



# **NURSERY GUIDLINES**

for Valley Life Church  
Nursery Staff  
and Volunteers

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**ValleyLife**  
CHURCH

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## 1. Pager Codes

01-79	Nursery registered children
80-99	Nursery visitors
*091	Nursery medical emergency
101-179	Preschool registered children
180-199	Preschool visitors
*191	Preschool medical emergency
201-279	Elementary registered children
280-299	Elementary visitors
*291	Elementary medical emergency

When using the walkie-talkies to page a parent, please remember to state the child's ID number and spell the child's first name.

## 2. Arrival

### **Time**

The Nursery Attendant who is in charge for the day should arrive no later than 9:00. Other volunteers should arrive at 9:00 for prayer in the Commons, and should be in the Nursery by 9:15. The nursery cannot accept children until an appropriate number of volunteers is present. The ratios are 1 volunteer for 2 babies.

### **Attire**

Please wear a black apron and a nametag lanyard when helping in the nursery.

## 3. Check-In

### **Procedure**

The Nursery Attendant is responsible for check-in. Set up the table with file box and clipboards. Begin check-in at 9:15. After service, file Check-Me-Out cards in file box. Return check-in materials to black cabinet.

### **Materials**

The check-in clipboards hold a check-in sheet for registered children and for visitors. A file box also contains each child's registration information, Check-Me-Out card, and name stickers.

### **Registered Children**

When a child who is already registered arrives, the attendant should find his or her file, pull out a name sticker for the child to wear, and the Check-Me-Out card for the parent to take to service. The parent should check the child's name on the roll sheet. A diaper bag tag that matches the child's CMO card should be attached to his or her belongings.

### **Visitors**

When a child who is NOT registered arrives, the attendant should get a "guest" Check-Me-Out card out of the file box. The parent should fill out the information on the visitor check-in sheet in the row with the number that matches the CMO card. The parent who fills in the "check-in signature" box will need to also check the child out, so that the "check-out signature" matches. If the child is a regular attendee who is not yet registered, the parent should receive a registration card to fill out during service and a Parent Handbook.

### **Parents**

Parents who would like to stay with their children to help them adjust are welcome. For safety reasons, however, parents who are not regular volunteers may only care for their own children.

### **Volunteers during Check-In**

Attendants should handle check-in. Other volunteers should be ready to accept children.

### **Late Check-Ins**

Once the service or event begins, check-in materials should be moved inside so that they are not available for outsiders to view.

## 4. Health

We ask that babies be kept out of the nursery if they have any of the following:

- Fever (99.9 degrees or above)
- Vomiting or diarrhea in the past 24 hours
- Discharge around eyes
- Excessive coughing
- Questionable rash
- Green or yellow runny nose
- Any communicable disease

If a child appears ill, please call the parents immediately. For the protection of our children, we ask that our volunteers follow the same guidelines. If you are ill, please trade with another volunteer.

If a child has a runny nose because of allergies, the parents must bring a doctor's note so that we can accept them.

We are not authorized at any time to give children medication. This includes diaper creams. If a child needs medication during the service or event, please call the parent.

If you suspect abuse, go to Pastor Steve.

## 5. Snacks

The Nursery serves only Cheerios or Saltines and water. We will offer babies milk or formula if it is provided by the parent.

## 6. Diaper Changes

Diapers are to be changed by attendants. We are not authorized to use diaper creams or other medications. If a baby needs cream, or is wearing cloth diapers, please page the parent.

## 7. Discipline

The extent of discipline in the Nursery is redirection.

In cases where the child or other children are in danger, the parents will be paged.

If the problem is not resolved after a number of Sundays, according to the Nursery Attendant's judgment, the family will be asked to meet with the Director of Children's ministries or one of the Pastors.

## 8. Emergencies

In the event of an emergency that requires paramedics, page number 091 to the auditorium.

