



STONY POINT CHURCH



SPC NURSERY HANDBOOK

“By this all men will know that you are my disciples, if you have love for one another.” (John 13:35)

In following Jesus’ teaching, the Stony Point Church Nursery Ministry provides safe, secure, and loving care to infants and toddlers so their parents are free to participate in worship, discipleship, and fellowship. We love the children by meeting their needs and protecting them from harm. We love parents by caring for their children in a manner worthy of their complete trust.

JOB DESCRIPTIONS

STAFFING DIRECTOR

Responsible for 1) recruiting, scheduling and training Coordinators, 2) recruiting and scheduling Caregivers for regular nursery shifts, 3) distributing nursery information to Coordinators, Caregivers and parents, and 4) record keeping.

FACILITY DIRECTOR

Responsible for 1) cleaning and maintaining the nursery facilities, fixtures, equipment and toys and 2) keeping the nursery stocked with supplies. Both Directors work together to establish and promote the Nursery Ministry Team Mission, Policies and Procedures.

NURSERY TEAM COORDINATORS

Responsible for leading her team of 12 to 14 nursery Caregivers on Sunday morning once every seven weeks. The church office will send out postcard reminders two weeks prior to the team's scheduled Sunday. Coordinators are encouraged (not required) to contact their team the week before, either by email or phone call. The coordinator also:

1. Oversees the operation of the nursery for both services and the Sunday school hour, ensuring that our Mission is accomplished and that policies and procedures are followed.
2. Assigns children and Caregivers to nursery rooms.
3. Oversees the registration and reception of children in the nursery, and greets parents and their children.
4. Oversees the pickup of children from the nursery.
5. Advises, supports and encourages the Caregivers on her team in nursery set up, childcare, and clean up.
6. Launders crib linens and blankets used during the morning.
7. Assists the Directors with recruiting Caregivers and suggests creative ways to improve the performance of the nursery ministry team to the Directors.

CARE-GIVERS

Scheduled to work with a nursery team under the leadership of a Coordinator once every seven weeks. He/She will serve during the 8:30 worship service, Sunday school hour or 11:00 worship service. The Caregiver also:

1. Provides safe, secure, and loving care to the infants and toddlers.
2. Holds, rocks, sings to, plays with, reads to, changes, feeds, comforts, giggles with, guides, and listens to children.
3. Takes children to the bathroom.
4. Sets up, cleans up, and takes out the trash.
5. Responsive to his/her Coordinator and serves with a cheerful heart and a smile.

SAFETY & SANITATION

The nursery must be kept neat, clean, and sanitary. Before the first shift, the Coordinator and Caregivers will ensure that everything is in its place, all trash is discarded, and cribs have fresh sheets and blankets. After the last shift, everything will be put back in its place, trash and dirty diapers taken to the dumpster, swings and changing tables disinfected, "dirty toys" washed, and used sheets/blankets removed from cribs (a "dirty toy" is one that a child has gotten bodily fluids on).

1. Caregivers will let the parent know when a child has a fever or otherwise seem too sick to be in the nursery and advise them of the nursery's Well-Child policy for accepting children that are

healthy and not putting other children at risk of getting sick. The policy is posted outside the nursery doors and in the Parents Guide to the SPC Nursery (copies available in the lobby). If a Caregiver thinks a child is sick after the parent has left, they should consult with the Coordinator. The Coordinator will use their wisdom and discretion about the child's health, and if necessary, locate the parent and let them know about the nursery's Well-Child policy.

2. Caregivers will wash and sanitize their hands before each shift, after each diaper change, and after wiping the noses and mouths of the children in their care.
3. Caregivers will place all "dirty toys" in the Dirty Toy Bucket (in the bathroom) after a child has played with it.
4. Caregivers will prevent the children from playing with broken or dangerous toys. They will either discard or place the toys in the Broken Toy Bucket (in the bathroom) for repair or replacement.
5. Caregivers will watch for and remove all small objects that can be put into the mouth and cause choking or suffocation. Any repair needed to the nursery (i.e. chipped paint, loose fixtures) should be reported to the nursery directors.
6. Caregivers will store all cleaning supplies and plastic bags out of reach of the children.
7. Caregivers will loop all loose mini-blind cords, ropes and strings out of reach of children. They will never put a rope, string, or ribbon around a child's neck.
8. Caregivers will play gently and safely. They will never roughhouse or horseplay, or otherwise risk danger to the children.
9. Caregivers will never leave a child alone on a changing table or counter. They will always remain with and hold these children securely to prevent falls. They will never allow children to climb on chairs, table, doors, or counters.

