



Winterville First Baptist Church

Nursery and Preschool Ministry

Policies and Procedures



Our desire is to show the love of Christ to all children from infant to preschool age while providing the best care and age appropriate Biblical teachings..



Dear Nursery Staff:

You are IMPORTANT! Your service in the nursery and preschool department is so greatly appreciated! Without you, we would not be able to provide a safe, loving environment to children and allow parents to leave their children during worship services and other events.

The nursery and preschool department is a very valuable ministry! Perhaps you have never thought of the nursery as a ministry, but it is! By serving in the nursery you have the opportunity to impact not only the children in your care, but parents as well. Nursery volunteers are often the first faces that parents of small children who are new to WFBC will see. It is our responsibility to show them a friendly, loving face and to provide them with greatest care for their children! Our ultimate goal for our newcomers is to love them into the Winterville FBC family and nursery can play a vital role!

In order to have the nursery operate smoothly, we need only one thing – commitment! Your commitment! The following pages will set forth the guidelines that have been established for the department by the Children’s Pastor, Department Director, and related staff/volunteers. You will be asked to sign a designated page to renew your commitment to serving in this department. By signing, you are asserting that you have read and understood the guidelines and will do your best to uphold them, remembering that your service in the nursery and preschool is ultimately not only a service to parents and to WFBC, but a service unto the Lord!

Thank you again!

Requirements of Nursery and Preschool Volunteers:

- Member of WFBC for a minimum of 3 months
- Current Background Check (only to be viewed by the Church Office)
- Adult Workers: At least 18 years old
- Youth Workers: At least 16 years old (does not count towards the 2 adult rule)
- Must be active in worship

Nursery & Preschool Director: Brittany Allgood

Kids & Student Pastor: Tim Allgood

Responsibilities for all Nursery & Preschool Volunteers

Before Your Session: *A room will be unable to accept children until it is adequately staffed.*

1. If you cannot serve at your scheduled time, or if circumstances prevent you from arriving at your scheduled time, **YOU are responsible for finding a qualified and approved substitute AND** to notify the Nursery and Preschool Director of the change. We strive to have two adults in each classroom at all times.

No man should ever be alone with any child or children in a classroom.

2. A nursery volunteer who is ill will not be permitted to serve in the nursery. If you have a cold or are contagious, please find a substitute for your scheduled time and communicate the change with the Nursery Coordinator.

3. Both volunteers should arrive at least 15 minutes before the scheduled service time.

- 9:15 am – Sunday School • 10:35 am – Sunday Morning • 5:45 pm – Sunday Evening.
- 6:15 pm – Wednesday Evening

4. All volunteers are to wash their hands upon entering the nursery or classroom and should conscientiously wash/use hand sanitizer during their session.

Drop-off

1. Greet family and introduce yourself if needed. Assist in comforting the child and reassuring the parent to ease transition if needed.
2. Ensure parent has signed in each child, indicating child's name, parent's name, allergies, and next bottle and/or toilet training needs. Child's name and relevant allergy information, should be on a sticker that is placed on the child's back. Remind parents that they must have their security sticker to pick up their child.
3. Inform parents that if there is any issues that we will send them a text.
4. Ensure that child's belongings are labeled and placed in a cubby/hook. Bags should be labeled. If a child's bags are not labeled, WFBC has bag tags in the infant room.

During Your Session

1. Engage each child in an activity as soon as possible to ease transition.
2. **Never** leave children unattended at any time.
3. If a child cannot be consoled after 15 minutes make an attempt to contact the parent.
4. Encourage sharing and cleaning up (putting toys away).
5. Activities for toddlers should include teaching the children about God and His Word. Crafts should not dirty the child's clothing or skin (or it should be cleaned off before returning the child to the parents).
6. Discourage inappropriate behavior by keeping the children occupied and content. Move arguing children away from each other and talk with them. Volunteers are **NEVER** to spank, hit, grab, shake, or otherwise physically discipline any child.
7. If problems persist from week to week with a child, communicate with the Nursery and Preschool Director and she will address the issue with parent. Volunteers should avoid offering unsolicited parental advice and counsel.
8. Cell phones are not be used while serving with the children unless it is to contact a parent or an emergency situation.

Diapering and Toileting

1. Diaper and restroom checks are to be conducted at least once per service and changed as needed.
2. Only female adults should change diapers or assist children with toileting
3. Diapers should only be changed on a changing table. Use parent provided wipes and diapers. If there are none, you may use church provided diapers and wipes. Only apply creams as instructed by parent.
4. After changing each child, spray the changing table with disinfectant spray and wipe clean. **NEVER** leave a child unattended on the changing table. Wash or sanitize hands thoroughly after each diaper change. Please be sure that children wash their hands after using the restroom.
5. Do not attempt to potty train a child without the parent's consent.

