

Calvary Presbyterian Church Nursery Worker Handbook



OUR MISSION:

To serve Calvary Presbyterian Church and the community by providing a welcoming, safe, loving and nurturing environment that shares the love of Christ with little ones and equips parents and caregivers to participate in the ministries of the church.

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Thank you for serving the families and children of Calvary Presbyterian Church by working in the nursery! Please read this handbook in its entirety. It is important that we are consistent in the way we care for and minister to each child in our nursery so that we are providing the same level of quality care every time the families and children return. After reading this handbook, you will be asked to sign a contract that you will uphold all of the policies and procedures to the best of your ability.

“And he (Jesus) took a child and put him in the midst of them, and taking him in his arms, he said to them, “Whoever received one such child in my name receives me, and whoever receives me, receives not me but him who sent me.” Mark 9:36-37

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Ages of Children Served

The nursery on Sunday morning cares for little ones from birth up to age 3 (36 months) during the entire worship service. Immediately prior to the sermon, 3-year-old and 4-year-old children may be taken to the nursery for the remainder of the Worship service.

Nursery Safety and Security

Calvary Presbyterian Church intends to ensure the health, safety, and well-being of all nursery workers (paid and volunteer) and children. As a precaution and to ensure strict accountability from one adult to another, every worker **MUST** follow the rules listed below at all times:

- **Two Worker Rule:** A minimum of two unrelated, adult workers (at least 18 years old) will be in attendance at all times when children are being supervised during programs and activities.
- **Only** the child's parents/caregivers and the assigned nursery workers are allowed in the nursery room at **all** times.
- **Open Door Policy:** There should be visibility into the nursery rooms at all times. Therefore, the top door of the double doors must remain open at all times in which children are present. Doors should never be locked while persons are inside the room. If a worker is changing a child's diaper or assisting a child in the bathroom, the bathroom door must be propped open.

Worker/Child Ratios

- There will be 1 nursery worker for every 3 children at all times.
- There will always be 2 workers present in the nursery even if there are 3 or less children present.

Teenage Workers

Calvary Presbyterian Church recognizes that there may be times when it is necessary or desirable for workers (paid or volunteer) who are under the age of 18 to assist in caring for

children in the nursery. Any teen volunteers must be approved by the nursery coordinator for that specific week and must come from an approved list. The following guidelines apply to teenage workers:

- Must be at least **14** years old.
- Must be under the supervision of an adult and must **never** be left alone with the children.

Nursery Worker Expectations

All Doorkeepers and Rotational Nursery Workers are expected to:

- Follow all policies and procedures to the best of their ability.
- **Arrive 15 minutes prior** to the scheduled service time: Specifically, 9:15 a.m. for Sunday school, 10:15 a.m. for the worship service.
- Wear a name tag to assist visitors in remembering who is caring for their little ones.
- Place all mouthed toys in the dirty toy bin after the child is done playing with the toy.
- Use proper hand washing procedures to reduce the risk of illness.
- Devote time and attention to ensuring that the children are being ministered to and engaged in an activity. Take advantage of every opportunity to incorporate biblical truths into your play. For example, “Do you see the elephant in the puzzle? God made elephants. What else did God make? God made everything!”
- Keep long conversations with other workers to a minimum.
- Participate in any required nursery worker training to provide the best care for the children and families of Calvary as well as visitors.

The nursery will be staffed at all times with a Doorkeeper and at least one Rotational Nursery Worker.

Doorkeeper Responsibilities

The Doorkeeper’s main role is **overseeing** all aspects of the nursery on their designated Sunday. Their specific responsibilities are as follows:

- Contact their assigned scheduled rotational nursery worker(s) the week they are scheduled to serve to remind them.

