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*A Growing Christian Community
of Faith in Action*



Start children off on the way they should go,
and even when they are old they will not turn from it.

PROVERBS 22:6



WELCOME

Welcome to the Prospect United Methodist Church Nursery!

We are excited to have the opportunity to share in the care and growth of your child. We realize that our role is an important one in your child's life and we will strive to fulfill that role well.

Prospect's nursery is a cooperative child-care program. You, parents and caregivers, are our main source of leadership and inspiration. We hope this handbook will be both helpful and informative. Please read it thoroughly and keep it handy to refer to in the future. Additional copies are available in the nursery or can be found at www.anewprospect.org.



Nursery & Worship Hours

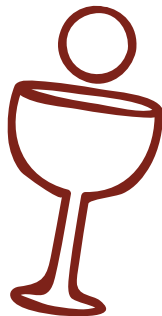
Staffed Hours:

Sundays, 9:45 a.m. to approximately 11:15 a.m.

The nursery is staffed during our 10:00 Sunday service for infants to toddlers (i.e., newborn to 3 years of age). Two childcare employees will be assigned to the nursery. Volunteers may assist in the nursery as well. Every effort will be made to keep the ratio of one adult to every four children. The nursery will open 15 minutes before the 10:00 church service and close 15 minutes after the service conclusion.

While we have made a commitment to staff the nursery for our 10:00 Sunday morning service, we realize that families may require access to this space beyond this time. Our nursery can be made available to those families requiring a space to change, comfort, or care for their child. Please contact an usher if the nursery door is locked.

Those children three years of age and older can join our church school program. These children often accompany their families to the beginning of our 10:00 service, participate in the children's message during the worship service, and then transition to their church school instruction, which concludes at 11:15 a.m.



Safe Sanctuaries Policy

Prospect United Methodist Church follows Safe Sanctuaries Practices, which were approved by the Church Council in February 2008. A complete copy of this policy is available in the church office.

Some of the rules are:

- **Two Adult Rule.** At least two screened adults will be present at all times during any church sponsored program, event, or ministry involving children.
- **Selection of Workers.** Staff and volunteers will be selected, screened (including a criminal background check), and assigned to activities involving children according to the procedures outlined in this policy.

This policy was adopted as a way to safeguard our children, their parents and caregivers, as well as our childcare staff and volunteers. We ask that each staff and volunteer adhere to the Safe Sanctuary Policy.

Nursery Information

We at Prospect believe that childcare staff and volunteers should provide loving, responsible, and developmentally appropriate care for all children staying in the nursery. Our Staff Parish Relations Committee in collaboration with the Pastor is responsible for determining the suitability of our childcare staff. Should you have questions or concerns regarding care given, please contact the pastor.

Parental Responsibilities

Checking in to the Nursery

Parents should always accompany their children to the nursery to ensure that staff members are present. Please, do not leave children in the nursery unattended.

Upon arrival, parents or guardians must sign their child in on the nursery sign-in sheet. For those children visiting the nursery for the first time, we ask that families complete a brief Nursery Information Form to identify pertinent information, such as a child's allergies and an emergency contact. This form will be kept on file in a secure location.

Transitions

We want your child to feel comfortable in the nursery. If your child is having difficulty transitioning, we will ask you to assist with your child. With your cell phone number provided on the Nursery Information Form, the staff will ensure that parents are called during the service if they are needed. If you would like to check in on your child during the service, please feel free to peek in but try not to open the door.

Pick up

When the service has concluded, please arrive promptly to pick up your child. To sign out your child, please initial next to their name on the sign-in sheet.

Children will be released to parents or guardians only. Please do not send siblings to pick up children from the nursery. The parent or guardian may designate another person to pick up their child at the time of drop off by writing that person's name on the sign-in sheet. That person may be required to provide ID.

Children's Supplies

Parents should include the following supplies for their children, if appropriate:

- Diapers and baby wipes
- Labeled bottles or cups
- Change of clothes



Please label your child's bag. If your child is in the process of potty training, then inform the childcare staff so that they may assist your child.

Health Policy

Illness

In the best interest of everyone, if your child has ANY of the following symptoms, then please do not bring them into the nursery until he or she is symptom-free or has been on antibiotics over 24 hours.

