

**ZION
BAPTIST
CHURCH**

**NURSERY
GUIDELINES**

&

**PROCEDURES
MANUAL**

ZION BAPTIST CHURCH NURSERY GUIDELINES AND PROCEDURES

WELCOME

Thank you for your desire and commitment to minister to children and their parents. You are significant to this ministry and your faithfulness is important to its operation. You have a very important job in our church - you are helping lay a firm foundation of faith in the lives of the babies and toddlers you will be caring for as you hold, cuddle, change, feed, talk to, and play with them.

In a very real sense, you, along with their parents, are their first picture of Jesus and his love for them. Your faithfulness is vital for the nursery to run smoothly and to bring honor to God.

Feel free to give input by questions, communicating problems, offering suggestions, and/or comments.

PURPOSE

The nursery supports parents by providing for the churches physical, emotional, and spiritual needs of young children during scheduled worship services and other bible teaching scheduled events.

POLICY

Zion Baptist Church provides these guidelines to give children the best possible care. It is our desire to protect the health and safety of our workers as well as all who enter our doors. All workers are required to follow these guidelines and procedures.

STAFF

1 - Nursery Coordinator

Nursery workers and helpers (number varies according to needs)

TEEN NURSERY HELPERS

As a young person (teenagers) willing to serve in this way, you have an important part in the nursery ministry as well. Your responsibility is to assist the nursery workers. You may be asked to get items out of diaper bags, play with children on the floor, read stories or help with snack and pick-up time.

ADMITTING CHILDREN

1. Arrive in the nursery 15 minutes before the start of the service to get instructions and receive children from parent. Be prepared to help with newcomers, especially visitors.
2. Wash your hands.
3. Prepare to minister.
4. Greet parents warmly. (Parents desire attitudes of caring and love.) Introduce yourself to visitors.
5. Receive children at the Dutch door; this helps reduce traffic and prevents accidents if children are playing on the floor. Only nursing mothers are allowed to enter the nursery.
6. Upon entering the nursery area, parents should sign their child into the logbook. Workers/helpers should review the logbook to ensure it's completed properly.

ZION BAPTIST CHURCH NURSERY GUIDELINES AND PROCEDURES

7. Parents will be given a pager. Please notate the pager # in the logbook. The pager is used for inform parents how their child is doing and also to locate parents in the event of an emergency situation during worship services.
8. Be sure diaper bags and other belongings are marked with the child's name.
9. Place bag and belongings in designated area.
10. Always keep your attention on the babies/toddlers rather than just interacting with nursery workers.

ABSENCES

Notify the Nursery Coordinator as early as possible of a planned absence so a replacement can be recruited. Unplanned absences such as emergencies and sickness are understandable but also require that the coordinator be notified so a substitute can be found. Staff/child ratios are dependent on your faithfulness of service.

SPECIFIC PROCEDURES

Emergency Situations

1. Contact parents if infants/toddlers are crying excessively or inconsolably or become ill while they are in your care. Parents are sensitive to the emotions of their children. They should not come and find their child hot, sweaty, and exhausted from crying.
2. To contact a parent, give the usher the child's assigned # so it can be flashed on the monitor or the usher can locate the appropriate parent. The parent location is indicated in the logbook.

Diaper Bags

1. Keep diaper bags off floor due to risk to infant safety and infection control.

Bottles

1. Infants will be fed according to parental instructions and/or when demanded by infant hunger.
2. Extreme care must be taken when "heating" an infant's bottle. Holding bottle under running warm water or setting bottle in container of warm water is usually all that is necessary.
3. An infant must be held during a feeding. Children should not be permitted to crawl or walk around with their bottle. Never "prop" a bottle for feeding.
4. Attempt to have infant burp after each 1-2 oz. of feeding.
5. Return infant's bottle to his/her diaper bag as soon as feeding is finished.
6. Nursery "workers" will be responsible for the necessary feeding of infants. Infants should not be fed by nursery "teen helpers".

Breastfed Infants

1. Welcome nursing mothers to feed their babies in the privacy area.
2. Respect mother and infant privacy as much as possible.
3. If no bottles are provided for supplementary feedings, contact mother if infant appears to be hungry.

Solids

1. Solid foods will not be fed to babies in the nursery due to the complications this creates.

ZION BAPTIST CHURCH NURSERY GUIDELINES AND PROCEDURES

2. Snacks and a small beverage will be served to crawlers and toddlers. Parents should let the nursery staff know if their child has any food allergies.

Diapers

1. The parents should provide disposable diapers. Extras are in the nursery for emergencies.
2. Diapers should be checked/changed before expected pick up time. This is done by nursery "workers" only.
3. Gloving is necessary for all diaper changes.
4. All diaper-care products are only used according to parental instruction.
5. Parents should provide "wipes" for diaper area cleansing. The nursery, if needed, will provide extras. Reach into container of "wipes" only with clean hands or gloves.
6. Diapers should be disposed of in proper containers.
7. After each diaper change, clean changing area with disinfectant and dry.
8. Nursery workers should share in the diapering duties of the children.

Pacifiers

1. Pacifiers should be identified.
2. If a pacifier of an infant falls on the floor or if any pacifier is in the wrong infant's mouth, the pacifier is to be rinsed well with hot water before returning to infant.

