

NURSERY HANDBOOK

PURPOSE: Know God Intimately, Love God Passionately, Serve God Selflessly. Our desire is to assist parents in raising Christ-centered children by laying a biblical foundation of truth about God in the lives of children and clearly pointing them to the greatness of God, the glory of Christ and the power of the Gospel.

GOALS:

We seek to provide a safe, loving environment in which children can learn that:

- ❖ God is the creator and sustainer of all things.
- ❖ The Bible is God's Word. God commands us to obey His Word.
- ❖ Jesus is the Son of God and died for the sins of all men.
- ❖ The Holy Spirit is sent by God.
- ❖ God loves them and has a plan for their lives.
- ❖ God commands us to love one another.
- ❖ Church is a safe and enjoyable place.

The following policies and procedures have been developed to enable us to accomplish our purpose and goals.

INSTRUCTIONS TO PARENTS

- In order to maintain an adequate volunteer staff, all members and regular attendees with children in the Preschool Department will be given the opportunity to serve on a rotating basis during worship services.
- Parents, who also have older children with older children, have several options. Parents may choose to work on different weeks, allowing one parent to sit in the worship service with the older children. Others may choose to find another family for older children to sit with. If you find that you need special accommodations, please contact the Childcare Director.
- Please label all items (coats, bags, Bibles, etc.)
- Because we care for many children, we do not ask our volunteers to spoon-feed children. Please pre-mix formula in bottles. Please feed your child as close to arrival time as possible.

- Please refrain from letting children bring personal toys into the classrooms. Our teachers carefully plan activities to keep your child engaged while present.
- If the scheduled teacher, helper, or other adult volunteer has not yet arrived, wait with your child until he/she arrives and is prepared for the day. Should you need to leave your child because of a prior commitment on campus please advise the coordinator on duty and ask if you may leave the child in his/her care.
- The nursery service is available only for those parents attending a church function. Please do not leave the church property until you have resumed responsibility for your child. See the Childcare Director if special arrangements need to be made.

SIGN-IN & SECURITY TAGS

- Unless prior arrangements have been made, we ask that parents drop-off and call for children in the Preschool Department.
- When dropping your child off, inform the workers of any information needed for the care of your child. Please do not engage in lengthy conversations at this time. Others may be waiting to sign in and talking takes attention away from the children who have already been signed in.
- In an attempt to ensure the safety and security of every child, all children age three and under will be signed in each time they are placed in a room. You will receive a security number that must be returned when you pick up your child.
- Your security number will appear on the call boxes in the worship center should your child need your attention during a service.
- In an effort to be considerate of our volunteers, paid workers, and teachers, we ask that all children be picked up within ten minutes after any service or function.

VOLUNTEER RESPONSIBILITIES

Coordinators:

- Nursery Coordinators will be available in the hallway to assist nursery volunteers with accidents, supplies, and any other needs that may arise.
- The Childcare Director in conjunction with the Coordinators is responsible for calling the scheduled volunteers during the week prior to the scheduled work time.
- Coordinators assist in finding additional helpers in the event of an overflow in the nursery.
- In order to facilitate the success of our purpose and goals, Coordinators are to help enforce the policies outlined in this manual.
- Coordinators are responsible for contacting parents when needed for inconsolable, sick, or hurt children by using the provided security system.
- Coordinators monitor two-way radios while children are on the playground or out of the building in strollers or wagons. Two-way radios are located at the kiosk in Building 3.
- Coordinators check in on each classroom periodically throughout the hour to ensure policies and procedures are being followed and to help nursery volunteers as needs arise.
- Coordinators ensure that a complete attendance record has been taken including names of all volunteer workers in each classroom.

Adults:

- Adult volunteers are to follow the policies and procedures outlined in this manual, as well as to oversee any youth volunteers. Take this opportunity to teach the youth how to care for the physical needs of young children. If you find that a youth worker is more problematic than helpful, please notify the coordinator on duty or the Childcare Director.
- Only female adults are to change diapers. When taking older children to the restroom, leave the restroom doors open and wait outside. If a child has soiled their clothes and they need special attention, have an adult female take care of the child. Keep in mind that you want to be accountable

to someone at all times and at no time should any adult be alone with a child or group of children. This is for your protection as well as the children. Also, please be sure that both the child and the assisting worker wash his/her hands.

- Respectfully implement the sick policy among both the children and yourselves. This information is laid out in this manual. Please do not ask a youth volunteer to enforce this policy with anyone other than him/herself.

Youth:

- Youth are encouraged to serve as assistant helpers in the nursery. Youth must be 12 years of age to serve in the nursery and 18 (the exception to this rule would be a 17 year old female who has been interviewed by the Children's Director and approved by both the Children's and Childcare Directors) years of age to serve in the Infant and Crawler rooms. When supervising children in the nursery, an adult must always accompany youth.
- **Youth are not to change diapers or assist children in going to the restroom.**
- Youth are to honor requests made of them by the adults they are assisting. If the youth feels the request is out of line, he/she should speak with the Childcare Director regarding the matter.



