

- All children must check in using the kiosks in the Welcome Center (near the main bathrooms) prior to drop off. If parents/guardians attempt to drop off their children without a check-in tag, kindly refer them to the Welcome Center to check-in their child, offering directions and assistance.
- Once children are appropriately checked in and have their tag, parents/guardians may escort their children to the appropriate room. Nursery volunteers will be ready to handle the transition with a smile!
- Children will be dropped off and picked up by parents/guardians directly from the nursery room. Make sure the parent/guardian gives you their child ID tag before dismissing the child.

Rotations and Arrival Times

- The FBN nursery rotation is organized according to the weeks of the month, in which case each volunteer will serve in their position on the 1st, 2nd, 3rd or 4th Sunday of each month.
- In the occasion of a 5th Sunday within a month, all FBN children's ministries (FBN Nursery and Kids) will remain closed to promote family worship and to provide respite for the FBN volunteers and ministry space.
- We ask that all volunteers arrive 15 minutes before their scheduled time to serve and remain until the volunteer for the next service arrives, or until all the children in your room have been picked up by their parents/guardians.
- **Remember to wear masks until you reach your Nursery room, and to sanitize hard surfaces following your "shift"*

Absence

- We encourage all nursery volunteers to keep an eye on their personal schedules and to anticipate any scheduling conflicts that may occur. When this happens, the most effective and appropriate protocol is to utilize the Nursery schedule and simply trade your service time with someone else. For example, if you find out you cannot fill your service role on your typical 3rd Sunday at 11:15am, you can call a nursery volunteer who serves on the 4th Sunday and request they serve for you on the 3rd Sunday and you will serve for them on the 4th Sunday.
- When a trade occurs, simply email the office and notify us of the trade so we know that the spot has been filled.
- In the case of a last minute emergency that may cause a volunteer to miss their time of service, simply contact Brooke Hogan so she may plan to either make a trade for you or cancel the nursery room for that particular service.

Loving Correction

- In the case of children who are behaving in a manner that is dangerous to themselves or others around them, we encourage a 3-step plan of loving correction:
 1. Kindly correct the child by getting down to their level, making eye contact, explaining the issue, and requesting cooperation going forward.
 2. If the behavior continues, kindly bring the child out in the hallway, get down on their level, and ask them to explain why we don't allow that behavior. Be empathic and creative to address the issue, and use the opportunity to teach about kindness, forgiveness (if another child was part of the reason for such behavior). There is a root cause to every behavior. Find the root and respond graciously.
 3. If the behavior continues still, you make write the child's tag ID on a post-it note and deliver it to the sound booth in the sanctuary so that they can respectfully notify the parent. When the parents arrives, kindly explain the situation with grace and understanding.

Emergencies

- In the case of a noticeable illness with a child, you make write the child's tag ID on a post-it note and deliver it to the sound booth in the sanctuary so that they can respectfully notify the parent.
- In the case of a serious injury, please consult the emergency response list that is posted in all of the nursery rooms and reach an FBN medical professional. Notify the parents by text or through the parental notification procedure listed above.
- In the case of a life-threatening injury, follow the previous steps and also call 911.