

Wilmington United Methodist Church



Nursery Handbook

Guidelines and Policies for Nursery Care Children ages 3 and under

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Introduction

Welcome to the Nursery of the Wilmington United Methodist Church. It is the desire of the Director of Education and Education Committee that every effort is made to promote a healthy, safe, and loving environment for all of the children while staying at Wilmington United Methodist Church. Our Nursery Policies are stated for the purpose of promoting unity and understanding between parents and Nursery staff. Thank you for the privilege of caring for your children!

This handbook is divided into two sections: namely Nursery Parents and Nursery Staff. In order to foster unity and understanding, it would be helpful for parents and staff to read both sections.

Finally, if you have any comments or suggestions about the Nursery Ministry, please call the Director of Religious Education listed on the front page of this handbook. We welcome your input.

Mission and Objectives

At WUMC, the purpose of the Nursery Ministry is to come alongside parents as they seek to raise their children in the love of Christ. We seek to provide opportunities for children to be given instruction in God's word, engage in worship, be involved in fellowship, and to give expression to their faith through service.

For Parents...

Our Objective

The Nursery Ministry desires to come alongside parents by providing a safe, clean, loving environment for their children (ages 6 weeks to 3years) as they attend worship and Sunday School.

For Children...

Our Objective

The Nursery Ministry not only seeks to provide a safe, clean, and loving environment for children, but to foster in the children a love of God and His church.

For Nursery Staff...

Our Objective

The Nursery Ministry desires to equip and encourage the nursery staff in their ministry to the parents and children of WUMC

Section I

Nursery Parent Information

Facilities

The Nursery is available from 8:30 a.m. - Noon every Sunday morning. The Nursery information board is located on the wall outside the nursery. Updates, schedules, and any communications will be posted on the Nursery Board.

There is a private space provided for nursing mothers in the crib room. All mothers are welcome to use the changing tables and cribs for their children. Our bathroom for nursery age children is located inside the Nursery.

Staff

Our nursery is staffed by Safe Sanctuary-approved adult members of WUMC. The nursery is lead by one paid staff leader to maintain consistency week to week, and volunteers to help with extra hands. All adults working with children are Safe Sanctuary approved.

Enrollment

Children of WUMC members will be sent a nursery welcome packet after the birth of a child. New members and regular visitors will be sent a welcome packet after 5 visits or sooner if requested. The guidelines and necessary items for enrolling your child in the nursery are explained and provided in the nursery packets. For enrollment, children need a blue information card, diaper bag tag, and security nametag.

Handbook

This handbook contains all policies, procedures, mission statements, contacts, and other information that pertains to Nursery Ministry. It is for every family that has nursery age children.

Enrollment Card

The purpose of the card is to help the nursery staff have the information necessary to take the best care of your child. A parent should complete a blue Enrollment Card for each child enrolled in nursery, and return it to the Nursery Attendant before Sunday School Kickoff of each year, or the first time a child

attends. Cards will be mailed to nursery families in August before Sunday School Kickoff Sunday. The original Enrollment Card will be kept on file in the nursery.

Diaper Bag Tag

The WUMC Diaper Bag tag should be attached to the child's diaper bag when they come to the nursery Sunday mornings. Tags can be found at the check-in point of the nursery. Diaper bag tags should match the security identification for each child. A Velcro Cubby tag may be used instead when Cubby system is in place.

Sunday Morning Check-In and Check-Out Procedures

For Visitors...

Visitors, not those enrolled in Nursery, should check-in with the Nursery Attendant who will help guide them through the check-in procedures.

For enrolled children...

1. Please arrive a few minutes early to get your child settled
2. Please pick up your diaper bag tag from the check-in area. The diaper bag tag goes on the diaper bag and into a cubby. A Cubby ID tag is also available to ensure your child's personal belongings are easy to ID. Please attach the Cubby ID above the Cubby with personal belongings.
3. Sign your child in on the Sign-In sheet in the logbook with your name, child's name, security number, where you will be, and any special instructions. * It is also helpful to communicate special instructions to the nursery attendant.
4. Place your children's permanent ID on their back, and keep the security tag with your child's name and number with you. This is our security tag for check-out.
5. Enjoy worship and Sunday School
6. Return promptly to the nursery and pick up your child by initialing them out in the logbook, and personally handing the Nursery attendant your security tag as a means to release your child from our care.

*Children will be released to adults only. Only approved adults listed on the Blue Enrollment Card may check-out children.

