

First Baptist Church Waynesboro, Virginia Nursery Handbook



Nursery Care Giver	4
Responsibilities/Duties	4
Nursery Coordinator	5
Responsibilities/Duties:	5
General Policies and Discipline	6
Age Limits	6
Inconsolable Children	6
Snacks	6
Cleanliness	6
Classroom Discipline Policy	7
Dress Code	8
Confidentiality	8
Playground Supervision and Indoor Play (large church lower fellowship hall) Supervision	8
Building or Classroom Maintenance	8
CPR and First Aid Training	9
Emergency Response Plan	11
Weather Related Cancellations	13
Communication with Parents	13
Social Media	13
Usage of Cellular Phones in the Church Nursery	13
Illness of Students	13
Biting	15
Staff Acknowledgement	16
Nursery Parent Letter	17
Check-In Procedures	17
Illness Policy	17
Nursery Volunteer Letter	18
Classroom Discipline Policy	18
Cleanliness	19
Illness of Students	19

Social Media	19
Usage of Cellular Phones in the Church Nursery	20



Nursery Care Giver

Responsibilities/Duties

The nursery caregivers will provide proper care and nurturing to infants/preschoolers during church services and special events.

Your duties include:

1. Arrive at least 10-15 minutes prior to service or event—earlier if expecting a larger crowd for special services or events.
2. Become familiar with nursery policies and facilities.
3. Greet parents and sign in/out infants/preschoolers using our ACS technology system.
4. Make sure children are labeled correctly along with their identified bags and bottles/sippy cups.
5. Take care of infants/preschoolers in the nursery, following nursery policies for safety and proper care:
 - a. Change diapers/clothing as necessary; check diapers near end of service. Fill out the clipboard with appropriate information. Please change the pad paper after each diaper change.
 - b. Rock, play with, sing to, play music for, and show picture books to infants/preschoolers.
 - c. Feed infants when needed or as requested by parents.
 - d. Give snacks to preschoolers.
6. Clean up - Toys shall be put away in their proper places. (e.g. pretend food all together, cars etc.) Labels and pens will be put away in the cabinet drawer.
7. Wipe down all surfaces (tables, trays, etc.) with provided Clorox Wipes.
8. Place dirty toys in container to be cleaned and disinfected.
9. Tie-up diaper trash and throw away after your shift. The diaper pail **must** be emptied into the outside dumpster at the end of each nursery session.
10. Carpet sweep any crumbs or debris with the provided carpet sweeper in the nursery.
11. Make sure bathroom toilets are flushed and bathroom trash cans are emptied.
12. All lights should be turned off.

Nursery Coordinator

Responsibilities/Duties:

1. Recruit and train volunteers to serve in the nursery.
2. Organize the nursery and ensure its cleanliness and safety.
3. Develop, post, and enforce nursery policies.
4. Keep a current list of nursery caregivers with names/addresses/phone numbers.
5. Schedule nursery caregivers for every service and special church-wide events in which nursery care is needed.
6. Collect and launder used crib sheets weekly.
7. Clean/disinfect dirty toys as necessary.
8. Oversee budget and expenditures for the nursery ministry

General Policies and Discipline

Age Limits

Only children of the appropriate age for their designated room are allowed in the nursery rooms. No child over the age of four should be in any nursery room. For special events where a wide range of children are present, the children should be separated into similar age groups and appropriate activities provided to keep them engaged.

Inconsolable Children

Workers should make every effort to engage unhappy children in play or rock them. Sitting on the floor with the children is very effective and calming. If a child is inconsolable (15 minutes of non-stop crying), the parents are to be paged or notified immediately. Under no circumstances should you let a child "cry it out". This policy will help to fortify the trust between our parents and our nursery staff.

Snacks

Appropriate snacks are available in the nursery cabinets. Do not give a child's snacks brought from home to another child. Children shall also be given their personal drinking cups only while they are seated, and removed when they are finished drinking. This is important to maintain the cleanliness of the nursery and to prevent choking hazards. All personal cups need to be labeled when they are in use in the church nursery.

