

Redeemer Baptist Church Nursery Handbook

NURSERY

Thank you for agreeing to serve as a volunteer in our church nursery. You have a very important ministry ensuring the safety and comfort of our youngest ones. Our church nursery offers care for infants and children through age four during worship services and other church events.

As a nursery volunteer, your job is to assist the staff nursery coordinator. Please arrive at the nursery 15 minutes before your scheduled service and plan to remain until all the children have been picked up by a parent or guardian after the worship service or event. Your duties may include feeding, diapering, playing with and reading to children left in your care. It is important that at least one caretaker remain in the nursery at all times. It is also important to keep the nursery area clean and put toys and supplies away when your shift has ended.

If you have any questions or concerns, please contact our nursery coordinator. Also, if you will be volunteering for the first time, please contact the church office so we can send you a background check form that needs to be filled out previous to working with children. This measure is so we can keep a happy and safe environment for all.

Thank you for your gift of childcare.

OUR PURPOSE

The purpose of our Nursery and Preschool Ministry is to help each child:

- Think of church as their church – a place where people love and help them
- Learn at an early age the importance of learning verses, hearing Bible lessons, and wanting to become more like Christ
- Begin to show love, respect and acceptance of others
- Make progress in sharing, communicating, and responding to others in appropriate ways.

It is our goal to see that each child experiences all of these while in our care. Our goal and prayer is that we not miss any opportunity to teach.

Church Nursery Volunteer Worker Guidelines (job description)**Service Description – Early Childhood Ministry Volunteers**

And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, "Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." ([Mark 9:36-37](#))

Service Titles: Nursery Volunteer (Babies & 1 year old), First Steps Leader (2 & 3 year olds)

Ministry Purpose: Your role is to provide safe, secure, nurturing, clean and efficient care to our children. Your ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

Service Expectations:

- Arrive 15 minutes before scheduled service time.
- Pray! Pray! Pray! Pray individually for children as they play, as they listen to the story and for the other caregivers as you work together.
- Every child's diaper should be changed before parent's pick up. Potty training children should 'try' at least once.
- Oversee the check-in process. All children should have name stickers on their back. All cups and bags should also be labeled.
- Oversee the check-out process. Parents will need their "ticket" to claim their child. If they don't have they will need to wait for the Children's Minister before the child is released.
- Clean and straighten the room after the children leave.
- Report any concerns or ideas for improvement to the Children's Minister.
- Attend occasional Early Childhood Ministry meetings.

Interacting With Parents:

- Always thank the parent for bringing their child. It is our privilege to serve them
- Always smile (even when you are tired)
- Always tell the parents about any diaper or feeding events
- Always follow dismissal plan

Teaching Little Ones:

Early Childhood is best time to build a God-centered worldview for children. We have provided age appropriate teaching material for all Early Childhood Ministries. This material is easy to prepare and use. Instructions are written in the curriculum. Here are some suggestions. If you need additional help see the Nursery Coordinator or Children's Minister.

- Integrate the biblical truth or theme into the activities the children are doing. Take advantage of every opportunity to make the truths "real" to the children, repeating them over and over, applying them to anything normal around them.
 - Example: "Do you see the elephant in the puzzle? God made elephants. What else did God make? God made everything!"
- Your role is to teach the children a short Bible lesson each week. It is important to be able to express excitement, energy, and love for God's word when sharing the story and its principle. It is to be taught as truth, not as just a story.

Our Policies for Volunteers / Workers

The nursery and preschool ministry of our church provides childcare for children birth through four years old during morning, evening, Wednesday night services and special events. We staff this ministry with volunteers. It is necessary to have at least 2 workers in each room to maintain safety and provide a good teaching environment. The following the procedures you will need to know:

1. **Be on Time:** On your scheduled day to work, please be in place at least 15 minutes before the worship service time.
2. **Reminder cards:** A card will be mailed to your home prior to the time you are scheduled to work and your name will be listed in the bulletin. It is important that you find a substitute if you will not be available on your scheduled day.
3. **Room Preparation:** Check the room for orderliness. Set out sign-in sheets, security labels and markers. Prepare toys for children. Wash hands.
4. **Sign-in sheets:** When a child is dropped off, the parent should fill out the sign-in sheet that is located outside each classroom.
5. **Adult/Child Ratios:** Every effort should be made to keep the ratio of one adult to every six children, and one adult to every four infants. We also require that at least two workers be on duty at all times.
6. **Meet the parent:** Greet the parent and child at the door and accept the child into the room.
7. **Nursery Activities:** In all classes, there should be time allotted for prayer requests, prayer, a lesson, scripture memory, music and a craft. The children should be nurtured in the Word of the Lord. Resources are available; please see the Nursery Coordinator or Children's Minister.
8. **Safety:** We utilize a two-part security label system.
 - a. The parent must fill out the necessary information on the label and attach it to the back of the child.

