



Nursery Worker Responsibilities Hope of Christ Church

We are so grateful to have you partner with us as we nurture and teach the youngest of our covenant children. This document is intended to help you serve joyfully and confidently by knowing what to expect and what is expected of you during your time serving in the nursery. Therefore, we ask that you read this document and the nursery policies and procedures and apply these things as you care for the children in the nursery.

We ask those who serve in our nursery to commit to:

- Arrive on time – 15 minutes before the start of the worship service – and communicate with the Nursery Coordinator if you will not make it on time.
- If you are unable to serve when you are scheduled, please find a substitute and communicate the change to Nursery Coordinator.
- Follow guidelines and procedures for the Nursery.
- Have new parents fill out Nursery Information Sheet.
- Greet parents and children as they arrive.
- Please wear the lanyard provided to help parents know you are a scheduled worker.
- Provide a warm, loving environment and safe, responsible care for the children.
- Monitor and engage children as they play.
- Encourage children to respect others, themselves, and their environment.
- Make sure children know expectations for behaviors. Intervene when needed to prevent behavior from escalating and stay engaged with the children and what they are doing
- 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. **NO PHYSICAL PUNISHMENT IS ALLOWED.**
- 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.
- Check and change diapers. Check with children in the potty-training process to see if they need to use the restroom. Gloves are provided for you to wear. Please wash hands when finished.
- Do not administer medication of any kind to children in the nursery.
- Notify parents and Nursery Coordinator of any injuries that occur while child is in the nursery. Fill out an injury form, if needed.
- Follow the Nursery Sign In and Out procedures. Do not release a child without first receiving the parent sticker. Children may be released to high school siblings that have the parent sticker.
- Refrain from using cell phones and other devices except when needed to contact parents or call 911. Phones should be on vibrate/silent.
- Follow toy cleaning procedures.
- Attend Children’s Ministry Training sessions.