



Clarkesville Kids Nursery Guidelines



Dear Parents,

We're so glad your children are part of the Nursery at Clarkesville First United Methodist Church! We take seriously the charge of helping you with the tremendous responsibility of raising your children in a Godly manner. Our mission is to glorify God, grow disciples and change the world, one child at a time!

Our curriculum is Bible-based, relevant, creative, hands-on and FUN! We do our very best to provide the most safe and nurturing environment for kids to learn and interact. With that in mind, we hope you'll take the time to read the following information and help the Nursery run smoothly by adhering to the guidelines.

In Christ,

Clarkesville Kids Nursery Leaders

Sunday Morning Classes

8:30am-12:15pm:

- ★ Nursery – 3 Years and Younger

Wednesday Evening Classes

6:30pm-7:30pm

- ★ Nursery – 3 Years and Younger

Drop-off/Pick-up Procedures:

1. The Nursery will be opened by the scheduled Nursery Worker 15 minutes prior to the start of church, Sunday School, and Wednesday night classes.
2. Children in our Nursery should be dropped off by a parent in the Nursery where they will sign their child in. Each child will receive a nametag to go on their backs. Upon pick up, children in the Nursery must be signed out by a parent.
3. Upon pick up, each child will be sent home with a Review of Day sheet. This sheet details who their teacher was, if they went to the bathroom/had a diaper change, any minor incidents (scrape, tripped, etc.), and overall well being of the child for that class.

General Rules:

1. Please keep all toys at home or in your car.
2. Please allow your child to finish all food and drink before entering classroom (Nursery children may bring sippy cups into the classroom).

3. Please take your child to the restroom/ change to a clean diaper before sending them to programming.
4. Please keep your cell phone with you while your child is in the Nursery. Nursery parents will be contacted through our Mobile Text Alerts system which you can register for by texting CFUMC_Nursery to 662-200-4303
5. Each family must have a Child Information Sheet filled out for their child/ren. Teachers will refer to information on the sheet regarding allergies, taking photos of your child for CFUMC social media/website, as well as emergency contacts.
6. Nursery Worker will never leave children alone in the Nursery, and doors will never be left open.
7. In the event of a major incident, parents and the Nursery Director will be contacted immediately.

Discipline:

1. We believe that the best way to avoid discipline issues is to present fun and engaging lessons and activities!
2. Our rules in the Nursery are as follows:
 - a. Children are to respect and obey our Nursery Workers are their teachers.
 - b. Children need to stay seated during snack and cannot get up when they have food in their mouth.
 - c. Children need to be participating in the curriculum to the best of their abilities, then encouraged that they can have free play time. We want children to be growing and maturing in their own ways through structure, and have something to bring home to after each class.
 - d. Children are to treat our toys and materials with respect, they should not be throwing, kicking, or hitting anything or anyone in the classroom.
3. When a child has trouble following our rules, the teachers use a 3-strike system, making sure to pull the child aside individually rather than calling them out in front of the class.
4. After the third strike, Nursery children will be given a one minute 'time out'.

Wellness:

To ensure a healthy environment, we ask that you keep your children home if they have the following symptoms:

- Fever
- Diarrhea or vomiting (must be free of these symptoms for at least 24 hours)
- Pink eye or other eye infections
- Sneezing and/or coughing, especially within 5 days of onset of symptoms

- Any communicable diseases
- If your child exhibits any of these symptoms in class, you will be notified by a teacher to pick them up.

We will ensure a healthy environment for the Nursery by:

- Disinfecting all toys with disinfecting spray after children have left.
- If a child puts a toy in their mouth, the toy will go into our cleaning bin for the remainder of the class. Toys will be washed in a water/bleach solution and rinsed with hot water after all children have left.
- Children and Nursery Workers hands will be sanitized or washed before and after snack, as well as after any bathroom use.
- Nursery Workers will wear gloves when changing children. They will be changed on our sanitized changing table, dirty diapers will be thrown into our diaper bin and both Nursery Worker and child will sanitize or wash hands after changing diaper.
- Sheets in our crib are changed after each use.
- Nursery Workers will abide by cleaning procedures as listed in the Nursery.

Safe Sanctuaries: (*United Methodist policies to ensure child safety*)

- Criminal Background checks are conducted on every Nursery Worker and are updated every two years.
- All activities are conducted in a public place where other adults are present
- All indoor activities should be conducted in rooms with unobstructed windows, or with the door open.
- Rule of Threes: Each activity should be comprised of at least three people, at least one of whom must be an adult
- Restroom Use – Nursery children will use the classroom bathroom. Nursery Workers will assist children in the bathroom as needed with the door left open.
- Diaper Changing – Children in the Nursery requiring a diaper change will be changed by a gloved Nursery Worker on a sanitized surface designated for diaper changing with bathroom door open.
- During programming, access to children’s wing is limited to families, staff and approved volunteers only.

Emergency Protocol

Weather

- In the event of a weather emergency such as a tornado, Nursery Workers will take all children down the staircase and into the single bathroom directly across from the foot of the stairs. If time does not permit to go downstairs, children will be taken into

nursery bathroom with door shut. Nursery Workers will carry a child if they are too young to walk and are to instruct older children to hold onto our 'safety rope' while walking together to the determined location. Nursery Workers will do this when instructed to do so by Nursery Director or upon hearing a tornado alarm.

Intruder

- In the event of an intruder, Nursery Workers will close and lock both nursery doors, turn lights off and stay with children in Nursery bathroom with door closed until further notified by Nursery Director. Nursery Workers will do this when instructed to do so by Nursery Director or upon recognition that there is an intruder on the church campus.

Fire

- In the event of a fire, Nursery Workers will take children down the staircase, exit out of the door to the left of the single bathroom used for weather emergencies, and taken outside to the playground with gate closed in order to keep all children inside fenced in area. Nursery Workers will carry a child if they are too young to walk and are to instruct older children to hold onto our 'safety rope' while walking together to determined location. Nursery workers will do this when instructed to do so by Nursery Director or upon hearing the fire alarm.

Thank You!

Thank you for entrusting your children to us in the Nursery! We do not take this responsibility lightly, and look forward to celebrating your child's growth and development with you and your family!