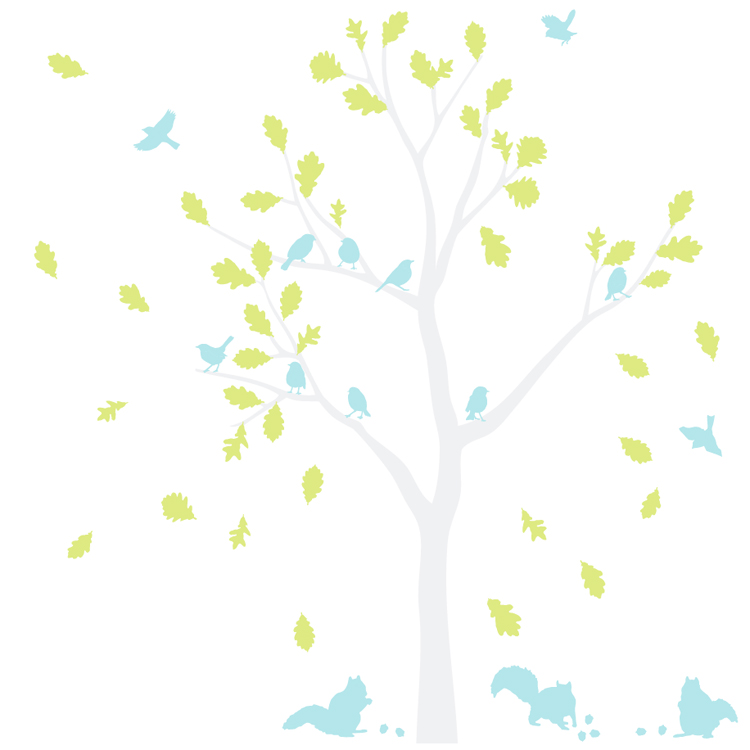


Nursery Procedures



7/12/12

Open Door Fellowship’s nursery ministry exists to provide a safe, nurturing environment for the children in our care.

**Children**

* Our church nursery ministry will serve newborns through 3-year olds during Sunday School and newborns through 2-year olds during the Sunday Services.

**Parents**

* Parents should bring diapers, a change of clothes and if desired, a snack, for use in the nursery. Parents should also provide any bottles or sippy cups that a child would need during a stay in the nursery.
* Please label all items (coats, bags, bibles, cups and bottles).
* Please refrain from letting children bring personal toys into the classrooms.
* We highly encourage parents not to check on children as this tends to disrupt the class and upsets the child.
* If a child is having difficulty adjusting or is ill, the parent will be notified by the nursery staff requested to attend to their child.
* The nursery staff will communicate with parents through the church bulletin and email.
* **In an effort to be considerate to our volunteers and teachers, we ask that all children be picked up within 10 minutes after any service or function.**
* In order to maintain a healthy environment, children who exhibit any of the following symptoms may not be left in the nursery area:
  + Fever
  + Croup
  + Sore throat
  + Eye Infection
  + Runny nose (except clear drainage)
  + Head lice
  + Diarrhea
  + Vomiting
  + Cold symptoms
  + Unexplained rash
  + Communicable disease or illness
* If these symptoms arise while your child is in the nursery, you will be informed of your child’s condition.
* Medication cannot be given by any worker at any time.
* Because we care for many children, we cannot spoon-feed children. Please feed your child as close to arrival time as possible.
* Please pre-mix formula in bottles.

**Check – In Procedure**

* New Children.
  + The parent will complete a registration sheet
  + The worker will give the parent a procedures booklet
  + The parents will sign the child in.
  + The child will have their name on 2 stickers, one for their back and one for their diaper bag
  + The nursery worker will give the parent a sticker that matches their child’s stickers.
* Registered Children. This procedure applies to children who have a completed registration card and are regular attenders.
  + The parents will sign in the child.
  + The nursery worker will give the child’s stickers for their back and diaper bag.
* Picking up Children
  + The parents will sign the child out.
  + The parent will show the nursery worker their sticker.