All volunteers:

Our volunteer staff is a vital element of our Preschool Ministry. In order to ensure the safety of our children and our workers, the following policies are in place:

- Please arrive 15 minutes prior to the start of the service. It is imperative that parents find volunteers ready to receive their children in a prepared and orderly fashion. Visitors are hesitant to leave a child in the hands of a volunteer who is late or seems less than prepared.
- Eat meals or snacks before your scheduled time to work. At times, parents may bring treats as a thank you for nursery workers. Use discretion in eating treats in front of the children.

- You may choose to wear a clean apron to protect children from pins, zippers, buttons, etc. This also aids in keeping you clean when working in younger rooms.

- Nursery volunteers are serving in a very important role. Look upon your time with the children as an opportunity to relate to them and to show them God's love. Share playtime, songs, books, hugs, discipline, and love with the children. *You **are** making a difference in their lives!*

- If you are unable to be present at your scheduled time, it is your responsibility to trade with another volunteer from the schedule. Please notify the Coordinator and Childcare Director of any changes. Only when you have exhausted all your resources should you call the coordinator or Childcare Director.

SIGN-IN PROCEDURES

- Greet each parent and child warmly.

- During child check-in, ask the parent if there are any special instructions and record them on the child's security sticker as well as the attendance roster. Needs such as medical, allergy, potty training, security alerts have boxes on the security sticker to be marked as well as lines for special written instructions by the parent. Make sure the parent picks up the appropriate security sticker.

- Check that all belongings are properly labeled and affix a sticky label to any unmarked items. Place the security sticker to the back of the child so as to avoid the child removing the sticker. This applies for children through the first grade.

- Help the child get involved in play and draw his/her attention away from the departing parent.

CHECKOUT PROCEDURES

- Only adults may pick up children. If other arrangements are necessary please advise the Childcare Director and/or Coordinator as well as the volunteer in the room of the arrangements made. Siblings must be 16 years of age or older to sign out a child from a room and they must present the appropriate security sticker.
- When parents pick up their child, they must present the appropriate security sticker. If a parent does not have the appropriate security sticker, he/she should first check with the other parent. If the number has been misplaced or was not originally picked up, a Coordinator or Sunday School teacher or the Childcare Director should verify that the child belongs to the parent.

HEALTH POLICIES

- In order to maintain a healthy environment, children *and volunteers* who exhibit one of the following symptoms may not be left in the preschool area:

Fever	Diarrhea
Croup	Vomiting
Sore throat	Cold symptoms
Eye infection	Any unexplained rash
Runny nose (except clear drainage associated with allergies)	
Head lice (until all family members are knit free)	
Symptoms of childhood disease (chicken pox, measles, etc.)	
- If any of these symptoms arise while your child is at church, you will be informed of your child's condition.
- Medication cannot be given by any teacher, caregiver, or volunteer at any time.
- In order to maintain a healthy environment, the following procedures should be followed when changing diapers.
 - Wear disposable gloves.
 - Never leave a child unattended on the changing table.
 - Dispose of soiled diapers immediately in trash bag.
 - Sanitize the changing table with the cleaner provided immediately following a diaper change.
 - Wash hands after each change.

- Toys that have been in the children's mouths should be put in the sink and sprayed with the cleaning solution provided. Wipe, then allow to air dry.
- Please wash Sippy cups and when possible dry and return to cabinet.
- For the health of all children and volunteers, follow all cleaning procedures outlined in this manual.

SAFETY POLICIES

Ratios:

➤ There must always be at least two adult workers (one of which must be a female) with the children - even if there are only one or two children. Should this ratio not be possible the Coordinator will seek additional adult volunteers, when that effort is exhausted the Coordinator will combine classrooms so as to maintain the two adult volunteer rule. One adult worker must always be in the room; **youth volunteers may not be left unattended. No worker is to ever be alone with a child.**

- Infants & Crawlers 1:3
- Toddlers 1:6
- Two & Above 1:8

➤ Should a ratio be exceeded, notify the coordinator immediately so that he/she may find more help.

GENERAL ISSUES

➤ Dress should be modest, comfortable, and appropriate for playing with children. Workers in younger rooms should wear an apron for the safety of the children and keeping yourself clean.

➤ Workers will wear name tags provided by the church when caring for children. This helps the parents know who will be in charge of their most precious possession.

➤ Children above age 4 are not permitted to be in the preschool building without special permission from the Childcare Director or the Coordinator on duty. This permission is granted to adult volunteers who need to bring their older children with them. The best scenario is for the parent(s) to either work on different weeks or find a trusted family that will allow their children sit with them.

