



GRACE
REFORMED BAPTIST CHURCH

GRBC Nursery Policies and Procedures

Grace Reformed Baptist Church of
Mebane, NC

For children and youth ages 0-4
and GRBC volunteers who serve them

August 2013

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1. Security and Safety

1.1. Nursery Worker Requirements

In order to serve as a Nursery Worker, each individual must be a member of GRBC in good standing, an applicant for membership, or a child of a member or applicant, and approved by a Deacon. Anyone younger than 13 must serve with his or her parent (same time slot), and must be at least 11 years old. The parent must supervise/guide his or her child in caring for the children. All workers must be approved at the discretion of the Nursery Deacon.

For additional child worker requirements, refer to the GRBC Child Care Protection Policy. A nursery worker will be required to sign and agree to it.

Each Nursery Worker and each parent will be given a Nursery Worker Agreement Statement that must be signed, acknowledging that the requirements and commitment have been read and agreed upon.

Nursery Workers are to work in pairs (or more than two) whenever possible. Half-doors (Dutch doors) are to remain open at the top at all times.

When any diaper is being changed, more than one nursery worker should be present. Women are encouraged to change diapers. A man may do so if it is his own child. In the rare case where there are no women available, male nursery workers may change a diaper if there is a pressing need. This is a precaution that protects the reputation of the nursery workers and the church.

It will be the women's responsibility to take a toddler to the bathroom, unless a Dad chooses to take his child. When toddlers are taken to the bathroom, only the bathroom in the Infant Nursery may be used. No Worker may take a child out of the Nursery area. Once again, this is a precaution that protects the reputation of the nursery workers and the church.

Any Worker who gives birth is given six months' postpartum "leave" of serving in the Nursery and will then be added back into the schedule, unless circumstances allow for an earlier return or in case the mother needs longer. Six months' leave is a general guideline, allowing for a case by case assessment.

1.2. Sign-in and Pick-up Process

The Nursery is designed for children from the earliest age until their 4th birthday. Parents are encouraged to begin to transition their child into the worship services at the earliest time they deem appropriate before the age of 4.

No child with any communicable sickness should be brought to the nursery, and none will be allowed in- for the protection of all children and Nursery Workers. Parents must graciously

accept the decision of the receiving Nursery Worker or Supervisor. Appeals may be made to the Deacon in charge of the Nursery.

Nursery Workers should arrive for their shift no later than 15 minutes prior to the start of the service. Each Nursery Worker must discipline themselves to adhere to this to allow parents time to prepare for worship.

Parents are to sign-in children at the table in the Nursery hallway. The nursery supervisor on duty will oversee the sign-in sheet and the parents will lead or carry the toddlers/babies to the age-appropriate Nursery: Newborn/Infant Nursery, Crawler Nursery, or Two-year-old to Four-year old Nursery (for 2 and 3 year olds; at age 4 they "graduate" out of this Nursery).

Tags will be made and provided for each child's diaper bag. The tag for the regularly-attending child's diaper bag may be left on the bag for future use. These will be sturdy, permanent tags for use until the child leaves the nursery. The tags used by visitors should be returned to the nursery after each use. Sippy cups and bottles will be labeled at check in unless they are already labeled.

Parents will not enter the Nursery rooms, but will hand the child over the door or let the child in the room through the door.

At pick-up, parents will come to the doorway, and the Nursery Workers will release the baby or child and diaper bag to the parent. Pagers will be returned at pick-up, preferably before the child is released. No siblings, relatives, or friends will be allowed to pick-up children unless they bring the pager, which will be the indication to the Nursery that they have the parent's approval. This is for the protection of the child and to keep pick up times as short as possible.

1.3. Cleanliness, Sanitizing, Illness Prevention

If any Worker has a communicable illness (cold, cough, fever, etc.), he or she needs to find a substitute within the Worker roster with whom to switch, and inform the Nursery Schedule staff. Notice can be easily given by email to nursery@grbc.net.