- b. The parent then keeps the second section and must bring that to the nursery worker in attendance to pick up the child.
 - c. The child can ONLY be released to an ADULT with the corresponding number on their label portion.
 - d. The labels are to be used during all church functions.
9. **Discipline:** The safety of all of the children in the nursery room must be maintained.
- a. No throwing, hitting, biting or kicking can be allowed.
 - b. If children express this behavior, remind them in a kind voice of the appropriate behavior that you expect and remove them from the source of conflict.
 - c. If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age.
 - d. Yelling at children is absolutely prohibited.
 - e. Under no circumstances shall the use of physical force or the threat of physical force be used.
 - f. If a child is unmanageable, contact the parent.
10. **Snacks:** Appropriate snacks are available in the nursery cabinets.
- a. Do not give a child's snacks brought from home to another child.
 - b. No snacks can contain peanuts.
 - c. Keep all food and drinks on non-carpeted areas and at tables.
11. **Infants:**
- a. To foster development, infants should not be restricted to one area (or piece of equipment) or activity for long periods of time.
 - b. Do not stand and hold more than one infant at a time.
 - c. Hold infants while feeding bottles.
 - d. Check diapers hourly.
 - e. Soiled diapers should be changed immediately.
 - f. Babies should be placed on their backs while in cribs (unless instructed otherwise by the child's parent).
12. **Slips in diaper bags:** For ages 0-2, there will be preprinted slips in the room to put in each diaper bag before the children are picked up. These slips should be filled out according to feedings, diaper changes, and naps.

13. **Before parents arrive:** Try to make sure the room is clean and the children are settled.

14. **Diaper Changing:**

- a. Wash your hands
- b. Place wax paper on changing table
- c. Place child on changing table
- d. Carefully remove the soiled diaper, folding it inward, wrapping the diaper.
- e. Cleanse the child thoroughly with disposable baby wipes.
- f. Place clean diaper on child.
- g. Remove the child from the changing table before disposing of the soiled diaper.
- h. Wash your hands with antibacterial soap or use antibacterial gel after each diaper change.

15. **Hygiene Policy:**

- a. Wash hands upon entering the nursery or preschool area.
- b. Wipe the child's noses regularly when needed. Use a clean tissue each time.
- c. Wash hands immediately after.
- d. All open wounds should be covered by at least an adhesive bandage. Wear gloves to avoid contact with bodily fluids.
- e. Any surface that has been potentially contaminated must be disinfected after use (crib, mattress, swing, infant seat, or toys)

16. **Clean-up:** When all of the children have been picked up, the room should be cleaned, swept, and sanitized.

- a. Sanitize all toys, swings, seats and surfaces in room.
- b. Take sheets off baby beds to be laundered.
- c. Remove trash bags after each service. Put new bags in each can.

17. **Confidentiality:** All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the Nursery Coordinator, Children's Minister, Associate Pastor or Pastor should be notified immediately. It is expressly understood that any gossip is strictly forbidden.

18. **Emergency Procedures:** Refer to the posted emergency procedures in each room. If a serious injury occurs, an Accident Report Form needs to be filled out by the attending nursery worker and given to the Nursery Coordinator.

19. **Diaper bags:** Keep diaper bags off the floor due to risk to infant safety and infection control.

20. **Bottles:**

- a. Infants will be fed according to parental instructions and/or when demanded by infant hunger.
- b. Extreme care must be taken when "heating" an infant's bottle. Holding bottle under running warm water or setting bottle in container of warm water is usually all that is necessary.
- c. An infant must be held during feeding. Children should not be permitted to crawl or walk around with their bottle. Never "prop" a bottle for feeding.
- d. Attempt to have an infant burp after each 1-2 oz. of feeding.
- e. Return infant's bottle to his/her diaper bag as soon as feeding is finished.
- f. Nursery workers will be responsible for the necessary feeding of infants. Infants should not be fed by nursery teen helpers.

21. **Breastfed Infants:** We welcome nursing mothers to feed their babies in the nursery.

- a. Respect mother and infant privacy as much as possible.
- b. If no bottles are provided for supplementary feedings, contact mother if infant appears to be hungry.

22. **Diapers:** The parents should provide disposable diapers. Extras are in the nursery for emergencies.

- a. Diapers should be checked/changed before expected pick up time. This is done by nursery workers only.
- b. Gloving is necessary for all diaper changes.

- c. All diaper-care products are only used according to parental instruction.
- d. Parents should provide wipes for diaper area cleansing. The nursery, if needed, will provide extras. Reach into container of "wipes" only with clean hands or gloves.
- e. Diapers should be disposed of in proper containers.
- f. After each diaper change, clean changing area with disinfectant and dry.
- g. Nursery workers should share in the diapering duties of the children.

