



## **Nursery Policies & Procedures**

### **1. Security and Safety**

#### **1.1 Nursery Worker Requirements**

All Nursery Workers must be female members of RCC who have attended for at least 6 months or be the daughter of a member. One daughter at a time may serve only under her mother's supervision when she is 13 and 14 years old and then may serve independently after her 15th birthday with her parents' approval. On occasions when a mother is supervising her daughter, another adult worker must be present.

Each adult Nursery Worker must complete a screening application, including consent for a criminal history background check. The leadership may also investigate an individual's background and interview applicants before approving them to serve.

#### **1.2 Safety Requirements**

The window to the nursery door is to remain unobstructed at all times.

The Nursery should be staffed by two or more workers, keeping a ratio of 3 or fewer children to 1 worker. At least one worker above the age of 21 must be present.

When a diaper is being changed, more than one Nursery Worker should be present.

Nursery Workers may not take potty-trained toddlers to the bathroom. Parents are responsible for coming and taking their child to the bathroom.

#### **1.3 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.

Nursery Workers should arrive for their shift no later than 10 minutes before 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 designated location in the fellowship hall. Parents are asked to then quickly drop off at the door unless a child is suffering from severe separation anxiety.

All diaper bags, bottles, and cups must be clearly labeled with the child's name. (Use rubber bands and clips/tags 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 listed on the sign-in sheet.

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

#### **1.4 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 Supervisor.

Each Nursery Worker should wash her hands using the hand sanitizer or the bathroom sink at or before arrival.

No child with any communicable sickness should be brought to the Nursery to protect all the children and Nursery Workers. This includes the Sunday School class time.

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

After every diaper change, the changing mat must be wiped down with a sanitizing wipe, and the worker's hands must be sanitized.

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

#### **1.5 Persons Permitted in the Nursery**

Only Nursery Workers 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 to which Nursery Workers have been assigned. It may not be used at any other time without the consent of a Deacon and only when parents are present to supervise the children, including during fellowship meals.

#### **1.6 Emergency Situations**

In the case of an emergency, such as fire, which requires evacuation:

- Each worker will seek to remain calm and immediately use the digital sign-in sheet to begin accounting for children while gathering them at the nearest accessible door.
- The designated Emergency Response Person will quickly come to assist in the evacuation. Pick up no more than 2 children, and have the children who can walk hold your hand or walk in front of you holding hands. As a group, move to the nearest exit. Proceed to the safe meeting area.
- The safe meeting area in an evacuation will be the field near Larch Rd and Gunpowder Rd.
- 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 take your children, as this may endanger more lives and impede the process of safely evacuating the building.

- Once at the safe meeting area, workers must use the digital sign-in sheet to double-check that 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; they remain secured until the building is cleared. The Emergency Response Person, in this case, should then evacuate himself to safety.
- Nursery Workers are to move all children into the corner farthest away from doors/ windows, 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 at their own level. Infants should be held, consoled, and allowed blanket time in a safe area away from 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 RCC may be given mid-service but are “as needed.” No snacks parents bring will be given to children unless a child has an allergy to the snack provided by RCC. Workers should check the children’s info on the sign-in sheet for allergies. If a child who has allergies to RCC’s snack is present, 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.

Nursery Workers may give bottles as they are able, according to the parents' instructions. However, they 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 of whether or not a diaper is changed when they return for pick-up.

### **2.2 Behavioral Issues**

Hitting, biting, spitting, screaming, temper tantrums, and repeated disobedience are unacceptable. Nursery Workers must summon a parent immediately if a child’s conduct becomes problematic. 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 warnings are acceptable. Give strong instruction, but do not discipline. Stay calm; do not raise your voice or get angry. In this case, the parents should be informed 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 informed of behavior problems so that any repeated behaviors can be assessed and addressed. With the approval of a Deacon, the Nursery Supervisor 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 such a decision, which will not be made lightly.

### **2.3 Training of Nursery Workers**

Each Nursery Worker will be urged to attend an annual meeting where guidelines, goals, and safety procedures will be addressed, as well as 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 ensure they read and understand what is expected.

## **3. Communication and Implementation**

### **3.1 Nursery Committee and Deacon Communications**

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

### **3.2 Annual Meeting for Nursery Workers and Parents**

In the first quarter of the year, all Nursery Workers, prospective Nursery Workers, and parents are urged to attend a meeting to discuss the Nursery goals, policies and procedures, and safety measures. This meeting informs new and potential workers and reminds each individual of the Nursery's purpose and requirements. Any new information about the Nursery will also be disseminated then.

Nursery Workers and parents must read the annually updated RCC Nursery Policies and Procedures.

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