Cleanliness

The nurseries should be the cleanest rooms in the church, which is for the safety of both the children and workers. The guidelines below will help to facilitate this:

1. All equipment surfaces (e.g. swings, mats, tables, and chairs) must be cleaned with the provided bleach/water solution at the end of each nursery session.
2. All toys that have been handled and mouthed must be cleaned with the bleach and water solution or wiped down with Clorox wipes before use by another child.
 - Bleach/water solution is as follows: 1 part bleach to 30 parts water (1/2 cup bleach to 1 gallon)
 - Carpet spills should be cleaned up immediately.
3. Workers must follow general hand washing guidelines posted in the bathrooms and sink areas in the nursery. Workers should wash their hands after each diaper change or cleaning any bodily discharge, such as wiping noses. Hand Sanitizer dispenser is located on the wall by the door for convenience.

Classroom Discipline Policy

"From the lips of children and infants you have ordained praise..." Psalm 8:2a

As Nursery Ministry staff and volunteers, we need to be equipped with an efficient and effective method for managing the behavior of children within the nursery/or classroom. The following is a brief description of what we believe will best serve the children of our ministry and you, the workers who are serving them. The first step in implementing this method of discipline is ensuring that your children have heard and understood the rules of your nursery/or classroom. You may need to review these rules often, as well as the following steps, which will be the result of any behavior to the contrary.

1. Explain to the children that if they do something that is against the rules you will: say "the child's name," remind them "_____ is not allowed, and then say, "That's one." Proceed with the class without saying anything further unless the child appears to be in need of special attention.
2. Explain to children that if they do something again that is against the rule you will: say "the child's name," remind them "_____ is not allowed, then say, "that's two . . . now take five." Explain to the children that they will be expected to sit on a "time out chair" if they are pre-school age and younger or in the hall with an adult if they are in grade school. Explain to the children that this time should be spent thinking about their behavior and what they need to do differently to become part of the class activities again. After five minutes the child may rejoin the group. This behavior should be brought to the attention of the parent when they are picked up from the nursery. *Note: "time out" for children under 5 should correspond with their age. (e.g. 2 mins.- 2 year olds; 3 mins-3 year olds etc.)
3. Finally, explain to the children that if they continue a third time behavior that is unacceptable you will: say "the child's name," remind them "_____ is not allowed, then say, "that's three...now come with me." Explain to them that they will have to leave the class or activity and go with their leader to speak with their parent/s. Explain to the children they will not be able to return to the class until it next meets. Suggestions
 - a. Praise and encourage positive behavior.
 - b. Try to "re-direct" potentially problematic behavior.
 - c. When possible, give children a choice if there is one.
 - d. Pray before each class that God would grant you wisdom, discernment, patience and love as you serve the children.

- e. * Remember there are limits to what we as volunteers may be able to do. You are in the classroom with your children for a limited time and therefore may find it difficult to affect change in children with more severe behavior problems.

Do your best to enlist the help of parents in these cases and always be mindful of our example; "The Lord is gracious and merciful; slow to anger and abounding in steadfast love." Psalm 145:8

Dress Code

Staff members' dress and general appearance should be in good taste. Staff members are encouraged to dress comfortably and appropriately for working with young children and their families.

Confidentiality

Due to the sensitive nature of information that you will come to know as a caretaker of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a case by case basis only. Please be very sensitive about discussing children's developmental needs and any family information in public places such as the hallway or in the bathroom. This does not exclude off premise discussions and/or conversations. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy. Together we can achieve great child care for our church members.

