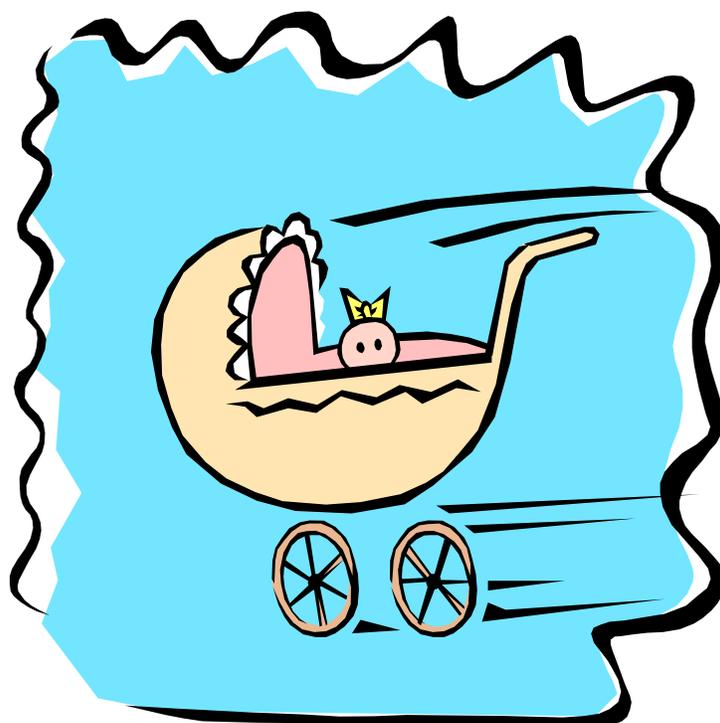


Crozet United Methodist Church Nursery Handbook



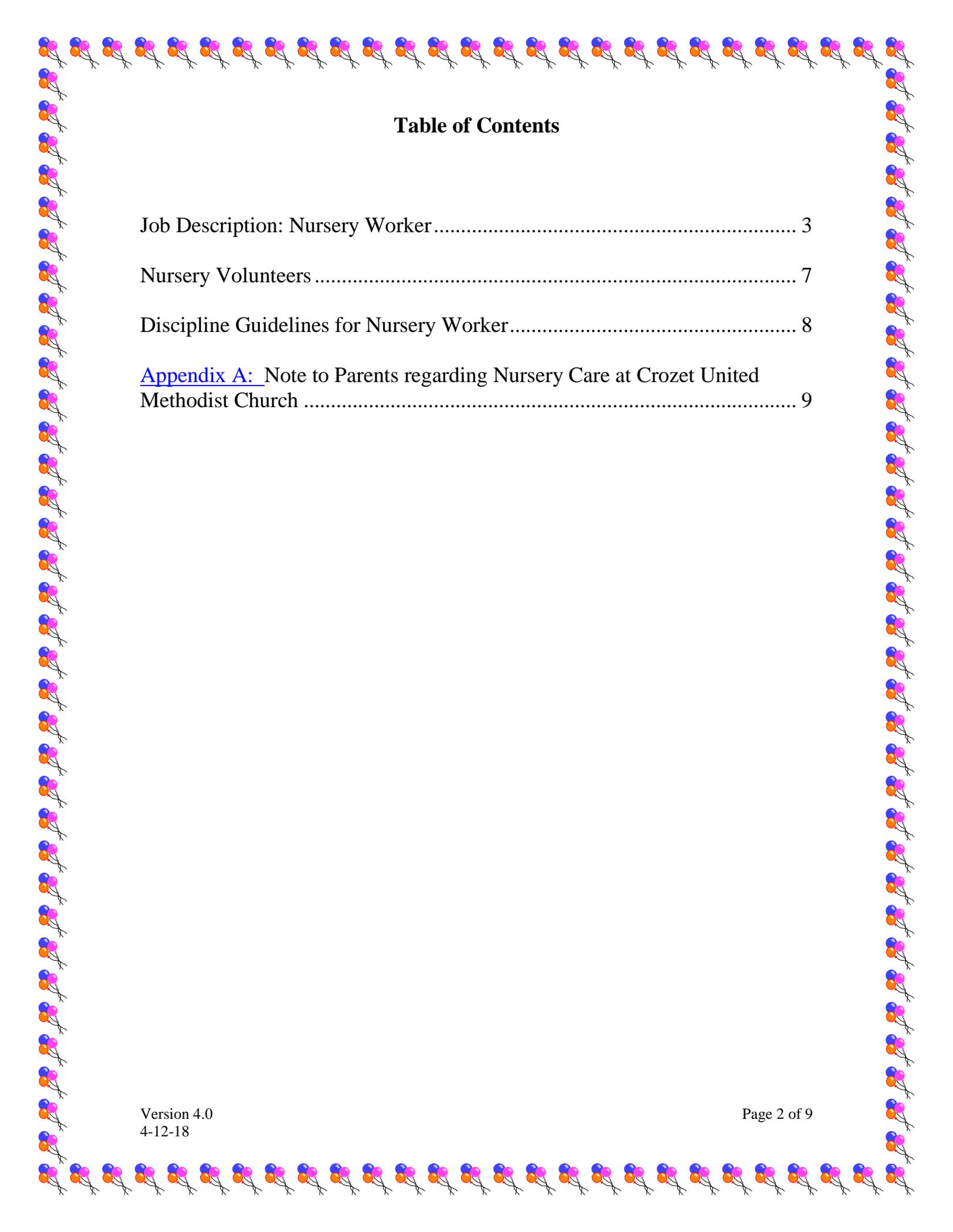
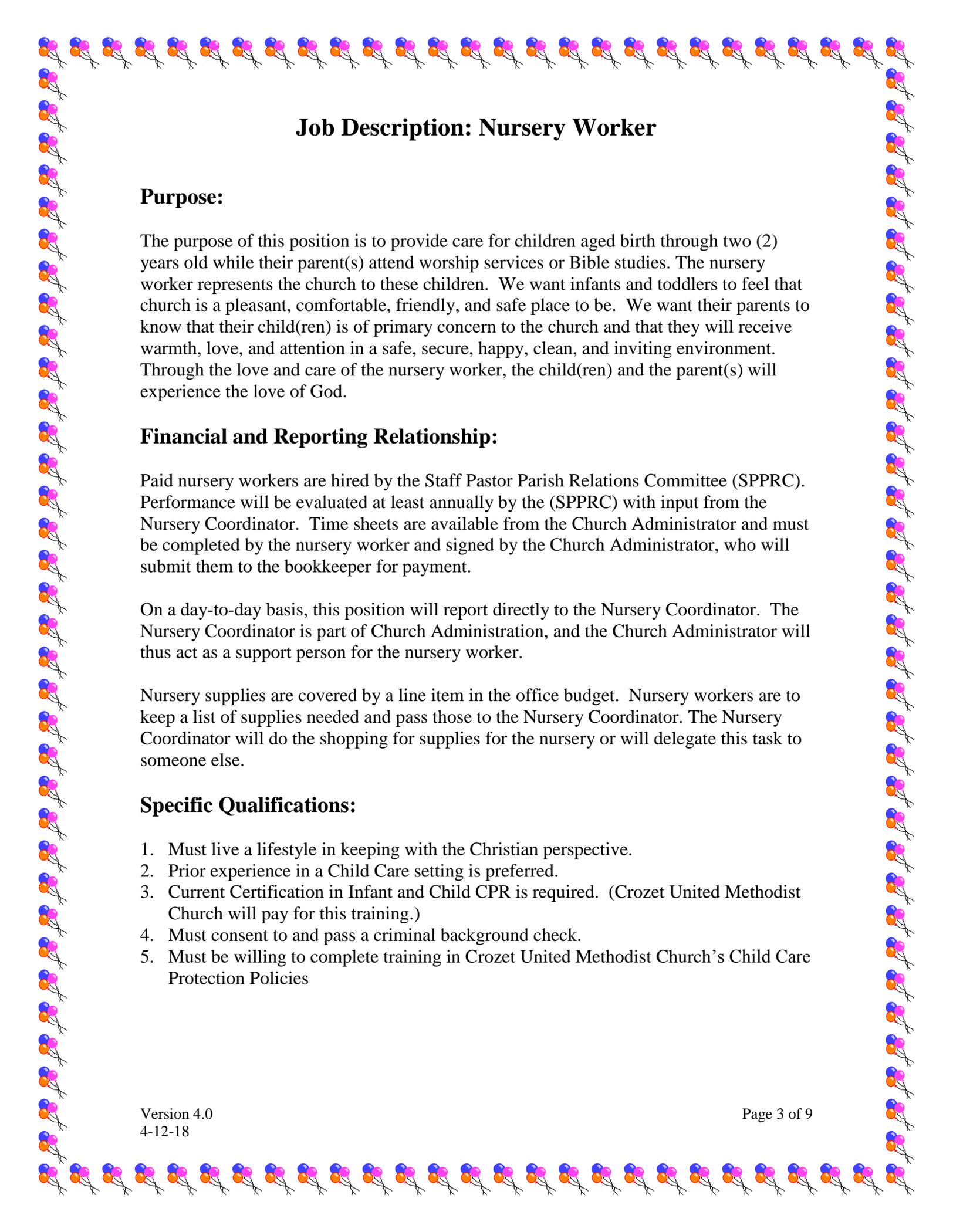


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Job Description: Nursery Worker

Purpose:

The purpose of this position is to provide care for children aged birth through two (2) years old while their parent(s) attend worship services or Bible studies. The nursery worker represents the church to these children. We want infants and toddlers to feel that church is a pleasant, comfortable, friendly, and safe place to be. We want their parents to know that their child(ren) is of primary concern to the church and that they will receive warmth, love, and attention in a safe, secure, happy, clean, and inviting environment. Through the love and care of the nursery worker, the child(ren) and the parent(s) will experience the love of God.

