

The Church Nursery



Service ❁ Love ❁ Safety

Volunteer

Policy & Procedure

Training Manual

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

-Colossians 3:23-24

Our Nursery

Dear Nursery Staff:

You are **IMPORTANT!** Your service in the nursery 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 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 Cornerstone 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 Cornerstone 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 nursery by the nursery committee. You will be asked to sign a designated page to renew your commitment to the nursery. 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 is ultimately not only a service to parents and to Cornerstone, but a service unto the Lord!

Thank you and God Bless!



Church Staff Nursery Coordinator - Laura Hubbard

Infants Room 111 - infants to 2 year olds that are walking well.
Toddler Room 110/109 - 2 year olds that are walking through 3 years old.

Nursery Staffing Structure

There are 6 Teams on a 6 week rotation schedule.

Each Sunday there is:

A Team Supervisor- per Sunday for all morning services

A Team Leader - per 8:20 am Service, Sunday School, and 11:00 am Service

At least 2 NON RELATED adult volunteers - per service, per room

No more than 2 youth workers - per room, per service

2015 NURSERY SUPERVISORS

- A nursery supervisor is assigned to each of the 6-week rotations
 - Nursery supervisors are as follows:
 - Team 1 - Julie Malone
 - Team 2 - Michelle Llorens
 - Team 3 - Melissa Scheidt
 - Team 4 - OPEN
 - Team 5 - Kristi Halberg
 - Team 6 - Jill Watts

2015 TEAM LEADERS

- Serving under the nursery Supervisors are Team Leaders. A Team Leader in charge of one service (i.e., the 8:20, Sunday School, or 11:00am service).
 - Team Leaders are as follows:
 - 8:20 am - 11:00am
 - Team 1 - Anne Marie Niehaus - Julie Malone
 - Team 2 - Danica Jarrell - Christy Green
 - Team 3 - Melissa Scheidt - Tamara Tilton
 - Team 4 - Carol Miller - OPEN
 - Team 5 - Kristi Halberg - Kat Riera
 - Team 6 - Jill Watts - Rachel Kehrer

Nursery Position Responsibilities

Team Supervisor

- Is responsible for making sure the nurseries are properly staffed as well as ensuring the nursery is running smoothly during all Sunday services on their assigned week.
- Sends out email reminders or makes phone calls to each team member at least one week prior to the assigned week.
- Assists with finding substitutes as needed.
- Should be Team Leader for one of the Sunday Services on their assigned week.
- Is authorized to combine infant nursery into toddler nursery if not enough volunteers are available to staff both rooms and only after Children's Church is dismissed from sanctuary.
- Makes sure first service Team Leader knows to review rooms for readiness to receive children.

Team Leaders

- It is also their co-responsibility along with the nursery Supervisor to make sure the nursery is staffed and running smoothly
- Responsible for making sure there are the required 2 unrelated adults per room and that there are no more than 2 youth workers per room
- Responsible for finding their own substitute or replacement if they can't make it for their scheduled week.
- Is the point person for specific service on Sunday Morning
- Gets help from Deacon of the week, nursery Supervisor or Nursery Coordinator if short on volunteers
- Authorized to combine infant nursery into the toddler nursery if not enough volunteers are available to staff both rooms.
- 8:20 am Team Leader must arrive early to ensure rooms are in readiness to receive children and to make sure sign in sheets are outside each room.
- 11:00 am Team Leader must make sure all surfaces and door handles are wiped down before leaving.



Responsibilities for all Nursery Staff

- The entire nursery staff has the responsibility to:
 - **Respond** to reminder email or phone call to say they will be there on their scheduled day.
 - Know the dates on which they are to serve (see nursery schedules).
 - Find a replacement if unable to serve on their scheduled date.
 - *It is fine to switch weeks with other nursery volunteers - please just let your team leaders know!*
 - *It is nursery policy to have at least 2 unrelated adult volunteers serving in the nursery - please keep this in mind when finding replacements.*
 - Report to the nursery **10 minutes prior** to their scheduled service. The only exception is Sunday School hour and then it is **5 minutes prior**.
 - Store any personal items out of reach of children (including cell phones)
 - Wash hands in preparation to receive and care for the children.
 - Put on Nursery Volunteer Nametag.
 - Greet each parent and child; always be friendly, kind and patient.
 - Make sure each parent signs their child **IN** and presents their **Parent Security Tag** when picking up!
 - Make sure each child gets their name tag (permanent or temporary)
 - Change diapers/clothing as necessary; check diapers near end of service.
 - Rock, play with, sing to, play music for and show picture books to babies/toddlers

Nursery Policies & Procedures

General

CPC Nursery Rooms are PEANUT FREE rooms.

