

Nursery Ministry *Policy (Teacher)*

Philosophy of Ministry

The nursery's goal is to provide a safe and loving environment for our children. An environment in which we seek to honor God by continually praying for our young charges and encouraging them with gently spoken words of kindness and simple truth statements about our Great and Powerful Lord.

Presuppositions

- Children are a tremendous blessing from the Lord (Psalm 127:3-5).
- Children are born with a sin nature and are inherently rebellious towards God (Psalm 51:5).
- The Bible is God's inspired and inerrant Word. It reveals sin and man's need for a Savior and has total authority over all beliefs and actions (Gal 3:22-24; II Tim 3:16-17).
- The church is God's primary instrument to communicate biblical truth and mature the believer; all ministries of the church must have a God-centered focus (Eph 1:22-23; 2:19-22; 4:11-16).
- Parents are primarily responsible to raise godly children (Prov 22:6; Eph 6:4).

Room Policies

- 1. Teachers need to be in the room:
 - a. Sunday school- 9:00 a.m.
 - b. Sunday service-10:00-10:10 a.m.
 - c. Sunday night service- Fifteen minutes before the service starts
 - d. Wednesday night service- Fifteen minutes before the service starts
- 2. If a teacher is not in the room, parents are <u>not</u> allowed to drop off their children.
- 3. Only scheduled Nursery workers, approved helpers, and infants/toddlers are allowed in the room. <u>All</u> <u>other adults and children must remain outside</u>. Parents must drop off and pick up their children at the door.
- 4. Children are to be brought to their age-appropriate room by their parent/guardian, and will be released to their parent/guardian. *We do not encourage someone besides the parent/guardian (i.e. sibling, grandparent, friend, etc.) to pick up the child because there may be a need to discuss a situation with the parent/guardian that may have happened during the time the child was in your care.
- 5. All children must have registration label attached to the back of their clothes.
- 6. All of the child's belongings need to labeled with the child's name.
- 7. For children besides infants, only toys that are security items such as bear, blanket, etc. will be permitted. Please have those items labeled with child's name.

HEALTH POLICIES

- 1. For the protection of the children, parents are requested <u>not</u> to bring a child who appears to be ill. It will be up to the discretion of the teacher to determine if a child is sick and can not enter the nursery. If you have any questions determining if a child is well enough to be in the nursery, contact the Nursery Coordinator.
- 2. A child should not be placed in the nursery when any of the following exists:
 - a. Fever- currently or within the previous 24 hours,
 - b. Vomiting or diarrhea,
 - c. Persisting nasal drainage (no matter the color), (2 wipes or more)
 - d. Persisting Cough
 - e. Any symptoms of childhood disease, such as scarlet fever, measles, mumps, chicken pox, etc.,

- f. Common cold,
- g. Sore throat,
- h. Any unexplained rash
- i. Any skin infection
- j. Pink eye or other eye infection
- 3. We request Doctor confirmation for children whose symptoms are suspected to be allergy related.
- 4. If a child develops a fever or other symptoms while in your care, remove from other children and contact the parent. (see registration policy on how to contact the parent)
- 5. If a child has a physical condition, which may require specialized intervention or precaution, contact the Nursery Coordinator.
- 6. All infant toys that have been played with need to be washed and dried by the teacher before leaving the room. *Dish detergent for all toys that have been in the mouth.
 - a. All toddler toys that have been placed in the mouth need to be washed and dried.
 - b. All other items (swings, bouncers, jungle gym, tables, etc.) need to be wiped down with cleaner provided.
 - c. Workers are encouraged to find a replacement if they are manifesting cold symptoms or other illness.

REGISTRATION POLICIES

- 1. Child's registration label
 - a. Child must have a completed label attached to the back of their clothing
 - b. Check for any special instruction; verify/clarify any instructions on the label with the parent/guardian
 - c. Check for any food allergies.
 - d. Check if child is potty training
 - e. Make sure label has pager number listed.
- 2. Contacting a parent during the service:
 - a. Identify the number that has been provided to the child.
 - b. If a parent does not respond in a timely matter, seek a deacon to assist in identifying the parent.
 - c. When parent/guardian returns to pick up child, parent/guardian is the only one who can pick up the child (see room policies).
 - d. When parent/guardian picks up child, confirm the pager number with the number that matches the number on the label.

e. Parents and children who are not registered to be in the nursery are <u>not allowed in the room</u>.

Food Policies

- 1. Infants can be fed formula, milk, juice, or water as provided in a plastic bottle. We do not have access to warm bottles. Workers may feed infants snacks provided by parents.
- 2. Nursery/toddler teachers cannot give medication.
- 3. In general the only snacks that should be given in the <u>toddler</u> class should be those provided by the church. This is to help prevent accidental allergic reactions should a child consume another child's snack as well as fighting over snacks.
- 4. Nursing Mothers should use the nursing room provided, not the nursery.

CLASSROOM MANAGEMENT POLICIES

- 1. There are to be two Adult workers in each room at all times.
- 2. The behavior of children in the nursery will be managed in a manner that will encourage children's independence, creativity, and ability to be nurtured in the growing knowledge of God's love.
- 3. Children are to be respectful to others and the teachers. If issues arise while in your care, please discuss them with the parent/guardian. If the issue repeats itself, bring the issue to the attention of the Nursery Coordinator so appropriate steps can be made to resolve the problem. Parents are

expected to encourage their children to follow the direction of those caring for them.

- 4. Children are not to climb on or stand on furniture.
- 5. Diapers must be changed during every session.
- 6. When a worker is assisting a potty training toddler the bathroom door must be left open.
- 7. For liability reasons male workers and helpers are not permitted to change diapers or help with potty training toddlers.
- 8. Please make every attempt to soothe a crying infant or child. In the event an infant/child cries inconsolably, contact the parent (see registration policies).

NURSERY WORKERS - Adults, 18+ years.

- 1. All nursery workers must be members and in general must have been coming consistently for at least 6 months to serve with our children.
- 2. Workers must submit to a background test and fill out a volunteer application <u>before</u> they are cleared to serve with our children.
- 3. All applications are subject to review by the nursery committee before they are cleared
- 4. All inexperienced workers will be paired with an experienced worker.

NURSERY HELPERS – Adolescents 12-17 years old.

- 1. Helpers are permitted to serve in the <u>toddler class only</u>.
- 2. A helper must be at least 12 years old and in the 6^{th} grade.
- 3. They must have their parent's permission.
- 4. Must regularly attend youth classes and worship services
- 5. They must also be recommended by a youth leader.
- 6. Helpers must agree to attend at least one training class.
- 7. Helpers 12-15 years of age must serve with their parents.
- 8. All applicants are subject to review by the nursery committee before they are cleared.