

Guidelines for Infant and Toddler Nursery Workers

1. Upon arrival to the nursery, **review the nursery check-in checklist** to be sure the nursery has everything necessary.
2. Please make sure that you and all other nursery workers are **wearing a name tag**.
3. **Secure the gate** in the doorway entrance. The door should be kept open.
4. **Children 3 months through 3 years are welcome** in the nursery.
5. **Be sure children are not sick**. This means that they are not feverish (hot to the touch), have no unclear discharge from their nose or eyes, are not coughing, have not been vomiting or had diarrhea in the last 24 hours, have no undiagnosed rash and appear generally healthy. If parents bring a child who, in the judgment of the primary nursery worker, appears too ill to be placed in the nursery, gently tell that parent that it is our policy to preclude children who are ill from entering the nursery.
6. **Cheerfully greet parents and children with the love of Jesus Christ**. Remember that you are representing the Lord to brothers and sisters in Christ, and to those who may not yet know the Lord. Your greeting can be refreshment for their souls!
7. If a parent is new, give them a **Parents' Nursery Handout**.
8. Allow into the nursery area nursing mothers and parents entering to help their children adjust to the nursery stay, but for security and safety, **control the flow of people into the nursery**.
9. **Be sure all parents sign their children in. A photo name tag should be clipped onto the clothing of each child**. It is best if the tag is placed on the child's back so that they are not able to remove it. The name part of the tag should face out so that the nursery volunteers can quickly see the name of each child. The tag can be flipped to see the photo when identifying the parent or guardian signing the child out. Please remember to remove all photo name tags when the child has been signed out and place them back in the box. For any child that does not yet have a photo name tag please give them a temporary name tag (located in the same box). Inform the parent or guardian that only those on the photo name tag may pick up the child. If they plan to have someone else pick up their child they should indicate the name and relationship of this person to the child on the sign-in sheet. Inform the parent that identification may also be required upon picking the child up, especially if an alternate pick up person comes to claim the child. Please help the parent to understand this is for the child's safety.
10. **The nursery will provide a name tag for each child's diaper bag**. If the child does not have a name tag already on their diaper bag please use a temporary name tag.
11. Ask parents to **label any bottles or cups brought into the nursery**. If these items are not labeled please use a temporary tag to label them.
12. **Note any special instructions for each child** (e.g. food allergies, bottle to be given, health concerns). Make the parent aware that animal crackers or other crackers or snacks will be given to the children, and be sure this is not a problem.

13. Please advise parents and be aware that **snacks containing peanuts or peanut butter are not permitted** in the nursery.
14. Instructions for **diaper changing** are located in the back of the sign-in notebook. Please be sure to follow these basic hygiene instructions for the health and well being of the child as well as yourself. Diapers, wipes, gloves, hand sanitizer and other necessities are available in the main tub.
15. Do not leave the children alone at any time. The **primary nursery volunteer must remain with children at all times**. If necessary please send one of the assistants to retrieve a parent in the sanctuary. If a child is able to and must use the toilet, one of the nursery workers must accompany the child to the restroom while the other worker(s) remains with the children in the nursery. Again, the primary nursery worker must remain with the children.
16. Because of the potential for abuse or the potential for the perception of abuse, **nursery workers are not permitted to spank or otherwise physically discipline children** that are not their own. Disciplinary problems shall be brought to the parents' attention.
17. If a worker sees an incident of child abuse by another worker, that **abuse should be reported** immediately to the Nursery Director or a pastor. Full cooperation with police authorities is expected from all Crossroads personnel. Because of confidentiality issues, media inquiries should be referred to the church office.
18. **Parents should be made aware of anything out of the ordinary** that may have occurred involving their child. Look for ways to be an encouragement to the parents by passing along positive information about their children as well.
19. **If a child is inconsolable and cries for more than 15 minutes** continually without stopping, for the child's well being as well as your own sanity, send the assistant to find the parent in the service.
20. If a child sustains a **minor injury** that involves a cut or scrape, use the hand sanitizer or wash your hands before administering First Aid. A First Aid kit is available in the nursery supplies. Clean the child's cut and apply a band aid as necessary.
21. If there is an incident involving **more than a minor injury**, that incident shall be reported to the Nursery Director or a pastor using the incident report. Full cooperation with police authorities is expected from all Crossroads personnel. Because of confidentiality issues, media inquiries should be referred to the church office.
22. Please try to **clean any toy that a child places in his mouth**. A child-safe disinfectant cleaner is available in the main tub.
23. Special care must be taken to **protect infants from toddlers**. Be sure that infants are placed in the play yard, crib, swing, or exerciser if they are not being held to avoid injury by a toddler.
24. If you are the closing nursery care worker, please **review the nursery check-out checklist** before leaving, and ensure proper procedures are followed.

