



Nursery Welcome Letter to Parents

Service ☼ Love ☼ Safety



INFANTS THROUGH THREE YEARS OLDS

2015

"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

Welcome to our Church Nursery

We welcome you and your children to our church. It is the goal of Cornerstone Presbyterian Church to provide a safe, comfortable and nurturing environment for your child. We also want you to feel secure about your child's well being while you attend services and activities at Cornerstone. We feel that we accomplish this goal in two ways.

- We strive to provide you, the parent, with the information you need to know about our nursery program: how it is run, the rules that we have crafted to ensure a safe environment, and contact information you may use to have your questions answered.
- We provide your child with an environment that is safe for them. Your child is safe to explore the room – it is properly childproofed. The room will also be properly staffed to ensure that there is always enough individual attention paid to your son or daughter.

Please take the time to read the following guidelines that we have prepared for you. This short booklet will answer most of your questions as well as introduce you to the policies that we have put in place to safe guard all of the children we care for.

Nursery is provided for these Church Events

* Open Nursery for special events will be announced *

Sunday Morning Worship Services & Sunday School	8:20 - 9:40 am for 1st Worship Service 10:00 - 10:45 am for Sunday School 11:00 - 12:10 am for 2nd Worship Service
Sunday Morning Summer Schedule No Sunday School	8:20 - 9:40 am for 1st Worship Service 10:15 - 11:30 for 2nd Worship Service
Wednesday Morning Women's Bible Study	9:00 - 11:00 am
Wednesday Evening Church Activities	6:30 - 8:00 pm
Friday Morning MOPS	9:00 am to Noon

Nursery Child Information Card

Child's Name: _____

Date of Birth: _____ / _____ / _____
Month Day Year

Parents Names: _____

Phone Numbers: _____

Emails: _____

Allergies: _____

Other Medical Information: _____

Other Information: *circle yes or no*

Would you like a permanent nametag for your child?
YES NO

May we include allergy information / birth month & year on the back of the name tag for use of nursery staff?
YES NO

- My Child will be attending: *Please check all that apply*
- Sunday Morning Nursery
 - Wednesday Women's Bible Study
 - Friday Morning MOPS
 - Wednesday Evening Nursery
- (For Activity Leaders and ESL attendees. ONLY)

Note: New nametags are made on a monthly basis.



Nursery Contact Information

Please feel free to contact the Nursery Coordinator, Laura Hubbard, to address any and all comments, questions and/or concerns you may have regarding the Cornerstone Presbyterian Church Nursery. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have.

Laura Hubbard: cpcnurserycoordinator@gmail.com

Pastoral Staff: cpcofficepa@aol.com

Nursery Rooms and Ages

*** Infant Nursery will stay open for drop off each service until the children are dismissed for Children's Church.***

Sunday Morning Worship Services & Sunday School	Room 111 - Infants (Newborn to walking well & no older than 2)- Room 109 - Toddlers (Walking well thru 3 yrs. old) & 110
Wednesday Morning Women's Bible Study	Room 111 - Infants (Newborn to walking well & no older than 2)- Room 109 - Toddlers (Walking well thru 3 yrs. old) & 110 Room 108 - 3 year olds Room 107 - Pre-School Kids (Must be 4 by Sept. 1 of current school year.) Room 104 - Art Class (Must sign up, Cost for supplies)
Wednesday Evening Church Activities	*Open for Activity Leaders Children and ESL Attendees Only* Room 111 - Infant thru 3 years old.
Friday Morning MOPS	MOPS will post room assignments in their materials and announcements.

Nursery General Guidelines

This is an overview of the policies that we have adopted to provide a safe environment for your children

- ⇒ We are a Peanut Free Zone. *In addition, due to the various allergies that may be present, we ask that you refrain from providing snacks for your children. If there will be a snack time during your child's time in the nursery, snacks will be provided by the child care workers. If your child has specific allergy related needs, please alert the nursery coordinator or ministry leader to insure appropriate precautions are taken*
- ⇒ Current information card for each child needs to be on file
- ⇒ **Caregivers only** inside the nursery rooms. Drop off and pick up at the main door. *Parents, there is a one way window for all to see inside the nursery*
- ⇒ Adherence to our Sick Child Policy is enforced.
- ⇒ All Children will have nametags & parents will have child pick up tags. Children will ONLY be release with **presentation of Tags** and only to **Parents**. *High School Siblings with prior notification from parents to caregivers may also pick up children.*
- ⇒ Label ALL your children's belongings.

Nursery Drop off/Pick Up Procedures

- Parents sign child's name on sign-in sheet outside nursery door. A Caregiver will receive the children at the door. Parents will stay on the outside of the door during drop off and pick up. This ensures safety for all our children.
- Parents label **all** child's belongings.
- Nursery staff will attach nametag to child's back and hand parents the smaller credit card sized part of the nametag.
(this is needed to retrieve each child).
Children without nametags will be given a stick-on label to their back and parents should be given an ID bracelet with corresponding number. The ID # will need to be written on the sign-in sheet.
(this is needed to retrieve each child).
- 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 Sunday School will notify the Deacon-in-charge to find the parents.
- Parents initial the sign-in/out sheet and present their portion of their child's nametag or ID bracelet to the caregiver upon picking up their children. Parent will stay on the outside of the door and their child will be brought to them.