Playground Supervision and Indoor Play (large church lower fellowship hall) Supervision

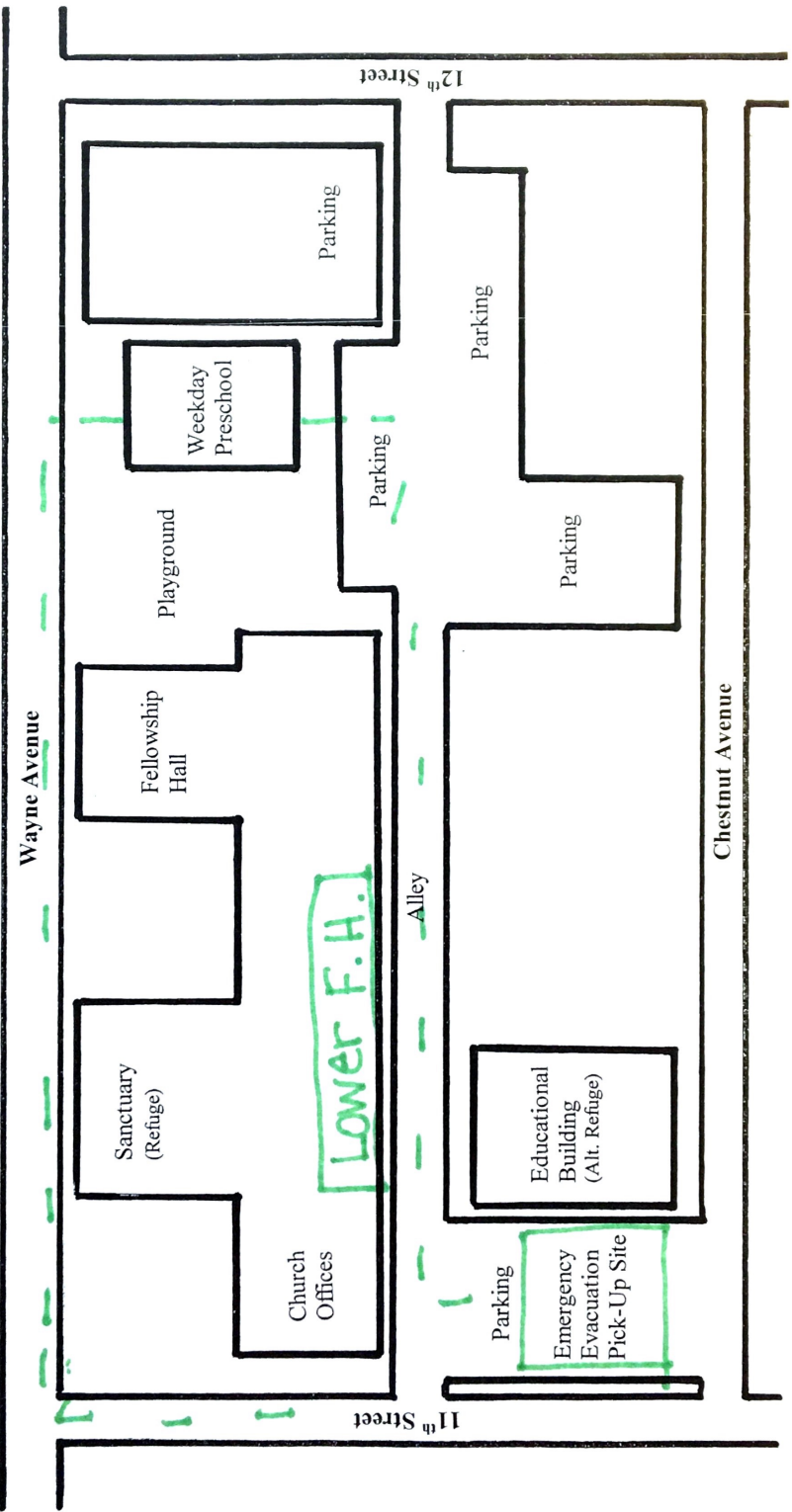
Whenever you are on the playground, **at least two adults** should be with the children at all times. One adult should be stationed so that they have a clear view of the sidewalk behind the porch and the side back gate. One adult should always accompany children to the building for bathroom breaks.

Sitting down while children are playing is permitted as long as children are closely supervised. Adults should be watching closely in the event that they need to stand up immediately to help a child.