Financial and Reporting Relationship:

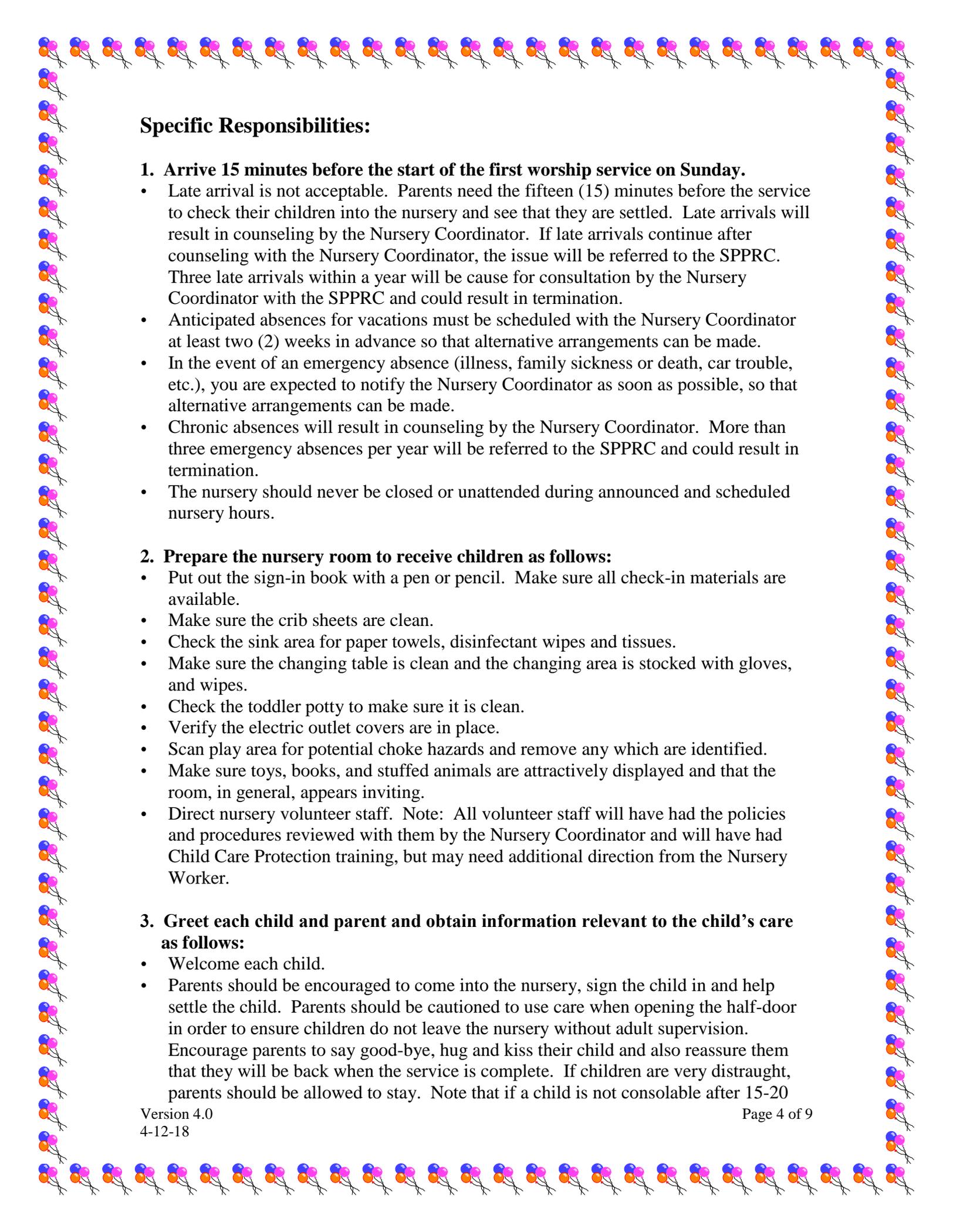
Paid nursery workers are hired by the Staff Pastor Parish Relations Committee (SPPRC). Performance will be evaluated at least annually by the (SPPRC) with input from the Nursery Coordinator. Time sheets are available from the Church Administrator and must be completed by the nursery worker and signed by the Church Administrator, who will submit them to the bookkeeper for payment.