Items to Be Provided in Diaper Bags:

1. Enough diapers for your child.

2. Enough milk, juice or water for the child in bottles and/or sippy cups labeled with child's name. Please label bottle caps as well.
3. A labeled change of clothes.
4. If a child is using a pacifier, the pacifier is to be on a "leash" that can be attached to the child's clothes to prevent pick-ups by other children.

Parents are asked to discourage their child from bringing any toys from home. These toys present hygiene problems, are a distraction to other children, and difficult to locate among the other toys. *However*, an exception can be allowed if a child has severe separation anxiety and the parent feels the need for their child to have some type of comfort toy or blanket from home. This item should be clearly labeled with the child's name.

Sunday Morning Routine

During each hour in the nursery, children will have a time of free play, snack, and a brief Bible lesson. A schedule for the hour is posted by the door. Diapers will be checked each hour, and changed at least once during the morning. For snack, please send a labeled sippy cup for your child. Cheerios, whole grain goldfish, and graham crackers are provided, but snacks from home are welcome as well. For our teaching time, we use the Rock*a*Bye curriculum from Cokesbury.

Morning Schedule

- 8:30 (10:30) Nursery staff is in rooms
- 8:45 (10:45) Fellowship - Children arrive, free play
- 9:00 (11:00) Teaching - Circle time, songs, story with picture card
Worship - Play music, sing, dance, worship the Lord
- 9:15 (11:15) Fellowship - Free play
- 9:30 (11:30) Snack with prayer, begin changing diapers
- 9:45 (11:45) Finish diapers, free play, and clean up to go home

Wellness Policy

To create the healthiest environment possible for your child, the nursery is cleaned thoroughly each week and after each use. Workers are encouraged to wash their hands continually in order to prevent spreading of germs. To assist us in this effort to create a healthy environment, please do not bring your children to the nursery if they have any of the following symptoms. Children should be symptom free for 48 hours before returning to the nursery.

- Fever or do not appear well
- Continuously runny nose or frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
- Frequent loose or watery stools

- Frequent cough or sneeze
- Vomiting

If your child has a clear runny nose or other symptoms due to allergies, please let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Potty Training

The Nursery is very willing to help cooperate with the parents when they are potty training their child. We ask, however, that parents of children that are being potty trained must (1)provide a complete change of clothes for the child in their diaper bag, (2)communicate to the Nursery attendant that their child is potty training, and (3)be willing to return to the room to help the child use the bathroom (if necessary).

Behavior and Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (Toddler 2 and up) will be told that their behavior is inappropriate, have the correct behavior modeled for them and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the nursery room. If your child is struggling with a certain behavior, please communicate this information to the Attendant so that they can help monitor the situation on Sunday mornings. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the nursery until the behavior has improved.

Promotion

Sunday School Kickoff Sunday for the Sunday school classes and nursery is generally the last Sunday of August. Promotion to these rooms is based on age and space limitations. You will be notified by mail of the promotion date and new room for your child. During the year, a number of children may be promoted in order to make room for newborns and new members joining the nursery.

Section II

Nursery Volunteer Information

Job Descriptions

Nursery Attendant - Provides consistency and structure to the nursery class. This consists of helping parents to check children in and out. The Attendant guides the children through the nursery hour schedule (posted in the room and listed on page 6 of parent handbook). He/she leads the team by designating certain jobs such as setting up snacks, helping with story time, etc. to volunteers. The Attendant serves as the shepherd and authority in the class and is responsible for communicating all needs and concerns to the Director of Religious Education. Only the Attendant will change diapers and assist toddlers in bathroom.

Volunteer/Sub - Volunteers serve as the helping hands of the nursery. Volunteers assist the team leaders in playing with children, setting up snacks, etc. Assist in straightening the nursery room after the 10:45 service.

Training

Training takes place during the month of September for all Nursery Attendants, Subs, and Volunteers.

Age Requirement for Staff

Staff must be at least 18 years or older to work in Nursery. Youth, ages 12 and older, may work in the nursery as a set of helping hands to entertain the children and assist the Nursery Attendant.

Getting a Substitute

Staff is responsible for finding their own substitutes. Please refer to the contact list to find a substitute. It is advisable to begin looking for a substitute as far ahead as possible. The contact list will be distributed to nursery staff. A notification of absence should be given to DRE.

Ending Nursery Service

If a staff member needs to stop serving in the nursery due to relocation, sickness, etc . . . , please give the Director of Religious Education as much notice as possible.

