

# **FPFO Church Nursery Policy and Procedure**

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#### **Mission Statement:**

The purpose of the nursery is to provide a loving, nurturing, and safe environment for children and to allow parents to participate in worship with the knowledge that their children are well cared for.

The following policies are to ensure the safety of the children and outline expectations for nursery volunteers and parents of children participating in the nursery.

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## **Section 1: Nursery Coordinator**

1. The nursery coordinator must have a cleared background check, be approved by the Session, and be a communicant church member.
2. The coordinator is responsible for ensuring the nursery is properly staffed and running smoothly each Sunday.
3. The coordinator will assist with finding substitutes as needed.
4. The coordinator will ensure the nursery is ready to receive children. This includes making sure it is properly cleaned and stocked with necessities.
5. The coordinator will ensure incident reports are filled out correctly, promptly, and stored properly.
6. With the support of the Session, the coordinator is responsible for communicating with parents and volunteers when policies/procedures need to be followed correctly.

## **Section 2: Nursery Volunteers**

1. All nursery volunteers must be female, have a cleared background check, be approved by the Session, and be a communicant church member.
  - a. All current nursery volunteers are required to review the Child Protection Policy and the nursery policies and sign a document stating they have read and will comply with them.
  - b. All new, approved volunteers will undergo training provided by the nursery coordinator.
2. Volunteers must arrive at the nursery fifteen minutes before the worship service starts (10:30 a.m. and 5:45 p.m.).
3. Volunteers on the PM worship rotation are required to close the shades in the nursery room.
4. Two volunteers must be in the nursery at all times. Members of the same family cannot participate as volunteers together.
5. If a nursery volunteer is sick or unable to serve her rotation as a nursery volunteer for that Sunday, she is responsible for finding her replacement.
6. A ratio of volunteers to children will be one volunteer to 3.5 children at all times.
  - a. When there are more than seven children in the nursery, a designated female volunteer will be on call to assist.
  - b. Volunteers are required to notify the designated “volunteer on call” or coordinator when additional help is needed.
7. Volunteers must wear the lanyards provided to identify themselves.
8. The bottom of the Dutch door is to remain closed at all times, and the top is to remain open at all times. This is for the safety of the children and to keep unnecessary traffic down in and out of the nursery. Parents must either hand their child over the door or open it slightly (after the volunteers' approval) to let the child walk in alone.
  - a. When necessary, a parent can enter the nursery and put their child to sleep in the adjoining room.

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9. At drop-off, volunteers will ensure that parents sign their children in using the sign-in sheet, clip a tag to their child or the diaper bag if available, and take the matching tag. Parents will also take a pager matching their child's number.
  - a. Before taking their child from the nursery, a parent, guardian, or older sibling must return the tag and pager that match their child's numbered clip.
10. Volunteers will **not** use cell phones at any time unless in an emergency or contacting a parent regarding their child.
11. Volunteers will **not** take any pictures of children or post any information regarding them online.
12. No nursery volunteer may take a child out of the nursery room.
13. Volunteers shall **not** take children out of the nursery to use the restroom; children shall use the bathroom inside the nursery.
  - a. Volunteers must never be alone with a child in the bathroom with closed doors.
  - b. Volunteers shall keep children from entering while another child is using the bathroom.
14. Snacks are available to give to children. Volunteers shall look at the sign-in sheet to make sure that parents have given volunteers permission to feed their children and that the child has no allergies or food restrictions.
  - a. Volunteers are encouraged to distribute snacks at 11:15 a.m. for all children and refrain from distributing additional snacks after this time unless a parent makes a specific request. They are also encouraged to drink water during this time.
15. Volunteers shall change diapers using the diapers and wipes provided by the parents. If nothing is provided, the volunteers are to use the materials provided in the nursery.
  - a. Volunteers shall use gloves when changing diapers.
  - b. Volunteers shall wash their hands before changing and after disposing of diapers. They will dispose of the diapers in the designated trash can.
  - c. After each diaper change, volunteers shall clean the changing table pad with disinfectant.
  - d. Volunteers are to dispose of the diapers in the garbage can outside by the downstairs exit door.
16. Volunteers are **not** permitted to administer any **physical discipline**.
  - a. Volunteers shall verbally redirect children engaging in disruptive behaviors.
    - i. Verbal redirection shall be conveyed in a calm manner.
  - b. If disruptive behaviors escalate, parents shall be notified to intervene.
    - i. If a child is physically harming another, volunteers may use appropriate physical means to redirect the child(ren).
    - ii. Volunteers shall use the pager to contact the parent directly.
17. Volunteers are responsible for cleaning the nursery. Toys shall be picked up, surfaces sanitized, and the diaper trash can emptied.
18. Volunteers shall immediately notify parents when a child displays any sickness symptoms during their time in the nursery.

