



**Faith Presbyterian Church
Nursery Worker Guidelines**

Thank You!

We wish to thank you for being willing to serve in the nursery. Your service and sacrifice do not go unnoticed.

It is the goal of Faith Presbyterian Church to provide a safe, comfortable and nurturing environment for the children of our church. We also want parents to feel secure about their child's well being while they attend services and activities at Faith.

Please take the time to read the following guidelines that we have prepared for you. This short booklet will answer most of your questions as well as introduce you to the policies that we have put in place to safe guard all of the children we care for. Your understanding and cooperation are deeply appreciated.

Thank you!

Jacob Puckett
Director of Children's Ministries
Faith Presbyterian Church

Nursery Staffing

1. We will have a minimum of two adult nursery workers on duty and make every effort to have a teenage helper as well.
2. If you cannot work your scheduled Sunday please try to switch dates with another nursery worker. Please make the Director of Children's Ministry aware of any changes. If you are not able to find a replacement please contact the Director of Children's Ministry and they will assist in finding a helper.

Nursery Age Range

1. Infants up to and including age four are accepted for care in the nursery.
2. For safety reasons, do not allow children above nursery age to enter the nursery area. Older children do not always understand the care and maintenance of a room for small children and infants. They can leave small objects that could be choking hazards, unplug safety devices, etc.

Nursery Availability - The nursery will begin accepting children 15 minutes prior to the scheduled start of the service.

1. Children that have had the following symptoms within the last 24 hours will not be accepted:
 - a. Fever
 - b. Diarrhea
 - c. Vomiting
 - d. Yeast Infection, monilia, thrush
 - e. Impetigo (infected wounds), boils, untreated ringworms
 - f. Runny nose with green or yellow mucus discharge
 - g. Communicable eye infections, conjunctivitis (pink-eye)
 - h. Contagious skin rash
 - i. Cough, croup (except in the case of allergy)
 - j. Any symptom of usual childhood disease such as mumps, measles, chicken pox
 - k. Use of antibiotics for 24 hours or less.

Nursery Set-Up - The Set-Up Team and Director of Children's Ministry will make sure that all of the supplies are set-up in the nursery area for you. Please arrive 15 minutes before the start of the service.

1. Set up folding gate around nursery area.
2. Lay play mat on floor.
3. Set up changing station
4. Set up sign-in station
5. Distribute toy totes (there are 3 totes) in the nursery area.
6. Please wear a nametag to make it easier for new parents to get to know your name.

Receive Children

1. Greet parents and children warmly.
2. Have parent(s) sign child(ren) in the Sign In/Sign Out binder.
3. Give the parent a buzzer. Write the number of the buzzer on the sign-in sheet.

How to work the buzzer system:

- A. Take it out of the box and plug it into the outlet.
 - B. The system will start vibrating, which means it's working.
 - C. Test one of the buzzers.
 - a. Pull one of the buzzers out of the system. It will vibrate for several seconds which indicates that it is working.
 - c. When it finishes vibrating push the number of the buzzer and SEND on the keypad. It will begin to buzz.
 - d. To stop the buzzer from buzzing reinsert it back into the system.
4. Affix a nametag to each child (Place the nametag on their back so that they can't pull the label off).
 5. Label any of the child's items (diaper bag, bottle, sippy cup, etc.) if not already labeled.
 6. Ask the parent if there are any special instructions regarding their child(ren).
 7. In regards to changing diapers, ask the parent if they would like to be buzzed to the nursery if their child needs a diaper change or if they prefer us to change their child's diaper.
 8. In regards to children who are potty training/trained, inform parents that for the safety of their child we will buzz them to the nursery should their child need to use the potty. It's best if the parent(s) take their child to the potty before bringing them into the nursery.
 9. It is common for children in the nursery to suffer from separation anxiety. Normally, the child(ren) will calm down in just a few minutes. If a child continues to be upset for 15 minutes (or sooner by parent's request) with no sign of calming down buzz the parent(s) to the nursery.

Nursery Time

1. Engage and play with the children.
2. If a child becomes ill or injured during the service please buzz the parent to the nursery.
3. Teenage helpers should hold children only while sitting on the floor.
4. Check and change diapers (if necessary) 15 minutes before the end of the service.

Medication

1. Our nursery staff is not adequately trained to dispense any type of medication. If a child requires medication, the parents are to be buzzed to the nursery at the appropriate time to administer it.

Diaper Changing

1. Parents have the option to have a nursery worker change their child's diaper or have the nursery workers buzz them to the nursery to change it themselves.
2. In our changing station area we provide a changing pad, hand sanitizer, gloves, disinfectant wipes (to clean the changing area), and a trash can.

Potty Training/Trained Children

1. For the safety of the child, if they need to go potty during their time in the nursery, a nursery worker is to buzz the parent(s) to the nursery so that they can take their child to the bathroom.

Dismiss Children

1. Have parent(s) sign child(ren) out on Sign In/Sign Out sheets (no child may be released to anyone other than a parent).
2. Make sure the parent(s) turn the buzzer back into you.

Clean Up – The Set-Up team and the Director of Children's Ministry will return the supplies to the appropriate cabinets. To assist them please:

1. Tear down folding gates.
2. Take apart play mat.
3. Disassemble changing station and return changing station items (infant wipes, hand sanitizer, gloves, disinfecting wipes) to plastic bag and place in a tote.
4. Spray all the toys thoroughly with Lysol spray. Return the toys to the totes.
11. Place Sign In/Sign Out binder in a tote.
12. Pack up the buzzer system.