

*Millgrove Bible Church*  
*Nursery Policy*  
*(Abbreviated Version)*



*Updated Summer 2010*



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**Part I: Introduction**

*Mission:*

The mission of the nursery program at MBC is twofold. Our mission is not only to provide families with young children time to refresh their spirits and strengthen their faith through worship and Bible study, while knowing that their children are in a safe and caring environment, but also to start building a foundation of faith in these young children by sharing the love of Jesus Christ through smiles, voice, touch, and attention to each child as well as by singing songs and reading stories that communicate Biblical truths.

**General Information:**

- The nursery opens **15** minutes before each service and closes **10** minutes after.
- The infant nursery is for infants 1 to 12 months old. The toddler nursery is for toddlers 1-3 years old. (Once children are 3 and potty-trained, they may move up to Children's Church.)

**Part II: Staff**

The staff of our nursery is comprised of a Director and Aides; both the Director and Aides positions are filled by volunteers from the congregation.

**Nursery Director**  
**Job Description and Requirements**

**Purpose:** To lead, enhance, and nurture the Nursery ministry through prayer, communication, training, organization, and interaction.

**Qualifications:**

- Must be a member of MBC for at least 1 year.
- Maintain a vital and growing walk with Christ.
- Complete a Nursery Volunteer Application (See Attachment #1.)
- Display love and patience for young children.
- Able to organize, oversee, and develop nursery program.
- Have knowledge about and experience with babies and toddlers.

**Responsibilities:**

- *Prayer*- Pray for God's patience, guidance, wisdom, and love.
- *Communication*
  - Advise Aides of responsibilities. (Call/ email Aides 2-3 days in advance of their scheduled time in the nursery to remind them.)
  - Meet with Aides, Pastor, and/ or Elders as needed.
  - Submit announcements to the secretary to be placed in the bulletin or on the PowerPoint.
- *Training*- Recruit and train new volunteers for Aide positions.
- *Organization*



- Make up and distribute volunteer schedule
  - ❖ Schedule Aides according to their preference.
  - ❖ Schedule more Aides for holidays.
  - ❖ Keep track of ratios and schedule staff accordingly.
  - ❖ Give the nursery schedule to the church secretary several weeks in advance.
- Manage nursery budget and purchase needed supplies. (Receipts may be submitted to the Board of Deacons for reimbursement.)
- Facilitate construction/ maintenance of the room.
- Check the nursery before and after Church and Sunday School:
  - ❖ Make sure that supplies are stocked and ready for use
  - ❖ Make sure room is clean and welcoming. Toys should be cleaned, laundry should be washed, and diaper garbage should be emptied and placed in the hallway after each time the Nursery is open (i.e. after church and SS.)
  - ❖ Organize and set up paperwork (i.e. sign-in sheets, welcome to the room letters, accident reports, etc.)
  - ❖ Verify that the scheduled Aides are present or coming.
- *Interaction*
  - Encourage and thank Aides for their invaluable service.
  - Encourage (and assist when necessary) Aides to switch or make arrangements on their own if they cannot be in the nursery when scheduled if they need help switching or filling in.
  - Speak with parents.

### **Nursery Aide Job Description and Requirements**

**Purpose:** To give support and assistance to the Director in providing a safe, loving and orderly environment for the children.

**Qualifications:**

- Must be a minimum of 14 years old. (All Aides 18 and under will be paired with an adult Aide.)
- Must be a regular attendee/ member of MBC.
- Maintain a vital and growing walk with Christ.
- Complete a Nursery Volunteer Application (See Attachment #1.)
- Display love and patience for young children.
- Able to work well with others.
- Is dependable and responsible.
- Is willing to serve at least once a month
- Has a basic knowledge about and experience with babies and toddlers (or is willing to learn).
- Attend training sessions/ meetings when offered.

**Responsibilities:**

- *Preparation*
  - Arrive at least 15 minutes before the service is scheduled to start.