**Snack Procedure**

* Parents may provide a snack for their child to eat.
* **Absolutely no peanuts or nut products are allowed.**

**Security Procedure**

* **Only *parents* will be allowed to pick up or drop off children unless prior arrangements have been made.**
* A parent must be on campus when the child is in the nursery.
* Parents must sign a child in and out.
* When a child is dropped off, his/her name will be attached to his/her diaper bag as well as his/her back for identification purposes.
* Parents will be paged when needed, such as accidents, feeding, and inconsolability.
* Teenage workers will only help children of the same gender with bathroom assistance and diapers.
* Cases of suspected child abuse or worker misconduct will be immediately reported to the pastoral staff.

**Discipline Procedure**

* Only 2/3 year olds will be disciplined by the nursery staff.
* Discipline will consist of Time Out of no more than 3 minutes.
* If a nursery worker cannot control a child’s behavior, the parents will be paged.
* If a child repeatedly bites and hits other children, or continually misbehaves, the nursery coordinator will refer the situation to the pastoral staff.

**Workers**

* There will be at least one adult worker in each room familiar with Open Door Fellowship and our procedures.
* Adults are considered to be 18 years old.
* We will follow the appropriate worker to child ration as outlined by our Insurance Company
* Volunteers will be required to fill out a Volunteer Application and complete a background check. These applications are confidential and viewed only by the church staff.
* Volunteers will be required to sign a statement that they have read and understand the procedures and are willing to abide by them.
* Yearly training will be offered for all volunteers. The training will include Open Door Fellowship nursery procedures.
* The rotation schedule will be based on the number of volunteers. Volunteers with older children have several options. Some parents choose to work on different weeks, allowing one parent to sit in worship service with their children. Others choose to find another family for older children to sit with. Older children may serve with parents as long as they are helpful and not a disruption to the parents’ ability to supervise.
* Should a volunteer be unable to serve on the assigned day, he/she should trade with someone else on the schedule or the approved volunteer list and notify one of the Children’s Ministry leaders.
* Information will be distributed to volunteers through email updates, church bulletin, and the nursery notebook.
* Nursery procedures must be followed. Any volunteer who fails to follow them will be referred to pastoral staff for appropriate action.

**Teenagers as volunteers**

* Teenage volunteers must have parental approval to serve. Parental approval must be given at the time the Volunteer Application is completed.
* Teen volunteers must be teachable, respectful, and helpful.
* Teens should find an appropriate substitute, a teen or an adult, when they are not available to work as assigned.

**Rooms**

* Volunteers will leave rooms in a neat order.
* During each session, volunteers will place all toys that have been in a child’s mouth in a container marked “Toys to be Washed” when a particular child has finished playing with it.

**Equipment**

* Equipment will be purchased as the need arises. The elder responsible for the nursery ministry will be notified of big budget purchase requirements.
* The nursery coordinator will prepare the nursery budget and present it to the deacons based on the needs for that year.
* The nursery will accept donated equipment. Equipment needs to be in new or like new condition with all parts/pieces included. Please see the nursery coordinator to discuss your donation prior to bringing it in.

**Cleaning and Sanitizing**

* Changing tables will be wiped down with a disinfecting solution after each use.
* Sheets and blankets in cribs will be removed after each use and placed in the hamper.
* Cleaning supplies will be stored in the bathroom cabinet, which will be secured with a child-safely lock.
* The following supplies will be on hand at all times in the nursery: gloves, wipes, paper towels, sanitizer, and first aid kit.
* Large toys can be sprayed with disinfectant as needed.

**Health and Safety Procedure**

* **Tornado:** In cases of a tornado warning, nursery workers will immediately move to or keep the children in the basement.
* **Fire:** Evacuate the building according to the evacuation plan posted in the room.
* **Power Outage:** Wait in the room with the children until notified of the plan of action.
* **Accidents:** Accidents will be reported to the nursery coordinator, church secretary and parent through an “Ouch Report”. Two copies of the “Ouch Report” must be made. One will be placed in the report binder at the check-in counter, one given to the parent, and one placed in the church secretary’s box.
* First aid will be administered immediately.
* If the incident is minor, parents will be notified after service, otherwise the workers will page the parents.
* If the accident is deemed serious, a volunteer will remove all other children from the room as soon as possible.
* **Infectious Diseases**
  + Spilled blood, vomit or other bodily fluids will require that all children are removed from the room until the room has been cleaned with the body fluids clean-up kit.
  + **Parents should notify the church secretary if their child has an infectious disease, such as chicken pox, strep throat, or whooping cough. The church secretary will notify other parents through email.**

Revised: July 29, 2012