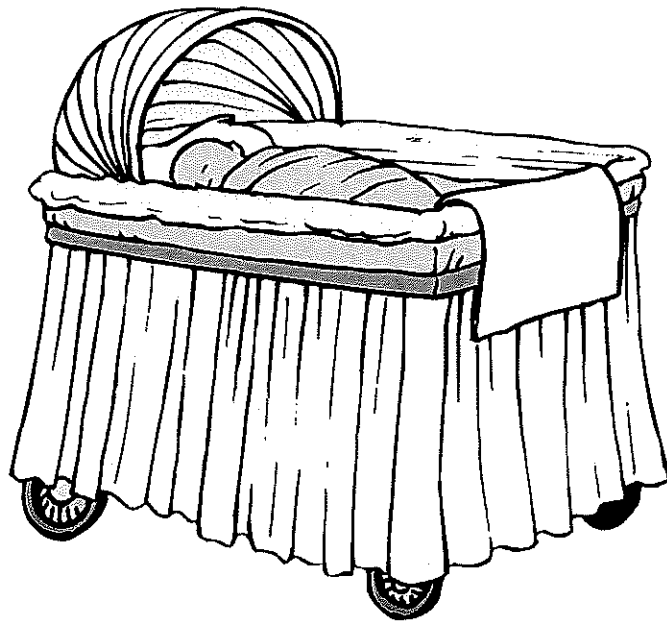


Nursery Handbook

August 2013 edition

Damascus Baptist Church
Since 1820



6375 Ridge Road
Appling, GA 30802
(706) 541-1064

I. General Policy

Damascus Baptist Church strives to provide a clean, safe and nurturing environment where each child can experience God's love. Qualified workers provide loving care for infants and toddlers.

The nursery will be available for children 0 to 4 years old during Sunday School and the Sunday morning worship service. *Out of courtesy to the nursery workers, parents should be asked to drop off and pick up their children no earlier than 15 minutes before or after the start and finish of services.*

II. Worker Qualifications

A record of each nursery worker is maintained in an organized manner by the church office. These records contain identifying information that includes: name, date of birth, social security number, current address, current telephone number, and verification of a satisfactory criminal records check. Sensitive information, such as social security numbers and results of background checks, are maintained in a secure and confidential manner and will be accessible only by the pastoral and administrative staff of the church.

III. Worker/Child Ratio

Georgia State regulations require only one worker for a group of children. We feel that it is important for us to work in teams as we care for children in the nursery. This means that there should always be at least two workers for each class. Also, if there is a worker who is under 18 yrs old then there must be an adult in the room with him/her.

IV. Information on Children

Records are maintained on file in the nursery for each regularly attending child and is easily accessible to the Nursery Coordinator. Information on file includes: name, date of birth, age, sex, address, phone number, names of both parents, names of person(s) to whom the child may be released, and a list of any known allergies or other relevant medical conditions the workers should be aware of. **(Note: Visitors using the nursery should also be asked to provide this information.)**

V. Responsibilities of Nursery Workers

A. Communication and Scheduling The nursery schedule is developed in cooperation and consideration of the nursery workers by the Nursery Coordinator. *A nursery worker who cannot work on his or her scheduled days is responsible for securing a qualified substitute nursery worker as far in advance as possible.* The originally scheduled worker should then notify the Nursery Coordinator of the change as soon as possible to avoid confusion. Only in exceptional situations will the Nursery Coordinator be tasked with finding a substitute nursery worker.

B. Nursery Tasks A checklist of tasks is available for nursery workers to fulfill at the end of each service. Tasks will be done as needed and will consist of: wiping down used counters with a

disinfectant, wiping down used toys with a disinfectant, clearing floors of toys, vacuuming the room, taking note of any items that need to be restocked (goldfish, Kleenex, disinfectant, etc.), taking out the trash, turning off lights, accounting for all pagers, etc. Any safety items that need to be corrected should be done so immediately or brought to the attention of the Children's Ministry Coordinator.

C. Guidance and Discipline The goal of the nursery program is to provide a safe and nurturing environment for children. The most important thing to remember about discipline is that it is a form of teaching. Good teaching is not based primarily on punishment, but on guidance. The goal of discipline in the nursery is to produce biblical patterns of living in the lives of our little ones. It must be reasonable, appropriate, and adaptable.

Damascus Baptist Church **prohibits corporal/physical punishment** in its nursery. Corporal punishment includes, but is not limited to, spanking, shaking, jerking, pinching, or handling with unnecessary roughness. Non-physical forms of discipline (e.g. time-out, correction in a calm, but firm, tone of voice) are acceptable in the nursery. **If a child cannot be controlled with non-physical discipline then parents will be paged to deal with the child.**

D. Procedures

1. Worker Arrival and Preparation

- a. Nursery workers should report for duty 15 minutes before services start. This is helpful for welcoming visiting children and being prepared to accept all children into the room.
- b. Please turn on the CD player upon arrival and scan the room to make sure it is ready for the arrival of little ones.
- c. Workers should write their names on the white board next to the door.
- c. If a parent arrives to check in a sick child, workers must inform him/her of the well nursery policy. If you feel uncomfortable doing this, please locate the Nursery Coordinator immediately.