SECURITY

Caregivers will protect the infants and toddlers in our care from every threat.

1. Parents will always sign their children into the nursery. Parents will take a numbered tag, write the number and child's name on a label, and place the label on the child's back. Caregivers will receive the child and/or diaper bag and place the diaper bag on a hook. Caregivers will also write the name of the child next to the corresponding hook letter on the white board above the hooks. Children will be released only to parents or siblings who return with the tag unless the Caregiver knows the non-parent returning with the tag. Caregivers will not release a child to someone they don't know unless they have the child's matching numbered tag. A special exception is made when a parent asks that their child be escorted by a Caregiver to a Sunday school class. Parents or Caregivers will label sippy cups to avoid confusion.
2. Child Drop Off & Pick Up – Parents of infants may enter the infant nursery with their infants to drop them off or pick them up. (One parent per infant, please – spouses and siblings should remain in the hallway. Light traffic makes for happy, healthy, secure babies.) Parents of toddlers should remain in the hallway when they drop off and pick up their toddlers from the toddler nursery. The Caregivers will receive and return toddlers at the door. Parents who wish to be informed in the event that their children become excessively unhappy, should make a note to the Caregivers when they sign their children in. After parents have dropped their children off, they should stay out of sight unless they intend to pick their children up. When children see their parents, they often become distressed.
3. Caregivers will never leave a child unattended in the nursery.
4. When Caregivers take a child to the nursery bathroom, they will stand at the open restroom door unless the child needs assistance. The door will remain ajar.

5. If children require their parents, Caregivers will locate the parent and bring him or her to the child, not bring the child to the parent. (Discretion is permitted here, as determined by the parent's wishes and the Coordinator's wisdom).
6. After the last shift, Caregivers will close the window blinds and loop the blind cords out of reach of children. This is for security purposes.
7. Caregivers will discourage "visitors" (siblings, friends, etc.) in the nursery. Only infants, toddlers, Caregivers and, when needed, parents should be in the nursery.
8. Caregivers will always see to it that every child's basic needs for food, warmth, comfort, sleep, a clean diaper, cuddling, smiles, friendly speech, and play are met. They will refer to the "Child Development Tips" chart for help in knowing how to meet other typical needs of the children in their care and increase their sense of security.
9. All adult Caregivers will complete SPC Volunteer Application & Participation Agreement forms and submit to a Child Protective Services and/or State Police Criminal History/Sex offender records search and screening.
10. In the event of an emergency evacuation of the church building, the Nursery Ministry Team will carry, escort, and transport (using a reinforced crib on wheels) the children outside, across McRae Road, and to the Bon Air Elementary School parking lot. The Deacons of the Month will assist the Nursery Team in their evacuation. Parents should NOT come to the nursery to pick up their children. They should meet them, as soon as possible, at the Bon Air Elementary School parking lot. Caregivers will stay with the children until all parents arrive.

LOVE & TRUST

Caregivers will do everything they can to earn and keep the trust of the teams and the families they serve.

1. Caregivers will be there. If they cannot serve with their team, they will switch with someone on another team. They will inform their Coordinator and the church office about the switch as soon as possible. Adults will switch with adults. Teens will switch with teens.
2. Caregivers will be on time. Coordinators and Caregivers will try to be in the nursery at 8:15 for the 8:30 worship shift, at 9:30 for the Sunday school shift, and 10:45 for the 11:00 worship shift.
3. Caregivers will listen respectfully and follow the instructions of parents (especially concerning foods and medical situations). When parents request things that Caregivers cannot do or are uncomfortable with, Caregivers will direct them to speak to the Coordinator. Caregivers give the primary care. The Coordinator will help the Caregivers do their job by coaching and prompting them. Caregivers should appreciate this guidance. Caregivers will check diapers at least once per hour and change when necessary. They will change diapers that need immediate attention as soon as possible to avoid further mess and discomfort for the child. They will try to send every child home in a clean dry diaper.
4. Infants will receive only food and bottles brought in their diaper bags. Caregivers will feed and bottle infants as necessary or according to parental instructions. Toddlers may receive a snack of goldfish and water at some point during each shift. Children who cannot have goldfish because of food allergies will not be given a snack unless a snack is provided by the child's parent. Caregivers will write food allergy notices on the white board in the toddler nursery.

WELL-CHILD POLICY

Healthy children are always welcome in the nursery. But when, in the last 24 hours, your child has...

- Had a fever
- Vomited
- Experienced diarrhea, and/or
- Developed a serious, undiagnosed skin rash

...then, for the health of our caregivers and all the other children, your child should not be in the nursery. If your child seems to become ill while he is in our care, we will call or come get you ASAP.