

## **Midtown Church Nursery: Policies and Procedures**

*The following guidelines will help to provide a safe and comfortable environment for our children, their parents, and the nursery workers.*

### **Volunteer Assignments**

- To ensure the safety and protection of both our volunteers and our children, there must be two or more adults in the room at all times. This applies even when the Nursery has only one child in attendance.
- Should you not be able to fulfill your obligation to serve on the particular Sunday that you are scheduled, be sure to find a substitute. **Please be on time and remain in the Nursery for the duration of the worship service.**

### **Upon Arrival**

#### *Greeting Children and Their Parents*

- Make a point to greet families as they arrive. Assist them in filling out a tag for each child and their belongings. Your efforts to engage the child in play and to keep the children already in the nursery calm and content will be helpful.

### **While You Are There**

#### *General Health & Safety*

- Please familiarize yourself with the morning schedule, the names of the children, and any special notes parents may have written.
- **Keep all children inside the Nursery.** With the exception of the child's parent(s) and/or a matching label number, no one is to remove the child from the nursery.  
\*\* If a child is inconsolable for more than ten minutes, the parent should be contacted by cell phone.

#### *Snack Time*

- **Check the child's name label** to make certain a child is authorized by his or her parents to have animal crackers or goldfish as a snack. Help each child cleanse their hands with the sanitizer provided.
- **Be sure that all children remain seated** while eating.
- Do not allow children to have snacks that were sent for other children. Keep an eye out for children that may pick up other children's cups and keep them out of reach while not being used. (cups should all be labeled with names)

#### *Diaper Changes*

- **Wash your hands** both before and after a diaper change, for your health as well as that of the children. After changing a diaper, be sure to **disinfect the changing pad** with the spray bottle and dry the pad with a paper towel. If a diaper is soiled, please use a plastic bag for disposal. Please indicate on the

child's name tag when you change a diaper.

### *Getting in Touch With Parents*

- Should a child be crying and **inconsolable for more than ten minutes**, it is best to contact the parent by phone or text.
- While we want to come alongside parents in providing loving discipline, it is important to recognize that corporal punishment (**spanking**) is **not allowed** in the Nursery context, or any context under the jurisdiction of Midtown Church. If a behavioral problem gets out of hand, please do not hesitate to notify a parent.
- If a child should sustain an **injury**, even a minor one, that you feel requires medical attention please notify the parent immediately.

### *Emergency Situations*

- If there should be a need to evacuate the building, follow the route indicated on the Emergency Plan posted in the Nursery. Please be sure that the same number of children and volunteers in attendance that day have been accounted for.
- Familiarize yourself with the Infant/Child First Aid and CPR instructions located in the supply box.

### **After Worship**

- Be certain that you are **only releasing children to their parents** with the matching label number. Do not release a child to someone who says, for example, "I'm so-and-so's grandparent visiting this week, and I'm here to pick up so-and-so." Even if this is a true statement, we need to exercise the utmost caution in who is allowed to pick up children.
  - At least two adult volunteers need to remain in the Infant Nursery until all parents have arrived to pick up their children.
  - Your help in getting the nursery toys and supplies packed up is crucial!
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### **Midtown Church Children's Worship**

Two classes (**3 yrs old - K**, and **1st-3rd**) will be held each Sunday. The safety principles outlined above apply. These classes will not begin until the children are dismissed from the service (about 10:50). A detailed routine is outlined for each class. If you are scheduled to assist in either of these classes, please allow yourself time to look over the materials/ schedule **before** the children are dismissed. You will need to get the sign-in clipboard and be ready at the back of the worship service to escort the children to class.