

CHRIST REDEEMER CHURCH NURSERY HANDBOOK

...For the glory of God and the joy of our kids.

Welcome!

Welcome to children's ministry at Christ Redeemer Church (CRC). We hope to create an environment, by God's grace, that is safe and loving, in which the children entrusted to our care are able to learn about the character of God, discover biblical truth, and begin to hide God's Word in their hearts.

This handbook is intended to be a resource for parents and caregivers in regards to our childcare procedures.

Mission- The children's ministry of CRC exists to glorify God by:

- Supporting and encouraging parents who are primarily responsible for teaching biblical truth to their children (Ephesians 6:4)
- Praying for children and relying on the Holy Spirit to regenerate hearts through faithful teaching of His Word (Romans 10:17, Ephesians 2:4-10)
- Living faithfully and modeling for children how Christians are called to respond to God, interact with each other, and with the world (Matt 5:16, 1 Cor. 11:1)

NURSERY STRUCTURE

CRC has two nurseries serving children from birth until their fourth birthday as follows:

Infant/Crawler Nursery (birth through 1 yr): Loving care and prayer characterize this room. Activities include quiet, supervised play, interaction with children through reading and singing, and the communication of a new biblical truth each month. A snack of graham crackers and water is given to older babies with parent permission. The caregiver/child ratio is 1:3.

Toddler Nursery (ages 2-3): Children in this room will participate in supervised play, singing time, book reading, Bible lessons, and Scripture memorization. Prayer is modeled for the children. A snack of graham crackers and water is given. The caregiver/child ratio is 1:4.

CHILD SAFETY POLICIES

Our first concern is for the safety of children while they are in our care. To this end we:

- Screen all nursery ministry volunteers
- Require training for all nursery ministry volunteers
- Utilize a check-in system to identify children and receive parental instructions for care
- Employ scheduling procedures and maintain safe caregiver/child ratios
- Equip nursery with a first aid kit
- Adhere to a healthy child policy for admittance to nursery

PROTECTING CHILDREN BEFORE THEY ARRIVE

Every applicant who wishes to serve in the nursery is required to go through a screening process and attend childcare training. In order to work with our children, all caregivers must meet the following criteria:

- Caregivers must be 18 years or older. Minors of any age who are serving with their parent(s) for the purpose of helping are welcome to assist. Minors who wish to serve apart from serving with their parents must be paired with an adult care giver during allotted time and this pairing must be agreed upon by both the adult care giver and the parent. It is the responsibility of the parent and adult caregiver to check in with each other to make sure that the situation is working out. Minors are never to serve as a substitute for an adult.
- Caregivers must have completed nursery training prior to serving.
- Caregivers must have completed the nursery application which is to be reviewed by appropriate pastoral staff.
- All reference checks, criminal records, and other appropriate screening checks must be completed, subject to the discretion of the pastor overseeing nursery ministry.
- Caregivers must be approved by the nursery coordinator with appropriate pastoral consultation.

PROTECTING CHILDREN AS THEY ARRIVE/DEPART

Arrival and Departure Times- Caregivers should be ready to accept children 15 minutes prior to the start of the worship service. Parents are encouraged to pick up their children immediately after the conclusion of the service. In the event that a

child is not picked up within 15 minutes after the service, two adult caregivers will remain with the child in the nursery while a third person locates the parents.

Signing a Child in to the Nursery- Any parent who would like to utilize the nursery ministry will sign the child in, thereby granting permission for the child to participate. The parent should also use this opportunity to note any allergies or special needs the child may have. For procedural details for caring for children with allergies, please see the “Snacks” section.

Parents should take their children to the restroom and/or perform a diaper change before check in.

Identification System - In order to protect the children in our care, each child must be signed into the appropriate nursery by a parent. Upon signing the child in, a sticker will be placed on the child’s back with an identification number. The parent will be given the sticker stub with the matching identification number. Pertinent information may be recorded on the sticker by the parent as necessary.