On a day-to-day basis, this position will report directly to the Nursery Coordinator. The Nursery Coordinator is part of Church Administration, and the Church Administrator will thus act as a support person for the nursery worker.

Nursery supplies are covered by a line item in the office budget. Nursery workers are to keep a list of supplies needed and pass those to the Nursery Coordinator. The Nursery Coordinator will do the shopping for supplies for the nursery or will delegate this task to someone else.

Specific Qualifications:

1. Must live a lifestyle in keeping with the Christian perspective.
2. Prior experience in a Child Care setting is preferred.
3. Current Certification in Infant and Child CPR is required. (Crozet United Methodist Church will pay for this training.)
4. Must consent to and pass a criminal background check.
5. Must be willing to complete training in Crozet United Methodist Church's Child Care Protection Policies



Specific Responsibilities:

1. Arrive 15 minutes before the start of the first worship service on Sunday.

- Late arrival is not acceptable. Parents need the fifteen (15) minutes before the service to check their children into the nursery and see that they are settled. Late arrivals will result in counseling by the Nursery Coordinator. If late arrivals continue after counseling with the Nursery Coordinator, the issue will be referred to the SPPRC. Three late arrivals within a year will be cause for consultation by the Nursery Coordinator with the SPPRC and could result in termination.
- Anticipated absences for vacations must be scheduled with the Nursery Coordinator at least two (2) weeks in advance so that alternative arrangements can be made.
- In the event of an emergency absence (illness, family sickness or death, car trouble, etc.), you are expected to notify the Nursery Coordinator as soon as possible, so that alternative arrangements can be made.
- Chronic absences will result in counseling by the Nursery Coordinator. More than three emergency absences per year will be referred to the SPPRC and could result in termination.
- The nursery should never be closed or unattended during announced and scheduled nursery hours.

2. Prepare the nursery room to receive children as follows:

- Put out the sign-in book with a pen or pencil. Make sure all check-in materials are available.
- Make sure the crib sheets are clean.
- Check the sink area for paper towels, disinfectant wipes and tissues.
- Make sure the changing table is clean and the changing area is stocked with gloves, and wipes.
- Check the toddler potty to make sure it is clean.
- Verify the electric outlet covers are in place.
- Scan play area for potential choke hazards and remove any which are identified.
- Make sure toys, books, and stuffed animals are attractively displayed and that the room, in general, appears inviting.
- Direct nursery volunteer staff. Note: All volunteer staff will have had the policies and procedures reviewed with them by the Nursery Coordinator and will have had Child Care Protection training, but may need additional direction from the Nursery Worker.

3. Greet each child and parent and obtain information relevant to the child's care as follows:

- Welcome each child.
- Parents should be encouraged to come into the nursery, sign the child in and help settle the child. Parents should be cautioned to use care when opening the half-door in order to ensure children do not leave the nursery without adult supervision. Encourage parents to say good-bye, hug and kiss their child and also reassure them that they will be back when the service is complete. If children are very distraught, parents should be allowed to stay. Note that if a child is not consolable after 15-20

minutes, the parent should be beeped to return to the nursery and console the child.

- Instruct parents with regard to sign-in procedures and the operation of the beeper system. Make sure the parent(s) sign-in their child(ren). Make sure parent(s) labels all articles belonging to the child (bottles, cups, diaper bag, coat etc.) for each child.
- Children should have a name tag completed and pasted on the back of their shirts.
- New parents should complete the Information Index Card for each child specifically noting health issues and allergies.
- Make sure parents receive the Note to Parents (included in this handbook as Appendix A) with information about the Nursery.
- Make sure all instructions for each child, including the following, are obtained.
 - Last bottle, next bottle due.
 - Last diaper change.
 - If potty training, last time child went to the potty and how much assistance is required.
 - Check for presence of food/bee allergies. (This will be documented on the Information Index Card so once this is complete, it will not have to be obtained each time.)
- Note: **Nursery Workers may not administer any prescription or over the counter medicine to children, even with parent permission.** This is the parent's responsibility.
- First aid should be administered as needed by nursery staff. .
- Remove coats, hats, etc. in cold weather and hang with diaper bag. Make sure all children's belongings are labeled or identifiable.
- Settle child with a toy or craft and distract them if possible as parents leave.