23. Pacifiers:

- a. Pacifiers should be marked for identification.
- b. If a pacifier of an infant falls on the floor or if any pacifier is in the wrong infant's mouth, the pacifier is to be rinsed well with hot water before returning to infant.

24. Toys: Leave personal toys in diaper bags.

- a. All toys that are out of their "clean storage area" are to be disinfected before returning to clean storage.
- b. Unwashable stuffed animals are not permitted in the nursery.
- c. Small toys that an infant could swallow or broken toys are to be removed from the nursery.
- d. Toys are not allowed in diapering area.

25. Activity:

- a. Encourage independent physical activity such as crawling or walking.
- b. Learning activities should be offered that are age-appropriate. Most children respond to music and reading.
- c. Provide proper head and back support when picking an infant up or when holding them.
- d. Do not raise infants over your head or "clown" with them in any rough manner. This is an unnecessary risk.
- e. Minimize mouth to skin contact. Do not allow infants to suck on your skin surface when you are holding them. We encourage holding and cuddling; however, kissing is discouraged.
- f. Never leave children unattended while they are in the infant swings.
- g. Prepare toddlers for snack and story time:
- h. Wash their hands
- i. Have children sit at the table.

- j. Show children how to fold their hands.
- k. Fold your hands and pray.
- l. Give snack.
- m. Do not let children walk around with snacks.

26. **Encourage** families who have been absent more than two weeks in a row.

27. **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.

- a. Diapers shall be changed on a non-porous surface, which is disinfected after each use.
- b. Strict hand washing is of utmost importance in the prevention of the spread of infection.
- c. Caregivers shall be advised to wash hands upon arrival and after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g. a cut or bloody nose), after using the toilet, after contact with their own nasal secretions, and before food preparation.
- d. Caregivers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose, and before eating.
- e. Disposable towels should be used after hand washing.
- f. 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 the equipment used by children.
- g. When an infant or toddler is seen to put an object into his/her mouth, this object shall be cleaned with a disinfectant before being returned to the clean toy container.
- h. 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 early childhood areas (e.g. cribs, swings, walkers) shall be wiped with a disinfectant after each session. Equipment is never to be used outside the nursery. Sheets and other cloth articles should be laundered after use. Carpets should be sweeper-brushed.

These precautions should be taken before workers leave the nursery.

- i. Extreme precautions shall be taken with the handling of blood, urine, and feces.
- j. 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.
- k. Remember to wear gloves for diaper changes, contact with body fluids (nosebleeds, cuts, etc.), wiping up body fluids (vomit, diarrhea, mucus).

To insure that these guidelines are understood and implemented, the Nursery Coordinator shall arrange for initial and also for periodic, continuing training in infection control procedures.

SPECIAL EVENTS

Groups who plan to use the nursery rooms for general babysitting must comply with the policy,
and maintain the room after using it.

1. All policies in the Nursery Handbook must be followed.
2. At least one adult caregiver should be serving in the nursery for the special event.
3. The nursery area is designed and furnished for children two years and under **only**. If your group is babysitting children older than two years, it is your responsibility to find a room designed for that age group.
4. Room Maintenance (after each use)
 - a. Pick up toys and vacuum carpet and sweep bathroom
 - b. Strip sheets from beds and put in laundry room
 - c. Wipe-down all equipment that was used
 - d. Wash all toys that were used
 - e. Turn off lights
 - f. Ensure all doors are closed and locked where appropriate.
5. Each group and/or individual that uses the area will be held solely responsible for the condition of the room and the quality care of each child.
6. Failure to follow the policies will result in the loss of privileges in using the nursery facilities.

Our Policies For Parents

We want to provide the safest and healthiest environment and best care possible for the children.

1. The nursery and preschool facilities are available for children BIRTH through FOUR years of age during Sunday School, Sunday Morning and Evening worship services, Wednesday night services and all other scheduled events. The nurseries will open 15 minutes prior to the function and will close 15 minutes after the close of the event.
2. Children older than preschool age are not to be permitted in any nursery or preschool room at any time. Workers must be at least 16 years old.
3. All parents whose children attend Redeemer Baptist Church are expected to assist regularly, on an assigned schedule, or PROVIDE AN ADULT SUBSTITUTE on occasions of unavoidable absence. This calls for dependability, being present, on time, and ready to assist in the

area assigned. Without cooperation there is no way to adequately care for the children during services.

