

Nursery Staff Guidelines

The nursery employee, under the guidance of the Children's Ministry Director, will be responsible for the care and safety of the children in the nursery, who range in age from birth to 3 years old. Many of these guidelines overlap with the duties listed in the nursery employee job description; and while that is the "authoritative list" of expectations, the information below is provided as an methodology/explanation of those job description duties and offered to equip the nursery employee to complete those job duties well!

Mission and Purpose

- Our goal is to provide a safe, nurturing, loving environment for your child, so that parents may worship, serve, attend Sunday School, and fellowship with other believers in our Lord Jesus Christ.
- Early Childhood is the best time to build a God-centered worldview for children. Integrate the biblical truth or theme into the activities the children are doing. Take advantage of every opportunity to make the truths "real" to the children, repeating them over and over, applying them to anything normal around them. For example: "Do you see the elephant in the puzzle? God made elephants. What else did God make? God made everything!"
- It is important to be able to express excitement, energy, and love for God's word when reading a bible board book. Tell the children that "God loves them" and his son "Jesus loves them too". Make a point to say this each week! Sing or play them songs about God's love.

Arrival

- Arrive on time. Set out the sign in sheet, making sure it is properly dated. Clean, straighten up if needed. Remove any extra items that gather on the nursery counter, so it is clean and tidy for the parents to place their bags. Turn on the check-in iPad/printer for families to use when dropping off, and print yourself a name badge.
- Greet parents and children upon arrival. It is your responsibility to assimilate the child into the nursery. (i.e., get the child interested in a toy, so the parent may leave.) Be sensitive to parents' needs if they are nervous, and offer a time range to text them if their child has not been able to settle properly (e.g., 10 or 15 mins). Parents make the decisions about the care of their children, so always ask if you are unsure of how they'd like to handle a tricky situation (offer ways you could help- ie: holding a child while they are upset, or allowing the parent to come stay for a while to help). Greet parents upon pickup and update them positively on how the time went, as well as any big items such as sleeping, feeding, and diaper changes.
- Always ask parents about feeding, sleep schedule, best ways to soothe, and any special needs. For example- When did your child last have a bottle/nurse, when do you expect them to be hungry? When did they sleep last, when do you expect them to be tired? What ways are they best soothed (e.g., pacifier, swaddled, rocked, etc)? Any special needs?

Care and Play

- Engage in interactive, age-appropriate play with all children in active and quiet times through:
 - Christian song singing/ Bible board book reading
 - Block time on the floor or stacking cups
 - Rocking a child (rocking chair) for comfort and security
 - Snack time (*offer what the parents brought or plain Cheerios, goldfish, animal crackers, puffs, and water as an alternative*)
- Care for children's physical needs, such as changing diapers, cleaning hands, faces, noses, and spit up. Plan on changing the diaper shortly before pickup unless; one, you changed it recently, two, it truly does not need to be changed. This is a ministry to the parents, so they can engage in fellowship in between services instead of attending to these needs.

Nursery Staff Guidelines

Cleaning

- Be responsible for the appearance and cleanliness of the nursery.
At the end of each time in the nursery:
 - Sanitize all toys or cups that have been in a child's mouth (hot water and soap)
 - Wipe larger toys
 - Clean/ straighten up the nursery.
 - Clean crib sheets should be placed on the cribs, ready for use. Change sheets between occupants of the crib, as well.
 - Diaper pail & trash cans to be emptied in dumpster outside as needed
 - Clean floor mats with the nursery wet/dry vacuum/mop weekly

First Aid

- Any injury to a child must be evaluated by the Children's Ministry Director. Fill out an "Incident Report", and have concerned parties sign it (always the parent/any witness to the event). Communicate clearly with the parents what happened and turn in to the Children's Director right away for follow up.

Communication and Closing

- Communicate procedures in a positive way with the nursery volunteers, so they will be better able to support you and maintain an open dialog with the Children's Ministry Director concerning the nursery
- Fill out your timesheet at the end of each time in the nursery.

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