

It is our intent for these guidelines and rules to be followed in order to assure the best possible Christian worship experience for our workers, parents, and, of course, our children.

Thank you for serving in our children's department.

Notes



Children Workers Handbook 2019

For ages Infant - 18

- Parents, Nursery Director, and Children's Director should be notified on the same day that an injury or accident has taken place.
- All workers should attend training and meetings when announced.
- Arrive at least 15 minutes prior to the start of scheduled service.
- If a child is not on the active role, a parent should fill out a Child Information Sheet.
- Nursery should be left in a neat and orderly manner.
- Workers need to be aware of any special circumstances or needs of each child, especially any medical condition such as allergies. Please review all Child Information Sheets for the children in attendance.
- Workers need to notify the Nursery Director of any changes in the schedule that cannot be met.
- All unsafe and unsanitary conditions should be brought to the Nursery Director's attention.
- If there should be any type of disciplinary problem with a child, the Nursery Director and the Children's Director should be notified on the same day as the infraction so proper action can be taken.

Nursery Hygiene

- Counter tops and table tops should be wiped down with Clorox wipes after every service.
- Diaper changing table pad should be wiped down with its own Clorox wipe.
- Garbage should be taken out if it contains a dirty diaper.
- A fresh diaper changing pad should be used for each diaper change.
- All dirty linens should be left on the counter at clean up.

Nursery Standards

It is important that we provide a safe and secure environment for every child. The following standards are to be followed by every individual who serves in the nursery:

- Workers must be of 18 years of age or work alongside an adult.
- All workers are required to have and pass a background check run by the NHBC.
- Only nursery workers should be present in the nursery.
- The nursery should have no less than two workers present on Sunday mornings during worship.
- All children in the nursery should have a completed information sheet on file.
- A child that is 2 1/2 years old and displays proper developmental milestones should be graduated to the Toddlers classes.
- No outside food or drink except what is sent in a child's, bag should be introduced into the nursery. We will provide cookies or crackers and water.
- A child may be picked up only by the persons listed on the Child Information Sheet.
- Workers should familiarize themselves with the list of church members who are CPR certified and or in the medical field.
- Parents are welcome to observe, however if this lasts more than two weeks ,please notify the Children's Director.
- All of a child's belongings should be hung on a hook with that child's name above it.
- Classroom must remain unlocked and lights will remain on.

Mission Statement

Our Children's Department at New Heights Baptist desires to provide a loving and safe Christian environment in which our parents and visitors can feel confident that their children will be well cared for.

Children's Worker Standards

As individuals who work in the Children's Department, it is our duty to understand the Gospel and the ministry of Jesus Christ. We must strive to be worthy of a very high standard of trust. For this reason, anyone working in the Children's Department is expected to maintain Christian standards of moral behavior and conduct. Any who work with children must pass a background check. All Children's workers must diligently avoid any misbehavior or conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place.

Children Protection Standards

It is important that we provide a safe and secure environment for every child. The following standards are to be followed by every individual who serve in the Children's Department.

- All teachers must be a member of 18 years of age and have passed a background check.
- Helpers may be under 18 years of age and vetted by the directors of children's ministry. Helpers will be held to standards that promote the growth and nurture of the children in the children's department.
- Ideally one teacher and one helper for children's church should situation arise where only a teacher is present the door or doors of the room should remain open.
- If a child needs to use the restroom, one worker may escort the child to the restroom and wait outside the door. If a child needs assistance while in the restroom both the stall door and restroom door are to be left open. This is for your protection.
- While we greatly appreciate our youth age volunteers, they are NOT to assist children in the restroom.
- Kids older than preschool should not sit in leaders lap.
- No child should ever be touched between the belly button and shins.
- Parents are welcome to observe, however if this lasts more than 2 weeks, please notify the children's director.
- Classroom must remain unlocked and the lights remain on during use.
- Parents and children's director should be notified the same day if an injury or accident has taken place.

Workers Role and Responsibilities

- Attend training/meetings when announced.
- Arrive at least 15 minutes prior to the start of scheduled service.
- Classroom should be left in a neat and orderly manner.
- Workers need to be aware of any special circumstance or needs of a child, especially any medical conditions such as allergies.
- Workers need to notify the appropriate director of any circumstances where a change in schedule cannot be met.
- If there should be any type of disciplinary problem with a child, the children director should be informed on the same day as the infraction, so proper action can be taken.
- Teachers should take their cell phone with them to class for emergency purposes. If an emergency occurs contact the children director.
- No pictures or videos should be put on any social media unless approved by the children's director.