

LIVINGHOPE

BIBLE CHURCH

POLICY FOR NURSERY & TODDLERS MINISTRY

WELCOME!

Welcome to the Living Hope Church Nursery! We are excited to have the opportunity to share in the care and growth of your child. We realize that our role is an important one in your child's life, and we will strive to fulfill that role to the best of our abilities.

We are blessed with many new babies and young children in our ministry at Living Hope. We have tried to make the best policies to help us take better care of the increased number of little ones.

We are called as the church to receive, nurture, and treasure each child as a gift from God and to give high priority to the quality of planning for children and the preparation and support of those who minister with them. We are called to love, shelter, protect and defend children within our community, to nurture and support families in caring for their children, acting in the children's best interest.

We hope this handbook will be both helpful and informative. Please read it thoroughly and keep it handy to refer to in the future as needed. Copies are available upon request, as well as online at:

www.livinghopechurch.net/ministries/nursery/.

Two Nursery Rooms

Infants will be up to age two and will be in the nursery. Toddlers will be ages 2-5 and will be in Toddlers' Room in the upper level educational wing.

Nursing Mothers' Room

A nursing mother's room is set up in the back of the Toddlers' Room. A changing area is also available in this room for all mothers. Fathers may change their babies in the nursery.

PURPOSE

The nursery supports parents by providing for the physical, emotional, and spiritual needs of young children during worship services and other scheduled events.

POLICY

Living Hope Bible Church provides these guidelines to give children the best possible care. It is our desire to protect the health and safety of the children, workers, and all who enter our nursery.

WORSHIP SERVICES

The nursery is available during the morning worship service at 10:30am on Sundays.

DROP OFF/PICK UP PROCEDURES

At time of drop-off, parents will be asked to sign their child in. If your child has any allergies, please note this on the sign-in form. After signing in, the parent will receive a pager. The pager number will be noted on the sign-in form. The staff will ensure that parents are paged during the service if they are needed.

When the service has concluded, please arrive promptly to pick up your child. Present your pager to the nursery worker. Children will only be released to the person with the matching pager.

*Older siblings may not pick up younger sibling unless they have the matching pager.

SNACKS

If your child has a food allergy or special need related to food, please provide this information on the Nursery Registration Form and notify the Nursery Director. Please bring a cup for your child to drink from. Please realize when your child sees other children with snacks or drinks, they want some as well. If you want them to have certain food, please provide that. The nursery currently has water available served in paper cups and veggie straws.

POTTY TRAINING / SPECIAL NEEDS

Please address any special needs or instructions on the Nursery Registration Form. Also, please inform the staff-members if your child is in the process of potty training so that the staff may better assist your child.

CHILDREN'S SUPPLIES

Parents should include the following supplies for their children in a diaper bag.

- Bottle or Sippy-cup (Please label your child's bottle/cup with their name)
- Diapers
- Baby wipes
- Soother (pacifier, blanket)
- Change of clothes
- Jacket or sweater (seasonal)

We prefer that you DO NOT bring the following items:

- Medicine of any kind. If your child needs medication at all, it MUST be administered by the parent/guardian.
- Personal toys
- Sick children! No sick children will be admitted into the nursery for the health of others.

The nursery is equipped with blankets, burp cloths, etc. It is often difficult to track down the items that personally belong to your child especially if they are not labeled and resemble the nursery supply. Therefore, please label these items.

NURSERY REGISTRATION FORM

Because the safety of each child is so important, we have implemented a child registration system. Parents are to complete a Nursery Registration Form and leave it with the caregivers to have on file for

each child that will utilize the nursery. This registration form includes contact information, allergies, and special needs.

INCIDENT / ACCIDENT POLICY

We strive to keep your child as safe as possible. However, if your child is involved in some type of incident/accident; you will be contacted in a timely manner. An incident report will be completed by the worker(s) who witnessed the event and then given to the Nursery Director. The Nursery Director will follow up with the parent/guardian of each child involved.

ILLNESS POLICY

Children are the most susceptible to any and every "bug" that comes along. Despite our best efforts, the spread of these germs can run rampant in the nursery. Therefore, to prevent the spread of colds, flu, ear infections the following policies will be enforced.

You will be notified immediately to come for your child if they become ill in the nursery. Medication will not be administered by any nursery staff. Should your child develop an infectious sickness following a session in the nursery department, please contact the Nursery Director immediately. Children who show signs of illness should be kept at home. According to the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists, or if they have had symptoms of the following within the previous 24 hours:

- Fever greater than 101
- Vomiting
- Diarrhea
- Any of the symptoms of the usual childhood diseases such as measles, mumps, chickenpox, and whooping cough.

Children who show signs of any other illness should be kept at home, some of which would include but are not limited to:

- Strep Throat
- Head Lice
- Pink Eye
- Undiagnosed Rashes or Sores
- On-Going Cough
- Runny Nose and Watery Eyes

NURSERY WORKERS / VOLUNTEERS

Believing that as a church family all the children Living Hope are the Lord we ask that the parents of children that utilize the nursery, as well as other members of our congregation, volunteer when possible. The Nursery Director will provide training opportunities to familiarize the volunteers with the policies and special procedures outlined in this handbook. This training helps all nursery volunteers know the proper way to handle situations that may arise during their stay in the nursery and will keep our nursery team unified.