➤ If a volunteer sees that another volunteer is not following a policy or procedure, please politely remind them or inform them of the policy or

procedure. If they continue to disregard the policy or procedure, notify the Coordinator on duty. The Coordinator will discuss the matter and work with the volunteer until the issue is resolved. If the Coordinator deems necessary the volunteer may be removed from the room and from volunteer status if they fail to comply with the request.

INJURIES

- If a child is injured, immediately administer first-aid. If you are unsure what to do, ask the Coordinator. A first-aid kit is located in the cabinet at the kiosk of the Nursery Building. Do not leave other children unattended, call for the Coordinator and let her take the child or come into the room while you attend to the need. If a parent is needed the volunteer should stay with the child while the Coordinator retrieves the parent.
- If a doctor is needed, the Coordinator should flash 99 in the sanctuary call box, as well as the child's number.
- An "Ouch Report" should be filled out any time that first-aid is administered to a child. The coordinator should make two copies. One copy will go to the parents. The original and the other copy should be given to the Nursery Director.

PLAYGROUND

- Supervisors should actively watch the children. This is not a time to talk with your peers. You are here for the children. Supervisors should be stationed around the playground so that all children at all locations can be seen.
- Shoes must be worn on the playground.
- Slides are for going down, not climbing up.
- Do not allow children to climb on the fence or on top of any of the equipment while on the playground.
- Supervising adults are in charge of policing the area for trash before leaving.
- The best procedure for taking children to and from the playground is to use **ropes or buddy lines**. One adult volunteer in front holding the rope and all children holding onto the rope with one hand and a youth volunteer in

the rear. The second adult volunteer should walk freely assisting children as needs arise. Ropes are located in the drawers in each classroom.

➤ An adult volunteer should take a two-way radio from the Nursery kiosk for use on the playground. If a child is hurt or needs to go to the bathroom notify the Coordinator via the two-way and ask for assistance. The volunteers should not leave the playground unless an emergency arises and then and only then should an adult leave the playground with a child. Always notify the Coordinator via of the two-way the situation and the assistance needed.

NURSERY CLEANING

➤ Pick up all toys. Broken toys should be removed from the room for the Nursery Director to have repaired or see they are disposed. Some rooms have some toys located in the cabinets. Please return those toys to the proper place and the appropriate container.

➤ Bed sheets should be changed after each use.

➤ Place used aprons, sheets, blankets, etc., in a laundry hamper, located in the Infant and Toddler A room.

➤ Remove trash from the building on your way out. Trashcans are located in the breezeway by the drink machines.

➤ When needed vacuums are located in the utility closets of Buildings 3 and 4 and should be used for food crumbs and larger messes.

EDUCATION

➤ Do not just sit and watch the children. *Get involved with them!* Play with them. Make the most of every opportunity you have with these children. Teach them about God as the Father, the Creator, and the Savior. Their first five years are the most important in their formation! Help our parents build these children on a foundation of Truth.

➤ Resources for songs, stories, crafts, etc., are available for your use. You may look in the resource room prior to checking in to your station or ask a coordinator to get you supplies.

➤ Do not ignore misbehavior. Remove the child from the conflict, explain to him/her why the behavior is not acceptable, and observe for further

problems. Time out may be used. If the behavior is repeated, talk to the parents and discuss with them a resolve to the issue for future references. If a child consistently causes issues or hurts other children, notify the coordinator and he/she will get the child's parents.

- Pray for the children and with the children! Show them how to have a personal relationship with the Father.
- Read to the children; sing to and with the children.
- Use every opportunity to teach biblical principles and direct the children's thoughts to Jesus.
- Lead the children by example with love and in compliance with the Word of God and the policies and procedures of Rocky Bayou Baptist Church.

**Remember the words of Jesus: "Look, I am sending you out like sheep among wolves. Therefore be as shrewd as serpents and as harmless as doves."
Matt. 10:16**

Therefore in summary:

As leadership, we are concerned with the wholeness of each individual within God's purpose for everyone. 2008 statistics from George Barna states "90% of all sexual abuse is committed by someone known by the child." It is our responsibility to give voice to those who may not be able to do so themselves.

We seek to safeguard all members of the church community, of all ages at all times while on this campus or in this community.

It is the responsibility of each one of us to prevent and/or expose the physical, sexual or emotional abuse of children and young people.

It is the responsibility of any person working on the campus with children and young people to prevent abuse and report any abuse discovered or suspected.

Please do not see these guidelines as a threat, rather they are a way of making even more effective the care and love which protects and grows both the child and the volunteer thus bringing Glory to our Father.

The policy and procedures of this manual are a result of many resources, some of those being: Reducing the Risk (Program of Florida Baptist Convention), information from other church policies, past leadership of RBBC, and Kids Data.org.