

<b>Document #:</b>	<b>General Policies – G-7</b>	Created:	9-10-16
<b>Title/Subject:</b>	<b>Nursery Policies/Procedures</b>	Revised:	
<b>Purpose:</b>		Reviewed/Unchanged:	1/13/19
<b>Operational Authority:</b>	Director of Religious Education		

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## Policy

### Function/Purpose/Mission Statement:

1. Nursery care on Sunday mornings is provided for children 6 months to 3 years old. Religious Education class is offered for children as they turn 3. Care for children under 6 months can be offered **ONLY** when additional adult support is available and previous arrangement has been made.
2. **A Religious Education Registration Form** must be completed ***annually*** by a parent or guardian for each child and be updated as changes occur within that year.
3. Parents/Guardians must complete information on the ‘Sign-In/Sign-Out Log’ ***each time*** the child is brought to the nursery.
4. Maximum CHILD-ADULT/YOUTH ASSISTANT ratio is 3-1. Parents/Guardians or other volunteers **MUST** provide support if more than 3 children are present.
5. Nametags must be created and placed on each child’s back as they arrive in the nursery.
6. Posted diaper changing policy will be used for all children in nursery care. Parents will provide supplies.
7. Snacks brought from home (food or beverage) must remain in a closed diaper bag and ***will not*** be left out or offered for individual children in the nursery.
8. Nursery caregivers will seek parents via text or pager when a child is distressed or inconsolable.
9. Toys will be maintained in a clean and safe condition.

## Procedure

1. Upon arrival, Nursery caregivers will greet parent/guardians and child(ren) and guide them through the check-in process including exchange of care items and nametag. If the child is new to the nursery, parents/guardians will be asked to complete a Religious Education registration form and will be directed where to find the ‘Nursery Policies & Procedures’ on the church website for reference. Registration information is required for insurance purposes annually and should be updated throughout the year as changes occur.
2. Parents/guardians are welcome to stay in the Nursery with their child(ren) as long as they like. When parents leave for another area of the church, children need to be aware of the parent’s departure. Caregivers will engage the children in activities to help ease the transition. **NOTE POLICY #4** above.
3. If a child becomes upset and/or cries inconsolably after a parent/guardian’s initial departure or at any time during nursery care, the parent/guardian listed on the ‘Sign-In & Sign-Out Log’ will be texted or paged and asked to return to the Nursery.



4. Toys that have been 'mouthed' or handled by an ill child or appear to need washing for any reason will be removed from the play area immediately and sanitized before being reintroduced into the play area. Sanitation may be done in the Nursery sink in a bleach solution (bleach is kept in a locked cupboard below the sink) or if there are many toys, they may be taken to the church kitchen and run through the sanitize cycle of the commercial dish washer. Toys that cannot be sanitized that way may be cleaned with Clorox disinfecting wipes or sprayed with Lysol disinfecting spray instead.

## **Associated Documents**

None.

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