

WELCOME LETTER

Dear Parent:

Welcome to our Nursery Ministries at St. Luke Lutheran Church. We seek to provide a safe, Christian atmosphere for the youngest members of our church family. We hope that our loving care for your child will allow you to participate in the multitude of opportunities available here at St. Luke.

We believe that our children are God's greatest gift! Nursery Ministries provides special care to infants and toddlers that contributes to their well being and complements and strengthens the Christian nurture the child experiences at home. We strive to help your child build trusting relationships and feel a sense of belonging by reaching out in love and understanding.

We hope this handbook will convey our commitment to provide a safe, caring environment through trained caregivers and a security system that ensures your child's safety. Please assist us in reaching this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will call us.

Once again, welcome! We look forward to serving the needs of your family.

Serving Him with you,

Erin Brooks
Nursery Coordinator
(480) 361-3663
brooksrus@cox.net

Celeste Koscik
Director of Children's and Youth Ministries
(480) 969-4414
dceceleste@aol.com

The Purposes of St. Luke Lutheran Church Nursery Ministries:

- To help each child feel comfortable and special
- To help each child feel secure with adults who love and care for him/her
- To help each child learn to play and share with other children
- To help each child have positive feelings about coming to church
- To encourage the active participation of parents in worship, Bible study, and other activities

General Policies:

- 1) The nursery opens 15 minutes prior to services and other scheduled events.
- 2) Children are to be brought to the nursery by their parent(s) and will only be released to their parent(s) when they present their numbered stub sticker.
- 3) Parents should pick up their children immediately following the service or event they have been attending.
- 4) Please have your child's belongings properly labeled. This includes:
 - diaper bag
 - bottles (plastic bottles only, please)
 - pacifiers
 - drinking cups
 - coats
 - blanketsAny items that are not labeled will be labeled by your child's caregiver.
- 5) Children should not bring personal toys to the nursery.

Food Policies

- 1) Infants will be fed formula, milk, juice or water as provided by the parent in plastic bottles. All bottles should be pre-mixed and poured by the parent. A refrigerator is provided to keep bottles fresh. Warming instructions, if any, should be conveyed on the registration sticker. Send only plastic bottles in the diaper bag. Please label each bottle with your child's name.
- 2) We will be happy to feed your child the food you provide. Please include bibs, spoons, straws or other necessary items in his/her bag. Food for toddlers must be cut into bite size pieces.
- 3) Please do not bring any nuts for your child, due to potential allergies of other children. Nuts will not be served in the nursery for the safety of children with allergies.
- 4) Medications cannot be given by nursery personnel. Please do not put any type of medication in your child's bottle.
- 5) Toddlers will be served a snack of juice and crackers when appropriate. If your child is allergic to anything, or does not tolerate a certain food or drink (such as apple juice), please make a note of the allergies/special needs on the registration sticker.
- 6) Mothers who are nursing may do so in the nursery. However, please provide a bottle for your baby in the event your return is delayed.

Safety Assurance Policy & Registration

We have a security system in place to protect your children. When you bring your child to the nursery, you should sign your child in on the registration sticker, then give your child to the caregiver. The caregiver will then issue you a numbered stub sticker with the same number as your child.

When signing in your child on the registration sticker, it is extremely important that the information is accurate and complete. Please use the "Special Instructions" space to write anything you feel the caregiver should know about your child during his/her stay at the nursery. When you return to pick-up your child, please return your numbered stub sticker to the caregiver.

Additionally, we ask that parents not open the nursery door when picking up your child; rather, allow the nursery attendant to open the door for you. This will ensure that the other children remain in the nursery, rather than being able to leave without the knowledge of the nursery workers.

When you sign in your child on the registration sticker, please provide your cell phone number. During worship or Bible study, you could turn your phone on vibrate and keep it close to you, in case a nursery worker needs to reach you. It is very important that you indicate where you will be while your child is in the nursery; that way, one of the nursery workers can speak with you if necessary.

It is our goal to create and maintain a safe, clean and loving place for our members and visitors to bring their children. Thank you for your support and cooperation!

Health Policies

- 1) For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exists:
 - Fever -- currently or within previous 24 hours
 - Vomiting or diarrhea
 - Significant, persistent nasal drainage which is green or yellow in color
 - Any symptom of a childhood disease, such as scarlet fever, German measles, mumps or chicken pox
 - Common cold
 - Sore throat
 - Any unexplained rash
 - Any skin infection
 - Pink eye or other eye infection
- 2) We will not administer any medication.
- 3) If the child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from other children and the parents will be contacted to take the child home.
- 4) If your child has a physical condition which may require specialized intervention or precaution, please contact Erin Brooks, the Nursery Coordinator, at (480) 361-3663 or brooksrus@cox.net to discuss special arrangements.
- 5) If your child develops an infectious disease (chicken pox, etc.) after he/she has been in the nursery, please contact Erin Brooks, the Nursery Coordinator, (see above contact information) so we may notify other parents of their child's exposure.
- 6) Toys used by the children are disinfected at the end of each session and at other times that are necessary.

Caregiver Qualifications:

In addition to meeting the requirements of the job description for the caregiver, persons working in Nursery Ministries at St. Luke Lutheran Church shall:

- 1) Enjoy being with children.
- 2) Show patience and love for children.
- 3) Have childcare skills which include: diaper changing, bottle feeding, cup feeding, holding, burping, soothing and engaging in play.
- 4) Go through an annual nursery workers' orientation.
- 5) Have current certification in CPR and First Aid.

We check all caregivers' references and criminal history reports.

How Parents Can Help

- 1) To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
- 2) Sign-in your child properly by completing all of the information on the registration sticker. Keep your numbered stub sticker in a safe place. You will be asked to produce this when you come for your child.
- 3) Be sure to label ALL of your child's belongings clearly, including diaper bags. Diaper bags can be placed in the cupboard labeled "Diaper Bags." Bringing a change of clothing for your child is a good idea in case of spills or soils.
- 4) Volunteer to serve in the nursery yourself, if possible. We would love to have more adults on our nursery ministry team! Having more nursery volunteers also means that each person will serve in the nursery less frequently. Please talk to Erin Brooks if you would like to sign up.

**Thank you for being a part of the Nursery Ministry at
St. Luke Lutheran Church!**