

TPC Nursery Policy Manual

“Whoever welcomes one of these little children in my name welcomes me...”

Mark 9:37

Trinity Presbyterian Church of Statesboro has been blessed with many precious children. Our responsibility to these children is our motivation for providing the information contained in this booklet concerning our nursery policies and procedures. We believe that our responsibility for the children of the Church begins at birth. God has promised that He will be our children’s God as well as our own (Genesis 17:7; Acts 2:39). Through baptism, children who are born into the families of the new covenant community, the church, are initiated into the membership of the church. Since they are then under our pastoral oversight, we endeavor to provide a safe, nurturing environment from the very beginning, one that will best provide for their physical and spiritual needs. Because we consider each child a gift from God, it is our prayer that this nurturing environment will assist parents in leading our precious covenant children to a personal relationship with Jesus Christ. The hours spent with children in the nursery at church are special opportunities for dedicated and loving volunteers to present an awareness of God and to offer children the love of Jesus as shown through the warmth of our affectionate and personal care for our little ones. All of the following is intended for both parents of nursery aged children as well as those who have volunteered to serve in the nursery. It would be most helpful if both parties read and familiarized themselves with the entire manual. If you have any questions or concerns or suggestions please feel free to contact the Deacon liaison to the Nursery Service Team or the nursery coordinator.

Instructions to Parents:

- At time of drop off, please sign in your child outside the nursery using the stickers/tags provided. Please provide the nursery worker with any additional information at this time: feeding instructions, nap time, allergies, or anything else not included on the sticker that you feel will better help the volunteer care for your child.
- Please refrain from coming into the nursery and/or lingering in the nursery. The nursery workers will be able to better calm your child once you are no longer present, and you may be disturbing other children who have already settled in. If your child is not soothed within a reasonable amount of time, (approx. 15 mins), a nursery volunteer will contact you via the method you have requested. Please refrain from checking on your child between Sunday School and the Worship Service as this too disturbs the entire nursery. Again, a volunteer will notify you if your child has not settled or is having any difficulty that cannot be dealt with without your assistance.
- Please provide a stocked diaper bag for your child with his/her name on it. This should include diapers, wipes, bottle/cup, pacifier, and anything else your child may need while in the nursery. All items should be clearly labeled.
- Please refrain from sending snacks with your child other than those made necessary by other factors (allergies, dietary concerns, etc.) Snacks are provided to the children by the nursery volunteers during the worship service. (Cheerios for infants and Goldfish or simple sugar cookies

for Toddlers). If your child does have allergies or other food related concerns, PLEASE inform the nursery worker EACH TIME you drop your child off.

- Out of courtesy for the volunteers we ask that you pick up your child as soon as possible after the close of the service. Please sign your child out at the same place used for sign in, and then come to the nursery to pick up your child. Children will be released from the nursery only to people designated by the parent at registration.

Instructions to Volunteers:

- Ordinarily, all volunteers must be members of Trinity Presbyterian Church, in good standing. Ordinarily they must have been attending Trinity for a minimum of one calendar year. [Exceptions to this rule must be approved by the Session]
- Volunteers for the infant nursery must be at least 14 years of age and at least 12 years of age to volunteer in the toddler nursery.
- Only women will be asked to volunteer in the infant nursery, and men volunteering in the toddler nursery will always be accompanied by a woman.
- There should always be two volunteers present in each nursery.
- Volunteers should report to their assigned area at least 15 minutes prior to the beginning of their service.
- Volunteers will be provided a master schedule at the beginning of each year. This schedule will also include a phone number or e-mail address for each volunteer. Please keep your schedule for the duration of the schedule's dates. Volunteers who are unable to serve on their scheduled date are responsible for finding their own replacement and reporting the change to the scheduling coordinator.

Age of Children:

- The infant nursery is intended for children ages newborn through 18 months. They may be moved sooner or stay up to two months longer at the discretion of the parent and nursery coordinator.
- The toddler nursery is intended for children ages 18 months up to 3 years, or upon potty training. Once the child has reached the age of 3 years they are no longer permitted in the toddler nursery. If they reach the age of three and have yet to be potty trained they will be permitted to attend toddler Sunday School, but not nursery during the worship service.