Upon entering the Nursery, each Worker should wash his/her hands, using the sanitation pump at entrance.

If a child is found to be sick (fever, cough, runny nose unless the parents are CERTAIN it's allergy-related, diarrhea, etc.), the parent should be paged and asked to remove the child. If a deacon is needed to assist this, the Workers may ask the "Deacon of the Month" to contact the parent. The Deacon of the month typically will carry pager number 130.

Diaper changes: Those Workers authorized to change diapers (please see section 1.1 above) will use the changing liners provided at each station, and use the plastic gloves provided at each station. After each change, the Worker should throw away the liner, wipe down the station with a sanitizing wipe, dispose of the gloves and wash hands.

At the end of each Nursery slot (SS, Worship, Prayer Mtg.), Workers should wash each infant toy that was used with antibacterial soap and water, and leave it to dry on a paper towel. Any used soft toys should be placed in hamper to be laundered with the sheets, blankets, and burp cloths. These cleaning methods are for all toys in all nurseries (Infant, Crawler, Toddler).

At the end of each service, the toys should be put away, the trash liner in each garbage can should be removed and replaced, and the carpets vacuumed and hard floors cleaned with Swiffer devices. The laundry will be sent home with the nursery supervisor of the month.

1.4. Emergency Situations

In the case of an emergency, such as a fire or other need to evacuate the premises immediately, one Nursery Worker will be designated as the point-person to give directions. This person is pre-assigned on the roster sheet (one per Nursery service slot), and has the willingness and confidence to command in an unexpected, hectic situation. **This is vital** for the safety of the children, workers, and the trust of the parents who are not in the vicinity to be able to account for their children. Every other Worker must listen to and carry out the orders given to him/her. In the case of minor children working in the nursery (e.g. a 13 y.o.), they must stay with their parents and help with their parents' responsibilities.

In the case of a fire:

- The point-person will give clear directions to each Worker, ensure they are carried out, and be the last to leave.
- Each Nursery Worker will seek to remain calm, listen, and remove the children that he/she is in charge of by using the sign-in sheet for each Nursery area. The Workers will put all the children into the Pack 'n Plays that have wheels and roll them out the exit door nearest to the Nursery. The exit door in the adjacent hallway may be used as an alternate if the nearest exit door is not able to be used. If for some reason neither door is accessible, one of the Workers will open the window, climb out, and the other Worker will hand each baby to the Worker outside.
- Once each baby/toddler is outside, the Workers will seek to transport each one to the "meeting area" at the white picket fence. Parents should meet their children at this fence--the left side. Nursery children will be on left side of the fence/pole, where they will be released to a parent at that time.
- Grandparents, siblings, etc. are NOT to come to the Nursery, as this may endanger more lives and impede the process of safely getting all children and Workers outside as soon as possible. Parents are encouraged to meet their babies and children outside, but if they go to the Nursery area, they must be able and willing to help with the evacuation led by the Deacon and point-person.

In the case of a threat or dangerous person:

- The Nursery Workers will close and lock all nursery doors.
- The Nursery Workers will lower and close all blinds.

- The Nursery Workers will rally the children into the corner of the nursery farthest from doors/windows and stand in front of the children, facing out, and pray.

2. Ministry to Children

2.1. Structure of Nurseries

There will be five Nurseries: Nursing Mothers' room, Sleeping Babies, Infants, Crawlers, and Toddlers.

The Mothers' room is for nursing mothers only. It is to remain quiet and private for newborns and their mothers.

The Sleepers room is for babies who need to nap. They may be placed in the pack 'n plays in this room, and checked on by the Workers in the adjacent Infant Nursery.

The Infant Nursery is for newborns through the babies beginning to crawl. Nursery Workers in this nursery are females only. The Workers in Infant Nursery are to hold, console, place in swings, bouncy seats, etc. all the infants. Occasionally the Worker may feed an infant if the other babies are content and not in need of attention.