Enrollment and Visitors

If a parent wishes to enroll their child, please refer them to the Director of Religious Education. The DRE is to oversee that every child is properly enrolled and placed in the correct classroom. If a child is just visiting, please make sure to help them check-in using the Visitor's Security tags. Visitors do not need to fill out a blue enrollment card.

When a Child Is Sick

If a child seems or becomes sick, do not hesitate to inform the parents of the child to come and take or evaluate the child. Walkie-talkies are available to notify Ushers for help.

Checking In

Nursery Staff are to arrive 15 minutes prior to the beginning of the service. 8:30 staff should stay in the nursery until 10:30 staff arrives.

Worker Name Tag

Nametags must be worn by all Nursery Staff and be visible at all times. Nursery Attendants have blue tags and volunteers have white. Worker tags are located in the cabinet of the crib room.

Supplies

The nursery rooms should be adequately supplied with all items that you will need for Sunday morning. If a supply is missing or low, please notify the Director of Religious Education during the hour or write a note on the Nursery Room Checklist.

As the children check in . . .

The Nursery Attendant should be at the door helping parents to check in. The leader/volunteer should greet the children with a genuine smile and warm words, using their name as they arrive at the door. Parents are to sign in on the sign in sheet and may give verbal instructions. Ask parents to write down any instructions on the sign in sheet for other staff. Parents should initial their child in, write their location in the building, special instructions and security number. Children may be handed over the door or walked in if older. Parents are welcome to

accompany children into the rooms, but siblings should wait at the door. The child will need to have their nametag placed on his/her back once in the room. The parents should be given the corresponding security tag before they depart.

Morning Schedule

8:30 (10:30) Nursery staff is in rooms

8:45 (10:45) Fellowship - Children arrive, free play

9:00 (11:00) Teaching - Circle time, songs, story with picture card

Worship - Play music, sing, dance, worship the Lord

9:15 (11:15) Fellowship - Free play

9:30 (11:30) Snack with prayer, begin changing diapers

9:45 (11:45) Finish diapers, free play and clean up

10:30 (12:00) Finish diapers, free play

Interacting with the Children

All workers are expected to show love, understanding, and acceptance for all the children. Nursery workers are encouraged to stoop, squat, hold, sit on a child-sized chair or sit on the floor with the child when working in the nursery. Being on their eye level helps get and maintain their attention. Do not take a child outside of the nursery area.

Snacks

The children have a snack time each service (1 year of age and older). Graham crackers, Cheerios, and whole grain goldfish are available in the crib room cabinet. These are the only food items that may be given to children, except what a child may bring from home. Used, borrowed sippy cups should be emptied and left in the cabinet wash area at the end of each service.

1. Prepare toddlers for snack and story time:
 - a. Wash their hands
 - b. Have children sit at the table
 - c. Show children how to fold their hands. Fold your hands and pray.
 - d. Give snack. Snack should include sitting down and eating for a small period of time; not the main activity for the time in the nursery.
 - e. Do not let children walk around with snack.

Diaper Changing

Before the parents pick up the child, the team leader is to check that the child's diaper has been changed if necessary. Each child should be changed at least once during the morning. Diapers are to be changed at the changing tables. Workers

are to wear a new pair of disposable gloves before each diaper change. Dirty diapers are to be placed in the Diaper Genie next to the changing table. Disinfect the changing pad with cleaner, and dispose gloves in the trash. Hands are to be washed after changing each diaper. Extra diapers are in the crib room cabinet sorted according to size.

Taking a Child to the Bathroom

Workers and children are to wash their hands afterwards. Do not take a child to any bathroom except the one in the nursery. Leave the door to that bathroom cracked when occupied.

Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (Toddler 2 and up) will be told that their behavior is inappropriate, have the correct behavior modeled for them, and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come and talk with their child. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the nursery until the behavior has improved.

Care of Toys

If a toy has been in a child's mouth, then it is to be sprayed or wiped with disinfectant and then placed on counter to air dry. After the toys are dry they can be returned to the appropriate location.

When Parents Come to Pick Up . . .

Children can only be released to their parents or approved adults on the blue Enrollment Card. The parents should return the security tag with child's name and number to obtain their child. If they have lost their security tag, they will need to see the Director of Education to receive a new number and have their identity verified. Nursery Team Leaders and Volunteers need to take off the child's nametag once they receive the security tag, take the diaper bag and child to the door and remind the parent to check out on the sign in sheet.

After they have all gone . . .