When the parent returns to pick up the child:

1. The parent will initial the sign-in sheet to indicate they have been released to the parent.
2. The nursery volunteer will bring the child to the parent and remove the child’s sticker, checking that it matches the parent stub. If the stub is lost, a photo ID will be accepted to identify the parent. If a photo ID is not available, a child will be released if a nursery volunteer or CRC pastor knows the child.

Normally, only the parent in possession of the stub with the matching identification number will be permitted to retrieve the child. There are two exceptions to this rule:

1. In the event of an emergency that would result in neither parent being available to sign out the child at the end of a session, the child will be released to the care of an elder of CRC.
2. A parent may make prior arrangements with a nursery volunteer when the child is signed in to allow for someone other than the parent to pick up the child at the end of a session. In this case, a photo ID is required.

PROTECTING THE CHILDREN WHILE THEY ARE IN OUR CARE

Two Adult Caregiver Rule- Two qualified, adult caregivers must be present in each classroom at all times. A volunteer under the age of 18 is welcome to assist, but are always supervised by the two adults.

If two male caregivers are serving, an adult female caregiver must always be available for diaper changes and restroom use. See Rest Room Procedure and Diaper Changing Procedures.

A man and a woman who are not married to each other may not be scheduled together regularly if they are usually the only workers in the room.

Child: Caregiver Ratios - In addition to always having two caregivers present, caregiver/child ratios are maintained for safety.

Diaper Changing Procedures

- Team leader appoints one or two adult females to be diaper changers.
- Team leader appoints another caregiver to bring one child at a time to the diaper changer, then to write on the sign-in sheet the result of the change... wet, dry, or soiled.
- She checks the child's name tag to see if there is a request not to diaper. If not, she will proceed.
- Write down any concerns or observations on the sign-in sheet (rash, diarrhea)

Specifics for changing diapers:

****Child cannot stand on table**

- Roll wax paper out on table, no other items can be on table (no diapers, wipes, etc.)
- Put on gloves and remove diaper
- Use new gloves if applying diaper cream
- Dispose of diaper and gloves in trash; if diaper is soiled, put in plastic bag before putting in trash
- Wash child's hands
- Set the child outside the diaper area
- Throw paper away from the changing table
- Spray changing table with soap and water
- Wipe with paper towel

- Spray table with water...and wipe
- Spray table with bleach mix...and wipe
- Wash hands!!

Rest Room Procedure- Parents should take their children to the restroom and/or perform a diaper change before check in. In the event that a child needs to use the rest room, two female caregivers will take the child/children.

The caregiver must spray toilet seat with bleach mix and wipe clean between each child needing to use the toilet. The child and the caregiver must wash their hands with soap and water before returning to the room.

GUIDELINES FOR NURSERY MANAGEMENT

Preventive Discipline:

- Pray before entering the room.
- Create a calm, quiet, ordered atmosphere.
- Be prepared and organized ahead of class time.
- Be actively involved with the children...**postpone conversations with other caregivers.**
- Let children know the expectations...establish rules:
 - walking feet (no running)
 - gentle hands and feet (no throwing, kicking, hurting others)
 - obey teacher
 - sit with friends during Bible lesson and puppet time
- Enforce rules...don't ignore infractions. Follow through on instructions.
- Let children know the consequences of misbehavior: see below
- Affirm positive behavior.
- Make rules consistent.
- Anticipate problems before they arise.
- Let children make choices when possible.
- Make activities interesting and enjoyable.
- Move quickly from one activity to the next.
- Make sure activities and expectations are age-appropriate.
- Separate combinations of children that tend to provoke conflict or disturbance.
- Turn troublemakers into helpers...keep them busy.
- Ignore attention-getting behavior unless it is harmful or distracting to others.
- Help children feel safe; let them know you will protect their rights.

Corrective Discipline:

- Redirect behavior.
- Let the child experience the natural consequences of his misbehavior when possible.
- Take action! Don't lecture or threaten to take action.
Action: Loss of privilege or Time out - one minute per year of child's age
Make restitution - Help the child to restore relationships
- Analyze causes for misbehavior to assist in avoiding a recurrence, if possible.
- Pray for and with all children involved and for God's help in the situation.