REMEMBER

- ⇒ Sign in and out after each service unless your child is continuing from Sunday School hour to Second Service.
- ⇒ There is **NO Nursery during Fellowship Time after 1st Service**. Parents please pick your children up directly so our nursery caregivers can enjoy Fellowship Time with you.
- ⇒ Always pick up your children as soon as the service concludes. Many of our nursery workers have their own children to pick up as well.
- ⇒ IF your child is dropped off in Nursery and you want them to participate in Children's Church YOU must leave service to pick up your child and take them to Children's church.

MOPS—Mothers of Pre-Schoolers

MOPS is a grassroots movement that believes moms are world influencers.

MOPS is for moms of newborns through kindergarten to gather and have some time to converse with other moms who are in the same season of life, to laugh, cry and embrace the journey of motherhood together.

Mentor moms are also available to provide insight, encouragement, and to simply love moms who are in the throws of family struggles as well as the seasons of diapers and potty training.

We also believe that incubating hearts and giving *just -because-hugs* can change the course of history.

MOPS groups are rallying women to be more honest, to feel more equipped and to find our identity by journeying along side one another.

Moms enjoy breakfast with a group of moms they will get to know throughout the year. While enjoying good conversations, moms participate in Pinterest type crafts and also benefit from a variety of speakers.

We meet Friday mornings 9AM - 10:45AM

- Fall Semester: September - December.
- Spring Semester: January - May

For more information

Call the church office at 610-255-5512

or

Send an email to cpcofficepa@aol.com, Subject "MOPS"

Children's Church

Children 3 years old through 3rd grade are dismissed from the service in the sanctuary to meet their Children's Church teachers & helpers to walk down to their rooms. *If your son or daughter might have trouble walking down to the room please accompany him or her*.

3 yrs (by Sept. first)—Kindergarten Room 108

Enthusiasm, curiosity and fun; are three words that aptly describe the younger children's church program of Bible memory, Bible lesson and activity.

The Bible lessons follow a two year track—using different lessons from the Old and New Testament in a mostly sequential order. Each year will include Advent, Easter and Creation lessons.

1st through 3rd grade Room 104

Children are taught the Westminster Children's Catechism.

First service the teacher offers two cookies and the children are dismissed directly to the Sunday School singing class in room 103/104.

Second service children will stay in the room to await parents for pick-up.

Parents - Child's age on Sept 1st determines Children's church class for the current school year.

For more information

Call the church office at 610-255-5512

or Send an email to cpcofficepa@aol.com,

Subject "Children's Church Care of Laura Haines"

Nursery Sick Child Policy

Please be considerate of others when returning your children to the nursery after an illness and adhere to the following guidelines: children that have had the following symptoms within the last 24 hours will not be accepted:

- o A known or suspected infectious illness
- o A fever of 100° within the past 24 hours
- o Nausea, vomiting, diarrhea, or is feeling unwell
- o Cough, croup (except in the case of allergy)
- o Colored runny noses
- o Contagious skin rash
- o Pink eye
- o Lice
- o Impetigo (infected wounds), boils, untreated ringworms
- o Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- o Use of antibiotics for 24 hours or less

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.

*** Toys are thoroughly disinfected each week. ***

If your child becomes ill or injured during the service, you will be contacted by the identification number via the worship screen.

Emergency Procedures

Our Nursery Caregivers are trained on what to do in case of an emergency requiring 911 or evacuation.

911 Medical Emergency

- Nursery Team Leader on duty will ping child's ID # on the LED screen.
- If your number comes up make your way calmly to the nursery.
- The Deacon in Charge will be notified to come to the nursery as well.
- Nursery Team Leader will instruct co-caregiver to call 911 as appropriate.

Emergency Evacuation Procedure

- If there is a need to exit the building due to an emergency, the deacons will be in charge of the evacuation procedures. They will assist all Nursery workers with evacuating the children in a safe and quick manner.
- **Parents - Do not rush to Nursery!**
Evacuate yourselves first and meet your children in the overflow parking lot. This will ensure the fastest safest exit from the building for all.
- Our Nursery Staff has specific procedures practiced to get your treasured children out safely and expeditiously.

Nursery Name Tag Information

Nursery Nametags

Parents when checking your children into the nursery you should receive the parent portion of your child's nametag. If you are a guest it will be a bracelet with a green wrist attachment.

Your portion of the nametag or the bracelet is **required** for picking-up your child. No exceptions.

This is a very important process as it provides a measure of security that is set in place to protect your child and all the children in the care of our nursery and to ensure your child is returned to you, the parent.

Permanent nametags can be obtained by filling 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 if not sooner.

Nametags are intended for children who plan to attend Cornerstone regularly (guests do not need to fill out a nursery information card).

Thank you for trusting us to love and care for your treasured children.