Food and Snacks

We are a peanut free ministry

1. The snacks for the day will be posted so that parents are aware and can refuse if needed. Only snacks posted (Goldfish, Animal Crackers, and Water) can be given to the children.
 - a. If a child has an allergy to Goldfish or Animal Crackers, they are allowed to bring their own snack. But the snack **MUST** be peanut free.

2. Children should eat seated at a table only—never walking around while snacking. If a child has a cup from home, offer their cup first. If they child has no cup, use a cup from the kitchen.
3. Baby bottles and sippy cups should be labeled with the child’s name. Only bottles should be given in the infant room. Baby food and other meals should be fed at home. This is for the safety of the children and to ensure proper attention is given to all children.

After Your Session

1. Communicate with the parents any necessary information regarding the child’s stay.
2. Ensure that the number on parents tag match the number on the child. No one is allowed to pick up a child without the matching sticker.
3. Be sure all toys have been sprayed with disinfectant and returned to their proper storage place.
4. Any broken toys should be set aside and reported to the Nursery and Preschool Director.
5. Please notify the Nursery and Preschool Director when the nursery is running low on supplies (paper cups, snacks, wipes, tissues, etc.).
6. Empty the trash.
7. Take all of your personal belongings with you.
8. Turn out the lights as you leave.
9. If someone if coming in to relieve you, be sure that they know each child’s name, allergies, and any relevant information that should be passed to parents.

General Security Measures

1. Exterior Doors adjacent to the Preschool Wing will remain locked during services
2. Hallway door to the Preschool Wing will be closed and locked during services (access may be granted by ringing the door bell)
3. Parents will have a numbered sticker that they must have when picking up their child
4. All volunteers will have a name tag and must wear it at times while serving
5. Only approved, scheduled volunteers and parents are allowed down the Nursery & Preschool hall
6. Volunteers are not to take any pictures of children while serving

Wellness Policy- For the health and safety of all children and nursery staff, nursery workers reserve the right to deny entrance to the nursery for a child presenting with any of the following symptoms:

- Two or more episodes of vomiting and/or diarrhea within the past 24 hours
- Skin infections or questionable rashes (not diaper rash)
- Yellow or green nasal discharge
- Fever
- Scabies or lice
- Any communicable childhood disease or any acute infection
- Less than 24 hours has passed since being treated with an antibiotic
- Strep throat, until 24 hours after treatment begins
- Pink eye
- Severe coughing

Children who are observed to be ill will be separated from the other children and the parent or caregiver will be contacted to request that the child be picked up for the day. This same policy will be enforced with respect to the childcare workers.

Our goal is to keep the nursery as safe and clean as possible for our little ones. We are asking that volunteers please either remove your shoes outside the nursery door or use shoe footies. This will ensure that babies can crawl and play on the floor without worry of soiled foam mats. It is important that this policy is followed so that we can continue to provide a clean nursery for your children.

Injuries – Workers must immediately report injuries or sick children to the Preschool & Nursery Director. When reporting injuries, it is imperative that the worker recall the details of the injury including the time, place, circumstances, and involvement of other children or staff. The Preschool & Nursery Director will contact the parent(s) with the details and next steps. In cases of injury, workers will complete an “incident report” and have the parents sign it. If you have questions or doubts about whether or not a child should be left in your care, do not accept the child. Refer the parent and the child, as gently as possible, to the Preschool & Nursery Director and he/she will make the decision as to whether or not the child should remain in childcare.

Medicine – No oral medication shall be administered to the child on the parents’ behalf. Parents are welcome to come by and administer medicine at their discretion. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or

severe allergic reactions.) Parents/caregivers of such children should be directed to address their situation with the nursery coordinator to develop a plan of action.

Biting – Biting is normal toddler behavior, however, every instance of biting is taken very seriously. If biting has occurred in the classroom, contact the Preschool & Nursery Director immediately. When a bite occurs, wash the area with antibacterial soap and water, and use an ice pack if needed. An incident report for both children must be completed.

First Aid kits – All childcare rooms have first aid kits. Workers are required to bring the first aid kit and backpack with them each time they leave the room with children. Workers are asked to check their kits regularly and report any needed supplies to the Nursery Coordinator.

Playground – Childcare workers must accompany the children outside on the playground. All children under the age of three must remain on the smaller playground. There must be at least two adults outside on the playground at all times of use. Workers must have a first aid kit on the playground with them. Workers must carry a cell phone with them at all times for emergency use only.

Bed babies are to never leave their room unless it is an emergency situation

Allergies – It is the responsibility of the parents to notify childcare workers of any and all allergies and/or dietary restrictions. WFBC is an allergy aware campus, but not allergy free.

Fire – In case of fire, childcare workers will evacuate all children in accordance with the evacuation plan posted in each classroom. Child care workers must bring sign in sheet and first aid backpack with them upon evacuation. All children must be accounted for at all times.

Bleach water policy – a mild solution of bleach water (one capful of bleach to one gallon of water) or bleach wipes should be used frequently throughout the day as part of the commitment to sanitizing toys and cleaning equipment and tables. Bleach water or wipes must be stored out of the reach of children.