- Contact another doorkeeper to switch dates if unable to serve on the designated week, and inform the nursery scheduling coordinator of the change.
- Check supplies and replenish if needed items are available. If the nursery is low on a certain supply, write a request on the “Needed Supplies List.”
- Unlock the toddler nursery storage closet and take out the file folder holding all nursery documents (Sunday School Doorkeepers).
- Complete the **check-in and check-out** process for each child.
- Prepare and pass out a snack to the toddlers.
- Provide direction for the rotational nursery workers, such as encouraging the worker(s) to stay with a crying child or an especially active child.
- Appropriately document any injuries occurring in the nursery on an “Incident Report form” and provide a copy to the parent/caregiver if requested.
- Oversee appropriate “**close-up**” procedures.

Rotational Nursery Worker Responsibilities

The main role of the Rotational Nursery Worker is to **assist** the doorkeeper in caring for the children as well as helping with close-up procedures. Their specific responsibilities are as follows:

- Contact a replacement if they are unable to serve on their scheduled week and contact the nursery scheduling coordinator to inform her of the change. This replacement must already be an approved volunteer on the rotational worker list.
- Fill a pitcher of water for snack time prior to children’s arrival.
- Welcome the children into the nursery and engage them in activities while the doorkeeper is checking in other children.
- Assist the doorkeeper with snack time and other tasks as requested.
- Assist the doorkeeper with “**close-up**” procedures

Doorkeeper Check-in Procedures

1. Greet and welcome all parents and children with a smile. ☺ Introduce yourself by name to any visitors and answer any questions or concerns they may have.
2. Instruct the parent/caregiver to fill out the sign-in sheet completely. First-time visitors should also fill out a Child Information Sheet for each child. The child’s number on the sign-in sheet becomes their designated number for the day.

3. Instruct the parent/caregiver to write the child's name and designated number on a sticker label and place it on their child's back.
4. Give the parent/caregiver a plastic number I.D. clip badge with their child's designated number. An identical I.D. badge should be clipped to the child's bag. The parent/caregiver will need to bring the I.D. badge back to the nursery during check-out to take their child out of the nursery.
5. Instruct the parent/caregiver to label all items left in the nursery (diaper bag, cup, and bottle) if not already done.
6. Encourage toddlers to wash their hands at the sink upon entrance or wipe their hands with a hand wipe, which are kept on the shelf in the toddler bathroom.

Pre-K children entering the nursery immediately prior to the sermon must be checked-in to the nursery by a parent or caregiver before they can be admitted.

Wellness Policy

For the health and safety of all children and nursery staff, nursery workers reserve the right to deny entrance to the nursery for a child presenting with any of the following symptoms:

- Two or more episodes of vomiting and/or diarrhea within the past 24 hours
- Skin infections or questionable rashes (not diaper rash)
- Yellow or green nasal discharge
- Fever
- Scabies or lice
- Any communicable childhood disease or any acute infection
- Less than 24 hours has passed since being treated with an antibiotic
- Strep throat, until 24 hours after treatment begins
- Pink eye
- Severe coughing

Children who are observed to be ill will be separated from the other children and the parent or caregiver will be contacted to request that the child be picked up for the day.

Medication Policy

Nursery workers **cannot** administer either prescription or non-prescription medications to the children. Medications should be administered at home by a parent. If, after a child is dropped off, he or she appears to be or becomes sick, a parent/caregiver should be notified immediately.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions.) Parents/caregivers of such children should be directed to address their situation with the nursery coordinator to develop a plan of action.

Accidental Injuries to Children

In the event that a child is injured while in the nursery, the following procedures should be followed:

- **Minor Injuries:** A first aid kit is available in the nursery cabinet to treat minor injuries. Cold packs are located in the freezer portion of the mini-fridge. If there is an open wound, use gloves to treat the wound, carefully wash the wound, and apply a bandage if necessary. Workers should place a cold compress on any emerging bumps. No topical medicines are to be put on the wound in case of an allergic reaction.
- **Emergency/Major Injuries:** Workers should immediately notify the child's parent/caregiver and call 911 if deemed necessary.

