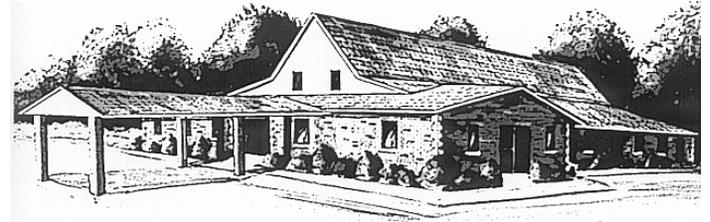


# *MEDORA COMMUNITY BIBLE CHURCH*

**Sunday Services at 8:15 & 10:45 a.m.**

**Sunday School at 9:30 a.m.**



**Wednesday Night Prayer Service at 7:00 p.m.**

**Our goal is to honor God by leading people to  
a saving faith in Jesus Christ and by helping  
them become mature Christians.**

*Nursery Ministry*

**Policies and Procedures**

Revised February 2008

# *For Parents*



## *Purpose*

To allow for a quiet, uninterrupted, worshipful atmosphere in the sanctuary for worship services, we have provided a bright, cheerful, safe, clean environment for your infants, crawlers, and toddlers. Tender, loving care in the form of books, hugs, songs, play, and rocking children are just a few of the services available.

## *Staff*

MCBC has a Nursery Coordinator who oversees all aspects of the nursery, Team Leaders who assist the Nursery Coordinator, and volunteers. The church thoroughly screens all individuals working in the nursery.

## *Eligible Children*

Only children six weeks to three years old are allowed in the nursery. The exceptions to this are children who may have “special needs” or during special services. We currently have separate nurseries for babies, walkers, and toddlers.

## *Illnesses*

To maintain a healthy environment, please keep your children home until they are free from illness. Children with fever, questionable rashes, persistent cough, green or yellow runny nose, vomiting, open sores, cold sores, diarrhea, or other contagious illnesses will NOT be permitted in the nursery.

- If your child has had a fever, we ask that he/she be fever-free without being on fever-reducing medicine for at least 24 hours.
- If your child is taking an antibiotic, we require they be on it a minimum of 24 hours before being brought to the nursery. The nursery staff is not allowed to administer medications.

*Thank you to all the workers who so faithfully  
serve in the Nursery at Medora.*

*If there are any questions or concerns,  
please let me know.*

*Your ministry in the Nursery is truly a blessing!*

*Serving Him together,  
MCBC Nursery Coordinator*

## *Cleanup*

1. If some supply was depleted, please note this on the sheet provided on the bulletin board.
2. If a child vomits, there is a "vomit kit" in the cabinet in the check-in area by the first-aid kit. The Team Leader will put on latex gloves, pick up as much as possible with a paper towel, and dispose of it in a plastic bag. The area should then be sprinkled with the vomit kit substance and covered with a toy tub. Notify the Nursery Coordinator or the head of maintenance.
3. At the end of Late Church, the caregivers are to put away all toys in their designated areas and follow the clean-up checklist on the door.
4. All soiled sheets must be removed from the cribs and put into the soiled containers after each use.
5. All larger toys and play areas are to be disinfected.
6. All soiled toys and cups are to be washed according to instructions.
7. Empty ALL trashcans and replace the trashcan liners. Dispose of trash into the outside dumpsters.
8. Vacuum the carpets.

Please direct any questions or suggestions to the Nursery Coordinator.

*Jesus loves*

*the little children,*

*All the children*

*of the world.*



- If, after checking your child into the nursery, one of the above is observed in your child, you will be notified and asked to pick up your child from the nursery.

## *Belongings*

Parents are to bring a diaper bag with diapers, a change of clothing, and so on for their child. The nursery will not provide your child with diapers on a regular basis. Please label all your child's belongings, such as diaper bag, bottle, cup, and pacifier. Favorite blankets are welcome; however, personal toys are discouraged to avoid them being mixed in with other toys.

## *Delivery of Children*

To avoid confusion and to keep the rooms as sanitary as possible, parents are encouraged to stay out of the nursery area. You will be given a pager that we will use to alert you if we need you for any reason. The pager will need to be returned when you pick up your child.