The Crawler Nursery is for crawling babies up to toddlers who are unsteady on their feet. The Workers are encouraged to engage in playtime, activities, and reading to these children.

The Toddler Nursery will be in the room across the hall from the Crawlers. Enrichment activities will be used. The children in this room will benefit from more structure and deliberate use of the books, coloring, lessons, toys, crafts, music, and puzzles. Talking to other Workers at length (to the neglect of the children) is discouraged. Snacks may be given mid-service but are "as-needed". Nursery Workers MUST read the instructions for each child before snack time to ensure no allergy-related food is given to a child with a food allergy.

2.2 Behavioral Issues

Hitting, biting, spitting, screaming, temper tantrums and repeated disobedience are unacceptable and will require a parent's immediate attention. Nursery Workers are to page the parent immediately if a child's conduct becomes a problem. The responsibility for discipline rests with the parents; however, there are some steps a worker can take before getting a parent. Separating the child from the other children and verbal warnings are acceptable. Give strong instruction, but do not discipline. Stay cool; do not raise your voice or become angry. The parents should be told of their child's misconduct when the child is picked up. Open communication between workers and parents is vital.

2.3 Training of Nursery Workers

Each Nursery Worker will attend a **mandatory** annual meeting where not only the guidelines, goals, and safety procedures will be addressed, but also a brief training session of how to structure the time they are in the nursery (for the crawlers and toddlers). There will be an attendance sheet passed to ensure each worker and each parent of a Nursery-aged child has attended.

There will be an orientation for new Nursery Workers, and the individual will be required to read and sign the Nursery Worker Agreement Statement (acknowledging adherence to and enforcement of all Nursery Policies and Procedures).

2.4 Use of Nurseries "Off-Hours":

A SUMMARY OF GUIDELINES FOR THOSE WHO USE THE NURSERY AFTER HOURS

A staffed nursery is not provided during any other meetings such as for testimonies, baptisms or church business meetings, or other special meetings unless otherwise announced ahead of time. Children are not allowed to play in the nursery without adult supervision, or that of an older sibling or older responsible teen.

If you use the nursery after the workers have left or at other times, you are responsible to leave it in a neat and clean condition. Do not leave diapers in the trash can after the workers have left. Please do not put diapers in any of the adult rest room trash cans or any other trash can in the building. Take them with you or place them in the outside dumpster.

1. Young children should be supervised when playing in the nursery.
2. Older children will not be allowed to play on the nursery toys (only toddlers up to 4 yrs. are allowed). Damage to the toys and other problems can occur.
3. Put away all toys and vacuum floors as needed. A cordless vacuum is located in the Sleepers Nursery room.
4. Wash small toys that have been chewed on with disinfectant soap and hot water. Wipe down larger toys with disinfectant spray.
6. Place all used sheets and blankets in the hamper.
7. Wipe down tables, cribs and playpens after use with provided cleaners in cabinet.
8. Empty all diaper pails and put in new liners. Liners are inside each cabinet below the sink. Used trash bags should be tied off and placed in the dumpster outside.
9. Close all nursery doors when you leave.

3. Communication and Implementation

3.1. Nursery Committees and Deacon Communications

The Nursery Supervisors and appointed Deacon will be in consistent contact regarding the new procedures and any changes or amendments needed. All parties should be proactive about any issues, concerns, or problems that arise, as well as positive feedback from parents and Workers. We want to always be improving and glorifying God with the endeavor of caring for our precious children.

3.2. Mandatory annual meeting for Nursery Workers and Parents

The third Sunday of each January, all Nursery Workers, prospective Nursery Workers, and Parents will be required to attend a meeting that discusses the goals, policies and procedures, and safety measures. This is to inform new potential Workers as well as remind each individual of our purpose and requirements. Also, any new information about the nurseries will be disseminated at that time.

These Policies and Procedures and the Nursery Worker Agreement Statement will be posted on the www.grbc.net web site, and will also be posted in the Nursery.