Information for Infant and Toddler Nursery Workers

Thank you for your willingness to serve the Lord in the nursery. In order to be properly prepared, please review the information contained herewith and the attached guidelines. Guidelines will also be kept in the nursery area for your reference.

I. Criteria

- A.** All primary nursery workers must:
 - 1. be a member in good standing.
 - 2. be a responsible adult of at least 18 years of age.
 - 3. have completed a nursery personnel data sheet.
- B.** All assistant nursery workers must:
 - 1. be a minimum of 11 years old and be able to function responsibly in the care of young children.
 - 2. have completed a nursery personnel data sheet, if an adult of 18 years of age or older.
 - 3. Additional assistants may be younger than 11 if they are mature enough to be a help and not a hindrance. This is at the discretion of the primary worker.
- C.** If you do not meet the criteria in A or B above, please notify the Nursery Director.

II. Schedule

- A.** Please review your scheduled date(s) for working in the nursery immediately, and place them on your personal calendar.
- B.** If you have a conflict, please swap with someone else on the list, and then notify the Nursery Director of the adjustments to the schedule, so that the schedule can be updated.
- C.** On the week that you are scheduled to work please contact the Nursery Director prior to Thursday by phone or by email to confirm that you will be working in the nursery. If, for some reason, you do not contact the Nursery Director you will receive a reminder call. This is so that there will be plenty of time for you to find a replacement if unable to fulfill your obligation.
- D.** If you have a sudden illness or an emergency that precludes you from serving and you must find an alternative worker on the morning that you are scheduled, please feel free to call one of the alternate nursery workers. (TBD)

III. Serving

- A.** Please arrive in the nursery 15 minutes before the service in order to:
 - 1. review the check-in checklist to be sure the nursery is ready for service.
 - 2. review the nursery guidelines.
 - 3. greet parents and their children with the love of Jesus Christ.
 - 4. avoid creating unnecessary stress for the Nursery Director.

Welcome to Crossroads PCA Church
Infant and Toddler Nursery
Updated July, 2005

PARENTS' NURSERY HANDOUT

Thank you for giving us the opportunity to serve you and your family through caring for your child(ren). The nursery is available for children 3 months through 3 years old. It is our goal to share the love of Christ with you by providing a loving, healthy, and safe environment for your child(ren).

In order to do that, we ask you to comply with a few basic guidelines.

1. Please postpone using the nursery if your child:
 - a. has had a fever within the last 24 hours.
 - b. has a communicable disease or virus other than the common cold.
 - c. has discharge from his nose or eyes that is not clear.
 - d. has diarrhea or has been vomiting.
 - e. has a persistent cough.
 - f. has an undiagnosed rash.
2. Please bring and label the usual items that you would provide for your child: a diaper bag with diapers and necessary ointment, a cup or bottle (bottles should be premixed), a change of clothing, a change of underwear for toddlers who are potty trained in case of accidents, etc. We do have spare diapers for the times that these items are forgotten.
3. Please do not bring toys from home that may become lost among the nursery toys, unless it is an object that your child cannot do without like a security blanket.
4. Please remove any outerwear before admitting your child to the nursery.
5. Upon arrival please sign your child in on the sign-in sheet. A nursery volunteer will be available to assist you. Each child will be provided with a photo name tag that will be clipped onto their clothing. This photo name tag will help our nursery volunteers to quickly and easily identify each child and ensure that they are signed out by the appropriate parent/guardian. If you do not already have one, a name tag will also be provided for your child's diaper bag. Please be aware that only the person(s) who appears on the photo name tag will be permitted to sign out the child(ren), unless otherwise noted by the parent/guardian on the sign in sheet.
6. Please be aware that nursery volunteers will be required to control the flow of people into the nursery and that, for security and safety reasons, only nursing

mothers and parents entering to help their children adjust to the nursery stay will be permitted to stay in the nursery.

7. While the nursery does have some limited snacks we encourage parents to provide a snack and a sippy cup in their child's diaper bag. **Please do not bring any snacks for your child that contain peanuts or peanut butter.**
8. Please let the nursery worker know:
 - a. if there are any **health concerns** pertaining to your child.
 - b. if there are **food allergies or restrictions**. Animal crackers, goldfish, Cheerios or other crackers may be available for the nursery workers to give to the children. Sometimes parents or workers bring in other snacks as well.
 - c. of any special instructions on the sign-in sheet, as well as verbally; for example, the time of next feeding, etc.
9. Out of consideration for the nursery volunteers, please pick your child up promptly at the end of the Christian Education hour or Worship Service. If you expect to be delayed because you are involved in a ministry of the church, please have another person designated on the sign-in sheet to pick up your child, or make the nursery volunteers aware that you may be late.

We hope that you and your child will be blessed by the Nursery Ministry here at Crossroads. Please feel free to give us any comments or suggestions that might help us improve our service to the Lord.