## *Parental Involvement*

Parents of the children are encouraged not to stay with their child in the nursery. The children seem to adjust more easily with a quick departure on the parent's part. If your child is known to cry at length, please write this on the check-in sheet; otherwise, if your child is not consoled within fifteen minutes, we will page or notify you.

We require mothers using the nursery, who are regular attendees of our church, to serve in the nursery on a rotating basis.

## *Foods*

A snack of Cheerios or Goldfish may be given by the nursery staff. Please note any food allergies on the check-in sheet. If a bottle needs to be given or if you prefer that the child eat a snack that you provide, please indicate this on the check-in sheet.

### *Checking on Children*

A two-way glass window on each nursery door allows you to check on your child at any time.

### *Behavioral Problems*

In order to provide a safe and structured environment, all children will be expected to behave in an appropriate way. A child who continues to be disruptive after being shown the appropriate way to behave will be removed from that situation and his parents will be notified. If a child exhibits persistent biting, hitting, or other behaviors harmful to other children, he will be removed from the nursery until such behavior is corrected. The MCBC nursery staff will not administer physical discipline.

### *Picking up Children*

Please pick up your child promptly after the church services. This will allow our nursery staff to prepare the nursery for the next session. For safety and security reasons, we will not release a child to a sibling or to someone other than the parent unless the parent has given us permission to do so. The pager must be returned when the child is picked up.

Before leaving the nursery area, check to see that the identification (ID) tag has been removed from your child. Be sure your child has all of his/her belongings.

### *General Information*

- There will be a team of at least four workers in the nursery at all times.
- There is a Sleeping Room located off the Baby Nursery. We have cribs and a swing in this room for the little ones. We also use a baby monitor for sleeping babies.
- Nursing mothers may use the Sleeping Room to feed their babies.
- Anyone simply needing to change their baby's diaper may use one of our diaper changing areas in either nursery.

### *Snacks*

A snack may be given to the children unless a parent has noted otherwise on the check-in sheet. The caregiver is to see that the children are seated on the floor or at a table and remain seated while eating their snack. This prevents a mess and is safer for the younger children. Once the snacks are finished, the caregiver needs to clean up the snack area.

### *Diapers and Toilet Training*

1. Children are to be checked for wet/soiled diapers at the end of the service.
2. Latex gloves are provided for caregivers who wish to use them; gloves are to be changed between each child. Gloves are required when applying ointments.
3. Caregivers are to thoroughly wash their hands after each diaper change.
4. Wet/soiled diapers should be rolled and placed in the diaper pail. If the clothing is soiled, it must be tied in a plastic bag before being put into the child's diaper bag.
5. The changing table should be disinfected after each child.
6. If toilet training is occurring, please periodically check to see if the child needs to use the restroom.
7. Make sure that children using the restroom wash their hands after each restroom use.

### *Checkout*

1. Children are released only to a parent or the parent's designated individual with the pager. We will not release a child to a sibling or anyone other than the parent unless the parent has given us permission to do so. The pager must be returned when the child is picked up.
2. Be certain the ID tag is removed from the child.
3. Fully inform the parent if a discipline or accident report has been completed.
4. The head caregiver or Team Leader will put away the pagers and ID tags.

## *Training and Discipline*

1. If a crying child cannot be consoled within a 15-minute period, the parent should be paged or notified. If the parent has noted that the child cries for a prolonged period, the caregiver will use discretion in calling for a parent.
2. Children are not allowed to climb on any furniture in the nursery.
3. Children are not allowed to open or play in the cabinets.
4. Children are to be gentle when reading books.
5. No toy throwing should be allowed.
6. Under NO circumstances should a caregiver administer a spanking—not even a swat on the diaper or hand. Any worker doing this will be removed from the privilege of serving in the nursery.
7. A child who is misbehaving should have their offense explained to them and should be separated from the rest of the children for a brief time-out. If a child understands, saying “I’m sorry” should be encouraged and the child then returned to the rest of the group. Always fill out a discipline report and inform parents if a child is removed for a time out.
8. Children who are habitually biting, hitting, or misbehaving will not be allowed to attend the nursery until the problem is resolved at home by the parents. Notify the Nursery Coordinator or Team Leader if you have problems.
9. All injuries or accidents, minor or serious (bumps to the head, bites, scratches, falls), are to be written down on an accident report at the check-in desk. This form is to be filled out by the caregiver in charge or the Team Leader and given to the Nursery Coordinator. If she is unavailable, leave the form at the desk by the phone. The head caregiver is to give a full explanation of the injury or accident to the parent.

