

Nursery Policy

Proposed by Children & Youth Ministry Team 10/2014

Adopted by Church Council on 12/2014

Effective 1/2015



Purpose of Nursery Care: To provide a safe, secure and clean environment where parents are comfortable leaving their children while they worship and engage in Christian fellowship.

Listed below are the LCR Nursery's Guidelines, which are to be posted outside the nursery at all times. This document should serve as an appendix to the Child Safety Policies and Procedures. Extended notes for nursery staff are in **orange**.

Nursery Guidelines

Ages Allowed: 5 & Under

At 9:45 a.m. Children 2 and over are encouraged to attend Sunday School. Parent/Guardian should escort their child from nursery to Sunday School. Children in the nursery cannot be released to anyone other than the child's parent/guardian.

Staffing: 2 Certified, Professional Childcare Workers **should be present at all times, even if there are no children in your immediate care. If a worker is late or absent, the staff liaison should be notified immediately and no children should be admitted.**

Care Provided: The nursery is provided so that parents can participate freely in worship and other church events. All children and nursery staff are confined to the nursery space. Nursery staff will supervise free play and attend to the basic needs of children. **Nursery staff should be engaged with the children in their care at all times. This means limit personal cell phone use and conversations should be appropriate for "all ears".**

Check-In: All children must be checked in at every visit. All information on the form should be filled out in its entirety. Children should be left with any care items they might need (snack, blanket, change of clothes, diapers, sippy cup, etc.).

In the interest of the safety of our children and staff, sick children will not be admitted into the nursery. This means they should be fever free for at least 24 hours without medication and not have any active symptoms. We count on our parents to use their best judgment when checking a child into the nursery, but the nursery staff may decline to accept a child into their care if they feel the child's condition puts other children or staff at risk. **If a parent/guardian insists on leaving a child you do not feel is safe to have in the nursery, please contact your staff liaison immediately. Do not engage in arguments with parents/guardians, especially in front of children.**

Pagers: Every parent receives a pager at check-in. Please keep the pager on your person and not in a bag or purse. If a parent does not respond after two pages, the nursery staff will attempt to locate the parents. **Your initial attempt to locate parents should be done by contacting your staff liaison. If and only if you are unable to contact the staff liaison should one nursery staff person locate an usher in the sanctuary, notify them of who you are looking for, and return immediately to the nursery.**

Our childcare workers page parents when:

- Child shows symptoms of being sick
- Children are inconsolable for more than 15 minutes
- Child is critically injured
- A situation arises where the staff cannot care for or console child

Pick-Up: All children must be signed out by a parent or guardian. Children cannot be released to other relatives or siblings. Pagers should be returned. If you have any notes for the parents, this is the time to share those with them. If a child is injured, bumps their heads, is behaving out of character, or perhaps was exceptionally well behaved, it is appropriate to let the parent know at this time.

In case of Emergency: If at any time the safety of the nursery is compromised, nursery staff are instructed to evacuate children from nursery and notify their church staff liaison. They will also take the sign-in sheet with them, so it is important to write your contact information every time you leave your child!

Nursery staff are expected to stay up to date on the emergency procedures of LCR. A copy of these procedures is kept in the LCR Nursery Notebook. In the event of an emergency, first call 911 and then immediately contact your staff liaison. If you need additional adult assistance immediately, one nursery staff person may leave to notify an usher in the sanctuary and return immediately to the nursery.

Questions or Concerns? If you have a question or concern about the nursery policies or nursery staff, please contact the Church Office at 770.953.3193.