Worship Training:

It is our desire that children age 3 years and older participate in the worship service. However, there are some children who may not be ready to sit through an entire service. With that in mind, we offer worship training during the morning worship service for children ages 3 through 5. The goal of worship training is to help parents prepare their children for corporate worship. The children are dismissed part of the way through the service and are to be taken by a parent to a classroom in the Covenant Hall where they are

to be picked up at the conclusion of the service. For a thorough description of worship training, please refer to "Overview and Purpose of the Worship Training Program."

Drop-off and Pick-up will be similar to that in the nursery. A parent or other designated person must drop off the child and sign them in, providing any pertinent information to the WT volunteer, and sign the child out upon picking them up.

Discipline:

Occasionally, a child will disobey or behave in such a way that warrants discipline. It is our desire to teach children to obey their parents and those in authority over them. With that in mind, discipline will be administered as the parents have instructed. Misbehavior will be reported to the parent at the time of pickup unless a child creates a disruption that cannot be controlled by the nursery volunteers. In that case, the parents will be notified immediately so that they may resolve the issue or remove the child from the nursery.

Cleaning:

Cleanliness in the nursery is very important to the health of everyone. Great care will be exercised to insure that children and volunteers do not have their health compromised as a result of their stay in the nursery. In order to accomplish this it is crucial that everyone adhere to the following guidelines.

Illness:

Children who are sick should not be brought to the nursery. The nursery is not equipped to care for sick children. When children are sick, parents should consult their physician to determine when their child is no longer contagious. The following suggestions are provided as guidelines, but no one knows your child and his or her wellness better than you.

- Parents with children recovering from common respiratory illness should wait 72 hours before returning their child to the nursery.
- Parents with children recovering from an intestinal virus (vomiting or diarrhea with or without a fever) should wait one week after recovering before returning their child to the nursery.
- In respect to highly contagious infectious diseases such as hand-foot-mouth, chickenpox, strep throat, conjunctivas, impetigo, etc. parents should wait two weeks after recovery has begun to return their children to the nursery. In cases where antibiotics are used parents may return their children to the nursery 72 hours after beginning the medication.
- Parents with children recovering from a simple fever should wait 24 hours after fever is gone to return their children to the nursery.

- If it becomes evident that a child is displaying signs of illness or develops signs of illness while in the nursery the parent may be notified and asked to remove the child from the nursery.

Diapering:

- Parents should check their child's diaper prior to dropping him/her off to be sure it is dry and clean.
- Volunteers should check each child's diaper during the course of the service.
- Female volunteers should be responsible for changing diapers and taking potty trained toddlers to the restroom. There should always be two volunteers present when diapers are being changed or children are being taken to the restroom.
- Volunteers should wipe the changing pad after each diaper change.
- Volunteers should wash their hands after each diaper change.

Clean up:

- Both nurseries will be vacuumed weekly by the custodian. The restrooms will also be cleaned at this time.
- The volunteers are expected to take the trash out after the morning worship service and evening worship service.
- The volunteers are also to clean the toys at the conclusion of the morning worship service and evening worship service.
- To clean the toys at the conclusion of the morning worship service, spread all of the toys that were played with out on the table (toddler nursery) or counter top (infant nursery), spray them with disinfectant, and leave them out to dry. The evening service volunteers are to pick up the toys and put them away. At the conclusion of the evening service the toys are to be cleaned in the same way, and are to be put away by the Sunday School workers the following week. However, if a toy is mouthed at any time during any session the toy is to be removed from the child, placed in the sink, sprayed with disinfectant, and left to dry.
- If a child is sent to the nursery without a cup and one must be provided the volunteer is to wash the cup and place it on the drying rack above the sink. When that child is picked up please remind their parents to bring a cup for their child the next week.
- The table in the toddler nursery should be wiped down on an as needed basis.

Thank you in advance for your cooperation in all of the above guidelines. To parents, we would like you to know that every effort will be made to promote a healthy atmosphere in which our nursery aged children can grow and prosper under Christian care and nurture. To volunteers, we appreciate your

willingness to serve in the nursery and in helping to fulfill the vows that we have all taken for the raising and nurturing of our covenant children.