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- a. Symptoms of sickness include temperature above 100 degrees, vomiting, diarrhea, rash, green/dark yellow nasal discharge, etc.
19. Volunteers shall use the provided pagers to contact parents when necessary.
  - a. When volunteers cannot contact a parent with the pagers, they shall attempt contact via cell phone, and the nursery coordinator shall be contacted for assistance.
20. Volunteers who have been sick within 24 hours before their rotation may not work in the nursery.
  - a. Minor injuries shall be reported to the parent at pickup. Parents shall be contacted immediately in case of significant injuries and/or contact emergency services.
21. Volunteers shall fill out an incident report and provide it to the nursery coordinator when any injuries occur.

## **Section 3: Parents**

1. Children who have had a fever within 24 hours, have a rash, or have any other symptoms of sickness are not permitted in the nursery.
2. Only a parent or guardian is allowed to pick up their child. Older siblings 13 and over may pick up/drop off with a signed approval by the parent. This is for the protection of the child and to keep pick-up times as short as possible.
  - a. All individuals permitted to pick up the child will be listed on the sign-in sheet.
  - b. The tag and pager are to be taken at drop-off and returned to the nursery volunteer by whoever is picking up the child.
  - c. Parents must either hand their child over the door or open it slightly (after the volunteers' approval) to let the child walk in by themselves.
  - d. When necessary, a parent will be permitted to enter the nursery and put their child to sleep in the adjoining room.
3. Only the parents or designated pickup people can be near the Dutch doors.
  - a. Children and other relatives are not permitted to linger by the doors.
4. Children are allowed in the nursery from 4 months until their 4th birthday.
5. Parents are expected to label sippy cups, diaper bags, etc.
6. Children may bring in outside toys, but they must be returned to their parents at pick-up time.
7. The nursery does not permit nursery volunteers to dispense prescription drugs/pills/vitamins, or supplements.

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## Section 4: Nursery Evacuation/Emergency Procedure

Volunteers must understand and follow appropriate procedures in case of an emergency.

Evacuation: If there is a need to exit the building due to an emergency, nursery volunteers shall gather all the children and take them out of the building, exiting through the outside door closest to the nursery (beside the female bathroom). If this exit is blocked for any reason, please exit through the nearest open exit (beside the church office). There will be a map of the EXITS located in the room. Volunteers shall take children to the large stump in the field past the parking lot. If this location is blocked, the children shall be taken to the Fort Oglethorpe welcome center. (refer to the picture below) Volunteers must take the sign-in sheet to ensure all children are accounted for. Volunteers will not release children except to the designated person.

Lockdown: Volunteers will secure the room immediately if a lockdown is needed. All children shall be brought into the hallway connecting the main nursery room and the sleeping room. All doors must be closed and locked, and lights must be turned off. Children are to be kept as quiet as possible. No one besides the volunteers and children is permitted in the room. The doors shall not be opened until an elder or deacon assures the volunteers of safety.

**“But Jesus called them to him, saying, ‘Let the children come to me, and do not hinder them, for to such belongs the kingdom of God.’”**

**Luke 18:16**

## Section 5: AGREEMENT

I have read and understood the FPFO Church Nursery Policy and Procedure document and agree to its policies and procedures.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date \_\_\_\_\_