Building or Classroom Maintenance

Please refer **all** problems with building maintenance (classroom repairs, etc.) to the Senior Pastor. If he/she is absent and this issue requires immediate assistance, please contact the head church custodian.

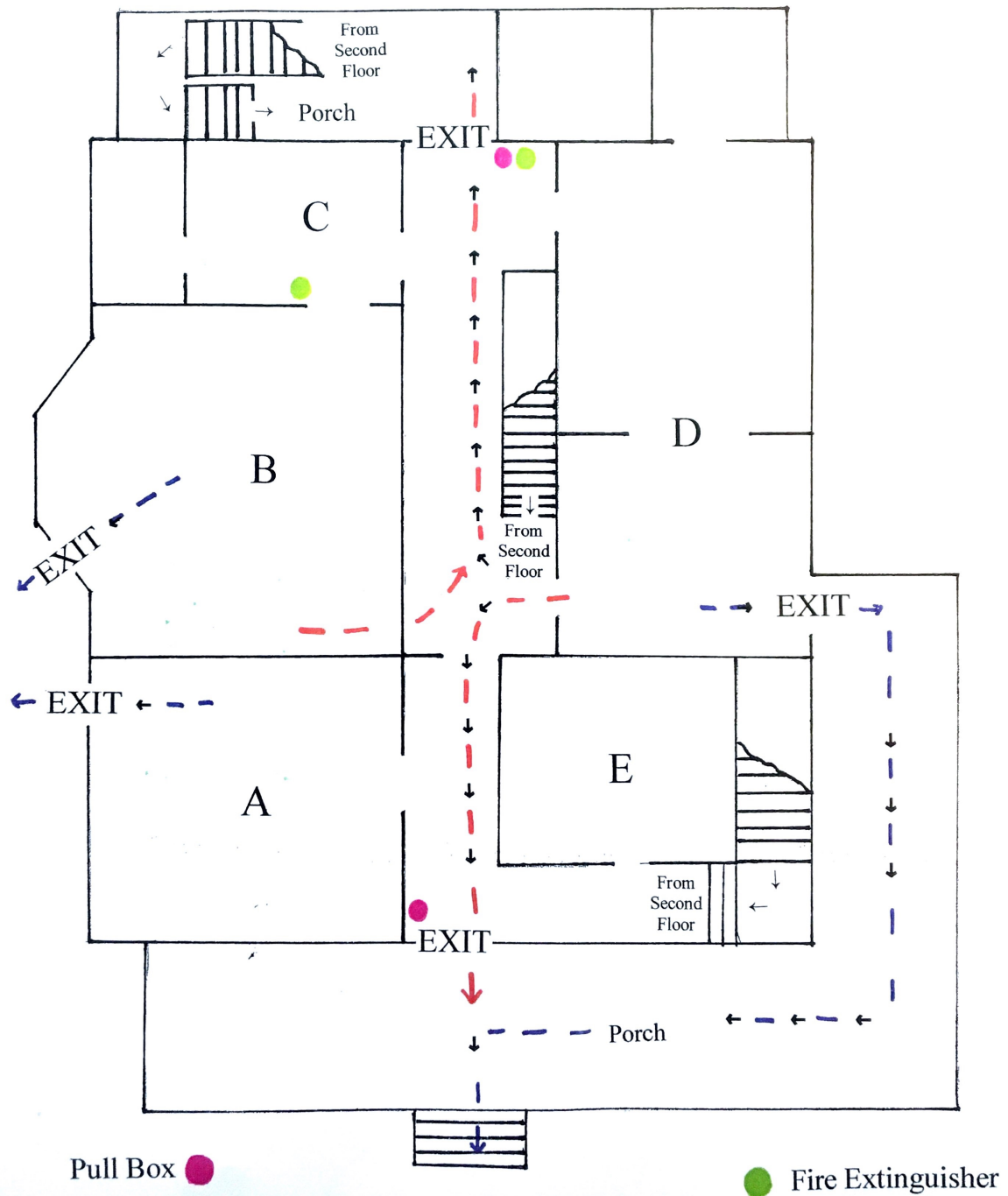
First Baptist Church Campus



Fire Evacuation Map/Plan

CPR and First Aid Training

FIRST FLOOR PRESCHOOL BUILDING EMERGENCY EXITS



There are two staff members on campus at all times that have received full CPR and First Aid training. Staff members are required to sign up for recertification

when able. Due to safety regulations, we are not Medication Administration Trained (MAT). We, therefore, cannot administer any prescription drug that is not covered in First Aid training (First Aid training does include Epi-Pen and allergic response treatment).

