



## *Nursery Handbook for Parents*



*“But Jesus said, Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.” (Matthew 19:14)*



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## **Welcome Letter**

*Dear Parent:*

*Welcome to our Nursery Ministries at The Church of Columbus. We seek to provide a safe, Christian atmosphere for the youngest members of our church family. We hope that our loving care for your child will allow you to participate in the multitude of opportunities available here at The Church of Columbus.*

*We believe that our children are God's greatest gift! Nursery Ministries provides special care to infants and toddlers that contributes to their well being and complements and strengthens the Christian nurture the child experiences at home. We strive to help your child to build trusting relationships and feel a sense of belonging by reaching out in love and understanding.*

*We hope this handbook will convey our commitment to provide a safe, caring environment through trained caregivers and a security system that ensures your child's safety. Please assist us in reaching this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will call us.*

*Once again, welcome! We look forward to serving the needs of your family.*

*Serving Him with you,*

Carla Plazas

Director of Nursery Ministries

706.464.3292



### **Purpose of Nursery Ministries**

- To help each child feel comfortable and special
- To help each child feel secure with adults who love and care for him/her
- To help each child learn to play and share with other children
- To help each child have positive feelings about coming to church
- To encourage the active participation of parents in worship, Bible study and other activities

### **Nursery Ministries Department**

The Nursery Ministries for Sunday morning services is overseen by our Sunday School Department Minister of Education Dr. David Celestial and Sunday School Director Sis. Cenobia Moore. If you have any questions regarding our Sunday morning program, please contact Sis. Cenobia Moore at 706.587.3596 or email her at [cenobiam@bellsouth.net](mailto:cenobiam@bellsouth.net)

During evening services, the Nursery Ministries is administered by Minister of Administration Bro. James Alston and Director of Nursery Ministries Sis. Carla Plazas.

For more information please contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



## General Policies

1. Nursery is provided for all children ages birth through 4 years old during Sunday School, Sunday Evening Service, and Wednesday Evening Bible Study. Nursery is also available during special events.
2. The nursery opens 15 minutes prior to services and other scheduled events.
3. Children are to be brought to the Nursery and picked up by their parent or family member. A pager system is used in order to ensure the safety of each child. Pager must be presented in order to release child.
4. Please check your child's diaper prior to signing your child into the Nursery. Your child's diaper will be checked at least once prior to the end of service and will be changed as necessary.
5. Parents should pick up their children immediately following the service or event they have been attending. Children must be picked up within 10 minutes following dismissal.
6. Please have your child's belongings properly labeled. This includes:
  - diaper bag
  - bottles
  - pacifiers
  - drinking cups
  - coats
  - blankets
7. Any items that are not labeled will be labeled by your child's caregiver.
8. Children should not bring personal toys to the nursery.

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### **Safety Assurance Policy & Registration**

We have a security system in place to protect your children. When you bring your child to the nursery, you should sign your child in on the Nursery Registry, select the lowest number pager available, write his/her name on a sticker with the coordinating pager number, and then give your child to the caregiver. The child's diaper bag should be placed in the numbered cubby hole matching your pager number. The caregiver will gladly assist you through this process.

When signing in your child on the Nursery Registry form, it is extremely important that the information is accurate and complete. Please use the "Special Instructions" space to write anything you feel the caregiver should know about your child during his/her stay at the nursery.

When you return to pick-up your child, please return your pager to the caregiver. We **must** have pager to the release a child. Additionally, we ask that parents remain **at the door** of each classroom. It would compromise our Security Procedure should we allow free entry into the rooms.

It is our goal to create and maintain a safe, clean and loving place for our members and visitors to bring their children.

For more information, contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



## Health Policies

1. For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exists:
  - Fever -- currently or within previous 24 hours
  - Vomiting or diarrhea
  - Significant, persistent nasal drainage which is green or yellow in color
  - Any symptom of a childhood disease such as scarlet fever, German measles, mumps or chicken pox
  - Common cold
  - Sore throat
  - Any unexplained rash
  - Any skin infection
  - Pink eye or other eye infection
  - Lice or nits- child will not be allowed to return until proof of treatment and lice-free
2. We will not administer any medication.
3. If the child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from other children and the parents will be contacted to take the child home.
4. If your child has a physical condition which may require specialized intervention or precaution, please contact the Director of Nursery Ministries at 706.464.3292 to discuss special arrangements.
5. If your child develops an infectious disease (chicken pox, etc.) after he/she has been in the nursery, please contact the Director of Nursery Ministries at 706.464.3292, so we may notify other parents of their child's exposure.
6. Toys used by the children are sanitized at the end of each session and at other times that are necessary.

