



## Nursery Procedures

The following policies and procedures for Easthaven Baptist Church Nursery have been established for safety of both the volunteers/parents and children. It is vital that all volunteers understand the policy and the purpose behind the policy, so they are listed along side each other below.

- All children must be checked in and out of the nursery. The sticker/pager system is a form of communication with both parents and other team members. Parents/Guardians must have a security badge with matching numbers to pick up the child. The parent needs to take the assigned pager, and also keep the security badge in order to pick up the child. During check-out, Team Members will match the number on the security badge with the child's number on their tag, and then the child will be released to you.

**Purpose:** The sticker/pager system is a communication tool for our team members. The information recorded on the sticker enables us to provide the most excellent care for each child left in our nursery. The pager is a tool for us to use if we need the parent/guardian to come to the nursery.

- Diapers will be checked every hour. Diapers need to be changed on paper mats that will be thrown away after each diaper change. If a child doesn't have a diaper in the diaper bag we have extra supplies.

**Purpose:** This policy ensures that no child will remain in a soiled diaper while in our care. It is important for the child's health and for maintaining excellence in the care we provide each child. Parents it is helpful if you do pack a diaper bag and include a change of clothes.

- Cribs are available if a child needs to be laid down for a nap. Please sheet the crib and clean the crib when done. It is also important that you put a "sleeping baby" sign up on the outside of the door. Please no matter how old the child, please remember to raise the crib rail.

**Purpose:** The crib needs to be cleaned each use so that it's ready for the next child. The "sleeping baby" sign is used so that the child doesn't get left in the nursery alone.

- Keeping the nursery clean is an absolute necessity. It is vital we all operate under the same standards and procedures. All toys played with should be sprayed with Clorox Anywhere Spray or Santi-Spray. All cribs and nursery equipment used should be wiped with Clorox wipes. Counter tops need to be wiped down with a disinfecting wipe.

The children's table needs to be wiped before the children are fed and after. We need to vacuum any crumbs that are left from snacks.

**Purpose:** Offering a clean nursery is not simply about cleanliness, it is also part of our wellness goal for each child in our care. We want parents to feel confident and comfortable leaving their children in the nursery, ensured that the health of their child is a priority to us.

- Snacks are provided. There are snacks and clean sippy cups in the "snack and sippy cup" cupboard. When snack is over please put the cups in the "Dirty Cup" bin, and take to the kitchen.

\*\*\* Parents if your child has an allergy it needs to be listed on their nametag, but please verbally tell the Nursery Team Members. If the allergy is not listed on the name tag, or there

has been a change, please notify the Checkpoint attendant, and they will make the corrections. If it is a food allergy please provide your child their own snack. **NO PEANUTS, PEANUTBUTTER, OR HONEY PRODUCTS ARE ALLOWED IN THE NURSERY!**

**Purpose:** Children sometimes get irritable if they get thirsty and hungry. Children under the age of one should not have peanut/honey products.

- Only nursery team members, children signed into the nursery, church staff/volunteers, and nursing mothers are authorized to be in the Easthaven Baptist Church Nursery.

**Purpose:** Limiting access to the nursery helps keep the floor cleaner for the children, eases the adjustment for children having separation issues, and helps us ensure the safety of each child is a priority as all Team Members have submitted to a background check and gone through appropriate training on our policies and procedures.

- Sick children/Team Member may not be signed into the nursery. If a child/Team member has a fever, or has had one in the last 24 hours, has suffered vomiting, diarrhea, or has cloudy or green discharge from their nose, please keep the child in your care. If you are a Team Member please find a replacement for your scheduled time. Please call the nursery coordinator, so she may make changes to the master schedule. **(must be fever free w/o medication for 24 hrs)**

**Purpose:** The wellness of each child left in our care is a priority. Children/Team Members who are sick present a health risk to the other children and Team Members. We want to ensure parents feel comfortable and confident leaving their healthy children in our care.

- All Team Members willingly submit applications, so they can be screened for background checks.

**Purpose:** This is just another way we can reach out and offer the safest environment for each child in the nursery. We also can offer peace of mind to the parents who leave their children in our care.

Parents and Nursery Team Members:

If you have any questions or suggestions, please contact Chelsea Speer at [randcspeer@hotmail.com](mailto:randcspeer@hotmail.com), or 212-0422.

**Because Kids Matter to God**