

Grace & Truth Bible Church

Nursery: Policies and Procedures

1. Volunteer Qualifications & Requirements

Nursery Workers will be selected and approved through the discretion of the ministry and the elders of GTBC. Adult nursery workers must submit to a background check (per Guide One Insurance Policy # 01444341).

Nursery workers must be a regular participant in the church body for at least 6 months prior to working with the children in any way.

Qualified young people (over the age of 12) who are children of church members may help in the nursery on approval from the ministry leader with 2 adults present at all times.

There must be at least 2 adult nursery workers in the nursery at all times.

GTBC will provide training on this child protection policy to all new nursery workers and will strive to provide opportunities for additional training, classes, or events on a regular basis. All workers are strongly encouraged to attend these training events.

2. General Volunteer Responsibilities

Be in the nursery at least 15 minutes prior to your scheduled service.

Be in good health and free from contagious diseases (colds, flus, and other infections).

Find your own replacement and notify the ministry leader if you cannot work your scheduled shift. If you are unable to find a replacement, make the ministry leader aware of this as soon as possible.

Wear clothing that is comfortable, washable, and appropriate to caring for babies and children.

Store your personal belongings in the designated places in order to keep them out of reach of children.

Deliberately interact with the children and ensure a safe environment. Never leave any children unattended.

Clean the nursery facilities as needed. Cleaning supplies are located in the cabinet labeled GTBC in the classroom next to the nursery and a broom/dustpan or vacuum are usually located in nursery bathroom. The lock code on the cabinet is 7777.

3. Nursery Care

Enforce all policies and be responsible for any decisions regarding care of children, clean-up, when it is necessary to page a parent, etc.

Ensure that the number of children on the sign-in sheet is equivalent to the number of children present at all times.

a. Arrival of children

Greet incoming parents/children and check-in all children.

Welcome newcomers and make sure parents get all necessary information and instructions. Supply a copy of our policies & procedures if requested.

One nursery worker should greet and help parents with check-in, while the other workers care for those children already under nursery care.

Parents should check-in their child by filling out the sign-in form and will receive their security tag.

Place each child's diaper bag and/or belongings in the designated areas.

Make sure each parent knows his/her security tag number, so they can be paged when necessary.

b. Departure of children

A child may be released to his/her guardian only if that person has a matching security tag.
DO NOT RELEASE A CHILD TO ANYONE NOT INDICATED ON THAT CHILD SIGN-IN ROW AND/OR WITHOUT A SECURITY TAG!

As with arrival, one nursery worker should help parents with check-out and have any necessary updates/discussions with them.

The other nursery workers should divide the responsibility of care for the remaining children and nursery clean-up.

Nursery workers should be on guard to ensure that no children slip through the door as others exit.

Ensure that each parent leaves with all their child's belongings.

In the event that a parent needs to be informed of any kind of incident or behavioral difficulty, it is the nursery worker's responsibility to discuss this with parents and inform the ministry leader.

c. Nursery Access

No one is authorized to be inside the nursery and toddler areas except approved nursery workers, children under nursery care, nursing mothers, and the ministry leader. We also allow parents access to help their own child with potty training or to change their child's diaper.

Visitors, and parents of children suffering from separation anxiety are allowed in the transition area located inside the nursery in front of the check in area. These individuals are not allowed to have any contact with children in the classrooms and for security reasons are under the authority of the nursery workers at all times.

Older children are not allowed to visit the nursery unless they are on the schedule to help.

For the welfare of children and workers alike, we need to be strict with this requirement. The nursery is a place designed for babies & toddlers to play and be cared for safely. This cannot be ensured if unauthorized people are allowed access.

d. Toy Safety

Do not allow children to play with toys brought from home. The toys and books should be carefully selected as safe and age-appropriate. If a child brings a toy from home, give it to parents or store it in his or her diaper bag out of sight.

If you find a broken or unsafe toy, throw it away.

Clean any toy that has been in a child's mouth before putting it back in the bin or allowing other children to play with it.

Nursery workers should keep the floors reasonably free of clutter to avoid unnecessary injuries.

Engage the children in helping to pick up the toys as possible.

Do not allow children to climb on shelves, gates, or tables. Ensure they do not stand on chairs.

Use all nursery furniture and equipment only for their intended purposes.

e. Diaper Changing

Encourage parents to change/check their child's diaper before leaving the child in the nursery.

Diapers should be checked at least once per service by nursery workers and if they are found soiled or wet & sagging, page parents to change the child.

Please wipe off the changing pad after any diaper is changed.

f. Feeding/ Snacks

Refer to the sign-in notes for any instructions in feeding babies.