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## Food Policies

1. Our nursery is a **peanut and nut free area**--for children with allergies who utilize our facility as well as for general recognition of this health concern.
2. Infants will be fed formula, milk, juice or water as provided in plastic bottles. All bottles should be pre-mixed and poured by the parent. A refrigerator is provided to keep bottles fresh. Warming instructions, if any, should be conveyed on the Nursery Registry. Send only plastic bottles in the diaper bag. Please label each bottle with your child's name.
3. Please do not bring in outside food (such as fast-food).
4. Medications cannot be given by nursery personnel. Please do not put any type of medication in your child's bottle.
5. Toddlers will be served a snack of juice and cereal/crackers when appropriate. If your child is allergic to anything, please notify your caregiver.
6. Mothers who are nursing may do so in the designated area for nursing mothers. However, please provide a bottle for your baby in the event your return is delayed.

For more information, contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



### **Classroom Management**

The behavior of children while in the nursery will be managed in a manner that will protect their self-esteem and that will encourage children's independence, creativity and ability to mature and be nurtured in the growing knowledge of God's love.

Every attempt will be made to soothe a crying infant or child. In the event an infant/child cries inconsolably, the parent will be notified to assist.

Children are expected to follow the directions given by their caregiver. Any correction needed will be done in a positive manner. Parents are expected to encourage their children to follow directions given by a caregiver. The parent will be contacted if any child refuses to comply with the caregiver's direction.

For more information, contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



## **Emergency Procedures**

Emergency procedures are posted in each nursery room.

### **Fire**

In case of evacuation, staff will take children out the nearest safe exit (closest exit is in gym entranceway) and meet parents in the front parking lot (Double Churches Rd). A telephone is available in the nursery and is for emergency use only.

### **Child Emergency**

A First Aid kit is located in the Nursery room and can be used for minor accidents.

Parent and Nursery Director will be paged in the event of a child emergency. If a child becomes seriously ill or injured, attendants or Director will immediately contact the Medical Response Team.

### **Severe Weather**

If there is an approaching tornado or other severe weather, children will be moved to the inner hallway of the Church. Parents will be paged and should meet workers in the hallway closest to nursery rooms.



### **Caregiver Qualifications**

Attendants working in The Church of Columbus Nursery are volunteer workers. Prior to working in the nursery attendants attend a mandatory training workshop which teaches legal requirements of volunteer-based childcare services as well as nursery protocol. In addition to the training workshop, all attendants working in the Nursery Ministries at The Church of Columbus shall:

1. Enjoy being with children.
2. Show patience and love for children.
3. Have childcare skills which include: diaper changing, bottle feeding, cup feeding, holding, burping, soothing and engaging in play.

At least two adult attendants will be present in the Nursery at all times. Additional workers are scheduled each service on a standby basis in case additional help is needed.

For more information, contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



### **How Parents Can Help**

1. To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
2. Please bring a box of snacks once per month to replenish Nursery snacks. Acceptable snacks include fruit loops, goldfish, or cheerios. If you are unsure of appropriate snacks, please ask the Director of Nursery Ministries.
3. Sign-in your child properly by completing all of the information on the Nursery Registry. Keep your pager in a safe place. You will be asked to produce this when you come for your child.
4. Be sure to label ALL of your child's belongings clearly. Always bring a change of clothing in case of spills or soils.

For more information, contact Carla Plazas, Director of Nursery Ministries, at 706.464.3292 or email her at [plazas\\_carla@hotmail.com](mailto:plazas_carla@hotmail.com)



Acknowledgement of Nursery Handbook

My signature below indicates that I have received and read the Nursery Handbook. I understand the policies and procedures of the Nursery Ministries at The Church of Columbus and will abide by them.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date