

Mission Road Bible Church

Nursery Ministry Guide

September 2024



The Nursery Ministry Guide is an addendum to the Mission Road Bible Church Child Care and Protection Policy. Volunteers who serve in the nursery ministry agree to understand and implement these guidelines.

HOURS OF OPERATION

Sunday mornings: 8:15 – 12:15 pm

Sunday evenings: 5:45 – 7:45 pm

The nursery is open 15 minutes prior to each scheduled event (for which a nursery is to be provided) and closes 15 minutes after the event.

SCHEDULING

- Team Leaders are scheduled for one service about every four weeks. When unable to serve in their scheduled service they are to switch with another Team Leader.
- Caregivers are scheduled one service about every four weeks. When unable to serve in their scheduled service they are to switch and let their Team Leader know who they switched with.
- The Nursery Coordinator will send an email with the schedule and contact list of all regularly scheduled Team Leaders and Caregivers for the following month, along with any reminders or updates.
- Scheduling will be done through the scheduling software *Planning Center*. Each volunteer has a login to *Planning Center* through their email on file. Contact the Nursery Coordinator if you encounter issues with using the website.
- Volunteers will “block out” dates that they are unable to serve using the *Planning Center* software when requested by the Nursery Coordinator.
- Sunday evening nursery is staffed by a rotation of care groups (volunteers must be approved childcare workers per the *Child Care and Protection Policy*).

NURSERY STAFFING POSITIONS AND RESPONSIBILITIES

Each position within the nursery is under the oversight of the Nursery Coordinator. The Coordinator is there to provide leadership, guidance and support to the Team Leaders and Caregivers and is under the oversight of the elders. The goal of these positions is to ensure an environment that fosters loving care and suitable learning for children between birth and three years old.

Team Leaders

- Provide leadership to Caregivers during scheduled service.
- Arrive 25 minutes before the service.
- Turn on/off heater and sound machine in the sleeping baby room.
- Be an example of kindness, warmth and graciousness to the Caregivers on her team and the families we serve. Maintain a calm, unstressed countenance.
- Communicate clearly with visitors to give them assurance in leaving their children under our care.
- Keep track of attendance of children under two in case of emergency evacuation.
- Ensure that the MRBC Nursery Ministry Guide and Child Care and Protection Policy are observed during scheduled service.
- Refer to the Master Nursery Contact List for substitutes in the case of a last minute (hours before service time) need.
- Follow up with team members if they are consistently arriving late.
- Manage check-in and check-out during service. See procedures below.
- Make sure rooms are running smoothly and help out wherever needed.
- Contact parents if there is any need concerning their child (e.g., minor injury, behavioral, etc.).
- Refer to Master Nursery Contact List if extra volunteers are needed to hold babies during a service. Record the date next to the name of each person who helps.
- Ensure that posted Cleanup Guidelines are followed.
- Empty diaper pail in Mothers Nursing Room.
- Make sure all rooms are left with all materials put away and ready for next service.
- Report any concerns, supply needs, etc. to the Coordinator after your service.

- Wear volunteer check-in nametag.
- Meet with the Coordinator as needed, or yearly, to review policies and procedures, discuss any current issues or changes, and pray for the nursery ministry.

Caregivers

- Care for children according to the MRBC Child Care and Protection Policy and this guide to provide a safe, nurturing, clean and efficient care environment.
- Be dependable and reliable to serve when scheduled and switch with someone if unable to serve. If all efforts fail in switching or you become sick hours before you are scheduled to serve, contact your Team Leader for other options.
- Arrive 20 minutes before scheduled service and be prepared to stay 15 minutes after until all children are picked up and cleanup is complete.
- Be involved in playing with children.
- Share equally in the diaper changing responsibilities.
- Observe Nursery Care Procedures below.
- Observe the Cleanup Guidelines posted on the wall in the nursery room.
- Wear volunteer check-in nametag.

NURSERY CARE PROCEDURES

There are three rooms that make up the MRBC Nursery. Each room has a different purpose to make the room as safe as possible, but also to encourage growth and preparedness for the child's next stage of life at church. The Team Leaders and/or Coordinator decide which room each child should be in for children under two years of age.

General Guidelines

- The nursery rooms should be filled in this capacity:
 - Infant Room: birth – crawling
 - Crawler/Toddler Room: crawling – walking (under two years old)
 - 2's & 3's: two-year-olds and three-year-olds
- If there is only one child in a room the Team Leader/Coordinator decides if that room can be closed and the child moved to an appropriate room.