Accidents and First Aid-The nursery is equipped with a basic first aid kit. Caregivers should be familiar with the contents and uses. In the event of a life-threatening injury or illness, emergency medical services will be called first, and the parents will be informed immediately. Caregivers will complete an Accident Report Form for all injuries, whether major or minor.

Snacks

Caregivers should always check each child's identification sticker before serving a snack. If an allergy is indicated, the caregiver must check with both the team leader and the sign in book to determine the nature of the allergy. If instructions are not clear, no food should be given to the child without clarification.

Snack prep instructions for 2 assigned caregivers:

To prepare during singing/Bible verse time

Helper 1

- Spray tables with soap and water mix and wipe with paper towels
- Spray with bleach and water mix and wipe with paper towels

Helper 2

- Fill (sippy) cups with water (only 1/3 full in infant room)
- Get crackers ready – set open boxes and packages on counter

When the children come...

All helpers:

- Wash children's hands (in both sinks, if necessary) and wipe with paper towels
- Put child in chair and buckle up (when appropriate – buckles not needed in toddler room)

Helper 1 and 2

- Serve 1 square cracker to each child with gloves on; **same person** does this for the whole time
- Pass out (sippy) cups

(For any helper to do as needed: once a child is done, wipe child's hands and mouth with wet paper towel; when shifts are necessary, spray a separate paper towel with soap /water mix and wipe table area where child was sitting for the next child to use.)

Helper 1 and 2

- Once ALL children are done, spray down tables with soap/water and wipe, spray with bleach/water and wipe.
- Sweep the floor.

Care for Children with Allergies - Parents of children with allergies should communicate with the nursery volunteers about how to handle any allergic reactions. Parents wishing to provide an alternate snack for their child must make arrangements with the team leader to ensure that all known needs of the other children are met. Children are permitted to bring sippy cups with juice or water into the nursery provided they are clearly labeled with the child's name.

Healthy Child Policy - In order to prevent the spread of communicable diseases among the children, four rules are in place. Both parents and caregivers must be familiar with these policies.

1. If a child is exhibiting symptoms of illness, the parent should keep the child home.

2. Caregivers will use latex gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.
3. Hand washing is a regular habit for both children and caregivers.
4. Toys and equipment are washed and disinfected regularly. CRC is dedicated to preventing the spread of disease among the children.

Caregivers should refuse a child with questionable symptoms. To prevent this, parents are asked to indicate that their child is healthy at check-in.

A child should not be admitted to the nursery if he/she:

- has an oral body temperature of 100+ degrees
- is vomiting
- has diarrhea not related to medication or food reaction
- has an unexplained rash
- has a runny nose that is colored or cloudy
- has yellow or green discharge from nose or eyes, or it is a clear but a continuous flow. (Guideline: If a child's nose needs to be wiped twice or more in a 10 minute time period)
- has a constant cough not related to allergies
- has a wet cough producing yellow or green discharge
- acts unusually tired, pale, irritable, or restless

Any child who has been symptomatic within the last 24 hours may likely still be contagious. The child cannot be admitted to the nursery for care.

VOLUNTEER RESPONSIBILITIES

Team Leader – Work toward a God-centered, Christ-exalting, faith-building, prayer-filled nursery. Provide support so that the nursery runs smoothly. Give *direction and oversight* to your team so that all duties are performed.

- Please arrive 15 minutes early. Children may be checked in when leader arrives and enough workers are present for the number of children coming in at any given time.
- Sanitize hands, sign in and put on name tag.
- Perform check in/out procedures to maintain security. Ensure all the necessary information is logged on the sign-in sheet and identification sticker.
- **Pray with your nursery team.** (You don't all need to close your eyes if children are present!) Communicate to the other caregivers the verse and biblical truth that will be covered for their own use during informal conversations with the children.

- Ensure caregivers are wearing nametags.
- Designate caregivers to a specific task: check-in assistant, diaper changers, song leader, Bible story/verse teacher, snack helpers, story reader at the end, puppet people, and if needed, clean-up workers.
- Pray over children individually during snack time; team leader can ask another caregiver to help
- Complete Nursery Volunteer Information/Sign-In, Nursery Supply Request, Incident/Accident Report, and Nursery Check In/Out forms as necessary.

