

PLEASE
READ!

Salem Road Covenant Church Guidelines & Procedures for Nursery Caregivers

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(updated 4/1/2018)

Shift Details for Lead Caregiver (paid):

- Your shift is 9:15 to 10:45am on summer Sundays - Memorial Day weekend through Labor Day weekend.
- Your shift is 9:15am to 12:15pm on CONNECT Sundays from September 9, 2018 through May 19, 2019
Exceptions: 9:15 to 10:45am when there is no CONNECT hour after worship: Nov. 25, Dec. 23 and 30, and April 21

Shift Details for Volunteers:

- If you are scheduled for the Worship hour shift, please **arrive by 9:15am**.
- If you are scheduled for the CONNECT hour shift, please leave the sanctuary – **even if worship isn't over** – at **10:45am** and relieve the Worship shift person.
- If you are serving during CONNECT, plan to be in the Nursery **until 12:15pm**, until all children are picked up, and the space is cleaned up and ready for the next use.

Preparing the Rooms

- Assess the condition of the Nursery Nest, Tyke Tree House next door, and the bathroom. Be sure that anything unsafe or dirty is out of a child's reach, and toys are ready for use.
- Make sure the half door on the ramp into the Nursery is shut, the sign-in clipboard is on the ledge ready for parents, and the hand sanitizer is conspicuously placed on the ledge by the half door.
- Take note of the C.E. contact person's name and cell phone number that is on the white board. That's the person you should call (other than parents) if you need any help at all during your shift.
- Be sure that your cell phone is easily accessible. **If neither volunteer has access to a cell phone, tell the C.E. person on call. You'll need to figure out another way to contact parents if you need them.**
- Familiarize yourself with the "Nursery Nest Guidelines" that relate to sick children. They're posted on the white board.
- **Wear your nametag or make one from the stickers in the nametags file folder!**

Equipment Outside the Nursery:

- In the storage closet under the stairs,
 - 2 Pack 'n Plays – Use to isolate a small infant for napping or for safety from older children. Bedding is in the Nursery cupboard. Always place infant seats and the Pack 'n Play in the area behind the rockers, near the changing table.
 - Baby gate – If you open the door to Tyke's Tree House but need to bar littler ones from going in there.
- The thermostat is located in the hallway outside Tyke Treehouse, between the Nook and the stairs. Adjust the temperature if necessary, but please remember to go back and reset it to the original temperature at the end of your shift. If temperature is a real problem during your shift, please report that to Ron Peterson or Karen Danielson.

Arrival of Children and Check-in

- Greet parents and welcome children warmly. This is especially important for visitors! Give first timers the flyer for new people (in a "pocket" on the bulletin board).
- All children & adults entering the Nursery Nest (beyond the entrance half door) must take off their shoes.
- All children & adults entering the Nursery Nest must use the hand sanitizer provided at the entrance before coming in.
- Have parents sign in their child. Ask specifically about any allergies or special requests.
- Be sure parents leave a cell phone number and ask them to have their phone on vibrate and easily accessible. **Explain that we do not do diaper changes and will contact them for that, a visit to the potty, or inconsolable fussiness.**
- If it's obvious that a child is sick according to the Nursery Nest Guidelines, either at the time of arrival or later in the hour, explain to the parent that our guidelines prevent you from keeping that child in the Nursery with the other children. Encourage the parent to take the child to the Annex, just off the sanctuary and the kitchen, where he/she can hear and watch the service. Feel free to call your C.E. contact person if needed.
- Instruct parents to hang children's jackets on the coat racks outside the nursery if they haven't already done so.
- LABELS: SRCC children have pre-made labels ready for use in the file on the ledge. Blank labels for visitors are in the back. Place a name label on each child's back. Also label any "stuff" (diaper bags, bottles, etc.) left for the child's use.

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Rules:

- If it is obvious that a child is sick (see posted Nursery Nest Guidelines), the child should not stay in the Nursery.
- Older siblings/friends should not be in the Nursery, even if they are your own children. Exceptions can be made if there are less than 5 children in the Nursery, you need extra help, or an older sibling is there to console a crying child.
- Adults not scheduled in the Nursery and not needed as extra helpers are also not allowed in the space. We just don't want to crowd the room with unnecessary bodies.
- Do not take a child out of the Nursery Nest unless there is an emergency.
- Do not leave any child unattended for any reason.
- If an accident occurs (sick, fall, bite, soiled clothes, etc), text your C.E. contact person as well as the parent.
- If a child cannot be consoled, text the parent.
- Do not give any medication to children. Only parents may administer medication.

Diapers and Potty Time

- If a child needs a diaper change, please text the parent
- If a child needs to use the bathroom, please text the parent. If the need is urgent, one caregiver may accompany him/her to the bathroom, leaving both the bathroom and nursery doors open. **Nursery caregivers are NOT allowed to wipe a child after he/she has used the toilet!**
- Always wash your hands and the child's hands after potty time

Things to Do (beyond the obvious toys and books):

- Use the CD player and music CDs to entertain and distract the children. Sing with them; encourage them to dance!
- You may open the door to Tyke Tree House during the 2nd hour.
 - The door must remain open and one volunteer must have eyes on children in that space at all times.
 - There is a baby gate (see "Equipment Outside the Nursery") to keep littler ones contained in the Nursery.
 - Materials for coloring are in the tall drawer stacker.
 - Videos are available in the cabinet under the monitor.

Snacks:

- Cups are available in the cupboard for water if a child is thirsty
- Snacks are not mandatory, but if snack time would be a helpful diversion, there are animal crackers in the cupboard. Be sure to check the Allergies column on the sign-in sheet prior to giving a child a snack.

Check-out:

- An adult needs to sign each child out. **Be sure it's the person who signed the child in or one who was authorized by the parent to pick up the child** (see sign-in sheet).
- Make sure the parent takes any personal items brought into the nursery.
- Always report any minor incident – a scrape or bump, excessive crying or aggression, scuffle with another child, etc. – to the parent.

Clean up:

- If you are using the Nursery on any day other than Sunday morning, you must take out all garbage from the Nursery, Tyke Tree House, and the bathroom. On regular Sunday mornings, church prep. people will take care of this.
- Put all clean toys, books, music, crayons, etc. away.
- Place "mouthed" or dirty toys in the sink and follow washing instructions posted there.
- Put away anything that was used in Tyke Tree House.
- Collapse any equipment used – Pack 'n Play, gate, etc. – and return to the closet under the stairs.
- If infant bedding was used, place in the laundry bag and leave by the nursery door for the C.E. person on call to pick up.
- Vacuum any crumbs from snack time. A "stick vacuum" is usually in the children's bathroom, but there is also a vacuum cleaner in the hallway to the Library across from the women's bathroom.
- Turn off all nursery lights, lower the shades, and check the hall thermostat if you changed it.

**Thank you for providing a safe and caring nursery environment for our children at Salem Road.
If you have any questions or comments, please contact Carolyn Warner or Karen Danielson.**