



Nursery Policies and Procedures Guide Hope of Christ Church

At Hope of Christ Presbyterian Church, we celebrate each child as a gift from God. Our prayer is that the nursery volunteers at Hope of Christ would come along side of parents to play an essential and influential role in making God's love real to these little ones. The goal of the nursery is to meet the physical, emotional, and spiritual needs of the youngest in our congregation and those visiting Hope of Christ, in such a way that they will feel loved and valued. A child is never too young to learn about Jesus and His love. We are committed to effective ministry with children, nurturing them, and serving their parents.

Children's Ministry Vision Statement:

We desire to encourage children to know their creator God and their need of redemption through the gospel of Jesus Christ. We work toward this goal by immersing them in Scripture and teaching them how to pray, worship, and learn to love their neighbors as they grow in their understanding of God's grace. We also encourage and support families through discipleship and offering practical support as they seek to instruct their children in the precepts of the Holy Scriptures.

Our nursery ministry is two-fold:

1. It enables parents to participate in church services and Sunday School freely.
2. It exposes even the youngest babies to loving attitudes, actions, and a Christian atmosphere, which begins to form their spiritual development. You are not simply providing childcare. You have an incredible opportunity to share God with our smallest covenant children.

The nursery policies have been set for the following reasons:

1. Ensure the safety and well-being of the babies and toddlers.
2. Aid in the consistency and expectations for babies, parents, and workers.
3. Promote clear communication that aids parents and nursery workers.

Policies:

Allergies:

1. Please make sure you are aware of any allergies that the children may have.
2. The allergy information should be listed on each child's label on their bag.
3. Parents are asked to also make workers aware of any possible allergies.

Bathroom:

1. Please do not take children out of the nursery to use the restroom; have them use the bathroom inside the nursery.
2. Per our Hope of Christ Child Safety Policy, a worker or helper must never be alone with a child in the bathroom with the door closed.
3. Please keep children from playing in the bathroom or entering while another child is using the restroom.



Nursery Policies and Procedures Guide

Hope of Christ Church

Catechisms:

1. While interacting with the children, take the opportunity to review the first 3 catechisms.

Question:	Who made you?	God
Question:	What else did God make?	God made all things
Question:	Why did God make you and all things?	For His own glory

Check-In:

1. Please be very engaging. Go up to where the parent is checking in their child.
2. Please have parents stay in the area outside the gate while checking in their child.
3. Please have parents sign in their child on the sign-in/out sheet.
4. Please have parents fill out a label and attach it to the child's back and his/her bag.
5. Please have visitors fill out a Nursery Information Sheet for child(ren).
6. Please have the parent take the parent portion of the sign in label. They will need to give this to you so you can match the number with the number on the child's label when they pick up their child.
7. Diaper bags should be hung on the wall hooks.

Check Out:

1. Please have parents stay in the area outside the gate while signing out their child.
2. Please collect the parent portion of the sign in label and match the number with the number on child's label.
3. If parent doesn't have their label, before releasing the child, please get Nursery Coordinator or Children's Ministry Director so parent's identification can be checked.
4. Children may be released to siblings – but ONLY high schoolers and older that have the parent's sticker.
5. Please attach the parent's sticker to the bottom of the sign in/out sheet.
6. Please have parent sign child out on the sign-in/out sheet. If child is staying for Sunday School, simply write transfer on sign in/out sheet. Please do the same on the Sunday School sign in/out sheet

Cleaning:

1. It is our desire to have a clean and safe nursery environment for our children.
2. Please use the vacuum in our nursery closet to vacuum up any snack items on the floor.
3. Please use the cleaning spray provided to spray and wipe down the toys that the children were playing with.
4. Please be especially mindful of toys that children put in their mouths and make sure they are thoroughly cleaned.
5. Please make sure the table and changing table are wiped down.

Food/Snack:

1. We provide animal crackers and water for snacks.



Nursery Policies and Procedures Guide Hope of Christ Church

2. Before passing out snacks, please look at each child's label to make sure there are no allergies.
3. Please have children clean up the toys they have been playing with and sit down at the table for their snack.
4. Please sing the Doxology with the children before they begin eating.
5. Snack time is a wonderful time to sit and talk with the children, read a Bible story to the children, and review the first 3 catechism questions. There are resources on the bookshelf in the nursery.
6. We do not feed infants (anyone under 12 months old) unless specified by their parent.
7. If an infant needs to be fed, only adult workers may do so.

Diaper Changing:

1. Each child's diaper should be checked/changed during each service.
2. Use the diaper and wipes provided by the parent. If a diaper and wipes are not provided, we have some in our closet. Each different size of diaper is in a different colored container in the closet.
3. There are gloves on the changing table to be worn while changing diapers.
4. Never leave a child unattended on the changing table.
5. Clean the changing table after each diaper change.
6. Wash your hands when you have finished.
7. Check with children in the potty-training process to see if they need to use the restroom.

Discipline:

1. Make sure children know expectations for behaviors. Intervene when needed to prevent behavior from escalating.
2. Sharing is something that needs to be taught, particularly at the age of our nursery children. Stay engaged with the children and what they are doing so you can easily intervene when needed.
3. Provide immediate and consistent responses to negative behavior: tell the child specifically what he/she is doing that is not acceptable, and state what the expected behavior is (e.g., "We do not throw blocks. We use blocks for building.") If this is not effective, the child should be redirected to another activity.
4. NO PHYSICAL PUNISHMENT IS ALLOWED
5. If disruptive behavior continues, the Nursery Coordinator or Children Ministry Director should be notified. Anything beyond verbal correction must be handled by them. They will discuss the incident with the parent(s) involved.

