



Nursery Worker Guidelines

1. Wash your hands thoroughly when you enter the nursery. (Use common sense to determine when you ought to wash your hands after interaction within the nursery.) Wear t-shirt or smock. We do not require masks, but certainly do not discourage them either. Use your own discretion and your own comfort level.
IMPORTANT NOTE: Review the intake questions for yourself. If you answer "yes" to any of the questions you cannot work in the nursery and will need to contact the nursery coordinator.
2. Be sure to follow ALL the intake steps for each child. Wipe down the countertop frequently during intake.
 - Have parents and children wash their hands with hand sanitizer.
 - Record child's name and family contact information.
 - Review the intake questions with parent. If the answer is "yes" to any of the screening questions, you cannot accept the child into care.
 - We will not take the temperature of every child at intake, but if you have reason to believe that the child may have a fever, please use the thermometer at the counter to check the child's temperature. If the temperature is 99.5 or above we cannot accept the child into care.
3. Remove your shoes or put blue shoe covers on to help protect the carpets.
4. Please do not bring your children into the nursery unless they are nursery age.
5. Workers must be a minimum of 12 years of age.
6. Arrive 15 minutes before your shift.
7. You may not work if you are coming down with a cold or have other active illnesses.
8. If you cannot work your scheduled time, please switch times with another worker or call a sub. Contact your team leader about the change.
9. Acknowledge incoming/outgoing children & their parents.
10. Make sure each child's diaper bag is marked with their name.

Please see reverse side →



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11. Consult with incoming/outgoing workers on children's needs, statuses, diaper changes, etc. as needed.
12. Do not administer any medication to any child.
13. Pray with the children at the beginning of snack time. Prep the snack before calling the children to eat.
14. Check each child's diaper 15-20 minutes before pick-up time, change if necessary.
15. Only female workers may change diapers.
16. Wash hands after each diaper change or wear a fresh pair of gloves for each change. Sanitize changing table between children.
17. Do not leave children alone at any time or allow a child to leave the room alone.
18. Record any injury incidents on corresponding form and inform parents.
19. Place dirty toys in the sink. If you have time, spray down with Clorox Anywhere spray and place in drying rack to dry.
20. Clean up and follow closing procedures before leaving the nursery.
21. Remember, the children are our #1 priority!
22. Please show each child and parent the love of Jesus!

*Thank you for serving
in the Nursery!*