Emergency Response Plan

For the safety of our children and staff, we have put the following procedures in place:

- Evaluation of building due to fire*
- Evaluation of building for a bomb threat*
- Severe storm / Civil defense drill*
- Stranger on campus threat - Lock down children in each classroom with teacher present
- Shelter-in-place due to biological or chemical emergency - Lock down children in each classroom with teacher present

Our children and staff practice evacuating the building throughout the year at announced and also unannounced times. Their participation provides them valuable information and reduces their fears as they gain a sense of control. We strive to practice such drills in a serious, but not frightening or threatening manner.

In the event of a fire, bomb threat, or other reason for evacuation of a building, children will be taken first to the green area (see color-coded map on next page). In case of inclement weather or other safety concerns, the children will be moved to the old fellowship hall in the basement of the main church building and will be released to parents in the parking lot in the corner of 11th Street and Chestnut Avenue.

***Please note their locations on the corresponding maps. In the event of an evacuation, you may call the First Baptist office at 540-949-8187 for information.**

Weather Related Cancellations

We will follow the church's schedule in the event of weather related cancellations. Please see the website, call the church's number or WHSV for information.

Communication with Parents

If there is any issue you need to discuss with a parent regarding their child be sure to be respectful and careful in all efforts to communicate effectively. If an incident occurred during the nursery time, be sure to share with the parents immediately and confidentially as well as letting your supervisor know. (This can be a quick email making your supervisor aware there was a situation)

Social Media

Please do not use any social media while on duty as a childcare provider. Also please note that discussion of nursery policy on Facebook is strictly prohibited. If you want to post any photos, be sure to get the photos approved by both the parents and the Senior Pastor of FBC. (Not all children can be photographed and parents should know if their child's face is in a public forum)

Usage of Cellular Phones in the Church Nursery

It is understood that there may be times when staff members need to utilize their phone to make a call that cannot wait and must be made during working hours. Similarly, it is understood that staff have children who may need them immediately which requires the use of a cellular phone. Excessive use of a smart phone to text, use the Internet, etc. is discouraged. Please do not use your phone while you are caring for our children unless it is in emergency situations. Also, **NO** children in our care should be allowed access to your smart phones or tablets. Thank you for your understanding.

Illness of Students

Please be advised of the excerpt provided from the Weekday Preschool Parent Handbook regarding child illness. If a child comes to church and the parent has informed you they were sick less than 24-hours-ago, they should be asked to be sent home or they have to stay with the parents during the service. Our policy clearly outlines when a child should **not** be in group childcare at our church. Your help with this prevents any spread of germs.

Except from Handbook

The staff at First Baptist Church is committed to producing a healthy

environment for all students and staff members. In accordance with the Centers for Disease Control and Prevention recommendations, we request that you not send your child to the nursery if any of the following symptoms or conditions are present:

- Tuberculosis, until an appropriate health care provider or health official certifies that the child is in appropriate therapy and can attend school or daycare.
- Impetigo, until 24 hours after treatment has been initiated.
- Chickenpox (Varicella-Zoster)—until all sores have dried and crusted (usually six days).
- Mumps—until nine days after an onset of parotid gland swelling.
- Measles—until four days after an onset of rash.
- Rubella—until six days after an onset of rash.
- Fever, when accompanied by behaviors changes or other symptoms such as sore throat, rash, vomiting, diarrhea, earache, etc.
Fever means a temperature of 100 degrees F or higher taken under the arm. Any elevated temperature in an infant under age four months should be referred to a physician for evaluation.
- Diarrhea—frequent, runny, watery stools.
- Blood in the stool not explained by dietary change, medication, or hard stool.
- Vomiting two or more times in a 24-hour period.
- Body rash with fever.
- Sore throat with fever and swollen glands or other sores with drooling.
- Eye discharge—thick mucus or pus draining from the eye.
- Scabies or head lice when apparently not being treated.
- Severe coughing with the child getting red or blue in the face or making a high-pitched whooping sound after coughing.