4. In order to have a less traumatic separation time for you and your child, please knock on the door and the teacher will meet you and receive your child rather than you coming in all the way. After services you are asked to pick up your child promptly by knocking on the door to receive your child. Visitors may unintentionally violate safety, health, or housekeeping policies.
5. Register your child at the door on the sign-in sheet that is located outside each classroom. Please sign in every time you leave your child in the nursery or preschool area.
6. No one other than the parents or other authorized adults will be allowed to pick up a child from the nursery or preschool area.
7. Nursery and preschool classes are divided into the following ages: **0-1 Bed Babies, 1-2 Crawlers/Walkers, 2-3 Toddlers/Preschool.** Promotions will take place once a year during the church wide promotion Sunday.
8. Please label your child's diaper bag and belongings.
9. Provide a change of clothes if your child is potty training.
10. Wellness policy: Sick children are to be kept at home. **See wellness policy description.**

Wellness Policy

In consideration of teachers, children and families, sick children are not to be admitted to the nursery. A child with the following symptoms should not be brought to the nursery:

Fever of 100 Degrees or more

Diarrhea

Vomiting

Runny nose (other than clear)

Severe coughing

Pink Eye

Sore Throat

Flu-like symptoms

If a child has displayed these symptoms within the last 24 hours, he/she should not be placed in the nursery. If a child who is sick is brought to the nursery, the parent will be contacted to remove the child. The child will be isolated until the parents can be reached.

Nursery and preschool workers will not administer any medications.

Redeemer Baptist Baptist Church

Children's Ministry

ACCIDENT REPORT FORM

_____Nursery _____ Children's Church

DATE: _____

TIME: _____

_____ cried, "OUCH"
(CHILD'S NAME)

This is what happened:

This is how it was treated:

TEACHER

SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

BI-WEEKLY NURSERY INSPECTION FORM

Inspecting the Nursery area can cut down on accidents that can happen with the children. *By doing these* Bi-weekly inspections (that will change as the Nursery is open more), can be a safeguard and our ministry can continue uninterrupted free from accidents.

	Yes	No
All electrical plugs have childproof covers.		
All drapery/blind cords are out of reach of cribs & children.		
Are crib mattresses less than two finger width from side of frame?		
Are bumper pads present in cribs?		
Is the crib rail at least 16 inches above the top of mattress?		
Are cribs free from loose or protruding pieces?		
Are safety gates modern and safe (non-accordion style)?		
Do all high chairs have both waist & leg straps?		
Are the playpens and cribs free from items tied onto them?		
Are doors to closets, hallways, and other rooms equipped with a lock?		
Are all cleaners and disinfectants stored away?		

Person completing
inspection: _____

Date of
inspection: _____

All "No" answers should be corrected immediately. If items need repair report the problem to the Church Property and Space Committee, and do not use until repairs completed. List any additional comments below:

FIRST AID KIT FORM

At least one first aid kit containing materials to administer first aid must be maintained on the premises at all times. The first aid kit shall be accessible to the nursery worker and kept out of reach of the children. The kit shall be clearly labeled "First Aid" and shall include the following:

1. Soap
2. Band-Aids or equivalent
3. Disposable non-porous gloves
4. Cotton balls or applicators
5. Sterile gauze pads and rolls
6. Adhesive tape
7. Thermometer
8. Tweezers
9. Pre-moistened wipes
10. Scissors and
11. A current resource guide on first aid

***Redeemer Baptist Church
Nursery Registration Form
Page 1 of 2***

Child's Name: _____

Nickname: _____

Birth Date: _____

Parents/Guardians

Mother: _____ Father: _____

Guardian (if other than
parents): _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email

Address: _____

Emergency Contact Other Than Those Attending Church
Services: _____

Emergency Contact Phone Number: _____

Who Typically Attends Services With Child: _____

I give my permission to RBC to use my child's name and/or photo on
material posted within the church. Yes ☐ No ☐

I have received a copy of the RBC Nursery Handbook. I give my permission
to RBC to care for my child during scheduled worship activities.

Parent's/Guardian's Signature: _____

Date: _____

**Redeemer Baptist Church
Nursery Registration Form
Page 2 of 2**

Child's

Name: _____

Date of

Birth: _____

Soothing Methods

Blanket _____ Pacifier _____ Toy _____ Game/Songs _____ Other: _____

When Child Is Crying He/She Can Be Soothed

By: _____

Snacks

Food Allergies: _____

Breast Fed _____ Bottle Fed _____

Usual Feeding Times: _____

Cheerios and/or Gold Fish: Are OK To Give _____ Do Not Give _____

Give Only Child's Own Snacks Provided By Parents _____

Concerns: _____

Sleeping

Sleeping Times: _____

Sleeping Position: _____

Likes To Be: Rocked _____ Put Down Awake _____

Walked _____ Other _____

Diapering

Diaper Size: _____

Use Diaper Rash Ointment/Cream: _____

Change Diaper Before End of Service _____ Do Not Change Diaper _____

Change Diaper Only If Soiled/Wet _____

Other Comments: _____

Special Needs/Medical Conditions

I give my permission to Redeemer Baptist Church to keep the information above in the nursery for the use of the RBC Nursery Volunteers. Yes ☐ No ☐

Parent's/Guardian's Signature: _____

Date: _____