



NEW LIFE
Community Church

New Life Community Church of Greater Baltimore, Inc.

13029 Bottom Rd., Hydes, MD, 21082

Nursery Policies & Procedures

1. Security and Safety

1.1 Nursery Worker Requirements

In order to serve as a Nursery Worker, each individual must be one of the following: a member of NLCC who has attended regularly for at least 6 months, a female child of a member; and approved by a Deacon. Anyone younger than 13 must serve with her mother (same time slot), and must be at least 11 years old. The mother must supervise/guide her daughter in caring for the children.

Each adult Nursery Worker will have completed a screening application which will include a consent for a criminal history background check. It is at the leaderships discretion to thoroughly investigate an individuals background and interview applicants before approval will be given for them to serve.

Nursery Workers are to work in pairs (or more than two) whenever possible keeping a 3 to 1 ratio and at least one worker above the age of 21 must be present. The window to the nursery door is to remain unobstructed at all times.

Male Nursery Workers are not to be alone with children unless they are his own. Male workers must serve along side their wife in addition to another worker above the age of 21.

When a diaper is being changed, more than one Nursery Worker should be present. A male Nursery Worker may only change his children's diaper.

Only female Nursery Workers in an emergency may take potty trained/training toddlers to the bathroom. (It will be the parents responsibility to come and take their child to the bathroom unless the child expresses to the Nursery Worker that they need to go and may have an accident otherwise.)

Any Nursery Worker who gives birth is given six months' postpartum "leave" of serving in the Nursery and will then be added back into the schedule, unless circumstances allow for an earlier return or in the case that the mother needs longer. Six months' leave is the general guideline, allowing for case by case assessment.

1.2 Sign-in and Pick-up Process

The Nursery is for children under the age of 4. Parents are encouraged to begin transitioning their child into the worship services before the child's 4th birthday.

No child with any communicable sickness should be brought to the Nursery, and none allowed in - for the protection of all children and Nursery Workers. This includes the Sunday School class time. Parents must graciously accept the decision of the receiving Nursery Worker or Supervisor.

Nursery Workers should arrive for their shift no later than 10 minutes prior to the start of the service. Each Nursery Worker must discipline themselves to adhere to this to allow parents and the Sunday School teachers time to prepare for worship.

Parents are to sign-in children at the door. Parents are asked to then quickly exit the room unless a child is suffering from severe separation anxiety.

All Diaper bags, bottles and sippy cups must be clearly labeled. (Use rubber bands and clips provided if items are unmarked.)

A Nursery worker will oversee pick-up. A child may be picked up by an adult or a sibling age 13 or older who is listed on the sign-in sheet.

Parents are to be prompt in picking-up their child after the service.

1.3 Cleanliness, Sanitizing, and Illness Prevention

If any Nursery Worker has a communicable illness, he or she needs to find a substitute within the worker roster with whom to switch, and inform the Nursery Staff. Email for the point of contact is given the schedule.

Upon entering the Nursery each worker should wash their hands either using the sanitation pump or the sink.

If a child is found to be displaying symptoms of sickness (fever, cough, runny nose unless parents are certain it's due to allergies, diarrhea, etc.), the parent should be called and asked to remove the child.

After any diaper change the changing mat is to be wiped down with a sanitizing wipe. And the workers hands sanitized.

Any toy that has been placed in a child's mouth should be set aside until it can be wiped down and sanitized.

1.4 Who is permitted in the Nursery?

Only Nursery Workers who are on duty, Nursery Supervisors, the Deacon on duty, the designated Emergency Response person, a parent consoling/feeding their child and children under the age of 4 are permitted in the nursery. No one other than the above under any circumstances should be in the nursery during the hours of operation.

The Nursery is for use during regularly scheduled meetings in which Nursery Workers have been assigned. The room is not to be used at any other time without the consent of a Deacon and only when parents are present to oversee children. This includes during fellowship meals.

