (10 minutes of non-stop crying), we will contact his parent.
- We have a zero-tolerance policy for inappropriate contact of any kind and being in a room alone with a child.
- Only women will change diapers and assist children to the bathroom.
- All church volunteers who work with children are required to wear a Grace Kids' name tag whenever they are supervising children.

### OUR STAFF

The following qualifications apply to every adult serving in Grace Kids.

- Member of Grace Bible Church or has faithfully attended for 6 months and signed the doctrinal statement
- Passed a background check and personal interview with an elder
- Attends weekly worship service when not serving

- Committed to a Fellowship Group or Community Group

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## YOUR CHILD'S HEALTH

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**We desire to provide the safest possible environment for your child. Therefore, we operate a well-baby nursery.**

For the protection of all the children in our ministry, we ask that you keep your child out of the nursery if he displays any of the following symptoms.

- Runny nose
- Cold (symptoms in last 24 hours)
- Fever
- Rash
- Persistent cough
- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Pink eye (conjunctivitis)
- Communicable diseases (i.e. chicken pox)
- Any other sign of illness

Thank you in advance for helping us keep our nursery a healthy environment for all.

If your child becomes suddenly ill or an accident/injury occurs, we will isolate him from the other children and contact you immediately. We will also notify the nurse on duty if we feel your child would benefit from additional care.

If your child has allergies or uses an Epi-pen, please notify the teacher in his classroom. (This information will also appear each week on your child's identification tags when you check him in to class.) The teacher will have you complete a severe allergy form if he uses an Epi-pen.

The health and well-being of your child is very important to us. That is why we strive to keep our nurseries clean. Listed below are the steps we take to ensure the cleanliness of the nursery. If you see something that needs attention, please let us know.

- All hand toys are cleaned with disinfectant weekly and after any event.
- Crib sheets and blankets are changed after every use.
- The play area is a no-shoe zone.
- Workers use disinfectant to sanitize their hands after each diaper change or wiping a nose.
- Non-latex gloves are provided for nursery workers' use.
- The nurseries are cleaned weekly and after each event.

### CLASSROOM EVACUATION

It is imperative that parents stay on the campus while their child is in the nursery, as they must be readily available in the event of an emergency. In the event of an

evacuation, all children will be escorted by the Grace Kids volunteers to the **back gravel parking lot behind the Family Center**. Please keep in mind that normal checkout procedures will still apply. We appreciate your patience as we work for the safety and security of the children.

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## WHAT TO BRING

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When packing a diaper bag for your child, please include the following items:

- Two or three diapers and wipes
- Pacifier or blanket
- A complete change of clothes
- A bottle of milk, formula juice, or water

Please mark all personal items with your child's first name before coming into the nursery.

### NURSING MOTHERS

There are two rooms available for nursing mothers. One is located in the back of the nursery and the other is located off the Worship Center to the left.

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## CHECK-IN & PICK UP

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### CHECK-IN

**Each child must be checked in and out of nursery.** As you enter the classroom, use the iPad to search for your child or enter his information as a visitor. You may check in multiple children at one location. Please ask a teacher for assistance, if needed.

Once checked in, three labels will print: two name labels and one security label. The name labels include:

- Child's name
- Allergies or special instructions
- Parent name
- Parent cell phone number once a year, at the beginning of June.

Place one name label on your child and use the other label to mark your diaper bag. If your child needs you during the service, you will receive a text message on your cell phone. **Please keep your phone on vibrate during the service.** The security label is for you to keep and must be presented in order to check out your child.

### PICK-UP

At pick-up, please use the iPad to check-out your child. Show your security label to the teacher and the teacher will verify that the code matches the child's. You are free to

give the security tag to another person (16 or older) to pick up your child, if needed. We are very careful to release a child only to the person with the correct security tag. You are responsible for who has your child's security tag!

Please be considerate of the volunteers in the nursery and pick-up your child within 15 minutes of the close of the service.

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## BEHAVIOR & DISCIPLINE

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**Behavior issues will be handled with gentleness and grace.** We will not punish (physically, verbally, or emotionally) children for disobedience. If we are unable to control your child, or his actions are threatening the safety of other children, we will contact you during the service.

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## PROMOTION SUNDAY

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Two-year olds are promoted to Children's Ministry after their birthday.