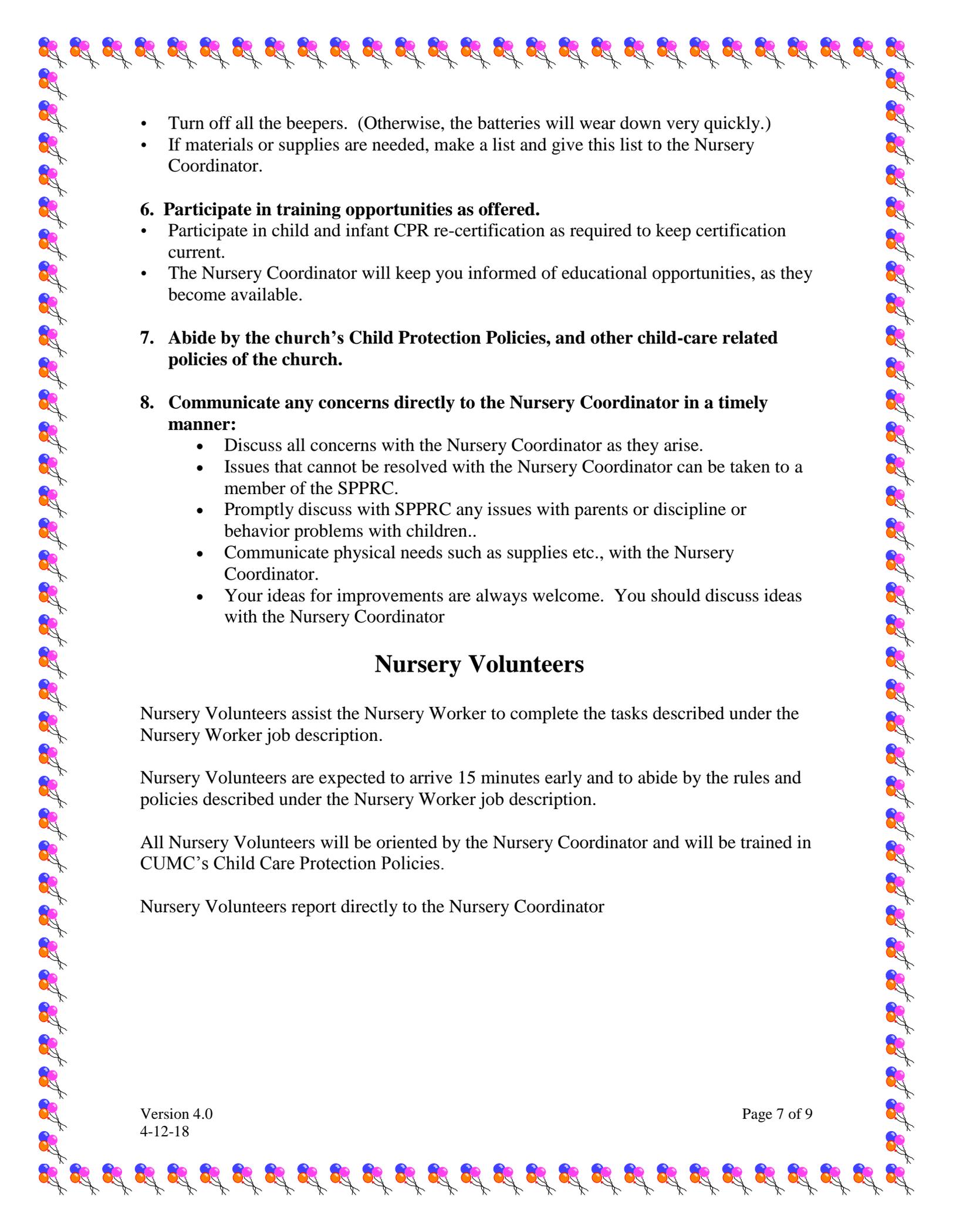
4. Provide safe, healthy care and supervision to the children during nursery care time. You are expected to engage and teach the children by playing with them,, reading to them, rocking them, singing to them, and caring for their needs as follows:

- Give special attention to a crying child. Do not ignore him/her. Try to find out the cause of his/her unhappiness and correct it. Do all in your power to comfort and calm a crying child.
- Never leave children unattended.
- Keep the nursery half-door closed at all times, however the top half of the door should remain open.
- Nursery workers should not be behind closed doors with a child – even in the bathroom. Doors should always be half open. This is for the protection of both the nursery worker and the child.
- Never allow children to leave the nursery without an adult or to leave with an adult who is not their parent.
- Be constantly alert to dangerous objects or situations. Prevention is much better than having to deal with an emergency. Remove any object, toy etc. that is potentially hazardous.
- Check children's diapers every 20 – 30 minutes to be sure they are clean and dry. When diapering remember:
 - Take all supplies and the child with you to the changing table.