2. Equipment/Toy Donations

- a. Any church member who would like to donate toys or equipment to the nursery should have items approved by the Nursery Coordinator first. All toys/equipment must be nonporous and wipe-able.

3. Check In/Out

- a. All nursery workers will follow the procedures for checking children in and out of the nursery.

b. Receive the child, have the parent/guardian fill out a nursery form, and write their name on a nametag. Take the diaper bag. If the family is visiting, place a label on the diaper bag with the child's name on it (Church members should already have a diaper bag tag with their child's name on it). Be sure visitors also fill out an information sheet on their child before they leave for service.

c. All visiting children should wear a name tag for identification purposes. A nametag sticker should be filled out for each visiting child to be worn on his/her back.

d. Parents/Guardians are the only ones permitted to pick up a child. Siblings are not allowed to check children out of the nursery.

e. If a child has not been picked up after 15 minutes, a worker should find the parent.

f. Workers will not release a child to walk down to the main building alone or with another child.

4. Diaper Changing

a. Each child's diaper must be changed at least once before pickup time (unless parents request otherwise). All diapers must be changed within 30 minutes of parent pick up. A label will be placed on the diaper bag tag or name label stating who changed the diaper and the time the diaper was changed. This guideline may fluctuate from child to child.

5. Cleanliness

a. Because toys will at times enter a child's mouth, be sneezed on, or otherwise contaminated, they should be placed in the "tasted toys" bin and sanitized appropriately after each service using a nontoxic cleaning solution.

b. The nursery will provide goldfish, animal crackers or similar snacks in the toddler room. Parents with children with food allergies must bring in their own snacks in containers labeled with the child's name. Parents may bring "sippy" cups and bottles for their child however all cups and bottles should be labeled with the child's name. Children should not be allowed to share cups/food.

c. Children in the infant and toddler rooms should not be permitted to walk around the play areas with snacks or sippy cups. Please keep all food and drinks in designated areas. This is done in an effort to keep our equipment clean and to protect those children with allergies.

d. Proper hand washing, food preparation and waste disposal procedures should be practiced. The trash will be emptied after each service.

e. Diapers should be changed in designated changing stations and unused disposable gloves shall be worn. The diaper-changing surface should be cleaned with a disinfectant

and dried with a single-use disposable towel after each diaper change. The diaper changing station shall be clear of formulas, food, drinking cups, and any item that a child could reach while being changed which might be harmful. Disposable pads should be placed on the diaper-changing pad and discarded after each use.

f. Separate containers are available for storing soiled disposable items and soiled non-disposable items (linens, washcloths). These containers should remain sealed at all times so that they are never accessible to children.

g. A child's soiled or wet clothing should be stored in individual plastic bags. Extra clothing items are available for children who have accidents.

h. Just as adults should wash their hands frequently, we encourage children to do the same. Children's hands should be washed with soap and running water after toileting and before eating.

3. Safety & Security

a. Toys and equipment will be inspected on a regular basis by the nursery director and will be discarded, repaired or replaced as needed. Any church member that desires to donate toys to the nursery must have them approved by the nursery director first.

b. All items brought into the nursery should be labeled with the child's name.

c. For safety and to avoid confusion, families should not go past the nursery entrance. Parents may enter the nursery if a child needs to be comforted.

d. If a child becomes upset at any time, parents must be notified to come and soothe their child after more than 15 minutes of continuous crying. Parents are sensitive to the emotions of their children. They should not come and find their child hot, sweaty, and exhausted from crying.

e. At least two diapers should be provided by parents for each hour the child will be staying in the nursery. A change of clothes should also be provided. All personal items (comfort item, bottles, pacifiers, etc) should be clearly labeled before arrival to avoid confusion or loss.

f. For the protection of children and workers, please inform parents not to leave a child who is ill. Nursery workers likewise should not work in the nursery if they are ill. The following criteria, suggested by the Health Department, will be used to determine when staff or children do not need to be in the nursery:

The presence of ANY of these symptoms within the past 24 hours:

- Fever of 100+ degrees
- Diarrhea, nausea, or vomiting

- Undiagnosed rashes or boils
- On-going cough
- Signs of common childhood illness, such as German measles, chicken pox, mumps, influenza, etc.
- Runny nose with any colored discharge (unless clear and due to teething.)
- Pink & other eye infections
- Head lice (child should be free of all nits)

If a child becomes ill while in the nursery, parents should be asked to remove their child from the nursery. Parents of children exhibiting signs of a communicable disease within 24 hours of visiting the nursery should notify the church office at (706) 541-1064.

g. Parent(s) or guardian(s) will be required to complete an emergency notification/child information form to be kept on file in the nursery.

f. We cannot administer any medications to children (including prescriptions, antibiotic salve and over-the-counter medications such as Tylenol and cold medications). This restriction applies even if a parent has consented to use of the medication. Bottles of formula that medication has been added to will not be given to a child by workers.