- In regards to diaper changing and toilet training, workers are to thoroughly wash their hands prior to and after each diaper change; disinfect the changing table after each diaper change; and make sure that children using the restroom wash their hands after each restroom use.

We want you to be free of worry when you leave your precious little one in our care. Please direct any questions or suggestions to the Nursery Coordinator at any time. We want this to be the best possible nursery and to honor God in all ways! Thank you for entrusting your little ones to our care and allowing us to minister to your family in this way!

## *For Workers Policies and Procedures*

### *Orientation*

All caregivers will be required to read and sign the church’s “Volunteer and Employment Application for Preschool, Children, and Youth Workers” and “Participation Covenant Statement.” Adult caregivers will be screened by the Kansas Bureau of Investigation with some of the information that is provided on these forms. Caregivers will be given a list of “Workers’ Responsibilities” so they know what is required of them.

Please remember that serving in the nursery is NOT a time of fellowship/visiting for the caregivers. Your complete attention should be given to the children. Please keep this in mind and make it a priority. All conversation must be edifying to each other and to the children.

### *Age Restrictions*

Young people under the age of 18 may work in the nursery if supervised by an adult; 5th-6th graders may assist their mothers on the toddler side; 7th-10th graders may work on the toddler side; and 11th-12th graders may work on either side.

## *Scheduling*

The Nursery Coordinator will handle nursery scheduling. When you are to serve in the nursery, you will receive a schedule in the mail and a phone reminder. The schedule is also posted in the church bulletin and newsletter. If you are unable to serve at the scheduled time, please exchange with another caregiver on the schedule and let the Nursery Coordinator know of the change.

## *Dress*

Please keep in mind that we are a ministry and some of the ones we are serving are visitors. You might be the first impression they will see of our church, so please dress modestly. Slacks, dresses, or skirts are appropriate for Sunday morning services. More casual attire may be worn when you are serving during Wednesday and Sunday night services.

## *Illnesses*

To maintain a healthy environment, please stay home if you have been ill within the last 24 hours. If you are displaying any of the symptoms listed on page 2, you will not be permitted to work in the nursery.

## *Setup*

1. Arrive at the nursery at least 15 minutes prior to the beginning of each service:
  - Early Service—8:00 a.m.
  - Sunday School—9:15 a.m.
  - Late Service—10:30 a.m.
  - Fellowship Group Evening—5:30 p.m.
  - Wednesday Evening—6:45 p.m.
2. Leave purses, Bibles, and other personal items in the closet in the nursery where you are working.
3. Wash your hands with soap and water prior to the beginning of your shift. Hand sanitizer is provided for quick hand cleaning while caring for the children.
4. Keep half doors in the check-in station unlocked. The exterior doors must remain locked at all times.

## *Check-In*

1. Only children six weeks to three years old are permitted in the nursery. An exception to this may be made for a child with “special needs” or during special services.
2. Children are to be received at the check-in desk. The person at the desk will then hand the child to the caregiver in the nursery area.

If a child is displaying any symptoms of illness (read page 2) parents should be notified immediately. Staff is not allowed to administer medication.

3. Tags/labels need to be properly attached to all diaper bags, sipper cups, etc. A proper ID tag will also be attached to the child. If the child is a visitor, there are designated visitor ID labels. Notify the Nursery Coordinator if more name tags are needed.
4. Pagers given to parents need to be recorded on the check-in sheets.
5. The check-in sheet should be completely filled out by whoever is checking in the child. This will provide the caregivers with any special instructions, which will be written on the board in the appropriate nursery.
6. Tell parents they may check on their child by looking through the two-way windows on the doors. We discourage parents from coming in and staying with their child.
7. Anyone simply needing to change their baby’s diaper may use one of our diaper changing areas in either nursery.