Caregivers- Please arrive 15 minutes before opening to assist with set up and receiving children. When you arrive:

- Sanitize your hands. **For infant room:** remove shoes and wear socks. **For toddler room:** keep shoes on.
- Sign in name on the sign-in sheets. and put on name tag
- Pray with team members.
- Check with team leader for your specific tasks for the day.
- Check for information regarding the Bible verse and biblical truth.
- Draw children into quiet play activities as they arrive.

Throughout the time for everyone:

- Pray! Pray! Pray! Pray individually for children and for the other caregivers as you work.
- Integrate the biblical truth into the activities the children are doing. Repeat them over and over, applying them to whatever they are doing.
- Model a kind, quiet, caring manner for the children. Running and excited play should be discouraged.
- Anticipate the next activity in the schedule and aid the team leader with transition.
- Have children help pick up toys when appropriate (but not put back on shelves)

NURSERY SCHEDULE

Schedule for education hour in INFANT room:

8:45: Workers arrive; pray; child check-in begins

(9:00): Play, read books

9:15: Transition song in a circle, pray – thank God for the snack!

Wash children’s hands; distribute crackers and water

Pray over each child; children may play when finished

9:30: Transition song to story area and read Bible story, sing, Bible verse;

(Change diapers - only if needed)

10:00: Focused play time, i.e. with large blocks, puppet, or to distract while additional children arrive for the worship service hour and caregivers change in and out

Schedule for worship service in INFANT room:

10:15: workers arrive; pray; child check-in begins

(10:30): Draw new children into activity; play, read books

10:45: Transition song in a circle, pray – thank God for the snack!

Wash children’s hands; distribute crackers and water

Pray over each child; children may play when finished

11:15: Transition song to story area; Bible lesson, Bible verse/song

11:40: Change diapers – change all unless instructed not to

12:05: Story time and/or puppet (more casual – not a must for all kids);

(if it is not distracting to the children, one or two workers can also start putting small toys in sink to wash or to the side to wash with cloth)

12:10: Parent pick-up (The team leader must perform check out duties to maintain consistent communication with parents.)

Clean up

Schedule for education hour in TODDLER room:

8:45: Workers arrive; pray; child check-in begins

9:00: Draw new children into transition activity; play, read books

9:20: Transition song in a circle, pray – thank God for the snack!

Wash children’s hands; distribute crackers and water

Pray over each child; children may play when finished

9:35: Transition song to story area; Bible story, Bible verse/song

9:45: Change diapers/ bathroom (only if needed)

10:00: Transition activity! (playdoh, table pictures, etc) – this is to do while additional children arrive for the worship service hour and caregivers change in and out

Schedule for worship service in TODDLER room:

10:15: Workers arrive; pray; child check-in begins

(10:30): Draw new children into transition activity; play, read books

10:45: Transition song in a circle, pray – thank God for the snack!

Wash children’s hands; distribute crackers and water

Pray over each child; children may play when finished eating

(You can gently and patiently teach them to pick up their cup and napkins and take it to the garbage when finished!)

11:15: Transition song to story area; Bible lesson, Bible verse/song;

Coloring sheet

11:40: Change diapers/bathroom – all children, unless otherwise directed
Outdoor time, if the weather allows

12:00: Puppet time

(if it is not distracting to the children, one or two workers can also start putting small toys in sink to wash or to the side to wash with cloth – otherwise all hands may be needed to help children stay focused on puppet or engaged in play while their restlessness increases for parents to arrive)

12:10: Parent pick-up

Clean up

EVACUATION PROCEDURES

In the case of an emergency requiring evacuation, gather all children. Follow the shortest exit route out of the building. Bring the check-in book out of the building to verify that all of the children are accounted for. Children may be individually released to their parents, checking each child off the attendance sheet as he leaves.



Jesus Loves Me!

Songs!

