

# NURSERY AND CHILDREN'S DEPARTMENT HANDBOOK

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## OUR MISSION

Here at Lifepoint Church of Senatobia our mission in serving our children is to model and teach the love of Jesus Christ. Our goal is to provide a safe, clean, organized, and loving atmosphere. It is our hope that children will experience the joy of worship, serving, tithing, learning, and growing in a gospel-centered environment.

# **Teacher Responsibilities**

Pass background check

A member of the church

Maintain good conduct

Pray for your students

Prepare your lesson

- Study
- Form activities from lesson

Arrive 15 minutes before class begins

Greet children as they arrive

Interact with children through conversation, games, play, songs, and teaching

Model and teach the love of Jesus Christ

Create a safe, fun, clean, and loving environment

Change diapers/pullups or assist in the restroom

Report injuries or disorderly conduct

Make sure room is clean and orderly after use

Remain in your classroom until each student has left

If you are unable to attend your assigned week, secure a substitute

## **Snacks**

Note if any of your children have specific allergies. The parents should inform you of this. There are tags at the check in desk they can fill out and attach to their bag. Each child is allowed one serving of animal crackers, goldfish, and juice. Be sure to label juice cups to reduce the possibility of spreading germs.

## **Restroom and Diaper Changing**

Two volunteers must be involved in preschool bathroom assistance. If a child needs a new diaper, leave the door open at all times. If a child needs assistance in potty training, again leave the door open at all times. This is to ensure supervision, protection, and accountability for our volunteers. Once the child no longer needs assistance, the door must still remain cracked. Older children, K-5, must be supervised while going to the restroom. No child should leave the classroom alone. This means the entire class may go to the restroom together while the Teacher stands outside the restroom. Count each child before leaving the classroom and re-count before returning to the classroom. All children must try to use the restroom or receive a new diaper before parents pick them up. After every bathroom break or diaper change you and the child must wash your hands. Workers/volunteers are not allowed to use the same restroom facilities as the children.

## **Locked Doors**

All nursery and children's area doors must remain locked while in use during all Lifepoint services. In the event of an intruder or shooter, there is a 100% chance of survival and safety if the door is locked.

## **Child/Worker Ratio**

- Infants 0-15 months - 1 worker for every 3 children. 4 max.
- Toddlers 12 - 24 months - 1 worker for every 3 children. 4 max.
- Toddlers 2 - 4 years old - 1 worker for every 4 children. 6 max.
- K-5 - 1 worker for every 8 children. 10 max.

## **Younger Volunteer Requirements**

Must be 12 and older to serve in the nursery. Younger volunteers must have references, pass an interview, and be accompanied by a parent or guardian who is an approved volunteer while serving.

## **Supplies**

There are a few supplies in the resource room or scattered throughout. If there is something you need for activities or crafts let the children's area or nursery director know in advance.

## **Story Time**

Nursery : On Sunday morning children from 3-4 will enter the worship room at 10:10 for story time, discussion, worship, prayer, and offering. Be sure to pass out pennies for an offering to each child beforehand. There is a tv and dvd player where you can play that week's lesson and worship songs. This age group has a short attention span. Keep storytime brief and questions simple and engaging. During worship, do your best to keep volume at a low. Some children are triggered by loud noises. At the end of story time children will give you their penny for "tithes".

## **Security Procedures**

All volunteers must complete and pass a background check

Alert security personnel of any suspicious behavior

All children must receive a name tag at check in

Parents must present their end of the name tag to retrieve their child

Avoid being in a room by yourself with a child

All doors must remain locked during service

If a child needs assistance in the bathroom, leave the door open

Report any violation of the safety procedures listed here to Preschool Director

If a parent is needed use the call number on child's name tag to post their number on the screen in the sanctuary to alert the parent

## **Safety Procedures**

Keep emergency exits clear

Keep outlets covered

Make sure toys in each room are for the appropriate age group

Label cups/bottles/backpacks

Check for food allergies

Avoid heavy toxic cleaners

## **First Aid**

### Bumps and Bruises

- Apply ice or cold pack on bump/bruise
- Get Help immediately if child has bumped his/her head or has any of the following symptoms
  - a) Unconsciousness
  - b) Difficulty breathing
  - c) Vomiting or convulsions
  - d) Trouble seeing or moving
- Do not move the child if serious head, neck, or back injury are suspected
- If bruise is on the arm or leg, keep it elevated

### Cuts

- For a small cut or scratch, clean the wound and apply direct pressure with a clean cloth or bandage.

- For more serious cuts, get help immediately. Apply direct pressure with a clean cloth. Elevate the wound above the heart if there are no broken bones.

#### Fever

- If a child feels hot to the touch, has a runny nose, diarrhea, or body aches, contact the parent.

#### Smashed Finger

- Apply ice packs to the fingers.

#### Burns

- For minor burns, put the burn in cool water. Gently dry.
- For more serious burns, get help immediately.

#### Choking

- Check if they can breathe. If the child can speak, breathe, or cough they might be able to clear their own throat.
- If a child is silent choking. Call For Help.
- **In an emergency. Give Five Back Blows.** If the child is over one year old, kneel behind them and give five back blows between their shoulder blades. **Give Five Abdominal Thrusts.** If the child is over the age of one give five abdominal thrusts immediately following the Five Back Blows. To do this, place your arms under their arms and around their upper abdomen, clench your fist, and pull sharply inwards and upwards. **REPEAT.** Continue alternating between back blows and abdominal thrusts until blockage is dislodged, help arrives, or the child becomes unresponsive.

#### Unresponsive

- Call for help
- Perform CPR
- Lower the child on a firm, flat surface and perform CPR.
- Place the heel of one hand on the lower third of the breastbone, just below the nipples. Keep your other hand on the child's forehead, tilting their head back. With a straight arm, compress the breastbone about one third to one half of its depth, or about 5 cm. Perform 30 compressions at a rate of 100 to 120 compressions per minute. Let the chest rise and fall after each compression.

- Give breaths. Tilt the head back, lift the chin, and pinch their nose. Place your mouth over the child's and give two slow, gentle, breaths.
- REPEAT. Continue to the cycle of 30 compressions and two breaths until the child recovers or help arrives.

#### Nosebleeds

- Apply pressure for 5 minutes

#### Convulsions

- Make sure the child can breathe
- Send someone to get the parents and call a Dr
- Elevate chin if necessary to open airway
- Make sure there are no sharp edges in the vicinity to avoid injury.
- If a child is lying on a hard floor, put a pillow or rolled jacket under their head.
- After convulsion, roll the child onto their side. Be sure to support the child's head.

#### Poison

- Call poison control, hospital, or Dr.
- Poison Control **1-800-222-1222**

#### Electric Shock

- Do not touch the child or the item causing the shock
- If possible, unplug the item or turn off electricity
- Have someone call the power company if you can't shut off the power
- If you need to get the child away from the current, stand on dry board or newspaper
- Gently move the child away from a live current by using a dry board or rope. Do not touch the child until he/she is away from the current
- Call for medical help



# **Emergency Procedures**

## Tornado

- Count your children and line up by the door
- Nursery : Line children up against the wall in the main hall
- Children's Area: Line children up against the wall in the children's worship center
- Have children place their heads in between their knees
- Keep count of children before, during, and after tornado passes

## Fire

- Locate the closest exit
- Count your children and line them up to exit
- If you are in bed babies, put children in the emergency evac bed and head to the 1's emergency exit.
- Keep count of your children before, during, and after the fire

## Shooting

- If there is a known shooter in the building lock your door
- Contact local police department
- Keep children hidden and quiet
- Be sure to keep a head count of children before, during, and after shooting