Recruiting Workers

The Director of Christian Education (Mike Klikas), the Nursery Director (Jill Black) and the Chairman of the Deacons (Nathan Polderman) are responsible for determining the suitability of nursery workers to care for our children. It is a priority to recruit and maintain nursery workers who will provide loving, responsible, and developmentally appropriate care for all children staying in the nursery. Should you, as a parent, have questions or concerns regarding care given, please contact the Nursery Director.

If you find the nursery understaffed, please contact the Nursery Director (Jill Black) immediately. Substitutes will be located to provide support to the care-givers.

Screening Procedure / Child Protection Policy

We require all teachers, staff and volunteers who work with children or youth to go through a screening process that includes an application form and criminal/child abuse background check.

Minor Volunteers

Minors (age 13 and above) will be allowed to assist adult volunteers with the approval of the Nursery Director. No one under the age of 13 will be permitted to volunteer.

VOLUNTEER PROCEDURES

If you are interested in participating in our Nursery Program, please fill out a Children's Ministry Worker Application or contact the Nursery Director for more details.

Volunteer Scheduling

To ensure the Nursery is adequately staffed at all times, a Nursery Schedule will be provided to all Nursery Workers. Please provide the Nursery Director with any schedule conflicts. If you are not available on your scheduled Sunday, please switch shifts with someone on the nursery schedule.

Volunteer Duties

- Arrive 5-10 minutes prior to the Church Service time.
- Wash hands thoroughly before entering the Nursery.
- Shoes off
- Empty garbage and diaper pail. Replace bags.
- Clean toys with spray under counter
- Place dirty linens in laundry basket

CHECK-IN PROCEDURE

Note: Parents are to remain outside of the nursery.

- As the parent/guardian comes to the nursery door, have them sign in their child on the check-in sheet. Be sure all categories on the check-in sheet are complete.
- Assign a pager to each child on the check-in sheet, and hand pager to parent/guardian.
- Hang the diaper bag or sack on a hook.

SANITATION PROCEDURES

These procedures are to keep personal items separated for the purpose of decreasing the spread of germs as well as ensuring the bag/sack goes home with the appropriate child.

- Use gloves to change diapers.
- Sanitize hands after each diaper change and after wiping a runny nose.
- Prevent babies from sharing bottles/cups and pacifiers. Be sure to keep these items in the child's diaper bag when not in use.
- If you think a child is sick, inform the nursery director and refer to the "Illness" section of this handbook.
- When stock is running low in any area, let the nursery director know.
- See that each baby's diaper is checked at least once during the time you have them.
- Check a child's diaper bag for diapers and wipes before using nursery-provided items.
- If a child becomes frustrated or aggressive, redirect their attention to another toy or activity. If this does not solve the problem, page the parent/guardian to pick their child up.
- Do not permit babies or toddlers to climb on chairs and tables.
- Report any incidents/accidents to the nursery director. Notify the parent/guardian when they come to pick up their child. If incident/accident has caused the child to become inconsolable, please page the parent/guardian.
- Check registration card/sign-in for Allergy Alerts prior to snack time. Disperse small amounts of the snack at a time

Parent/Guardian Communication

Parents want to hear about their child. They need to know if there was a problem such as excessive fussiness, a slight accident such as a bump on the head or fall, and if you noticed any signs of illness. They also need to hear about the good things that happened while they were away from their child such as: he/she was happy and smiling, he/she told you that he/she had to go to the potty, he/she drank all their bottle. Telling parents these things helps them to feel secure about leaving their child with you. It tells them that you really do care about their child.

Special Event Policy

If the nursery is used at other times or for other events, please clean up and pick up and make sure only age appropriate toys acceptable for ages 2 and under are left in the nursery. These events are your responsibility. The Nursery Director is overseeing only the Sunday morning service time. Nursery policies however should always be followed when the nursery is in use.

Handbook Agreement

Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedures outlined in this handbook. If you have any questions or concerns about anything included in the handbook, please let the Nursery Director know so that your views on the policies can be reviewed and considered. The handbook will be revised as needed to reflect the needs of the childcare at our church.

Thank You

Living Hope Church Nursery Staff appreciates all the hard work of our church family. By working together, we will make our nursery a fun and safe environment for our children.

Have Any Questions?

Jill Black is our nursery director for the Sunday morning services. Mike Klikas is our elder overseeing all children's ministries. Please direct any questions you may have to them. Any questions about nursery scheduling may be directed toward Nathan Polderman, Deacon of Administration.

We hope these changes meet the needs of our growing nursery. Thanks to everyone in advance for their work in this ministry.

Jill Black
Nursery Director
(847) 703-0544

Mike Klikas
Elder of Children's Ministries
(630) 235-8596

Nathan Polderman
Chairman of Deacons
lhbcdeacons@gmail.com