1. At least 2 unrelated adults must be in each nursery.
2. Only 2 youth workers may be in each nursery (and they should be listed on the schedule). Youth Workers are 13 years and older. If they are working with their parent they can be 12 years old.
 - *Parents it is strongly suggested that you please do not bring along any of your older children (age 4-17) to help in the infant nursery unless they are on the schedule.*
3. Nursery doors (bottom half) are to remain closed.
4. Only nursery staff and children should be inside the nurseries at all times, if possible (with the exception of nursing mothers).

Note: We need to be careful to not offend parents, but to explain that we encourage them to remain outside the nursery doors to minimize other children from "escaping" the nursery and to limit access that non-nursery workers have to children for their security sake.
5. **NO** photos should be taken of the children in the nursery at any time without prior *written approval* of the child's parents. Personal cell phones or other electronic devices should not be used to take or post photos of children in the nursery. If the church needs to take photos for any reason, parents will be informed on that day and asked to sign a consent form.



6. Be respectful and proactive in enforcing the nursery sick policy as children arrive. When you need to communicate a possible concern to a parent call the Supervisor or Team Leader to speak that concern to the parent.

* Medication - Our nursery staff is not adequately trained to dispense any type of medication. If your child requires medication, please come to the nursery at the appropriate time to administer it.

* If a child becomes ill or injured during the service, you will be able to contact the parent via LED system using the identification number via the worship screen. An Incident Sheet will need to be filled out by the Supervisor or Team Leader.

Nursery Sick Policy

For the health and safety of all children, and nursery staff and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:



- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea, or is feeling unwell
- Cough, sore throat, croup (except in the case of allergy)
- Colored runny noses
- Common Cold
- Contagious skin rash
- Pink eye
- Lice
- Impetigo (infected wounds), boils, untreated ringworms
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less



7. Ensure sign-in/sign-out procedures are known to parents and are followed.

Note: This is necessary upon arrival and departure of children!

Nursery Sign-in Procedures

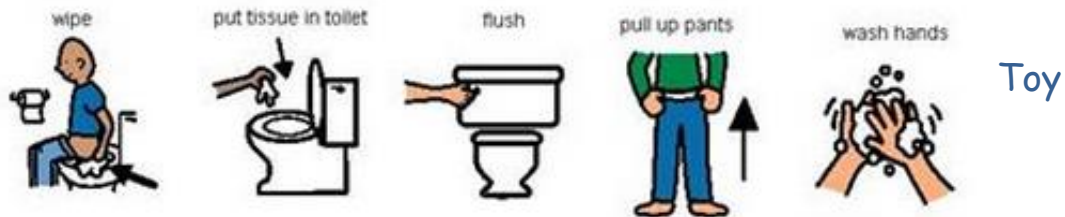
- Parents sign child's name on sign-in sheet outside nursery door.
 - Parents label child's belongings.
 - Nursery staff will attach nametag to child's back and hand to parents the smaller credit card sized part of the nametag (**this is needed to retrieve their child**). Children without nametags should be given an ID bracelet at the VISITORS & Info table. The ID # will need to be written on the sign-in sheet.
 - Should parents be needed during the service their child's ID number will be used to alert them on the LED screen in the sanctuary (explain where the equipment/ instructions are to do this). Sunday School will contact the Deacon in charge to find the parent using the sign in sheet information.
 - Parents initial the sign-in sheet and present their portion of their child's nametag or ID bracelet upon picking up their children.
8. Please ensure that children are placed in age appropriate rooms (i.e., no children older than 2 in the infant room, and no children in the toddler nursery who cannot walk well on their own or are older than 4).
 9. Nursery staff are responsible for encouraging "safe" play among children (i.e., no kicking, throwing toys, rough-housing) and basic care of each child. Basic care includes:

Infants

- a. Clean sheets should be used on cribs for each child. These are located in bottom changing table.
- b. Dirty laundry should be placed in very bottom of changing table.
- c. When diapering, disposable gloves must be worn.
- d. A disposable changing pad must be used or the changing pad must be wiped down after each use with 10% bleach solution or Clorox wipes in cabinet.
- e. Caregiver must wash hands after diapering.
- f. Diapers should be disposed of in trash. Please take trash out to dumpster after service if there were dirty diapers!