Once the child has received appropriate medical attention, the Doorkeeper on duty should complete an Incident Report Form. **A form should be completed for all injuries that occur in the nursery and a parent/caregiver's signature is required to ensure that they were informed of the incident.** A copy of the Incident Report Form may be provided to the parent/caregiver upon request in the case of injuries requiring treatment by a medical professional.

Crying

If a child is upset and has been crying for 10 minutes and all methods of calming have been tried, including rocking, changing the child's diaper, holding, feeding etc.), the parent/caregiver will be contacted to come to the nursery to check on their child.

Discipline Policy

If a child is in need of correction, the worker should follow the steps listed below:

1. Verbally correct and redirect the child from the aggravating activity to a more appropriate activity.
2. If the child continues to misbehave after two verbal corrections and redirecting, parents/caregivers will be contacted to tend to their child.
3. If the child continues to misbehave after the parent or caregiver tends to their child, the parent/caregiver must remove the child from the nursery.

Nursery workers are **never** to spank, threaten, or grab a child roughly. Workers are to always show firmness with love and kindness.

Cleaning and Disinfecting

All cleaning and disinfecting sprays and wipes will be kept on the wall shelf to the right of the sink in the toddler nursery bathroom. Workers are responsible for putting products away after each use.

In order to keep our nursery as clean as possible the following steps must be followed by all workers:

1. Place all mouthed toys in the dirty toy bin.
2. Clean tables, large toys or play areas with a disinfecting wipe or spray and a sponge or rag, taking care to reach the crevices and hidden spots.

Caution: Any surface coming into direct contact with food must be rinsed following disinfection by wipes or cleaners.

Hand Washing

All workers are required to wash their hands **upon** arrival into the nursery, after every diaper change, after assisting a child in the bathroom, and before and after handling food. All toddlers should be instructed to wash their hands or wipe their hands with a hand wipe when checking-in to the nursery and wash their hands at the sink after using the restroom. All infants should have their hands wiped with a hand wipe following a diaper change.

Diaper Changing and Bathroom Assistance

Nursery workers are required to check and/or change every child's diaper during Sunday school and the Worship service. All potty-training children should try to go to the bathroom at least once. Doorkeepers and rotational workers must follow the protocol for diaper changes/bathroom assistance which is as follows:

1. Wash your hands with warm soap and water.
2. Gather all items needed for the diaper change prior to placing the child on the changing table. Use the diapers and wipes provided in the child's diaper bag. If none are provided, use the nursery provided diapers and wipes.
3. Put on disposable gloves (optional, but recommended) when changing a child's diaper or providing bathroom assistance. ***A new pair of gloves is required for each new action or child.***
4. Instruct the child to wash their hands after using the bathroom. Wipe the child's hands with a hand wipe following a diaper change.
5. Place the dirty diaper in the lined, covered diaper pail.
6. Disinfect the diaper changing station after each change with a disinfecting wipe.
7. Wash hands after completing each diaper change or assisting child in the bathroom.

Keep the bathroom door open at all times when changing a child's diaper.

If a child needs bathroom assistance, prop open the bathroom door while in the bathroom with the child.

Bottle Feeding and Nursing

Nursery workers are to give an infant his or her bottle according to the parents/caregivers instructions. Make sure the bottle is labeled and that the parent/caregiver has pre-prepared the formula. Formula or breast-milk should not be left at room temperature for more than one hour and can be refrigerated at 45° F in the nursery mini-fridge. Do NOT warm a bottle in the microwave. No baby food should be given to an infant during their time in the nursery unless fed by the parent/caregiver. Babies over the age of 8 months may be given an age-appropriate snack if requested on the Child Information Sheet.

If a mother needs to nurse her child, she may do so in the infant nursery as long as she is made aware of the open door policy. There is also a “cry room” available in front of the kitchen for nursing mothers.

Snack

Nursery workers are to provide a healthy, age-appropriate snack and water to all toddlers at Sunday school and/or the worship service unless otherwise requested by the parent/caregiver.

Please check each toddler’s “Child Information Sheet” for any food allergies.

