

I. Purpose

- A. The purpose of this policy is to provide guidance for nursery workers and consistency of care for children cared for in the nursery.
- B. The purpose of having a nursery include the following:
 - 1. To provide a conducive environment for worship for all those present at worship services.
 - 2. To provide a safe, happy place for children under four years of age during church services.

II. People

- A. Children up to four years of age are eligible for nursery care. (Children who turn four will be promoted to Children's Church based on their readiness for that environment according to the discretion of the Children's Church Director).
- B. Nursery personnel may include:
 - 1. Adults Approved by the Nursery Director
 - 2. Assistants ages 12 and over who have been trained and approved by the Nursery Director
 - 3. At least one church member will be on the staff during allotted nursery times
 - 4. If only one adult is staffing the nursery, it shall be a female member of the church.
 - 5. No other adults or children with the exception of a parent briefly caring for or retrieving children.

III. Protection

- A. All Nursery Workers must be familiar with the church's Child Abuse Prevention Policies
- B. All Nursery Workers must have completed the Children's Worker Covenant
- C. All Nursery Workers must have given authorization for a Criminal Records check
- D. At no time shall an adult be alone with a child (except their own) on the church property. At least one other adult or approved nursery assistant must also be in the room.
- E. Only female workers may change diapers, except if it is the parent / guardian of the child.
- F. Neither sick workers or sick children will be allowed in the nursery.
- G. Only Cheeios will be provided as a snack. Exceptions must be approved by the Nursery Director

IV. When Nursery is Provided

- A. Sunday Morning from 15 minutes before the start of the service until 10 minutes after its conclusion.
- B. Sunday Evening from 10 minutes before and after the service.
- C. Additional times can be arranged with the Nursery Director if needed for special functions

V. Order and Discipline

- A. God is a God of order and the nursery should be generally characterized as orderly.
- B. Children causing disorder in the nursery to the point where an adult must intervene should be isolated to a chair.
- C. If a child is characterized by such behavior, the parents shall be informed.
- D. If serious incidents occur, the parents may be asked by the Elder Board not to place the child in the nursery until such time as the child's behavior is corrected.

VI. Picking Up Children

Only a parent, or a sibling with permission, may take a child out of the nursery. Arrangements must be made with nursery workers when placing the child in the nursery if another adult will be picking up the child.

VII. Temporary Exceptions

Temporary exceptions to this policy may only be made upon the approval of the Nursery Director.

Guidelines for Parents Using the Nursery

1. Please bring everything your child will need during nursery time such as diapers, bottles, juice cup, toys, etc. Please do not bring snacks. See #11 below.
2. Please label all cups, bottles and diaper bags. (Leave a description of pacifier when you sign in an infant).
3. You will be assigned and given a Nursery Pager so that you can be contacted if needed for any reason.

If you do not want to have nursery staff change your child's diaper, please inform them when you drop your child off. They will contact you during the service if your child needs a diaper change.
4. Please drop off children quickly. Do not linger. Your presence can sometimes keeps a child upset because they miss their parents. Only one parent should drop off and retrieve children so as to minimize traffic in the nursery.
5. If your child is sick, please **do not** put them in the nursery. We do not want other children to also become sick. In general, a person will be considered sick if they have had diarrhea, or vomiting within the last 48 hours; A fever within the last 24 hours; Currently have a runny nose with green or yellow mucus; Eye or skin infections or other symptoms of communicable or infections disease. Children with any of these conditions will not be allowed in the nursery. A child who is observed to have any signs of illness will be isolated from the other children and their parent / guardian contacted for pick up.

Please note that the nursery (including all toys) is disinfected each week as a means of preventing transmission of communicable diseases via the nursery.
6. Please pick up your child(ren) immediately after the conclusion of the service. You must return the Nursery Pager.
7. Older siblings may pick up their brother or sister if the parent(s) have specifically told the Nursery Workers about this arrangement. An adult other than a parent / guardian may pick up a child only if the Nursery Workers has been informed in advance of this arrangement. They must return the Nursery Pager.
8. Promotion from the nursery.
 - Four year olds will be promoted to Children's Church when they demonstrate their readiness for that environment according to the evaluation of the Children's Church Director. Readiness includes the ability to sit quietly in one place, to listen to instructions and obey them, and to cooperate with other children.
 - Children sitting in the worship service will be expected to behave properly. Parents of children who become disruptive will be asked to deal with them and/or return them to the nursery.
9. No children may be left unsupervised during any service.
10. All parents are encouraged to participate in serving in the nursery.
11. Cheerios are provided for a snack. Please do not bring other snacks for your child(ren) into the nursery. Many children have food allergies / sensitivities and we want to avoid causing them a problem. If your child has some special need, you will need to discuss this in advance with the Nursery Directory for approval. Detailed instructions will then need to be given to the nursery worker.
12. Grace Bible Church has detailed policies regarding the protection of children and workers to which all workers must agree and abide. A copy is available upon request.

Nursery Worker Guidelines

1. Make sure all babies are signed-in with instructions given about their care. Ask them if they want to be contacted to change their child's diaper, or if the nursery staff may change the diaper. Make sure the parent / guardian has been assigned and given a Nursery pager so that they can be contacted if needed.

Do not accept children who are sick. Do not work in the nursery if you are sick. We do not want other children to get sick. In general, a person will be considered sick if they have had diarrhea, or vomiting within the last 48 hours; A fever within the last 24 hours; Currently have a runny nose with green or yellow mucus; Eye or skin infections or other symptoms of communicable or infectious disease. Neither children or adults with any of these conditions will be allowed in the nursery. A child who is observed to have any signs of illness will be isolated from the other children and their parent / guardian contacted for pick up. If there is any question, please check with the Nursery Director.

2. Make sure diaper bags, cups, and bottles are properly labeled. Put a name tag on children with whom you are unfamiliar.
3. Check diapers and take toddlers to the bathroom as necessary. If the parent has not given permission for the nursery staff to change the diaper, contact the parent during the service. Generally, for the length of time infants and older babies are in the nursery, most should be changed at least once. For the safety of the children and protection against false accusations, have another worker in the room with you when performing either of these tasks.
4. Wash hands after each diaper change.
5. Change linens as necessary. Dirty linens go in a bag behind the door. Clean linens are either in the bins under the cribs, in the cabinet under the changing table or on the shelves above it.
6. Toddlers do better with some organized activities. Free-play is fine, but also encourage organized activities such as: story time, reading books, rolling the ball to each other, singing, etc.
7. Release children only to a parent / guardian. Older siblings or other adults may pick up children only if they have parental / guardian permission and this has been communicated to the Nursery Worker before hand. The Nursery Pager must be returned.
8. The nursery should be left with toys put away, lights off and garbage properly disposed.