

**United Methodist Church of Chugiak
Nursery Policies and Procedures**

Approved

November 3, 2011

MISSION

Our mission is to provide a safe, clean, and nurturing place for young children while their parents worship. The nursery strives to provide the finest child care available in a stimulating environment that directs children's play activities, fosters sharing behavior, and provides guidance and redirection when needed.

GOVERNANCE

The Nursery Committee, comprised of interested parents, is charged with establishing policies and procedures for the nursery. The Nursery Committee also provides input to the Staff Parish Relations Committee, which is responsible for hiring and evaluating the paid nursery staff, handling personnel issues, and addressing any concerns about the nursery or its personnel from the congregation.

QUALIFICATIONS FOR NURSERY CAREGIVERS

The nursery staff is comprised of three categories of caregivers. There are paid adult staff, adult volunteers, and youth helpers. There must be at least two unrelated adults present at all times who have completed the Safe Sanctuary training.

The hours for the nursery on Sunday are from 8:15 a.m. until 12:30 p.m. in the winter and from 9:15 a.m. until 10:45 a.m. in the summer. Special events requiring nursery care will be scheduled by the church office.

Staff Requirements:

Paid Adult Staff

- Be at least 18 years of age or 21 years of age for the head nursery caregiver
- Interview with Staff Parish Relations Committee
- Meet the Safe Sanctuary requirements
- Complete training by the head nursery caregiver or Staff Parish Relations Committee representative prior to first shift
- Be current in First Aid and CPR Training

Adult Volunteer

- Be at least 18 years old
- Interview with the head nursery caregiver or assistant
- Meet the Safe Sanctuary requirements
- Preferred to have attended UMCC a minimum of six months
- Complete training by the head nursery caregiver or assistant prior to first shift

Youth Volunteer

- Between the ages of 9-18
- Interview with the head nursery caregiver or assistant
- Preferred to have attended UMCC a minimum of six months
- Complete training with the head nursery caregiver or assistant prior to first shift
- Youth volunteers are always scheduled with 2 approved adults

NURSERY CAREGIVER JOB DESCRIPTION

Room Set Up

- Be on time when scheduled.
- Set up pagers and sign-in sheet for parents. Include date, names of workers, and event on each sign-in sheet.
- Scan the room for safety hazards and remove potential problem items. Notify church office staff and Trustees immediately of any potential hazards or needed repairs.
- Be sure the changing table is clean, set up, and is adequately supplied for changing diapers.

General Procedures

- Each child must have a registration form filled out by the parent or guardian. This form will be updated annually at the beginning of each new Sunday school year. Completed registration forms will be placed in the red emergency notebook.
- Caregivers will assist parents in completing the sign-in sheet and look for allergies and special concerns. If a child has any food allergies or special concerns, all staff and volunteers working with that child must be notified.
- Pagers will be provided as needed.
- Parents must label all belongings (bottle, diaper bag, etc.).
- Snacks will not be allowed or provided for the children due to potential allergies and choking hazards. Parents are welcome to remove a child from the nursery in order to give a snack brought from home.
- Bottles and sippy cups will be allowed only if they are brought from home. They must be properly labeled and placed inside a closed diaper bag. Beverages will only be allowed under constant supervision. The caregivers must wash their hands before giving a child a drink or bottle. Children will not be allowed to carry drinks around the room. Only adult caregivers may administer bottle feedings.
- Parents are welcome in the nursery for a brief time to help their child adjust.

Childcare Duties

- Behavior and conversation of childcare providers must uphold values and beliefs of the United Methodist Church of Chugiak and be appropriate for the church setting.
- Volunteers and staff are not allowed to have guests when working in the nursery.
- Two adult caregivers must be present at ALL times. If a caregiver needs to leave for any reason, an approved person must stay in the nursery until the caregiver returns.
- If at any time the nursery has an attendance that exceeds the approved ratio* or a safe limit,** the adult or lead caregiver may choose to do the following:
 - a. Request the assistance of additional approved caregivers.
 - b. Stop admitting children to the nursery and explain the situation to the parent.

*The nursery uses a minimum of 2 approved caregivers per 6 infants and 2 approved caregivers per 10 toddlers.

**There are no official building codes that specify room capacity. A decision must be made based on the safety, activity level, and age range of the children.

- Provide loving care and attention to each child. Redirect a child as needed.
- If a child is inconsolable, page the parents.
- Change diapers according to the diaper policy.
- If a child is injured or becomes ill, immediately page the parent. Report any injuries according to the policy.
- Mobile phones will be used for emergency purposes only. Sending or receiving text messages, internet use, and phone calls will not be permitted while caring for children.

Youth Volunteers

- Never leave a child alone.
- Be respectful to all adults.
- No roughhousing with the children.
- Attention is to be on the children, not socializing.
- An adult or lead caregiver will handle diapering, toileting, and administering any bottles.
- Mobile phones and devices may not be used while volunteering in the nursery.