- Green or yellow nasal discharge
- Temperature of 100F or higher
- Diarrhea
- Vomiting
- Sore throat
- Ear ache
- Unexplained rash
- Drainage from eyes or ears



If your child develops any of these symptoms while in the nursery, we will notify you immediately. We will not administer medications. Parents and guardians will assume this responsibility. If your child requires emergency medications, such as those for asthma or allergic reactions, then parents must provide written instructions and speak directly with the childcare staff.

Hygiene

We strive to maintain a healthy environment in our nursery. Staff and volunteers must wash their hands prior to beginning childcare. Non-latex, non-powdered gloves are used while changing diapers and hands are washed each time a diaper is changed. In addition, hands are washed when a child's nose or eyes are wiped, a bottle is fed, or snacks are served. Individual toys are hand-washed and larger toys are sanitized with a child safe sanitizing spray at least weekly. Tables are sanitized when snacks are served. The room is vacuumed and the trash is taken out after each childcare event.

Safety

We strive to maintain a safe environment in our nursery. In the event of an incident (e.g., a child is hit or bitten) or an accident, such as a fall or injury, the childcare staff member will contact the parent immediately.

CPR and First Aid

A list of first responders who are CPR and First Aid certified will be available in the nursery in case of emergencies.

Childproofed Room

Within our nursery, unused outlets are capped. Doors to the room are kept closed. Child safe toys are kept at the child's level. Cleaning materials are stored out of the child's reach in a high cabinet or in another location of the church. Toys are developmentally appropriate and meet safe size guidelines.

Snacks

Snacks are sometimes provided during the worship services and other events. If a snack is typically provided during your childcare time, please make sure that the childcare staff is aware of any dietary restrictions your child has. If your child wants something to drink other than water, then please provide a beverage in a labeled bottle or cup for them.

Discipline Policy

We view discipline as a positive approach to a behavior problem. This approach is instructive by nature, with the purpose of teaching a child to do what is right. It is important to remember that our policies and procedures on discipline are focused on the inappropriate behavior, not the individual.

We will:

- Use praise
- Give positive reinforcement
- Encourage sharing
- Redirect and distract to prevent and discourage inappropriate behavior

If a child becomes too disruptive or frequently injures other children, the parents will be asked to pick up the child immediately. The childcare staff member will meet with the parents to discuss possible ways to resolve these behaviors while in the nursery.



Childcare Workers

Our childcare staff must be at least 18 years of age and abide by the following policies and procedures:

- Arrive 15 minutes prior to opening the nursery to wash hands, prepare room, and stock supplies.
- Wear name-tag.
- Direct nursery volunteer as to how he or she can assist staff.
- Ensure that each child and his or her parent or guardian is greeted warmly and welcomed.
- Ensure that each child is signed-in.
- Provide and oversee the direct care given to the children: feeding, diaper changing, playing, and comforting.
- Ensure that parent's cell phone is called if child becomes inconsolable (e.g., 15 minutes of non-stop crying).
- Follow infection control procedures including diaper changing and hand-washing procedures and ensures that volunteers adhere to these procedures.
- Ensure toys are washed and sanitized for the next service.
- Obtain Basic First Aid and CPR Training.
- Enforce Nursery Care Guidelines and Policies.
- Complete an incident report if a child is hurt.
- Communicate to Staff Parish chair and/or Pastor as nursery situations arise.

Childcare Volunteers

Our childcare volunteers may consist of parents, youth, and other members of our church family who assist our paid staff during Sunday morning services. All volunteers will be required to complete a criminal background check according to our Safe Sanctuary Policy. Minimum age for nursery volunteers is 15 years of age – volunteers 15-18 years of age must complete a Red Cross Babysitting or comparable childcare course.

Handbook Agreement

Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedures outlined in this handbook. If you have any questions or concerns about anything included in the handbook, then please let us know so that we can consider your views on the policies. The handbook will be revised periodically to reflect the new needs of the childcare at our church. New copies will be made available after each revision.



Thank You

We appreciate all the hard work of our church family.

By working together, we will make our nursery a **FUN** and **SAFE** experience for our children.