Bathroom Visits

- One worker must accompany child to help and enforce hand washing afterwards. Always notify a coworker that you are assisting a child with bathroom needs.
- Bathroom door should be left **open**. Use common sense on Modesty.
- Assist children in using stepstools to wash hands.



Guidelines

- All toys "mouthed" by children are to be washed in 10% bleach solution or wiped down with Clorox wipes in overhead cabinets. When appropriate, toys may be placed in dishwasher and can be run when dishwasher is full.
Note: Please keep track of toys mouthed by children as much as possible as this is our #1 defense in preventing sickness and germs from spreading!
- Bins should be checked for small, hazardous toys in infant room. Occasionally toys are mixed between rooms. Inappropriate toys for infants should be removed.
- There are to be **no stuffed animals** in the nurseries for sanitary reasons because they cannot be effectively cleaned week after week. If you see these types of toys, please remove them.

Accidents/Incidents

- Any accidents should be reported on the forms in the nursery (located on the Bulletin Board in the infant nursery).
- Any incidents considered noteworthy should also be reported (these may include disciplinary problems).
- Please place the accident/incident forms in the nursery box in the church office.
- Notify the Nursery Coordinator.

10. Lastly, please leave the nursery as you found it! Please consider the following:
- a. Return toys to bins.
 - b. Place any laundry in laundry bin in infant nursery.
 - c. Ensure nametags/ID bracelets are hung back in pockets.
 - d. Take out trash to dumpster with dirty diapers.
 - e. If folding chairs were brought into the nursery for any reason, please remove them.
 - f. Wipe down tables and doorknobs when your service is done.

Nursery Cleaning Schedule

Monday, Thursdays, and Saturdays
Carpets cleaned quarterly

Additional Information

Nursery Nametags

- All parents when checking children into the nursery should receive the parent security portion of their child's nametag (or a bracelet if a guest or non-regular attendee).
- The Parent Security portion of the nametag or the bracelet is **required** for pick-up of the child.
- This is a very important process as it provides a measure of security that we return the child to the person who dropped the child off.
- This is easy to forget as we often know the parents, but please try to keep it a regular practice so we are consistent.
- Permanent nametags can be obtained by having parents fill out a nursery information card (located above the tables in the nursery hallway). Completed cards should be dropped in the clear plastic bin that is on the nursery side of the one-way window.
- Nametags are made on a monthly basis.
- Nametags are intended for children who plan to attend Cornerstone regularly (guests do not need to fill out a nursery information card).
- Please note, the child's birth date and allergy information is on the back of the nametag for nursery staff's reference!

Note: *Those children without nametags are mostly likely new to the church. Please take the time to engage these parents in discussing the nursery sign-in/out procedures, how they will be alerted if their child needs them, how to get a nametag if they should want to in the future. It's a great opportunity to make them feel welcome.*

LED System

- Use of the LED system is at the nursery staff's discretion. If you feel a child needs his or her parent, please alert them
- To call parents using the number display, please do the following:
 1. Turn on control panel (top, left side) in infant nursery
 2. Type in number from child's nametag (or bracelet as noted on the sign-in sheet)
 3. Press Enter
 4. More than one number can be entered and the numbers will alternate on the display in the sanctuary and on the control panel
 5. Please remember to delete the number from the display when parents respond or if they are no longer needed!
- Nursery supervisors and/or the deacon-in-charge can be called to the nursery by entering "00."
- The deacon-in-charge is also available to help find additional nursery volunteers if the nursery is understaffed!

Emergency Evacuation Procedures

Understand and follow appropriate evacuation procedures in case of an emergency

- If there is a need to exit the building due to an emergency, the deacons will be in charge of the evacuation procedures.
- Nursery staff in the infant nursery should place infants into the evacuation cribs, grab the emergency bag located at door entrance and wheel the children out of the building, exiting through the doors at the end of the education wing. If this exit is blocked for any reason, please exit through the nearest open exit. There will be a map of the EXITS in each room and in the *Emergency Evacuation Bag*.
- Nursery staff in the toddler nursery should line up toddlers using the safety walking rope (blue ropes with multicolored handles located in emergency bag), grab the emergency bag and sign in sheet located at door entrance and walk with the toddlers to exit the building through the doors at the end of the education wing. IF this exit is blocked for any reason, please exit through the nearest open exit.
- Each Class is assigned a specific spot to line up and teachers will take attendance once arriving at their class spot designation.
- Everyone should meet in the overflow parking lot and wait for further instructions from church deacons or staff.