Dismissal and Clean Up

- The head nursery caregiver or lead caregiver will dismiss the child to the parent.
- Do not release any child to a sibling without prior parental permission.
- Remain in the nursery until all the children have been picked up.
- Clean and straighten the room. Wash any mouthed toys and set out to dry.
- Collect all pagers. Lock nursery doors when leaving.

WELL CHILD POLICY

Parents are requested not to make use of the nursery if their child is not feeling well. It is at the discretion of the head nursery caregiver to determine whether or not a sick child may be left in the nursery. A child exhibiting any of the following symptoms within the last 48 hours will not be allowed to stay in the nursery:

- Fever
- Vomiting
- Diarrhea
- Excessive coughing
- Green or yellow discharge from nose or eyes
- Rash of unknown origin
- Any communicable disease

Medications will NOT be administered by the nursery staff or volunteers.

DIAPERING POLICY

The following diaper procedure will be followed:

- Change diapers on the changing table in the diapering area only.
- Only adults or lead caregivers may change diapers.
- Caregiver must wear provided gloves while changing diapers.
- All children should have their diapers checked and changed as needed.
- Never leave a child unattended on the changing table while changing diapers.
- Always use the safety strap on the changing table.
- A new disposable changing pad must be used during each diaper change.
- Dirty diapers and changing pads should be disposed of in individual garbage bags.
- Wipe down changing table surface with a disinfectant wipe after each diaper change and place a new changing pad on the changing table.
- Hands must be washed after diapering.

Toilet trained toddlers:

- Only adults or lead caregivers may assist a toddler using the bathroom.
- The toilet seat will be wiped down with a disinfecting cloth after each use.
- The caregiver will wash hands and assist the child in washing his or her hands after using the toilet.
- The bathroom door is to remain open while assisting a child in the bathroom.

NURSERY EQUIPMENT

The nursery will gladly accept donations of diapers, wipes, disinfecting wipes and Kleenex. We are unable to accept donations of toys or equipment unless approved by the Nursery Committee.

Safety belts should be used in swings, bouncy seats, the changing table, and infant carriers when a child is using them. Never place a child in an infant seat on an elevated surface from which the child could fall. If handing a child in an infant carrier to a parent, the caregiver must ensure the safety belt is buckled prior to lifting the child.

All toys in the nursery should be in good repair and able to be disinfected.

Toys that are not allowed in the nursery:

- Stuffed animals
- Fabric toys
- Riding toys
- Rocking toys
- Toys with small parts
- Toys that can be harmful if thrown (i.e. wooden blocks)

EMERGENCY PROCEDURES

If any emergency, such as a fire, occurs endangering the health or safety of the children, the head nursery caregiver or lead caregiver is authorized to evacuate the nursery. A notebook containing a nursery registration form on each child will be taken with the children when leaving the nursery. Evacuation routes will be posted so that parents will know where to find their children.

INJURIES IN THE NURSERY

- Any time a child sustains an injury, the parent(s) must be notified immediately.
- Complete a parent notification sheet detailing the injury. This is to be given to the parent along with a verbal explanation.
- A copy of the parent notification sheet is to be turned in to the UMCC administrative assistant in the church office.
- A first aid kit is located in the bathroom of the nursery for minor problems.

HOW TO REPORT SUSPECTED CHILD ABUSE

Definitions of Child Abuse as defined by the National Committee of Prevention of Child Abuse:

Physical Abuse: Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises, welts, broken bones, scars, permanent disfigurements, long lasting psychological damage, serious internal injuries, brain damage, or death.

Neglect: The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care, as well as abandonment and inadequate supervision.

Sexual Abuse: The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.

If a caregiver suspects that a child in the Nursery has been abused, follow the steps outlined below:

- Report the suspected abuse to the head nursery caregiver.
- Do NOT interview the child regarding the suspected abuse. Trained personnel handle the interview process.
- Do not discuss the suspected abuse with anyone other than the head nursery caregiver. ALL information about the suspected abuse is to be kept confidential.
- After consulting the head nursery caregiver, the caregiver reporting suspected child abuse will be asked to complete a suspected child abuse report within 24 hours. Confidentiality will be maintained where possible.
- Once a suspected case of child abuse has been reported to the head nursery caregiver, it will be brought to the Pastor's attention and reported to the Office of Children's Services.

SPECIAL EVENTS

When the nursery is used for an event other than Sunday services, the same policies and procedures are followed. To arrange nursery care with appropriate staffing, the requesting group will supply the church office with the following information: date, time, and expected number of children. The requesting group will be responsible for reimbursing the church for the cost of the nursery staff and sending a confirmation email to the church office. Staffing will be arranged by the church, not the requesting group.

Please sign this form upon your review and turn in to the Staff Parish Relations Committee.

I, _____, acknowledge that I have received and read the policies for the nursery. I agree to abide by these policies.

Signature

Date