



Nursery Policy

Summary

This policy is for the Word of Life nursery, its use, and associated processes. The Word of Life Nursery has four priorities; safety, parental confidence, cleanliness, and Gospel story. Keeping to these priorities and the procedures from them will help to ensure a safe and fun play and learning environment where even the littlest can hear the Gospel in an engaging way.

Version Date: April 7th, 2017

Responsibility: Associate Pastor - Currently Nick Wackerhagen

Ministry Policies and Procedures

- Ages newborn to 3 or until they are being potty trained will be accepted into the nursery.
- There will be 2 adult workers present at all times when the nursery is offered.
- If a worker's availability changes, please notify a Pastor or whoever is in charge of the Nursery.
- 13 year olds and older youth are allowed to help in the nursery, but must have an adult with them.
- Nursery workers must have a recent background check on file before serving in the nursery.
- Nursery workers must wear their name badges at all times to let parents know who is a certified nursery worker.
- Recent violent or sexual crimes will disqualify a potential volunteer from serving in the nursery.
- We will rerun checks every 5 years.
- Nobody is allowed into the nursery area (past the check in counter) without a background check. The exception is a parent changing their child(ren)'s diaper with two nursery workers in the room.
- Parents, guardians, or the adult responsible for the child must check in their child.
- The same adult who checked-in their child, must pick up the child unless they indicate an alternate on the check-in form.
- The adult picking up the child must also have the claim check or a photo ID.
- The door to the nursery will be closed during service to reduce the noise in the lobby and in case of an intruder situation.
- Children can still be accepted at any time during service.
- Workers will be in the room at least 15 minutes before service begins to complete pre-service checklist and to be available to check-in children.



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During Service Schedule

9:45 - 10:00	Complete Checklist and check in kids
10:00-10:30	Play time
10:30 - 10:50	Story and Snack time
10:50 - End of service	Play time and check out
After end of service	Pick up and clean

Pre-Service checklist - To be checked before 10:00AM.

- Check and address any issues with the cleanliness of the room.
- Put clean sheets on the cribs if used they are removed and laundered. Mattresses are wiped down with disinfectant between uses.
- Make sure Check-In documents are ready.
- Gather any story aids you will be using.
- Check the diaper changing supplies
- Prop open door.
- Double check that the room is void of choking hazards.

Check-In Procedure

- The parent, guardian, or responsible adult will fill out all fields on the check in form.
- They will record their claim check number and take the corresponding claim check.
- The nursery volunteer will write the child's name and claim number on a tag and put it on the back of the child.
- The parent will pick a cubby for their child's supplies if needed. Each cubby hole has a color-coded animal picture identification system for diaper bags that should be noted on the sign in sheet.
- Follow posted "Sickness and Allergy" guidelines to inform the parents of the ingredients of the snacks.
- Be polite in refusing to accept children due to recent sickness.
- Close door after service begins for safety but still sign in children.
- Use notes from the parents on the check-in form to better serve the children and parents.

Illness Policy



Nursery Policy

- No medicine will be given to any child. Parents must administer the medicine.
- We will not accept children with the following symptoms
 - Fever of 100 degrees or higher within the last 24 hours
 - Excessive Coughing or Sneezing within the last 24 hours
 - Runny Nose with non-clear drainage
 - Diarrhea within the last 24 hours
 - Any unexplained rash
 - Vomiting within the last 23 hours

Diaper and Bathroom Policy

In light of Word of Life's proactive stance on child safety and our desire to avoid any form of abuse, we do not change diapers or assist children in the restroom except in a bathroom accident or emergency situation. The parent who signed the child in will be contacted via text or retrieved by an usher to change their child's diaper or assist their child in the bathroom.

In the event of a bathroom accident or emergency, 2 workers will assist the child until the parent arrives. Then one worker will be available to assist the parent.

Story and snack time procedure

- At 10:30, give the children snacks. Do not withhold snacks. We run close to lunchtime and snacks help the children's mood and are appreciated by parents.
- Attempt to have them sit down for story time with their snacks
- Use the Gospel project materials or children's Bible to tell a story or two.
- Help explain the Gospel message in each of the stories.
- Understanding that attention spans and behavior of babies and small children are, try to be encouraging to get them to listen and engaging while telling the story.
- Do not be forceful, if a child wants to continue playing, let them. They will still hear the story while they are playing.

Check-Out Procedure

- The adult claiming a child will present the claim check to the nursery worker.
- The nursery worker will find the child and escort them to the responsible adult.

Pick up and Cleaning procedure

- Wipe down all toys used during the service with a wipe.
- Wipe down the diaper changing station.
- If a child puts a toy in his/her mouth, please place it in the "dirty toys" bucket so it can be sanitized between uses.
- If you find a broken or unsafe toy, throw it away.
- If the infant beds were used, remove the sheet so it can be washed. Wipe down the mattresses with disinfectant wipes between uses.
- Clean sheets and blankets are located in the cabinet in the crib room.