1.5 Emergency Situations

In the case of an emergency, such as fire or other needs to evacuate the building immediately:

- Each worker will seek to remain calm, and immediately using the sign-in sheet to begin to account for children while gathering children to the nearest door that is accessible.
- The designated Emergency Response person will quickly come to assist in the extraction. Pick up no more than 2 children and have the children who can walk hold onto your hand or walk in front of you holding hands. As a group move together through the halls to the nearest exit. Proceed to the safe meeting area.
- The safe meeting area in an evacuation will be at the back corner of the parking lot closest to the corn maze area.
- Parents and others unless you are instructed by a Deacon, Nursery Supervisor, or Nursery Worker currently on duty; please do NOT come to the nursery to receive your children, as this may endanger more lives and impede the process of safely evacuating the building.
- Once at the safe meeting area using the sign-in sheet workers are to double check all children are present. Parents may come at this time and in an orderly fashion pick up their children.

In the case of a threat or dangerous person:

- Nursery Workers are to close and lock all the nursery doors to shelter in place.
- The designated Emergency Response person will quickly come to alert and ensure the workers have secured the doors. If doors have been secured before the Emergency Response person arrives workers are NOT to open and give entry but remain secured until the building is cleared. The Emergency Response person, in this case, should then evacuate his/herself to safety.
- Nursery Workers are to move all children into a corner farthest away from doors/ windows and stand in front of children and pray.

2. Ministry to Children

2.1 Structure of Nursery

The Nursery is for children under the age of 4. Workers are to engage each child during their time in the nursery at their individual levels. Infants should be held, consoled, and allowed blanket time in safe area way from the toddlers. Toddlers should be read to and have engaging playtime with workers. Talking with other workers at length (to the neglect of the children) is discouraged.

Snacks provided by NLCC may be given mid-service but are “as-needed”. No snacks brought by parents will be given to children unless a child has an allergy to the snack provided by NLCC. Workers should check the children’s info on the sign-in sheet for any allergies. If a child is present that has allergies to NLCC’s snack: separate that child if

it's necessary to give snacks and be sure to wipe down all children, tables and toys that came in contact with the snack.

Bottles may be given by Nursery Workers as the workers are able according to the parents instructions. Nursery Workers should not be asked to feed a child lunch or baby food.

Diapers should be checked and changed near the end of the service. Parents should be made aware if a diaper was changed or not when they return for pick-up.

2.2 Behavioral Issues

Hitting, biting, spitting, screaming, temper tantrums and repeated disobedience are unacceptable and will require a parent's immediate attention. Nursery Workers are to get parents immediately if a child's conduct becomes a problem. The responsibility for discipline rests with the parents; however, there are some steps workers can take before getting a parent. Separating a child (but still keeping within the nursery) and giving verbal warning are acceptable. Give strong instruction, but do not discipline. Stay cool; do not raise your voice or get angry. The parents should be told of their child's misconduct when the child is picked-up. Open communication between parents and workers is vital. The Nursery Supervisor should also be told of behavior problems so any repeated behaviors can be assessed and addressed. The Nursery Supervisor with the approval of a Deacon may ask parents to remove a child from attending the Nursery for a determined amount of time if a particular behavior is a pattern and causes a risk to the safety of other children or workers. We ask parents to humbly respect this decision that will not be made lightly.

2.3 Training of Nursery Workers

Each Nursery Worker will be urged to attend an annual meeting where not only the guidelines, goals and safety procedures will be addressed, but also a brief training on how to structure the nursery time and implement emergency practices.

New Nursery Workers will need to read the policies and procedures. They will then be assigned to work with one of the Nursery supervisors who will orientate them and make sure they read and understand what is expected.

3. Communication and Implementation

3.1 Nursery Committees and Deacon Communications

The Nursery Supervisors and appointed Deacon will be in constant contact regarding the new procedures and any changes or amendments needed. All parties should be proactive about any issues, concerns, or problems that arise, as well as positive feedback from parents and workers. We want to always be improving and glorifying God with the endeavor of caring for our precious children.

3.2 Annual Meeting for Nursery Workers and Parents

The third Sunday of each January, all Nursery Workers, prospective Nursery Workers, and Parents will be urged to attend a meeting that discusses the goals, policies and procedures, and safety measures. This is to inform new potential workers as well as

remind each individual of the purpose and requirements. Also, any new information about the Nursery will be disseminated at that time.

Nursery Worker and Parents will be required to read the Annually updated NLCC Nursery Policies and Procedures.

The above are precautions that protect the children being served as well as the reputation of the Nursery Workers and the Church.