- Make sure all supplies are within reach before placing the child on the changing table.
- Never move away from a child on the changing table.
- Use the supplies provided by the parents.
- Wear protective gloves when touching body fluids (urine and feces).
- Place dirty diapers in a plastic bag and then into the proper receptacle.
- Wash hands with soap and water.
- Place all the child's belongings back in the child's diaper bag.
- Wipe off changing table between each child with disinfectant wipes.
- Promote health and prevent germ transmission by:
 - Frequent hand washing. Wash your hands on arrival and before leaving the nursery. Wash your hands after every diaper change or potty assistance, after each nose and/or mouth wipe and before each snack time or feeding.
 - Note: gloves are provided and should be worn when touching body fluids such as blood, urine, vomit and feces.
 - Use a fresh tissue or wipe for each nose wipe or mouth wipe.
 - Please see section #5 below for additional prevention policies.
- If a life-threatening emergency situation arises:
 - Use the phone in the nursery to dial 911.
 - Administer first aid. There is a First Aid Kit in the nursery.
 - Have the other nursery worker or volunteer page the parent and call for help from the congregation. Note: This church is blessed with many doctors and nurses in attendance. Have a volunteer interrupt the service to ask for medical assistance in the nursery.
 - Make sure care is provided for the other children.
- When parents arrive to take their children from the nursery, make sure they sign the child out. Return all of the child's belongings, and check that the child is clean and dry. Note: IF you were not present when a child checked in, please verify that the parent picking up the child is the same parent that checked the child in OR is listed on the child's information as someone who can pick up the child. **Do not be embarrassed to ask to see driver's licenses. Parents appreciate your caution!**
- Please note: personal activities such as personal reading, letter writing and phone calls should be done at home, and are not acceptable during nursery time. If these activities are observed, they will be discussed with the SPPRC and may result in termination.

5. Place the nursery in order after the children leave as follows:

- Sweep or vacuum the floor as necessary.
- Wipe or spray toys that have been used with disinfectant and put toys away.
- Place chairs back in place and wipe table and chairs with disinfectant wipes.
- Strip used crib sheets, and wipe or spray used crib(s) with disinfectant. Used sheets should be taken home and laundered or placed in a bag for the Nursery Coordinator to launder.
- Wipe/spray all used bouncy seats, swings etc. with disinfectant.
- Wash potty-chair, if used.

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- Turn off all the beepers. (Otherwise, the batteries will wear down very quickly.)
 - If materials or supplies are needed, make a list and give this list to the Nursery Coordinator.
- 6. Participate in training opportunities as offered.**
- Participate in child and infant CPR re-certification as required to keep certification current.
 - The Nursery Coordinator will keep you informed of educational opportunities, as they become available.
- 7. Abide by the church's Child Protection Policies, and other child-care related policies of the church.**
- 8. Communicate any concerns directly to the Nursery Coordinator in a timely manner:**
- Discuss all concerns with the Nursery Coordinator as they arise.
 - Issues that cannot be resolved with the Nursery Coordinator can be taken to a member of the SPPRC.
 - Promptly discuss with SPPRC any issues with parents or discipline or behavior problems with children..
 - Communicate physical needs such as supplies etc., with the Nursery Coordinator.
 - Your ideas for improvements are always welcome. You should discuss ideas with the Nursery Coordinator