- Make sure room is ready to receive children- toys are set up neatly and are clean, room and paperwork are organized.
- *Implementation*
  - Welcome babies and toddlers in a friendly way.
  - Be sure diaper bags and other belongings are marked with child's name.
  - Make sure children are signed in and that new families are given a "Welcome to Our Nursery" letter (See Attachment #3.) and fill out an Information card. (See Attachment #4).
- *Interaction*
  - Care for children by rocking them, talking to them, playing with them, & etc.
  - Encourage and praise children.
  - Check children for diaper change needs and/or see if the children need to use the bathroom.
  - Remember that we display the love of Jesus through our smiles, touch, and attention to each child.
- *Communication*
  - Advise Director of any concerns or schedule changes. (Aides are responsible to switch or find a substitute if he/she is unable to be in the nursery at his or her scheduled time. The Director should be made aware of any changes to the schedule.)
  - Inform parents of any pertinent information.
  - Remain in the nursery until the children are all picked up and the room is clean, or when the next Aides arrive.
  - Check bulletin board for updates.

### **Part III: Policies and Procedures:**

#### **Nursery Schedule and Substitution Procedure**

The nursery schedule will be prepared and updated by the Director. A new schedule will be distributed 3-4 times each year.

**\*If you cannot work your scheduled time, we ask that you be responsible for finding your own substitute.**

Finding a substitute:

- Plan ahead. Check the nursery schedule when you receive it and as soon as you see a conflict, notify the Director and switch or find a replacement.
- Use the current nursery schedule to try to switch with someone else.
- If you cannot switch, call one of the substitutes.
- Notify the Director of any schedule changes/ conflicts.

#### **Nursery Check-in Procedures**

1. All children must be signed-in each time they come to our nursery.
2. New children will be given a name tag and a claim ticket. (This claim ticket must be returned to one of the Aides when a guardian comes to pick up the child. This is for the safety and security of the children.
3. New families should be asked to fill out an information sheet.



4. When a new child is being picked up from the nursery, the nursery staff must ask for the claim ticket from the guardian before releasing a child.

### **Healthy Child Policy and Procedure**

MBC operates a “well child” nursery. We ask that you keep your child at home if he/she has any of the following symptoms and /or illnesses:

- Fever greater than 100 degrees
- Runny nose or sore throat
- Questionable rashes
- A persistent or heavy cough
- Stomach aches accompanied by vomiting or diarrhea
- Impetigo
- Active Chicken Pox
- Mumps
- Measles
- Pink eye

If your child is being treated with antibiotics, he/she must have been on the medication for at least 24 hours before coming to the nursery.

\*Nursery workers should assess each child as he/ she enters the nursery. If any of the above symptoms or illnesses are in question, please direct parents to the posted policy.

### **Nursery Ratios, Capacity, and Closing**

It is our desire to provide a safe and loving environment in our nursery ministry. To achieve this, we have set guidelines for proper room ratios and capacities. The following guidelines must not be exceeded:

#### **Ratios:**

- Toddlers (1-3 yrs)- 1 volunteer to 5 children
- Infants (1 -12 months)- 1 volunteer to 2 children

#### **Capacity:**

- Toddler side-10 children
- Infant side- 5 babies

#### *Maintaining ratios:*

- Though the ratios may require only 1 staff, when possible **2** nursery workers should be in the room at all times for safety.

#### **Nursery Closings:**

The nursery will be closed if it cannot be fully staffed or when closing seems necessary (ie. cleaning.)

### **“10 Minute Cry” Policy and Procedure**



**Nursery workers are asked to notify parents if a child has been crying or upset for a maximum of 10 minutes.**

Because there is more than one child being cared for in the nursery and because it is important to provide quality care for all children, it is felt that a parent cares best for an extremely upset child.

- Every effort will be made by nursery workers to soothe and console children.
- After 10 minutes of crying, parents will be asked to come and either stay with their child or take the child.

**Ways to help a crying child:**

Crying is a baby's form of communication. A baby may cry when he/ she is uncomfortable, hungry, in pain, or needs a diaper change. If a diaper change, pacifier, or rocking fails to comfort the baby; it may be necessary to get the child's parent.

- Volunteers should let the child cry for a few minutes as they attempt to comfort them by rocking, patting, etc.
- Try to distract the child with a book, toy, or activity.
- If a child begins to cry before the parent leaves, assure the parents that if you cannot comfort the child, you will come and get them if necessary.

**Nursery Activities**

All activities for children in the nursery will be developmentally and age-appropriate. While in the nursery children should be involved in activities and games for most of the time they are in the nursery. Children will be encouraged to participate in these activities by the nursery workers. Music and books should be available at all times. Crayons, paper, and play dough are also provided in the nursery supply cabinet.

It is our goal that children have a pleasant visit in the nursery. To achieve this, the workers should interact with the children as they play. In order to foster a Christian foundation in the little ones, we recommended that at least one Bible story be read to the toddlers during the Sunday School hour.