My God is So Big

God is so big, so strong and so mighty!
There's nothing my God cannot do!
God is so big, so strong and so mighty!
There's nothing my God cannot do!
The mountains are His, the rivers are His,
The stars in the sky are His too!

My God is so big, so strong and so mighty!
There's nothing my God cannot do!

God Made Me

God made me, God made me.
In my Bible book it says that God made me.
God loves me, God loves me.
In my Bible book it says that God loves me.
God helps me, God helps me.
In my Bible book it says that God helps me.

Praise Him, Praise Him

Praise Him, praise Him, all ye little children.

God is love, God is love.
Praise Him, praise Him all ye little children.
God is love, God is love.

Praise the Lord Together

Praise the Lord together singing, "Alleluia,
alleluia, alleluia."
Praise the Lord together singing, "Alleluia,
alleluia, alleluia."

God is So Good

God is so good, God is so good,
God is so good, He's so good to me.
God loves me so, God loves me so,
God loves me so, He loves me so.
God answers prayer, God answers prayer,
God answers prayer, He answers prayer.

Jesus Loves Me

Jesus loves me, this I know,
For the Bible tells me so.
Little ones to Him belong;
They are weak, but He is strong.
Yes, Jesus loves me,
Yes, Jesus loves me,
Yes, Jesus loves me,
The Bible tells me so.

Oh, How I Love Jesus

Oh, how I love Jesus,
Oh, how I love Jesus,
Oh, how I love Jesus,
because He first loved me.

Jesus Loves the Little Ones

Jesus loves the little ones like me, me, me!
Jesus loves the little ones like me, me, me!
Little ones like me sat upon His knee,
Jesus loves the little ones like me, me, me!
Jesus loves the little ones like you, you, you!
Jesus loves the little ones like you, you, you!
Little ones like you, you can love Him, too.

Jesus Loves Even Me

I am so glad that Jesus loves me,
Jesus loves me, Jesus loves me.
I am so glad that Jesus loves me,
Jesus loves even me.

Sing Glory, Glory!

(sing to the tune of Jesus Loves Me)

In a manger on the hay,
Jesus lay on Christmas Day.
Born as our Immanuel,
He is God with us to dwell.
CHORUS:
Sing glory, glory! Sing glory, glory!
Sing glory, glory!
God's Son has come to us.
Shepherds with their flocks that night
Saw an angel's glory bright.
"Do not fear," he said to them.
"A Savior's born in Bethlehem."
Then a heavenly host appeared
Praising God for all to hear!
With this news the shepherds fled,
Quickly to the manger bed.
There they saw the holy Child

BIBLICAL TRUTHS FOR TODDLERS

How can we teach children under two years old the truths of the Bible? Should we just wait until they are older and can understand more? Although the learning capacity of very young children is limited, their spirits can be very much alive. The responsibility of a nursery caregiver for toddlers is to appeal and nurture that spirit and help expand the horizons of their understanding. We can begin to lay foundational truth from the Word of God by speaking simple truth statements intentionally, frequently and in conjunction with something to which the child can relate and understand. Children need to see that Biblical truth is part of the fabric of everyday life. It is not a book unto itself, but an essential part of life; in fact, it is the pivotal source of truth for everyone on this earth as it is the printed communication from God to man.

Young children love repetition; one of the most common tools employed in teaching this age is repetition. When we begin teaching words to babies we say the word many times in varying contexts so the child will not only be able to say the word but also have an understanding of what it means. So it is with the truths for toddlers. We can sprinkle them through many conversations with the children during the session for maximum impression and understanding. The first time you say to a child, "God is good", he may have a very limited idea of what you mean. But as the phrase is repeated often in relation to situations in his experience, he will absorb the meaning and trust that "God is good".

Understanding Biblical truth is ultimately God's doing. While we carry out our responsibility to teach those truths there will be times when we reach beyond the child's understanding. That is a natural part of learning. We will try to target the child's learning level as often as possible, but they need to hear concepts new to them in order to grow in understanding and knowledge. The spiritual work comes as the Spirit of God quickens what they understand to guide behavior and to be grasped through His faith. So it is important that you pray consistently for your little students that God would accomplish His work through the Word in them.