Toys

1. Leave "personal" toys in diaper bags.
2. All toys that are out of their "clean storage area" are to be disinfected before returning to clean storage.
3. Unwashable stuffed animals are not permitted in the nursery.
4. Small toys that an infant could swallow or broken toys are to be removed from the nursery.
5. Toys are not allowed in diapering area.

Activity

1. Encourage independent physical activity such as crawling or walking.
2. Learning activities should be offered that are age-appropriate. Most children respond to music and reading.
3. Provide proper head and back support when picking an infant up or when holding them.
4. Do not raise infants over your head or "clown" with them in any rough manner. This is an unnecessary risk.
5. Minimize mouth to skin contact. Do not allow infants to suck on your skin surface when you are holding them. We encourage holding and cuddling; however, kissing is discouraged.
6. Never leave children unattended while they are in the infant swings.
7. Prepare toddlers for snack and story time:
 - Wash their hands
 - Have children sit at the table.
 - Show children how to fold their hands. Fold your hands and pray.
 - Give snack.
 - Do not let children walk around with snacks.
8. Encourage families who have been absent more than two weeks in a row.

ZION BAPTIST CHURCH NURSERY GUIDELINES AND PROCEDURES

PARENTAL RESPONSIBILITIES

1. Parents will be requested to refrain from bringing their child to the nursery if the child has a temperature greater than 100 degrees, a generalized body rash, diarrhea, or eye-drainage (pink eye), runny nose, or any signs of possible severe illness.
2. Parents will be requested to use only disposable diapers during the time that their child is in the nursery.
3. If any child exhibits persistent biting behavior while in the nursery, and one-to-one supervision cannot be provided, his/her parents will be asked to remove that child from all nursery activities until such behavior ceases.

STAFF RESPONSIBILITIES

1. All nursery workers are to adhere to and follow all Universal Precautionary Methods and specific procedures outlined in this policy as a means of preventing transmission of any communicable bacterial and viral infections.
2. If any worker violates this policy they will be held solely responsible for their actions.

Dismissing Infants

1. Nursery workers, infants and toddlers are the only ones permitted in nursery area. This promotes infection control and safety.
2. Children will be released only to the parent or individual that signs them in, unless prior arrangements have been communicated to the Nursery Coordinator. The assigned # must be presented when picking up the child. Infants will not be released to siblings.
3. Have child's bag, coats, etc. ready for parents.
4. One worker must stay until all children have gone.
5. Except for the caregivers and children, no one else should be in the nursery area except in special circumstances decided upon by the coordinator.

CONTROLLING COMMUNICABLE DISEASES

Everyone is potentially infectious and following proper precautionary procedures provides protection for the nursery workers and the children. Hand washing and gloving are the most important components as well as cleaning, disinfecting, and proper disposal of soiled items.

1. Diapers shall be changed on a non-porous surface, which is disinfected after each use.
2. Strict hand washing is of utmost importance in the prevention of the spread of infection. Caregivers shall be advised to wash hands upon arrival and after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g. a cut or bloody nose), after using the toilet, after contact with their own nasal secretions, and before food preparation. Caregivers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose, and before eating. Disposable towels should be used after hand washing.
3. A disinfectant shall be used for wiping up all spills; soiling by blood, urine, or feces; cleaning of diaper changing tables; cleaning of play equipment and toys; and cleaning of all the equipment used by children.
4. When an infant or toddler is seen to put an object into his/her mouth, this object shall be cleaned with a disinfectant before being returned to the "clean toy" container.

ZION BAPTIST CHURCH
NURSERY GUIDELINES AND PROCEDURES

5. All infant and toddler toys and all play equipment in the nursery area shall be cleaned with a disinfectant after each session. All equipment in the early childhood areas (e.g. cribs, swings, walkers) shall be wiped with a disinfectant after each session. Equipment is never to be used outside the nursery. Sheets and other cloth articles should be laundered after use. Carpets should be sweeper-brushed. These precautions should be taken before workers leave the nursery.
6. Extreme precautions shall be taken with the handling of blood, urine, and feces.
7. All diapers and trash contaminated with spills of blood, urine, and feces shall be placed in trash cans which are lined with disposable plastic liners, covered, and placed out of reach of the children.
8. Remember to wear gloves for diaper changes, contact with body fluids (nosebleeds, cuts, etc.), wiping up body fluids (vomit, diarrhea, mucus).

To insure that these guidelines are understood and implemented, the Nursery Coordinator shall arrange for initial and also for periodic, continuing training in infection control procedures.

ZION BAPTIST CHURCH NURSERY GUIDELINES AND PROCEDURES

SPECIAL EVENTS

Groups who plan to use the nursery rooms for general babysitting must comply with the policy, and maintain the room after using it.

1. All policies in the Nursery Handbook must be followed.
2. At least one adult caregiver should be serving in the nursery for the special event.
3. The nursery area is designed and furnished for children two years and under **only**. If your group is babysitting children older than two years, it is your responsibility to find a room designed for that age group.
4. Room Maintenance (after each use)
 - Pick up toys and vacuum carpet and sweep bathroom
 - Strip sheets from beds and put in laundry room
 - Wipe-down all equipment that was used
 - Wash all toys that were used
 - Turn off lights
 - Ensure all doors are closed and locked where appropriate.
5. Each group and/or individual that uses the area will be held solely responsible for the condition of the room and the quality care of each child.
6. Failure to follow the policies will result in the loss of privileges in using the nursery facilities.