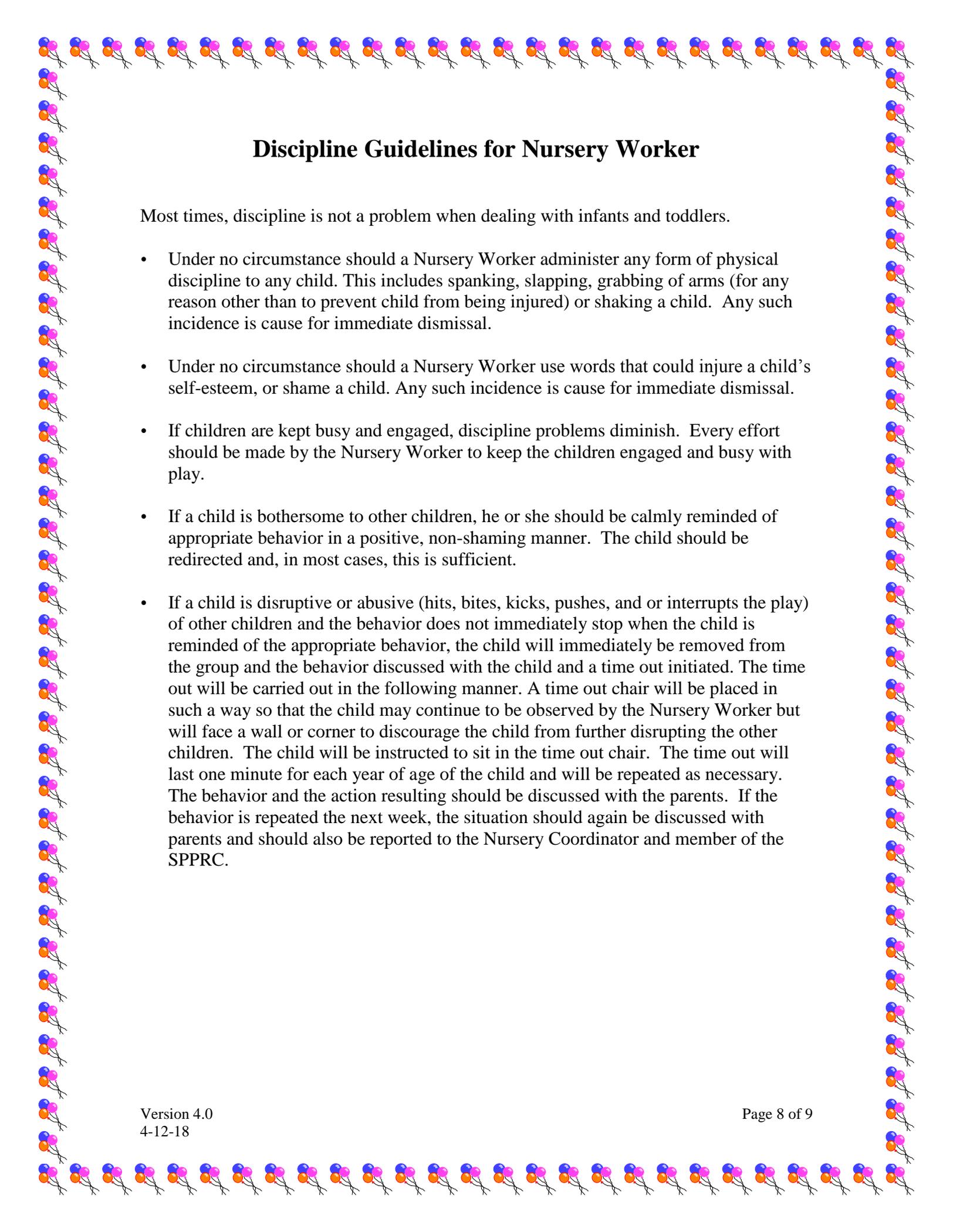
Nursery Volunteers

Nursery Volunteers assist the Nursery Worker to complete the tasks described under the Nursery Worker job description.

Nursery Volunteers are expected to arrive 15 minutes early and to abide by the rules and policies described under the Nursery Worker job description.

All Nursery Volunteers will be oriented by the Nursery Coordinator and will be trained in CUMC's Child Care Protection Policies.

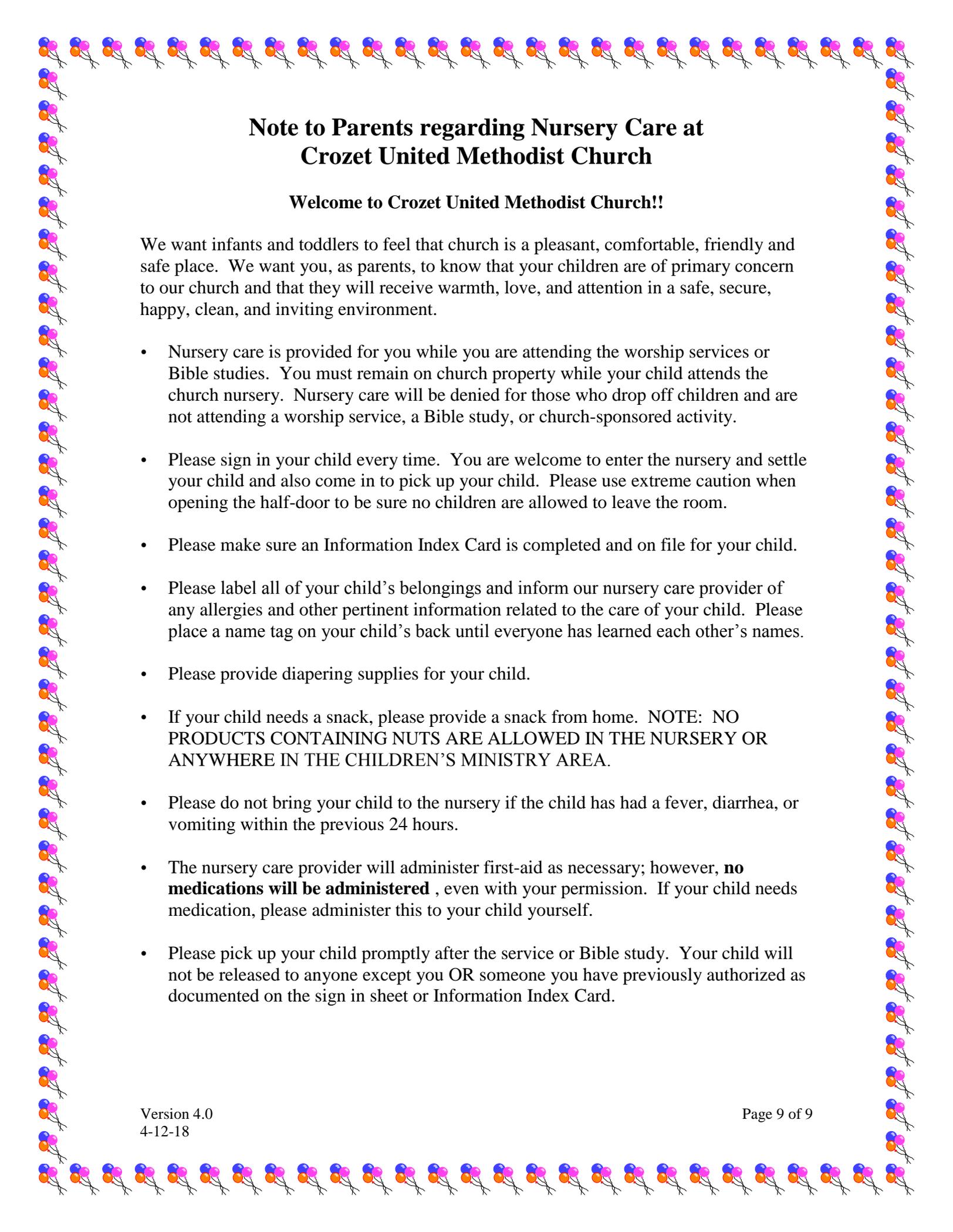
Nursery Volunteers report directly to the Nursery Coordinator



