

## **WELCOME**

Welcome to child care at FUUFHC. Our goal is to provide a safe, nurturing, and fun environment for your child while you are attending services or other FUUFHC functions. This handbook is intended to inform you of our policies and procedures. If you have any questions or concerns please contact our Director of Religious Exploration (DRE), Sarah Ahrens at [dre@hunterdonuu.org](mailto:dre@hunterdonuu.org).

## **WHO? WHAT? WHEN?**

During all Multigenerational services and Community Connections events, children of all ages are welcome to join their parents/guardians. Children age 7 and under are also welcome in the nursery room during Multigenerational services, should families prefer that to them being in the sanctuary. During Super Sundays, children age 5 and older are expected to participate in Religious Exploration programming. Infants through age 4 are welcome in the nursery on Super Sundays. When child care is provided for special events (either on or offsite) beyond Sunday worship, children can participate up to age 12.

The nursery room will be open 15 minutes before the start of any service/event for child drop off, and will be open for 15 minutes after the end of service/event for child pick up.

## **POLICIES & PROCEDURES**

The following pages outline the policies and procedures that our staff is trained in to ensure a quality, safe and nurturing environment for the children in our care. We ask that you read these carefully and abide by them in order to create the best experience for all involved. Thank you!

### **Pick Up & Drop Off -**

- Parents/guardians must complete either a permanent RE Participation Form or a temporary RE Visitor Form and provide a phone number on which they can be called/texted during services in the event of any issue or emergency
- Parents/guardians must initial our attendance log in order to remove children from our care
- Children will only be released to the parent/guardian who signed them in, or a previously designated individual (not siblings)
- Only children receiving care, approved care givers, or adults with children in the nursery are allowed in the room (no other children/adults)
- Parents/guardians must remain on the FUUFHC premises (or event site) at all times while children are in our care
- Children in care will remain in the nursery room or on church grounds under supervision at all times

### **Staffing -**

- There will always be a minimum of two care givers for safety
- The ratio of care givers to children 4 years old and under is 1:5
- The ratio of care givers to children 4 years old to 13 years old is 1:10
- All care givers must comply with FUUFHC Safe Congregations Policy at all times
- All regular nursery/child care staff over the age of 18 will undergo background screening

### **Food & Drink -**

- NO FOOD OR DRINK except water will be given to children in child care by our providers
- Dodd Hall is a NUT FREE facility – no food with nuts is allowed into the nursery room
- If your child must have food/drink during care, then it is the parent/guardian's responsibility to provide it with instructions to the care givers (no nuts are allowed in the food you provide)

### **Care Giving Procedures –**

- Care givers do not go into the restroom with children behind closed doors
- Care givers only help children with clothing as needed to use the restroom – children must be able to independently clean themselves when finished
- Care givers will wash their own hands before and after assisting children in the restroom, and will help children to wash their hands
- Parents/guardians must change their children's diapers or provide restroom assistance beyond helping with clothing or hand washing
- Care givers will call/text parents/guardians or have the DRE enter the sanctuary in the event that diaper changes or restroom assistance is required from parents/guardians
- If children become sick or inconsolable, parents/guardians will be notified and required to leave the sanctuary to attend to them
- Please express any concerns directly with the child care staff or the DRE immediately so that they can be addressed and resolved

### Health & Safety -

- At drop off, advise care givers of any special needs your children may have – medical/ health conditions, allergies, developmental delays, and personal preferences for care
- For the health and safety of the other children and the care givers, children who exhibit the following signs of illness will not be accepted into child care: vomiting, diarrhea, fever, prolonged or severe coughing, open blisters/sores (chicken pox), colored discharge from eyes or nose, skin infections, lice, or other communicable diseases
- Children must be fever and contagion-free for at least 24 hours before returning to care
- No medications will be given to any child in child care
- If a life-and-death condition occurs, care givers will dial "911" and then notify the parents/guardians and the DRE immediately
- Care givers must notify the DRE and parents/guardians of all incidents/injuries requiring first-aid or medical attention before the family leaves the grounds; an *Incident Report* will be written as well
- In the event of a fire or fire drill, care givers will take children outside to the far side of the school house onto the parking lot where parents/guardians should retrieve children – DO NOT return to the nursery room to find the children
- In the event of disruptive or threatening persons, care givers will follow the protocol for a fire drill, or lock the children in the nursery room or office if unable to evacuate

### Worship in Child Care -

Once the children have been dropped off and are settled, they will start their time during each Sunday service with a short introduction to worship, including our Unitarian Universalist Principles and rituals. We will include the following elements –

- Lighting the Chalice - “We light this chalice to celebrate being UU. We are a fellowship of open minds, loving hearts, and helping hands.”
- Listening to and/or singing a song together highlighting UU values
- Sharing “Joys and Concerns” for the week
- Reviewing the “Rainbow Principle of the Week”
- Discussing a concrete, specific example of this Principle in action
- Reading a character education story together which is then connected to our UU Principles

One care giver will be responsible for leading the worship, while the other is free to take care of the younger children who are not of age to sit in the group circle for this time. Once this short 10-15 minute worship is completed, the children are able to engage in free play, games, art, reading or music.

### RAINBOW PRINCIPLES

**Respect the importance of all beings.**

**Offer fair and kind treatment to all.**

**Yearn to learn throughout life.**

**Grow by exploring ideas  
and values together.**

**Believe in your ideas  
and act on them.**

**Insist on peace, freedom  
and justice for all.**

**Value our interdependence  
with nature.**



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UNITARIAN  
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*Nurturing Spiritual Journeys,  
Expanding Social Justice.*

# Nursery & Child Care Handbook for Families