

Little Lambs NURSERY

Policies and Procedures

Welcome to the Nursery!

Purpose-

The purpose of our nursery is to glorify God by providing a loving and comfortable environment so our children are safe and secure. In addition, we want the parent to enjoy the worship service with peace of mind - assured that their child is safe in the care of our nursery caregivers.

Location & Times-

The Little Lambs Nursery is located upstairs in room 203. The nursery is available during both services starting at 8:45 1st service and 10:15 2nd service for infants through 2 years old. Parents will be informed when their 2 year old seems ready to join the Little Splasher's class – the nursery team and parents can make this decision together.

Our Caregivers-

Our nursery is primarily a parent co-op and is staffed through parent involvement. Parents who are **regular attendees** are scheduled to help in the nursery, usually once every 4 to 6 weeks. We also welcome other adults and responsible youth 16 years old and older. A quarterly schedule is posted outside the nursery room and emails are sent during the week to remind servants of their commitment. If caregivers are unable to fulfill that commitment, it is their responsibility to find a replacement and notify that week's team leader of the switch. All names and contact information are listed on the schedule.

Good Health Guidelines-

We want to provide a healthy environment in our nursery, so we ask parents to keep their baby or toddler out of the nursery if any of the following are present:

- Vomiting and/or diarrhea within the previous 24 hours
- Discharge around eyes
- Runny nose with any colored discharge
- Any unexplained rash
- Any skin infection
- Pink eye and other eye infections
- Excessive coughing
- A fever within the last 24 hours

Please keep sick children out of the nursery. We cannot admit sick children.

Diaper Bags-

We ask that parents stock their diaper bag with the following LABELED items:

- disposable diapers
- bottle with milk/formula
- pacifier or another item that brings comfort
- a complete change of clothing

We provide stickers to label the diaper bag.

Safety-

We strive to provide the utmost care in safety and security. All caregivers and team leaders must have background checks performed before serving.

Sign-in/out: We request that the parent (not siblings) who signs in the child also be the one to pick up the child. ID tags with duplicate numbers are used; one for the child and one for the parent. A child can ONLY leave with a person who shows the matching ID tag.

Electronic Check in: Parents are to check in their child using their phone number. New families will be registered by team leaders. One time guests visiting with a family can be checked in under that family. All ID tags must be checked at pick-up; if a tag comes loose please re-stick it or if lost, find Jesse Smith, the Pastor of Family Ministries before pick-up. No child will be allowed to leave without a matching ID tag.

*NOTE *If a parent is needed during the service we may text them or send a helper to retrieve them. Please make sure contact information is accurate on ID tags.*

Adult/child ratio: We strive to keep a healthy child to adult ratio in the nursery. For safety reasons, every room should have at least 2 unrelated caregivers. We also maintain a 4:1 child to caregiver ratio in the nursery. Team leaders need to be made aware and stay in the nursery when there is a higher ratio or many children have high needs (small babies, upset children, etc.).

Cleanliness-

The rooms are cleaned after each use, and checked regularly. The toys are monitored for safety and cleaned each Sunday. If a toy comes into contact with saliva it must be placed in the sink to be disinfected. The room has a NO SHOES policy in order that little babies have clean carpets on which to crawl. Please remove shoes before entering.

Diaper Changing Procedures (Adult nursery workers only):

1. Place a clean diaper pad on the changing table
 2. Change the child's diaper in full view of nursery*
 3. Put soiled diaper, wipes, and gloves in plastic bag. Tie & throw in the garbage meant for diapers.
 4. Place an "I was changed" sticker on the child's diaper.
 5. Wash yours and the child's hands
- *Gloves are available if desired.

How to Handle a Crying Baby-

In the event that a child is dropped off crying, every effort will be made by our volunteers to console the child through holding, gentle rocking, etc. Volunteers are to text the parent or notify the safety team to retrieve the parent if the child is inconsolable for 15 minutes or if the child appears excessively distressed (i.e. struggling to breathe, excessive coughing, and/or turning blue.)

Emergency Procedures-

Emergency exit paths are posted near the door of each room. They are also attached. The walkie-talkie needs to be kept on during both services and shut off at the end of 2nd service.

Severe Weather: In the case of a tornado, all babies will be taken to the girl's bathroom on the main floor using the following steps:

1. Take a head count to be confirmed by 2 adults
2. If caregivers can carry babies in their arms they should do so and proceed through the designated path to first-floor women's room. (Any off-duty safety team members at church will report to the nursery to help.)
3. Though unlikely, in the event that there would be more children than can be carried, they can be gently placed in the crib and rolled/carried along

the designated path to the first-floor women's room.

4. Only give babies to parents/guardians with matching ID tags.

*In the event of a tornado, parents should meet their child at our designated meeting spot and refrain from going upstairs. This is to prevent clogged hallways.

Evacuation: In the case of a fire or other emergency that constitutes evacuation, follow these steps:

1. Take a head count to be confirmed by 2 adults
2. If caregivers can carry babies in their arms they should do so and proceed through the designated path and to the designated meeting place. (Any off-duty safety team members will report to the nursery to help.)
3. Though unlikely, if there are more children than can be carried, they can be gently placed in the crib and rolled/carried along the designated path to the designated meeting place.
4. No one should re-enter the building unless it's declared safe by the authorities.

*In the event of a fire, parents should meet their child at the designated meeting spot outside and refrain

from going upstairs. This is to prevent clogged hallways.

Lock Down:

If there's an intruder in the building, the door must be locked and children should sit near a wall where they are not in view of anyone in the hall. The door key is found in designated area – all nursery caregivers must be made aware of this spot. The door must remain locked and unopened until safety team reports with certainty that there is no threat of danger. Thankfully, our safety team is trained on how to handle such situations.

Injury:

In the event of an accident or injury, the child should be tended to, team leader and or Family Pastor contacted (Call 911 if it's an emergency), and the team leader and or Family Pastor will locate the parents. The primary nursery caregiver involved must fill out an accident form. The forms are available online at the children's ministry website or can be found in the nursery check-in station.

<http://woodridge.cc/childrens-ministry/>

Questions-

If you have any questions about the nursery, please contact:

Stacy Cramer, Nursery Coordinator: krix4@twc.com

Pastor Jesse: jsmith@woodridge.cc