- Persistent abdominal pain (more than two hours) or intermittent pain with other signs and symptoms.
- Signs of possible severe illness such as irritability, unusual tiredness, or neediness that compromises the teacher's ability to care for other children.
- Uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.

FYI: We cannot disclose health information to other parents, but can say.
"There's been one confirmed case of . . . "

Biting

- **First Occurrence:** Parents will be called to immediately pick up the child from the nursery. A letter will be sent to parents documenting the date of biting and the policy on this behavior by the Senior Staff member.
- **Second Occurrence:** Child will remain with parents for the following Sunday depending on age and circumstances. This will be determined at the discretion of the Senior Staff member. Prior to returning, the parents must meet with the Senior Staff member to discuss a plan of action.
- **Third Occurrence:** Child will be asked not to return until behavior has been dealt with by the parents and no more accounts take place.

The church staff will dismiss any child if, after entering, she/he continuously exhibits uncontrollable and/or inappropriate behavior.

Staff Acknowledgement

By signing your contract, you acknowledge that you have read this handbook and agree to abide by the policies and procedures set forth to the best of your ability. Should you have questions throughout the year, you are encouraged to refer back to this manual as your guide for the daily operational procedures of the FBC Nursery. The policies that are outlined in this handbook are designed to let you know what is expected of you as a staff member so that we can ensure a safe environment for all the children that come to our church.

Please return this form along with your contract. Please keep your handbook for usage throughout the year.

I, _____ (printed name), acknowledge I have read the Staff Handbook for FBC and the above statement. I agree to abide by all policies set forth to the best of my ability and recognize that these policies are set forth in accordance with our religious exemption requirements to keep staff and children safe while at church.

Staff Signature _____

Senior Pastor Signature _____

Date _____

Nursery Parent Letter

Our nursery team consists of at least one adult worker and one or more adult or youth helpers in the nursery.

Check-In Procedures

In order for our Nursery Team to provide your child with the best care possible, we ask for your help with the following:

1. Bring diaper bag supplied with at least 2 diapers, a bottle/formula or food if needed, or, and any other special item your child might need.
2. Please be sure to clearly label your child's diaper bag (we provide tags if needed), bottle/sippy cup, and other special items.
3. Please sign your child in using our computer provided system. After signing your child in, please place the computer generated sticker on their backs for easy referencing.
4. If you are a visitor, please add your child's name to our system and complete all information. - Children are only released to their parents (or guardians) at the end of services unless the parents inform the nursery staff otherwise.

Illness Policy

We kindly ask that you do not put your child in the nurseries if they have experienced any of the following within 24-48 hours:

fever (higher than 100.0), diarrhea or vomiting, a severe runny nose (colored discharge) or sore throat, Croup or bad cough, ear infection, strep throat, rash of any kind (other than diaper rash)

Any childhood disease – measles, mumps, rubella, scarlet fever, chicken pox, or fifth disease.
pink-eye

*If your child is on an antibiotic, he/she must be on it for at least 24 hrs before coming into the nurseries.

*Parents should notify the church office or nursery if their child has been exposed or develops any communicable disease after being in the nursery within the 24-48 hours after exposure. (Ex. Chicken pox, pink eye, fifth's disease, etc.)

*All nurseries are cleaned and sanitized on a regular basis to help reduce the spread of germs and illness.