**Infants:**

Infants are in the earliest stage of development, and in order to foster this development, infants should not be restricted to one area (piece of equipment) or activity for long periods of time. Activities such as swings, lying/playing on blankets or mats on the floor, and looking at books and toys are acceptable and encouraged.

- Do not stand and hold more than one infant at a time. It is a much better solution to place them on a mat on the floor and join them.
- Infants should be held while given bottles. If bottles need to be warmed, the parents should do so at the appropriate time(s).
- When placing babies in cribs, they should be placed on their backs (unless instructed otherwise by the child's parent).

**Nursery Snacks**



Appropriate nursery snacks are provided in the nursery supply cabinet and are provided by the church. (The Nursery Director is responsible for maintaining the supply.)

- If a child brings in his/her own snack, do not share it with another child.
- Due to possible allergies, snacks may not contain peanuts, chocolate, or red dye.
- Snacks will only be given to children when they are seated at the table.
- The church does not provide drinks for the children in the nursery. Children should be given their own sippy cups to drink from, only while they are seated at the table. This is to maintain the cleanliness of the nursery and to prevent choking hazards.

### **Diaper/ Bathroom Policy and Procedure**

#### **Diaper changing:**

Nursery staff are not required to change diapers at prescribed times while working in the nursery; rather, the staff should be checking periodically to make sure the children are comfortable and clean. If a child's diaper is soiled, a nursery staff member should change the diaper immediately. Although, men are allowed and encouraged to work in the nursery, as a safety precaution, we ask that only female nursery volunteers change diapers and assist children in the bathroom.

- If possible, there should always be two people present when diapers are changed.
- Diapers should be changed on the changing table.
- Never leave a child unattended on the changing table.
- Remove baby's diaper, fold, and place in the trash.
- Use the baby wipes provided (unless parents instruct otherwise) to cleanse the baby's bottom.
- Apply lotion or powder only if the parents supply it.
- Put on a fresh diaper.
- Wipe down changing surface with bleach water solution in the spray bottle. (Make sure children are not close by.)
- The nursery worker must wash hands with hot water and soap when finished.

#### **Toddler Bathroom:**

Nursery staff are not required to take children to the bathroom during nursery time, but the staff should periodically ask potty trained/ training children if they have to use the restroom. If a child has to go, a nursery staff member should take him/ her to the nursery bathroom. A training potty as well as a "normal" toilet are in the nursery bathroom. The child may use the "normal" toilet as long as he/she is assisted by a nursery worker. If the training potty is used, the nursery worker needs to empty and cleanse the potty immediately following its use.

- A nursery worker must be present in the bathroom. At no time should a child be in the bathroom alone.
- Nursery workers should assist children with washing their hands after toilet use and follow up by washing their own hands.

### **Cleaning Procedures**

#### **When to wash hands or use hand sanitizer:**

- Entering the nursery



- Before and after each diaper change and potty run
- After wiping noses
- Before giving out snacks

**Toys:**

At the end of each shift, any toys that have been put in the mouth should be sanitized by the nursery staff by using soap and hot water. Surfaces and all other toys also need to be sanitized. Toys should be placed in their appropriate places and then misted with the bleach water solution.

**Rooms:**

The nursery will be thoroughly cleaned periodically and as needed by the Director. Sheets and other fabrics will be laundered as used. Any dishes will be washed when used as well. The rooms should be vacuumed as needed.

**Discipline Policy and Procedures**

Part of ministering to children is to provide a safe, nurturing and loving atmosphere where children learn to be conformed to the image of Christ. Occasionally a child's behavior may be inappropriate. Misbehavior will be dealt with in a firm but loving manner. Physical punishment is not an option. Children who misbehave will be given several warnings. If misbehavior continues, he/ she may be placed in "time-out" for a couple of minutes (1 minute per year of age). If misbehavior continues or is severe, parents will be informed and asked to remove their child.

**Safety and Security**

- Only scheduled volunteers, children and parents of children in the nursery are permitted in the nursery. This must be enforced for the safety of the children.
- Nursery volunteers may not give medication to children at any time.
- Children must not be left alone at any time.
- Children must never leave the nursery with anyone but a parent or guardian.

\*Coordinating nursery documents (such as Nursery Aide Application, Welcome to the Nursery Letter, Attendance Sheets, & etc.) have been left out of this abbreviated nursery policy document. See the Nursery Director to view the complete nursery policy document.