The Nursery Attendant/Volunteers will complete the tasks listed on the Pink Nursery Room Checklist. This sheet is to be completed each week. Any notes to the

DRE may be communicated on the checklist. Please leave the sign in sheets and completed checklist available for the DRE in the media cabinet.

Emergency Evacuation Procedure

All Nursery Staff are to familiarize themselves with the exit location for their room's evacuation in case of an emergency. A map of the emergency evacuation plan should be located on the wall of the nursery room. It is important that workers remain calm and follow the procedure exactly in order for the parents to be able to locate their child. Specific Personnel are assigned to assist in evacuating children from the Nursery.

Information Regarding Toys and Equipment

Type and Quality of Toys

Only age-appropriate toys are to be used in Nursery rooms. A high standard of toys is to be maintained. Any toy that is broken, torn, rusty or dirty beyond cleaning is to be thrown out. Toys must be easily cleaned with disinfectant and water.

Evaluating & Replacing Toys

Once a year the Director of Education will go through all the toys and evaluate them for age-appropriateness, quality and ease of cleaning. Toys that do not meet these criteria will be removed or replaced. If you find a broken toy, please notify the DRE immediately.

Cleaning Toys

Toys that have been mouthed need to be disinfected after each service on Sunday mornings. Place the toys on a paper towel on the counter and spray with nursery cleaner and leave to air dry. After toys are dry, they can then be returned to their appropriate location. The rooms and toys are cleaned thoroughly once a week by the nursery cleaners and straightened and lightly cleaned after each use.

Equipment

Cribs

There are two cribs in the crib room. The crib sheets are to be changed at the end of Sunday morning if used, and at least once a month if not used. If the sheet has any stain or wetness, please change it immediately. Sheets are located in the cabinet, inside a Tupperware storage container for freshness.

Changing Tables

Changing Tables are to be wiped clean with nursery cleaner after each child is changed. Changing tables should be wiped clean at the end of Sunday morning.

Battery operated equipment and toys

At the end of Sunday morning, please turn off all toys and equipment that run on batteries. Please notify the DRE if any toys or equipments is broken or in need of new batteries.

Controlling Communicable Diseases

Everyone is potentially infectious and following proper precautionary procedures provides protection for the nursery workers and the children. Hand washing and gloving are the most important components as well as cleaning, disinfecting, and proper disposal of soiled items. The nursery should be the cleanest room in the church, which is for the safety and health of both the children and the workers. The guidelines below will help to facilitate this:

1. Diapers shall be changed on a non-porous surface, which is disinfected after each use.
2. Strict hand washing is of utmost importance in the prevention of the spread of infection.
 - a. Caregivers shall wash their hands upon arrival and after each diaper change, after accompanying a child to the restroom, after assisting a child to wipe his/her nose, after contact with blood (e.g. A cut or bloody nose), after personally using the restroom, after contact with his/her own nasal secretions, and before food preparation.
 - b. Caregivers should make sure that a child's hands are washed after using the restroom, after use with tissues for wiping eyes or nose, and before eating.
 - c. Disposable towels should be used after hand washing.
3. A disinfectant shall be used for wiping up all spills; soiling by blood, urine, or feces; cleaning of diaper changing tables; cleaning of play equipment and toys; and cleaning of all equipment used by children.
4. When an infant or toddler is seen to put an object into his/her mouth, this object shall be cleaned with a disinfectant before returning to the "clean toy" area.

5. All infant and toddler toys and all play equipment in the nursery area shall be cleaned with a disinfectant after each session. All equipment in the crib room should be cleaned after each session, whether used or not.
 - a. Equipment should never be used outside the nursery.
 - b. Sheets and other cloth items should be laundered after use, and at least once a month.
 - c. These precautions should be taken before workers leave the nursery.
6. Extreme precautions shall be taken with the handling of blood, urine, and feces.
7. All diapers and trash contaminated with spills of blood, urine, and feces shall be placed in trash cans which are lined with disposable plastic liners, covered, and placed out of reach of the children.
8. Carpets in the Nursery will be professionally cleaned quarterly.
9. Remember to wear gloves for diaper changing, contact with body fluids (nosebleeds, cuts, etc..) wiping up of body fluids (vomit, diarrhea, mucus).

To insure that these guidelines are understood and implemented, the Education Committee will arrange for initial and also for periodic, continuing training in infection control procedures.

"We will tell the next generation the praiseworthy deeds of the Lord,
his power & the wonders he has done . . . so that the next
generation would know them, even the children yet to be born . . .
and they in turn would tell their children" Psalm 78:4b,6a