Church Child Safety Policy and Volunteer Requirements.

Because Cornerstone Presbyterian Church (CPC) is committed to our children and because we strive to provide fun, safe programs from Nursery through Youth that encourage our children to grow in Christ, CPC has enacted a Child Safety and Security Policy for newborns through 17 years. We believe that the church must maintain the highest standards for both its programs and for the people who staff those programs. To the degree possible, nothing should be allowed to shame the gospel we hold so dear. Accordingly, our goal is to protect the children and youth of our church from incidents of abuse, misconduct or inappropriate behavior. Just as we believe we should pursue protection for the unborn, so we think we should do what we can to protect those among us who cannot protect themselves. In addition, we also seek to protect our staff and volunteers from false accusations. Therefore, to demonstrate this commitment to the reputation of the gospel, to our children, to the parents of the children who participate in our programs, to our staff and volunteers and to the community, Cornerstone has adopted this Child Safety Policy.

"Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." - Mark 10:13-16

COMPLETE COPY OF Cornerstone Presbyterian Church Child Care Safety and Security Policy to be given separately.



Nursery Staff

Job Descriptions, Orientation & Training

Job Descriptions

Staff Nursery Coordinator

1. Must be a church member
2. Must fill out Staff application
3. Must do full background check
4. Develop, post and enforce nursery policies in conjunction with Senior Pastoral Staff
5. Organize the nursery and ensure its cleanliness and safety
6. Routinely inspect nursery equipment, toys and supplies
7. Report repair and maintenance needs to appropriate personnel
8. Restock supplies when needed
9. Recruit and train volunteers to serve in the nursery.
10. Keep a current list of nursery caregivers with names and contact information
11. Schedule nursery caregivers for every service and special church-wide events in which nursery care is needed.
12. Collect and launder used crib sheets weekly
13. Make sure all toys are cleaned and disinfected as needed and on regular basis
14. Oversee budget and expenditures for the nursery ministry.

Nursery Team Supervisor

1. Must be a church Member
2. Meets with Nursery Coordinator as needed and weigh in on policy updates
3. Help train nursery volunteers per the Cornerstone nursery policies
4. Responsible for making sure the nurseries are properly staffed and ensuring the nursery is running smoothly during all Sunday services on their assigned week.
5. Send out email reminders or makes phone calls to each team member early in the assigned week.
6. Assist with finding substitutes as needed.
7. Authorized to combine infant nursery into toddler nursery if not enough volunteers are available to staff both rooms

Nursery Team Leader

1. Meets with Nursery Coordinator as needed and weigh in on policy updates
2. Co-responsible for making sure the nurseries are properly staffed and ensuring the nursery is running smoothly during all Sunday services on their assigned week.
3. Assist with finding substitutes as needed.
4. Authorized to combine infant nursery into toddler nursery if not enough volunteers are available to staff both rooms



Checklist of Necessary Nursery Supplies

Done Monthly currently by Melissa Scheidt (Thank you... HUGE Thank you)

- Size 1 Disposable Diapers -Infant room
- Size 2 Disposable Diapers - Infant room
- Size 3 Disposable Diapers - Toddler room
- Size 4 Disposable Diapers - Toddler room
- Size 5 Disposable Diapers - Toddler room
- Nylon gloves for all diaper changing and wound care that might arise.
- Paper lining for changing tables
- Pre-moistened wipes
- Tissues
- Cotton balls
- Hand Sanitizer
- Hand soap
- First-aid kit with items approved by NURSE (nurse from congregation or Fire Department)
- Name tags and markers
- Plastic bags and ties for soiled diapers and/or clothes
- Disinfectants and nontoxic cleaning solutions
- Paper towels
- Electric outlet covers
- Emergency manual
- Posted fire exit plans/maps
- Children's books and toys
- Nursery Pager System (if a large congregation)
- Walkie Talkie for communication between rooms
- Fire extinguishers
- Smoke and carbon monoxide detectors (check batteries often and replace twice a year)