

# RIVERWOOD PRESBYTERIAN CHURCH

## NURSERY GENERAL GUIDELINES

### Check in and Check Out Procedures:

**Rosters of Children:** A roster of the children in the nursery, toddler room and K4-K5 classroom will be maintained each Sunday and Church sponsored event in which the nursery is opened. There will be two parts to this rosters – members of Riverwood Church and visitors.

*MEMBERS:* Members of the church of the church will complete an enrollment form for each child. A roster with name badges will be provided each Sunday. The parents will check their children in and out using this roster. Repeated visitors may ask to become part of this roster at any time.

*VISITORS:* Parents enrolling their child for the first time will complete an enrollment form. Once this form is completed, the child's name will be written on the roster for that Sunday. The parent will be provided an armband to be used that Sunday.

*4 and 5 year old Sunday School Room:* Since the 4 and 5 year old Sunday school room is in the same area of the nursery. These children will be subject to the same check out and check in procedures. These children will NOT remain in the any of the rooms during church service or any other Church sponsored event.

Completed enrollment forms will be kept in the Director of Children's Ministry office.

### ROOMS

**INFANTS:** This room is for children ages 6 weeks - 2 years old. The room has a changing table, a pack-and-play, and assorted toys. No snacks will be provided in this room.

**TODDLER:** This room is for children ages 2-3 years old. Various snacks may be provided unless a parent specifies otherwise. The room has a changing table as well as an attached bathroom. If your child is potty training, please indicate on the sign in sheet.

- 1 Parents enrolling their child for the first time should complete an information sheet.
- 2 Parents should notify staff if information provided on the above sheet has changed.
- 3 If possible, please put your cell phone on vibrate and indicate the phone number on the sign-in sheet. If there is a problem during the service, the nursery workers will text you.
- 4 Children should be picked up by their parents.
- 5 Please pick up your child promptly following the end of the worship service.
- 6 For the health and safety of the children, only parents and scheduled nursery workers will be allowed in the younger children's areas. Older children and siblings should remain under parental supervision.

\*All children cry sometimes when being dropped off. We understand this, and in most cases, they

stop a few moments after you leave. We will let you know if your child is crying excessively. It helps if parents don't come back repeatedly to check on their children. This causes multiple times of separation, which could cause your child to become more upset.

### **STAFF**

Our nursery is supervised by April Henry. It is staffed by individuals from the congregation. One volunteer must be over 18 years of age.

### **DIAPER BAGS AND CLOTHING**

- 1 Each baby must have a diaper bag. Please include a change of clothes and at least two diapers.
- 2 Any children who are potty training should have a change of clothes with them. Please alert the nursery workers if your child is potty training.
- 3 Please do not allow your child to bring personal toys or other items that could be lost unless it is security item (like a pacifier or blanket).

### **FEEDING**

- 1 For babies, please include any instructions you may have for the workers on the sign-in sheet (feeding time, how to mix up a bottle, etc.)
- 2 Older children may be offered a snack (such as Cheerios/Goldfish and juice) unless you specify otherwise.
- 3 Please clearly label all bottles and sippy cup with your child's name.

### **DISCIPLINE**

The safety of all the children in the nursery room must be maintained. Throwing, hitting, biting, and kicking are not allowed. Nursery workers are never permitted to yell at children, use physical force, or threaten physical force. If a child remains unmanageable after efforts have been made to correct the situation, the parents and the nursery director will be contacted. Spanking is not permitted in the nursery, by volunteers or parents. If a parent wishes to spank their own child, they must leave the nursery/toddler areas.

### **HEALTH POLICY**

For the health and safety of our children and volunteers, please do not bring your child to the nursery if they exhibit any of the following symptoms:

- 1 Fever within the past 24 hours
- 2 Vomiting or diarrhea within the past 24 hours
- 3 Excessively runny nose
- 4 Sore throat
- 5 Any unexplained rash
- 6 Any skin infection
- 7 Any eye discharge
- 8 Head lice

No medication will be given to any child in the nursery. If your child has any allergies, please inform the nursery workers and note it clearly on a sign-in sheet. Disposable gloves are worn with each diaper change. Bedding and changing pads are washed and changed after each use. Toys are sterilized as necessary.

If you have any questions, problems, or suggestions, please feel free to contact:

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