Health:

1. Please don't work if you are sick. (24 hours with no visible signs of illness)
2. If a child in the nursery is exhibiting symptoms that could be contagious, please get the parents so he/she can either keep the sick child with them or take the child home.
3. In order to provide a safe, healthy nursery for all our children, children may not be in the nursery if they exhibit any of the following symptoms:
 - a fever currently or within the last 24 hours (must be 24 hr. fever free without medication)



Nursery Policies and Procedures Guide Hope of Christ Church

- an unidentified rash
 - an irritating cough that has persisted more than 48 hours
 - colored nasal discharge
 - any symptom that they usually stay home from school with
 - lethargic behavior (you know when the child isn't feeling well)
 - diarrhea or vomiting within the last 24 hours
 - head lice, pinkeye, ringworm, impetigo, or any other condition that is highly contagious
4. We understand that this can be inconvenient, but we are trying to look out for the health of the children and families of Hope of Christ.

Injury Procedures:

1. In case of a minor injury, a first aid kit is available in our nursery closet.
2. Always remember to tell the parent when they pick up their child if ANY injury occurs.
3. If medical assistance is needed, get the parent and nursery coordinator or Children's Ministry Director.
4. If the situation is life threatening, call 911 first and then get parent, Nursery Coordinator, and Children's Ministry Director.
5. Please fill out Hope of Christ Injury Report for a serious injury of any kind.

Lanyards:

1. Each nursery worker needs to wear the lanyard provided to identify themselves as a nursery worker while serving.
2. Please put your lanyard back in the closet after serving

Nursery Availability:

1. Children (0-3 yr. old) are only to be in the nursery, under the direct care of the scheduled nursery workers, during the worship service and Sunday School. If the nursery will be open for other church events, information will be provided in advance.
2. The nursery is generally open but not staffed for the Christmas Eve, Tenebrae, and Good Friday Services.
3. The other nursery room is available to be used as a nursing moms' room. It contains two rocking chairs, two changing tables, and a pack n play. Moms using this room will be able to watch the church service streamed on the television.

Parent Help:

1. Have spare diapers and wipes in your diaper bag
2. Have a pair of spare clothes in your diaper bag – even for potty trained children (accidents do happen)
3. Please discourage bringing toys from home into the nursery. We understand that "lovies" are sometimes needed.
4. Do not go through the nursery gate when picking up or dropping off your child unless a worker asks/needs you to. It can sometimes make these transition times harder for your child and other children.



Nursery Policies and Procedures Guide

Hope of Christ Church

Schedule:

1. This is the basic schedule:

- 8:45 – Arrive and prepare to greet children and their parents
- Arrival – Greet children, by name when you know it.
Have parents fill out child sticker and sign in. Get any special instructions.
Engage and begin playing with the children. This will help the children transition.
- 9:30 – Have children clean up toys to prepare for snack. There are pictures on the tubs so children can match toys to their appropriate containers.
- Snack – Children need to sit at the table while eating their snacks.
Sing the Doxology before passing out snack.
While children are eating their snack, read a Bible story and/or practice catechism questions.
- After snack – Get toys for younger children.
Older children may do any activity at the table with one of the workers.
- When you hearing singing – Have children pick up toys.
Please wipe down toys that were in children's mouths.
- Please collect the parent's sticker before releasing their child(ren).
- If there is no Sunday School following the service, please take a few minutes to:
 1. Wipe down the table
 2. Wipe down the changing table
 3. Empty the trash
 4. Wipe down/spray the toys that children played with
 5. Pick up the floor mats in 2's and stack on top of the white bookshelf.

Separation Anxiety:

1. We are mindful of children's personalities and that some children need to be played with and engaged in order to help distract from being separated from parents. If a child continues to be inconsolable, (i.e. crying for 10-15 minutes) we will text the parent or come and get you.
2. You can always look in through the window in the door to see how your child is doing because your child cannot see you.

Sunday School Workers:

1. Please assist the 2's & 3's Sunday School teacher.
2. Please take a few minutes to:
 - Wipe down the table
 - Wipe down the changing table
 - Empty the trash – make sure it is taken to dumpster
 - Wipe down/spray the toys that children played with
 - Pick up the floor mats in 2's and stack on top of the white bookshelf.



Nursery Policies and Procedures Guide Hope of Christ Church

Toys:

1. Please DO NOT get toys out of the closet labeled New Life. Only use items in closet labeled Hope of Christ.
2. Not all toys are geared for all the children. Please make sure the toys geared for our younger children are kept for them to play with.
3. Please DO NOT take the toy system out of the closet or leave the closet door open. Take out a few containers with toys for the children to play with.
4. Please DO NOT get out ALL the toys at one time. Please rotate the toys that are played with.
5. Children need to be taught how to share. Workers need to be active participants in this process. Please help children ask to play with the toy that they want. Help facilitate the children taking turns.
6. Puzzles with a lot of pieces need to be played with while sitting at the table. Let children play with one puzzle at a time and not dump all the pieces of all the puzzles. This will help so that we don't lose pieces. There are big knob puzzles that younger children can play with on the floor.
7. There are activities (i.e., playdough, crayons, kinetic sand) for the older children on the shelf in the closet. Please ONLY let the children use these while sitting at the table during the time after snack. Please make sure that children that are still putting items in their mouths do not play with these items.
8. Please keep out any toys that are broken.

Workers:

1. All nursery workers are members at Hope of Christ.
2. All nursery workers have passed a background check and safety training through Hope of Christ.
3. Young people serving are at least 12 years old to serve as a worker and serve under the supervision of his/her parent.
4. Two workers are required to be in the nursery at all times.