Discipline "Time-out" is used at the workers' discretion. If your child is being destructive or will not stop a behavior that is hurting another child, we will come to get your assistance. We may also come get you out of a service if your child may possibly be ill, soils his/her clothes and there are no other clothes to be used, he/she cries inconsolably for more than 15 minutes, or has been injured.

Nursery Volunteer Letter

"From the lips of children and infants you have ordained praise..." Psalm 8:2a

Classroom Discipline Policy

Steps to Address Behavior: As Nursery Ministry staff and volunteers, we need to be equipped with an efficient and effective method for managing the behavior of children within the nursery/or classroom. The following is a brief description of what we believe will best serve the children of our ministry and you, the workers who are serving them. The first step in implementing this method of discipline is ensuring that your children have heard and understood the rules of your nursery/or classroom. You may need to review these rules often, as well as the following steps, which will be the result of any behavior to the contrary.

1. Explain to the children that if they do something that is against the rules you will: say "the child's name," remind them "_____ is not allowed, and then say, "That's one." Proceed with the class without saying anything further unless the child appears to be in need of special attention.
2. Explain to children that if they do something again that is against the rule you will: say "the child's name", remind them "_____ is not allowed, then say, then say, "that's two...now take five." Explain to the children that they will be expected to sit on a "time out chair" if they are pre-school age and younger or in the hall with an adult if they are in grade school. Explain to the children that this time should be spent thinking about their behavior and what they need to do differently to become part of the class activities again. After five minutes the child may rejoin the group. This behavior should be brought to the attention of the parent when they are picked up from the nursery. *Note: "time out" for children under 5 should correspond with their age.
3. Finally, explain to the children that if they continue a third time behavior that is unacceptable you will: say "the child's name," remind them "_____ is not allowed, then say, "that's three...now come with me." Explain to them that they will have to leave the class or activity and go with their leader to speak with their parent/s. Explain to the children they will not be able to return to the class until it next meets. Suggestions
 - a. Praise and encourage positive behavior.
 - b. Try to "re-direct" potentially problematic behavior.
 - c. When possible, give children a choice if there is one.

- d. Pray before each class that God would grant you wisdom, discernment, patience and love as you serve the children.
- e. * Remember there are limits to what we as volunteers may be able to do. You are in the classroom with your children for a limited time and therefore may find it difficult to affect change in children with more severe behavior problems.

Do your best to enlist the help of parents in these cases and always be mindful of our example; "The Lord is gracious and merciful; slow to anger and abounding in steadfast love." Psalm 145:8

Cleanliness

The nurseries should be the cleanest rooms in the church, which is for the safety of both the children and workers. The guidelines below will help to facilitate this:

1. All equipment surfaces (i.e. walker trays, swings, mats, tables, and chairs) must be cleaned with the provided bleach/water solution at the end of each nursery session.
2. All toys that have been handled and mouthed must be cleaned with the bleach and water solution or wiped down with Clorox wipes before use by another child.
 - Carpet spills should be cleaned up immediately.
3. Workers must follow general hand washing guidelines posted in the bathrooms and sink areas in the nursery. Workers should wash their hands after each diaper change or cleaning any bodily discharge, such as wiping noses. Hand Sanitizer dispenser is located on the wall by the door for convenience.

Illness of Students

Please be advised of the excerpt provided from the Parent Handbook regarding child illness. If a child comes to church and the parent has informed you they were sick less than 24-hours-ago, they should be asked to be sent home or they have to stay with the parents during the service. Our policy clearly outlines when a child should **not** be in group childcare at our church. Your help with this prevents any spread of germs.

Social Media

Please do not use any social media while on duty as a childcare provider. If you want to post any photos, be sure to get the photos approved by both the parents and the Senior Pastor of FBC. (Not all children can be photographed and parents should know if their child's face is in a public forum)

Usage of Cellular Phones in the Church Nursery

Please do not use your phone while you are caring for our children unless it is in emergency situations. Also, **NO** children in our care should be allowed access to your smart phones or tablets. Thank you for your understanding.

Thank you for being willing to serve our church in this way!