Discipline Guidelines for Nursery Worker

Most times, discipline is not a problem when dealing with infants and toddlers.

- Under no circumstance should a Nursery Worker administer any form of physical discipline to any child. This includes spanking, slapping, grabbing of arms (for any reason other than to prevent child from being injured) or shaking a child. Any such incidence is cause for immediate dismissal.
- Under no circumstance should a Nursery Worker use words that could injure a child's self-esteem, or shame a child. Any such incidence is cause for immediate dismissal.
- If children are kept busy and engaged, discipline problems diminish. Every effort should be made by the Nursery Worker to keep the children engaged and busy with play.
- If a child is bothersome to other children, he or she should be calmly reminded of appropriate behavior in a positive, non-shaming manner. The child should be redirected and, in most cases, this is sufficient.
- If a child is disruptive or abusive (hits, bites, kicks, pushes, and or interrupts the play) of other children and the behavior does not immediately stop when the child is reminded of the appropriate behavior, the child will immediately be removed from the group and the behavior discussed with the child and a time out initiated. The time out will be carried out in the following manner. A time out chair will be placed in such a way so that the child may continue to be observed by the Nursery Worker but will face a wall or corner to discourage the child from further disrupting the other children. The child will be instructed to sit in the time out chair. The time out will last one minute for each year of age of the child and will be repeated as necessary. The behavior and the action resulting should be discussed with the parents. If the behavior is repeated the next week, the situation should again be discussed with parents and should also be reported to the Nursery Coordinator and member of the SPPRC.



Note to Parents regarding Nursery Care at Crozet United Methodist Church

Welcome to Crozet United Methodist Church!!

We want infants and toddlers to feel that church is a pleasant, comfortable, friendly and safe place. We want you, as parents, to know that your children are of primary concern to our church and that they will receive warmth, love, and attention in a safe, secure, happy, clean, and inviting environment.

- Nursery care is provided for you while you are attending the worship services or Bible studies. You must remain on church property while your child attends the church nursery. Nursery care will be denied for those who drop off children and are not attending a worship service, a Bible study, or church-sponsored activity.
- Please sign in your child every time. You are welcome to enter the nursery and settle your child and also come in to pick up your child. Please use extreme caution when opening the half-door to be sure no children are allowed to leave the room.
- Please make sure an Information Index Card is completed and on file for your child.
- Please label all of your child's belongings and inform our nursery care provider of any allergies and other pertinent information related to the care of your child. Please place a name tag on your child's back until everyone has learned each other's names.
- Please provide diapering supplies for your child.
- If your child needs a snack, please provide a snack from home. **NOTE: NO PRODUCTS CONTAINING NUTS ARE ALLOWED IN THE NURSERY OR ANYWHERE IN THE CHILDREN'S MINISTRY AREA.**
- Please do not bring your child to the nursery if the child has had a fever, diarrhea, or vomiting within the previous 24 hours.
- The nursery care provider will administer first-aid as necessary; however, **no medications will be administered**, even with your permission. If your child needs medication, please administer this to your child yourself.
- Please pick up your child promptly after the service or Bible study. Your child will not be released to anyone except you OR someone you have previously authorized as documented on the sign in sheet or Information Index Card.