Parents/caregivers are allowed to bring in an approved snack for their child. The snack time routine is:

1. Wipe down the table with a disinfecting wipe and let dry.
2. Wipe down the table with a paper towel/clean cloth and water.
3. Wipe each child’s hands with a hand wipe.
4. Scoop the snack with a small cup or use gloves as to not directly touch the food.
5. Close lid to snack container tightly to keep the food fresh.
6. After snack time is over, wipe the table with a disinfecting wipe followed by a water rinse.

Doorkeeper Check-out Procedures

1. Instruct the parent/caregiver to sign their name on the sign-out portion of the sign-in/sign-out sheet. **For safety reasons, do not release the child to anyone except the parent or caregiver. Exceptions must be in writing on the sign-in sheet.**
2. Instruct the parent/caregiver to return the I.D. badge with their child’s designated number.
3. Scan the room and return all of the child’s items to the parent/caregiver.
4. Don’t forget to smile and call the children by name when they leave. 😊

Nursery Close-Up Procedures

Sunday school Doorkeepers and Rotational Workers:

Stay in the nursery until the Worship Service Doorkeeper and at least 1 rotational worker have arrived.

1. Make sure all mouthed toys are put in the dirty toy bin.
2. Clean and disinfect the table and high chair(s) if used for a snack according to the above "Cleaning and Disinfecting Procedures."

Worship Service Doorkeeper and Rotational Workers:

Stay in the nursery until all children have been picked up by their parent/caregiver.

After all of the children have been signed-out of the nursery, complete the following steps:

1. Follow the above "Cleaning and Disinfecting Procedures" to ensure the utmost cleanliness is kept in the nursery.
2. Put all the toys away on the shelves.
3. Remove used crib sheets and stuffed or cloth toys and put them in the laundry hamper.
4. Empty the diaper pail and put in a new bag.
5. Place the sign-in sheet, new Child Information Sheet(s), and any new Incident Report Forms in the nursery file folder in their designated sections.
6. Lock the Nursery file folder in the closet and any other items that need to be secured.
7. Turn off all of the lights.
8. Upon leaving, take the diaper pail trash to the outside dumpster.

Emergency Evacuation Procedures

In the case of an evacuation of the building, nursery workers should follow the established emergency procedures in order to safely remove children from the building. The Deacon on Duty (DOD) will designate a person to specifically clear the nursery occupants.

1. All workers and children should follow the DOD's designated person directly through the nearest exit to the left of the nursery, out to the designated assembly area.
2. The Doorkeeper needs to take the "sign-in/sign-out" sheet outside.
3. Once everyone is outside of the building, the doorkeeper and rotational workers should check the "sign-in" sheet to make sure that all of the children are out of the building.
4. After all children are accounted for, the nursery workers can release the children to their parent/caregiver.

Donation Policy

- **Toys and Books:** The nursery welcomes toy and book donations! Donations will be accepted two times per year: The months of February and July. The specific dates in both months will be determined at least 1 week prior to the drop-off date. Donations should be brought to the church nursery following the worship service and given directly to the nursery donation representative located in the nursery. Toys should be clean, new or in excellent condition, and already have batteries so the nursery donation representative can ensure that the toy(s) are working properly. No stuffed animals or dolls with cloth bodies or movable/removable eyes will be accepted. If someone is unable to donate items on the specific dates provided, other arrangements may be made by contacting the nursery coordinator.
- **Non-Toy Items (Furniture, diapers, wipes, snacks, etc):** The nursery also benefits greatly from supplies donations! Prior approval or notice given by WIC is needed before these items can be brought to the church to ensure that the specific supplies donated are needed at that time.

The nursery donation representative has the authority to decline toys, books and/or other items that he or she believes to be not age-appropriate, unsafe, or not needed at that time.

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Calvary Presbyterian Church Nursery Worker Contract



I have read, understand, and agree to follow the guidelines stated in the Calvary Presbyterian Church Nursery Worker Handbook at all times to the best of my ability.

Printed name

Signature

Date

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