Check-in Procedure

- Check-in for both nursery rooms will be handled by the Team Leader and/or Coordinator.
 - Welcome the parent and child and check-in using the computer system.
 - Gather care instructions from parents/guardians.
 - Parent places printed labels on the child's back and the diaper bag. Make sure parents label personal items such as sippy cups and bottles.
 - Give the security label to the parent and remind them to bring it back to pick up their child. Tell them they will receive a text if there are any concerns.
 - For children under two years old, parent hands child to Team Leader who then takes child to appropriate room, passing on any instructions given by parent. *Parents may not come behind Check-in Desk in order to maintain consistency for the children, unless they are serving in the nursery or want a tour.*
- Caregiver writes parent's instructions on the whiteboard.
- Caregiver places Fact Sheet with the child's items to be filled out during their stay.
- For 2's & 3's class, volunteers will use the attendance sheet to keep track of how many children are in the classroom at all times. This is for use in the case of an emergency evacuation. Please mark the box by each child's name as they enter and cross off names as they exit the classroom.

Sanitizing Procedures

- Always wash/sanitize your hands before you start duty and after glove changes (changing a diaper, wiping a nose, etc.).

- Use a disposable changing pad when changing each diaper and discard with the diaper.
- Cloth diapers are not provided by or used in the Nursery. Nursery volunteers are not to change cloth diapers. Parents who prefer cloth diapers may remove their child from the nursery to change dirty cloth diapers themselves and then return the child. Dirty cloth diapers must be removed by parents and are not to be handled (emptied, washed, etc.) in the Nursery by volunteers.
- If a child chews or drools on a toy, the toy should be picked up immediately after the child is finished playing with it. Place toy in the “dirty” toy bin (sink) and be sure it is sanitized and dried before it is placed back with the children.
- After a child uses an exersaucer, the equipment needs to be wiped down with Clorox Free and Clear cleaner and left to dry before the next child uses it.
- After a child sleeps in a crib, the sheets must be taken off and replaced with a clean sheet before the next child is put down.
- Try to prevent babies from sharing bottles, pacifiers, chewing toys.

Care Guidelines

- Never leave a child unattended on a changing table.
- Demonstrate love and concern for the children left in your care. This involves not only caring for physical needs, but also interacting with them.
- If a child becomes ill, notify the Team Leader.
- All injuries, even minor injuries, must be documented on an Incident Report form and reported to a parent or guardian. All injuries must be reported to your Team Leader and documented on an Incident Report. The Team Leader will communicate with the parents regarding the incident. If the injury incident involved another child under our care, the Team Leader will communicate with that child’s parent or guardian as well. The Team Leader will notify the Nursery Coordinator about the incident. Incident reports are only required to document injuries and follow-up communication.
- If you have a problem or concern with something that happens in the nursery, please do not complain, but properly and promptly discuss the issue with your Team Leader or the Coordinator.
- Fill out the Fact Sheet as child is cared for and place in the diaper bag or with the child’s items (i.e., when snack was given, what time diaper was changed, nap, etc.)
- Observe posted Cleanup Guidelines.
- Place all trash into one bag for the Team Leader to take to the dumpster under stairs.
- Tidy the room, putting all toys and other materials away.

Crying Policy

We will try in every way we can to calm little ones down. If a child cries continuously for over 10 minutes, we will contact the parent to pick-up their child if they have not given other instructions.

Behavior

Please refer to the Child Care and Protection Policy for requirements and responsibilities related to Behavior and Correction. Below are some specific guidelines related to the 2’s and 3’s classroom.

We should expect that the two- and three-year-olds in our care will disobey at times (the doctrine of sin!). In application of our policies for behavior and correction, please do not call a parent out of the worship service every time a child responds poorly to your authority unless you are unable to ensure the safety and order of the classroom. There is no single response that applies to every situation. For example, a quiet refusal to submit may be tolerated while a physical disruption that endangers other children should not. Every situation requires grace and gentleness and wisdom. It is important that volunteers communicate with parents/guardians about their children. Do not hesitate to contact the Nursery Coordinator if you need help or clarification in this area.

Check-out Procedure

- Make sure Fact Sheet is in each child’s diaper bag/personal belongings.
- Children should be ready for pick up (diapers changed, shoes on, etc).

- Give diaper bags to Team Leader to hang in hallway for parent pickup (for children under two years old).
- If a parent comes to pick up a child and the volunteer does not have definite personal knowledge confirming the child belongs to that parent, the volunteer must request the security label from the parent and compare it with the security code on the child's nametag. If the parent does not have their security label, the volunteer should walk the parent to the nursery desk and ask the Nursery Team Lead to use the check-in software to send a message to the parent's device. The parent's photo ID could also be provided and compared with the parental info in the system. For children under two, the Team Leader will scan the security label provided by the parent to check them out of the system.
- Give constructive feedback (when applicable) to parents.

2'S & 3'S CLASS CURRICULUM

On the morning of their service, volunteers should follow the 2's & 3's class schedule posted on the bulletin board of the classroom for the Big Picture Storybook reading as well as the Theo videos. Please note that no videos other than "Theo" can be used unless you have had them reviewed and approved by the Pastor overseeing the Nursery.