

# **Lindenwald United Methodist Church**

## **Nursery Guidelines**

### **WELCOME**

Thank you for your desire and commitment to minister to children and their parents. You are significant to this ministry and your faithfulness is important to its operation. You have a very important job in our church - you are helping lay a firm foundation of faith in the lives of the babies and toddlers you will be caring for as you hold, cuddle, change, feed, talk to, and play with them. In a very real sense, you, along with their parents, are their first picture of Jesus and his love for them. Your faithfulness is vital for the nursery to run smoothly and to bring honor to God. Feel free to give input by questions, communicating problems, offering suggestions, and/or comments.

### **POLICY**

Lindenwald United Methodist Church provides these guidelines to give children the best possible care. It is our desire to protect the health and safety of our workers as well as all who enter our doors. All workers are asked to follow these guidelines.

### **SICK CHILD POLICY**

**The sick child policy states that no child who has had a fever of 100.0 or higher, vomiting, a generalized body rash, diarrhea, or eye-drainage (pink eye), or any signs of possible severe illness within the past 24 hours will be permitted to stay in the nursery. Sick children whose fevers or symptoms have been reduced with medication will not be permitted to stay in the nursery. Children should be symptom free (without medication) for 24 hours before returning to the nursery.**

**This nursery does not dispense medication of any kind.**

### **ADMITTING CHILDREN**

\* Arrive in the nursery 15 minutes (or earlier if expecting a larger crowd for special services or events) before the start of the service to get instructions and receive children from parents. Be prepared to help with newcomers, especially visitors.

\* Greet parents warmly. (Parents desire attitudes of caring and love.) Introduce yourself to visitors.

\* Upon entering the nursery area, parents should sign their child into the logbook. Volunteers should review the logbook to ensure it's completed properly. This includes a cell phone number that can be contacted during service if an emergency arises.

- \* Place bag and belongings on the hooks beside the door due to risk to infant safety.

### **EMERGENCY SITUATIONS**

Contact parents if infants/toddlers are crying excessively or inconsolably or become ill while they are in your care. Parents are sensitive to the emotions of their children. They should not come and find their child hot, sweaty, and exhausted from crying.

### **FEEDING**

Bottles- Infants will be fed according to parental instructions and/or when demanded by infant hunger. Extreme care must be taken when "heating" an infant's bottle. Holding the bottle under running warm water or setting the bottle in a container of warm water is usually all that is necessary. An infant must be held during a feeding. Children should not be permitted to crawl or walk around with their bottle. Never "prop" a bottle for feeding.

Breastfed Infants- Welcome nursing mothers to feed their babies with as much privacy and respect as possible.

Snacks and Small Beverages- These will be provided by parents only to avoid any problems that might occur do to food allergies. Have the child be seated and not walk around with sippy-cups or snacks to avoid choking or injury.

### **DIAPER CHANGING**

- \* Parents should provide and bring to the nursery everything that the child might need during their time in the nursery (disposable diapers, wipes, bottles, etc.) There will be extra diapers and wipes, but these are for emergency use only.
- \* Parents are requested to use only disposable diapers during the time that their child is in the nursery.
- \* Gloves will be worn with every diaper change.
- \* Children shall never be left unattended while on the changing table.
- \* Diapers should be checked and or changed before expected pick up time.
- \* If a diaper care product is needed, be sure to use it according to the parent's instructions.
- \* Dispose of diapers after each service in the dumpster outside.
- \* Disinfect the diaper changing station after each use with provided cleaning products and wash your hands after every diaper change.

### **TOYS**

- \* Please check for toys that are dirty or broken before children play with them. Clean dirty toys and throw away broken toys.
- \* Leave "personal" toys in diaper bags.
- \* Unwashable stuffed animals are not permitted in the nursery.
- \* Small toys that an infant could swallow or broken toys are to be removed from the nursery.
- \* Toys are not allowed in diapering area.

## **SAFETY**

- \* **No child should be left alone in the nursery at ANY time.**
- \* To ensure that all children are kept in the nursery the bottom door will be closed at all times except when parents are dropping off or picking up children.

## **DISMISSAL**

- \* Children will be released only to their parents, not a sibling
- \* Children will be released only to the parents unless written permission is given by the parents. This person must be at least 18 years old.
- \* Have child's bag, coats, etc. ready for parents.
- \* Share with the parents any important information, concerns, and joys about their child.

## **CLEANING**

- \* If a child has placed a toy in their mouth, wipe it off with a sanitizing wipe before putting it away.
- \* Disinfect the diaper changing area and wipe down any dirty toys with disinfectant.
- \* Pick up and put away toys that were taken out during nursery time.
- \* Equipment is to never be used outside the nursery.
- \* Extreme precautions (such as personal protective equipment) should be taken with the handling of blood, urine, and feces.
- \* All diapers and trash contaminated with spills of blood, urine, and feces shall be placed in trash cans which are lined with disposable plastic liners, covered, and placed out of reach of the children.
- \* Turn lights out.
- \* Shut door.
- \* Take trash down to dumpster.
- \* Be sure to always leave the nursery like you wish to find it.

## **CONTROLLING COMMUNICABLE DISEASES**

Everyone is potentially infectious and following proper precautionary procedures provides protection for the nursery workers and the children. Hand washing and gloving are the most important components as well as cleaning, disinfecting, and proper disposal of soiled items.

- \* Caregivers shall be advised to wash hands upon arrival and after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g. a cut or bloody nose), after using the toilet, after contact with their own nasal secretions.
- \* Caregivers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose, and before eating.
- \* Wear gloves when in contact with body fluids (nosebleeds, cuts, etc.) and wiping up body fluids (vomit, diarrhea, mucus).

### **OLDER CHILDREN**

Children of all ages are a joy. But to keep the nursery a safe environment for infants and young toddlers, children that are older than three years old (unless they are not yet potty-trained) need to attend their own age appropriate children's ministry service.

### **WHAT IF I CAN'T MAKE IT?**

If you cannot be at the nursery during your scheduled service, please contact one of the other volunteers on the schedule and arrange a swap with another volunteer. Please contact Stacy (740) 475-7003 if you swap with another volunteer so the bulletin can list the correct names each Sunday. If a swap is unable to be made, contact Stacy and she will assist you in finding a substitute.

Absence- Notify Stacy as early as possible of an absence so a replacement can be recruited. Unplanned absences such as emergencies and sickness are understandable but also require that Stacy be notified quickly so a substitute can be found.

### **WHAT IF THERE ARE NO CHILDREN IN THE NURSERY?**

Wait in the nursery until after the children have been dismissed after Children's time. If there are still no children in the nursery at that time, leave a note stating you are in the sanctuary or fellowship hall. Please feel free to go to the service, but sit in the back row and let the ushers know that you are the nursery volunteer for that service. If there are any late arrivals, you will be able to be found and return to the nursery.