

## DUTIES of NURSERY ATTENDANTS

- ◆ Welcome the children.
- ◆ Make sure all of the children are signed in.
- ◆ Provide a similar or duplicate toy in case of conflict.
- ◆ Intervene when necessary to protect toddlers from each other, and redirect a child's negative behavior.
- ◆ Reinforce a child's positive behavior through praise.
- ◆ Read stories and help as needed with puzzles and block building.
- ◆ Comfort a crying child. Try to distract the child with a toy or activity.
- ◆ Help distribute snacks & drinks. Children must be seated when eating or drinking.
- ◆ Escort children to and from the rest room. Assist only when necessary. Change diapers as needed.
- ◆ Strict hand washing must be practiced by children and staff before handling food, after going to the rest room or assisting in toileting or diapering, and after contact with body fluid (mucus, blood, vomit, etc.)
- ◆ Do not allow children to climb in or on cribs and playpens.
- ◆ Clean up at the end of each service. Toys should be picked up and put away. Tables and highchairs must be wiped clean.
- ◆ Attendants must remain in the nursery until all children are picked up by a parent/guardian.
- ◆ Turn off lights and close door upon leaving after the 10:45 worship service.
- ◆ Thank you for serving them & Him!

*Jesus said, "Whoever welcomes a child ...welcomes Me"*

*Matthew 18:5*

# Nursery Services Handbook

## A Procedure Guide for Caregivers



**FAITH ALIVE**  
**UNITED METHODIST CHURCH**

*"An Alive Church for an Alive Faith!"*

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## **WELCOME**

Welcome to Nursery Services of Faith Alive United Methodist Church. This service is directed by Cheryl Reigel, Nursery Coordinator. It is our goal to create and maintain a comfortable, safe and loving place for our members and visitors to bring their children during worship.

## **PURPOSE of NURSERY SERVICES**

- \* To help each child feel comfortable and special
- \* To help each child learn to play and share with other children
- \* To help each child have positive feelings about coming to church
- \* To encourage the active participation of parents in worship and Sunday School

## **HOURS OF OPERATION**

Nursery is provided for infants to 4 years old during the 8:30 worship service, 9:45 Sunday School, and the 10:45 worship service. Nursery Services appreciates the prompt pick up of your child when the service is over.

## **STAFFING**

Our staff consists of volunteers from the church who have documented clearances and screening on file. All have reviewed instruction in child care basics, Caregiver Procedure Guide & Duties of Nursery Attendants.

## **ARRIVAL & DEPARTURE PROCEDURE**

Each child shall be escorted into the nursery room by a parent/guardian. It is mandatory that all parents/guardians register the child in the Register Book upon entry to the nursery. If a child has any allergies or special needs it shall be noted by the child's name. A child will be released only to parents or designated guardian.

## **PARENTS IN NURSERY**

Parents are encouraged to leave the child in the nursery as soon as they are comfortable. It is generally best for parents to say goodbye, tell their children they will be back later and leave even if child is crying. In most cases children will stop crying after parent leaves. If the child does not stop crying after fifteen minutes the parents will be notified.

## **CHILD HEALTH POLICY**

We want the nursery to be a safe place. These health policies are designed to protect the health of your child and the other children in the nursery. To help ensure this, we ask that parents follow our health guidelines.

- \* No fever above 99 degrees within the last 24 hours.

\* No vomiting, nausea, diarrhea, or contagious skin conditions within the last 24 hours ( unless treated for 24 hours ).

\* No colored discharge from the eyes, nose, or ears.

\* No other symptoms which may be contagious.

The staff is not responsible to administer any type of medications, and reserves the right to remove a child from the Nursery in order to protect the health of everyone involved.

## **ACCIDENTS & EMERGENCIES**

The staff will make every effort to maintain a safe environment for your child but accidents still could happen. In the event of a minor injury the nursery staff will care for the child. The parent will be notified after the service. In the event of a more serious injury the staff will contact the parent immediately and the church office will be notified to file an incident report.

## **DISCIPLINE**

At times children might exhibit behavior which may be injurious to themselves and/or others. To preserve the safety of all children, these behaviors must be controlled. The nursery staff will lovingly but firmly explain to the child that the behavior is inappropriate. If the child continues to misbehave, he/she will be removed from the other children into a time-out chair for a matter of 2-3 minutes depending on his/her age. ( One minute for each year of age such as: 2 years = 2 minutes; 3 years = 3 minutes etc. ) If a child continues to misbehave parents will be notified during service and the parent will discipline the child at their own discretion. At no time will the staff physically punish a child.

## **SNACK POLICY**

All children one year of age and above will receive a small snack and juice midway through the service. It is the parent's responsibility to inform the staff of any food allergies. Under no circumstances will we feed finger food to a child under one year of age.

## **RESTROOMS / DIAPERING**

A nursery attendant will escort your child to and from the rest room. The attendant will assist only when necessary. Diapers will be changed as needed.

## **CONCLUSION**

We hope this handbook will answer many of the questions you may have concerning the care of your child. Please feel free to direct your questions/concerns to Cheryl Reigel, Nursery Coordinator @ (610-852-3295).