First Aid Kits and Blood Spill Kits are stored in the Nursery cabinet with the First Aid Kit. In case of vomiting, or any other bodily fluid spill, remove the child. Page a parent immediately if the child is ill. Move the rest of the children away from the soiled area and use the Spill Kit according to the directions on the package. For the children's safety, keep them away from the clean up materials either by physically removing them from the area, or by removing the soiled carpets/toys from the children **FOR THE REMAINDER OF THE SERVICE**. In case of vomiting, or other possible infection danger, have all children clean their hands with hand sanitizer **IMMEDIATELY**. Either disinfect all possibly infected toys before they are played with again, or introduce toys that haven't been played with and store the infected toys to be cleaned after service. Please help us contain the spread of infection, for our children's safety and the safety of our volunteers and also for the integrity of the Children's Ministry Department.

**\*FILL OUT AN ACCIDENT REPORT FORM AFTER ANY INCIDENT** and return it to the Director of Children's Ministries to be filed at the Church Office. The parent will be given a copy. If incident was minor enough that parents were not paged during service, the Nursery Attendant should be sure to personally discuss it with the parent at check-out and let the parent know that we feel the child is ok.

The evacuation route is included in this notebook. Release children **ONLY TO THEIR PARENTS** and **ONLY AFTER YOU HAVE BEEN GIVEN PERMISSION BY A MEMBER OF THE CHILDREN'S MINISTRY STAFF**.

**Poison Control: 1-800-222-1222**

Parents should be informed if child is:

Injured

Has signs or symptoms of illness that requires removal from class

Engaged in behavior that puts him or herself or others at risk

Check-Out

The Attendant should refile the child's Check-Me-Out card in the file box and make a point of telling parents how their baby did during the service.

Parents of visitors should sign the check-in sheet with a matching signature before picking up their children.

No child should be returned to a parent without a Check-Me-Out card. If the card was left in service, the parent should be asked to go get it before we release the child.

## 9. Supply List

If supplies are low, please fill out a “Nursery is Out of...” form and return to Nursery Coordinator.

## 10. Safe Touch

In order to prevent physical and sexual abuse, and to protect all adults from false accusations, these “safe touch” policies should be used. All adults who are directly involved with the caretaking and instruction of minors under the protection of our church must abide by these policies. Failure to abide by them is grounds for dismissal.

1. Always remain visible to others when interacting with children. There must be a minimum of two non-related adults present with a child.
2. Please use safe touch methods as often as possible: a pat on the back, handshake, shoulder hugs.
3. All physical contact should occur in reference to the needs of the minor, not the needs of the volunteer.
4. All physical contact should encourage self-esteem.
5. All physical contact should take place in public, and never behind a closed door.
6. All physical contact should be age appropriate. Holding a toddler in your lap is appropriate, holding a 4th grader in your lap is not.
7. Discipline must never include physical contact, unless you are restraining a child to prevent violence. Volunteers should not administer any physical discipline to their own children in the presence of other children.
8. Adults must not discuss details concerning sexual activity while in the presence of minors.
9. Adults must redirect minors from inappropriate touching, sexual discussions, or sexual language.
10. Volunteers must dress modestly. Those who dress in a way which exposes genitals, breasts or underwear will be asked to leave the class area.
11. Adults must avoid full body frontal hugs with minors.
12. When assisting a child in the restroom, the door should remain open.
13. Massages given to or received from minors is unacceptable.
14. Children should never be shaken or hit, and they should not receive threats of being shaken or hit.
15. Children should never be humiliated, yelled at, or rejected.
16. Children should not be subjected to abusive or profane language.
17. Children should never be subjected to any form of corporal punishment or threats of corporal punishment.
18. No adult volunteer should give a ride to any minor unless there are others in the car with them AND the parents have agreed to the ride.

### ***Questions to consider when interacting with children...***

- Is what I’m doing pleasing to Christ?
- Does it contribute to building up the body of Christ?
- Does it encourage a child’s emotional growth and feelings of self-worth?
- Would my interaction with this child be the same if my pastor, spouse, or their parent were present?

## 11. Tear Down and Clean Up

After children leave, large toys should be wiped down with Clorox wipes and smaller toys should be spread out on wax paper and sprayed with all-purpose cleaner. When they dry, they should be put away in the black cabinets.

All staff should stay until tear down is complete.