All babies need to be held during bottle feedings and burped frequently.

Rinse the bottle and return it to the correct bag as soon as possible to avoid mix-ups.

If a breast-fed baby needs to eat, please notify the baby's mother via the paging system.

Check to be sure which children have parental consent to consume nursery provided snacks.

One nursery worker should be responsible for constant snack time supervision.

Please give children Goldfish crackers only in designated areas.

Snacks and cups are located in the room next to the nursery in the cabinet labeled GTBC.

Do not let children walk around with food or drink.

During snack time children may have water in their own cup. Supervise the use of sippy cups and ensure that each child drinks only out of his/her own cup.

Do not allow sharing or give the children any food or snacks other than Goldfish.

g. Illness

Children need to be fever, diarrhea and nausea free for at least 24 hours before coming into the nursery. Children with yellow or greenish nasal mucus, eye drainage, a cough, or severe congestion should be kept at home

Children with lice, undiagnosed rashes, unusual fussiness, or symptoms of contagious childhood illnesses (measles, chicken pox, etc.) should be kept at home away from others.

If a child becomes ill in the nursery, parents need to be notified immediately.

h. Behavior

Nursery workers will contact parents via the paging system, or by cell phone, if there are any concerns for the well-being of the child or if the child's behavior warrants parental intervention (not respecting the authority of the nursery workers). They will also be paged if the child is upset or inconsolable.

i. Transition area for separation anxiety

Visitors and parents of children suffering from separation anxiety are allowed in the transition area located inside the nursery in front of the check in area. These individuals are not allowed to have any contact with children in the nursery and for security reasons are under the authority of the nursery workers at all times. If the parent of a child is a nursery worker they may be inside the nursery with their child because they have passed the background check.

The child is allowed to play with their parent in the transition area or return to the nursery at any time.

The parent can either stay in the transition area to supervise their child or return to the service.

j. Biting

Biting is common among small children.

A biting child needs to be separated from the others and dealt with in a gentle way.

A child who has been bitten should be calmed and have an ice pack put on the injury.

When a biting incident occurs an incident/accident report should be filled out for both children and signed by both children's parents.

The ministry leader should be informed of the incident.

k. Post-Service Cleaning Instructions

Any toy that has been in a child's mouth needs to be put aside and cleaned after the service.

All surfaces should be wiped down when needed (counters, tables, swings, exersaucers, etc.).

Make sure toys and furniture are returned to their proper place.

Clean the floor and take out all the trash.

Notify the ministry leader if blood or other bodily fluid is spilled on the floor so that it can be properly cleaned.

4. Supply/Purchasing Guidelines

All nursery purchases will be done by the ministry leader, please notify the ministry leader immediately following the service if supplies are low for the next week. If there are any items needed/wanted for the nursery, please speak to the ministry leader who will make the purchase and fill out the church reimbursement form.

All books/curriculum must be approved by the elders. The ministry leader and/or elders will purchase all curriculum material and may fill out the church reimbursement form.

5. Restroom Guidelines

Children under 5 years of age should use the nursery bathroom, if it is available. Never assist a child in the restroom. Workers should remain outside the bathroom door in case the child needs you to page parents for assistance.

If the nursery bathroom is unavailable for any reason, page parents to escort the child to the main restrooms. Never take a child to a bathroom alone and check the bathroom to make sure it is empty before allowing the children inside.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed.

Parents are strongly encouraged to have their children visit the bathroom prior to each service.

6. Child Abuse Policy

NO corporal punishment is to be given by any nursery worker to any child in the nursery.

Verbal warnings, removing a child from the area or activity, and redirection are acceptable.

If a child is unmanageable, his or her parent should be called.

If you suspect any form of child abuse - physical /non-accidental, neglect (failure to provide basic needs), or sexual abuse, report suspected abuse to the ministry leader immediately!

All reports of child abuse must follow the policies and procedures outlined in the GTBC Child/Youth Protection Policy.

7. Medical Emergencies and Accidents

In the case of a serious medical emergency, notify a host/usher to call 911 and page the child's parents.

Wear gloves when administering first aid and carefully dispose of the soiled materials.

Fill out the official GTBC incident/injury report and give it to the ministry leader.

Check the first aid kit for instructions on CPR and First Aid giving.

8. Medication Policy

It is our policy not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medication policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). For these exceptions, parents should discuss a plan with the ministry leader.

9. Emergency Evacuations

In the event of a fire alarm evacuation, take all children out the closest exit and get as far away from the building as possible. The nursery workers must take the sign-in sheet and make sure every child is accounted for.