

Nursery Policy Handbook

Prince George Winyah Parish Church

The Mission of our nursery coincides with the church's:

From Him, Through Us, To the World as we rely on the promises of God, the potential of Christ's forgiveness and the power of the Holy Spirit to live in faith, share that hope and reach the world in love...this includes the little ones He brings through the doors of our nursery.

The purpose and goals of our nursery are:

Goals: To provide a safe, joy-filled environment for children (infants to 36 months) thereby allowing their parents/guardians to participate in worship or other PGW events. The families of PGW confidently support these goals by participating in:

Objectives:

1. Registering their child.
2. Labeling all diaper bags, cups, or bottles.
3. Read and comply with policy and procedures.
4. Support the staff via volunteering quarterly (or less) and/or potentially being a part of the nursery board.

Expectations and priorities of the nursery:

Safety-Have a policy handbook which includes health guidelines (allergies/sickness restrictions), registration procedure, check-in/out procedures, communication (Tracfone #)

Training-volunteer application, background check, orientation for all nursery assistants

Curriculum-age appropriate with routine:

Welcome-Bible lesson-singing/music-snack-free play-clean up.

Room décor-table/chairs age appropriate; clean and neat (before we play 😊)

Safety

Health Policy

Our policy is to keep the nursery a clean, organized, and as much as possible, sanitary room. Toys are wiped with disinfecting wipes each week and thoroughly cleaned on a regular basis. Crib sheets are washed after use.

Handwashing between diaper changing for staff and after a child uses the potty is enforced.

Guidelines for when or when **not** to bring your child to nursery are:

Temperature-a temperature above 100 degrees with or without other symptoms is not acceptable to bring into the nursery.

Drainage-Yellow or green drainage indicates the possibility of viral or bacterial infection and is not acceptable.

Bacterial infections (i.e., ear infections) The child should be on antibiotics at least 24 hours prior to coming into nursery.

Gastrointestinal (i.e., nausea, vomiting, diarrhea) The child should be symptom-free for at least 24 hours prior to nursery.

Rash-any unexplained rash

Fire and evacuation maps are posted at the door. Ushers from the sanctuary are prepared to assist in case of evacuation.

A simple first aid kit is kept in the nursery containing band aides and antiseptic wipes. We are not responsible for any medications for your child.

Our goal is to maintain a staff: child ratio of:

1:2 infants (6 weeks -9 months)

1:3 toddlers (10-18 months)

1:5 toddlers (19-36 months)

We strive to have at least two attendants in each nursery.

Allergies

If your child has any allergies, please note on sign-in and let the staff know.

We do offer a snack during nursery. At this point, **Cheerios** are offered. If you do not wish your child to participate in snack, please indicate that as well when signing your child into nursery.

Parental Guidelines

Parents are responsible to register their child in PGW Realm and on the **registration form** offered at the nursery. This will be kept in a file in the nursery in case we need to contact you during the service/event at the church. (See Appendix A)

Only parents (or grandparents if indicated on registration form) can drop off and pick up children from the nursery. Siblings should not be allowed to enter or pick up nursery attendees.

Each time you use the nursery, there is a simple sign-in sheet to write the child's name and your mobile phone number. **There are nursery cards with the nursery TracFone number that we encourage you to add to your phone contacts in case we need to text you.**

Please note when you sign in your child if you are staying for the Sunday school hour so staff will be prepared.

Diaper bags should be labeled along with any cups or bottles.

Name tags for your child may be used (on the back of clothing) to help staff identify and assist your child to feel known and comforted.

Training

It is of great importance that each nursery assistant believe that Jesus Christ died for them. This allows us to follow through on our call to serve the children of PGW Parrish.

Each paid and volunteer nursery worker has gone through Praesidium Academy training offered through the ACNA/PGW church to accomplish our part in preparing and protecting our community in *Safeguarding God's Children*.

Paid attendants are vetted through employee application, interview, and reference check. A volunteer also fills out a volunteer application with an interview. Both have background checks and complete Praesidium certification. Leadership is CPR certified.

Curriculum

“Then some children were brought to Him so that He might lay His hands on them and pray; and the disciples rebuked them. But Jesus said, ‘Let the children alone, and do not hinder them from coming to Me; for the kingdom of heaven belongs to such as these.’” Matthew 19:13-14

Our little children are precious to us as they are to our Lord. As such we intentionally pray for them and bring them to Him here in the nursery.

We use scripture songs, and basic Biblical stories each week for them to begin to get to know Him.

You are welcome to ask any of the staff about the day's kingdom story!

A routine is important and as much as possible we try to accomplish a:

Welcome-Bible lesson-singing/music-snack-free play-clean up.

--	--	--