

Form 12 - Nursery Guidelines for Parents**Form 12 - Nursery Guidelines for Parents****NURSERY PROTECTION GUIDELINES**

The nursery of Cross Roads Church is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

1. **Forms:** Parents will complete a Form 13 – Nursery Registration Form when the child first enters care and will also receive a copy of the Form 12 - Nursery Guidelines for Parents. (SEE APPENDIX)
2. **Sign-In:** Parents must sign children in and out using Form 14 - Nursery Sign-In Sheet each time children are delivered to care. Children will only be released to those listed on the sign-in sheet and who have the pager that corresponds to the sheet.
3. **Pagers:** Each guardian who drops off a child will receive a pager. This pager must be kept with the guardian at all times. If the pager lights up, that is an indication to come to the nursery as soon as possible. If by chance we do not see you in a timely manner, we will call using the number on the sign in sheet as we will assume that your pager has malfunctioned or you did not notice it going off. Your child will not be given to anyone who does not have a pager and is not listed on the sign-in sheet.
4. **Parent/Guardian ALWAYS on premise:** At least one parent/guardian shall remain in the church while the child is in the nursery until child is picked up.
5. **Food and Drink:** Parents must label all bottles, juices, blankets, toys and any other personal belongings. Pacifiers should be attached to the child. Only dry food snacks are allowed in the nursery. **Snacks containing nuts are never allowed due to allergies.** Small snack items that can be choked on, such as grapes, are not permitted.
6. **Pick Up:** Children must be picked up immediately following service, extended Sunday morning time, or immediately after church activities and checked out in the log by a parent/guardian or a person designated on the emergency contact form.
7. **Discipline Plan:** Setting limits is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it.

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- a. Positive reinforcement is the major tool of appropriate discipline.
- b. Volunteers will verbalize to the child when she/he is behaving in an inappropriate manner.
- c. Volunteers will redirect a child who appears to be "headed for trouble."
- d. If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery.
- e. Nursery volunteers **WILL NOT**:
 - i. Use corporal punishment, including spanking
 - ii. Subject children to cruel or severe punishment, humiliation or verbal abuse
 - iii. Deny any child food as a form of punishment
 - iv. Punish any child for soiling, wetting, or not using the toilet.

8. Diapering:

- a. When diapering the child at the diapering station next to the door, make sure that the blind is closed to protect the child's privacy.
- b. Any time a child needs to be changed, the child should be changed in the same area where another Volunteer/Staff is present.
- c. Please use diapers and wipes provided by the parents. If none are provided a limited supply is located under the changing area.
- d. Change diapers as follows:
 - i. Obtain all necessary supplies
 - ii. Place two paper towels under the baby
 - iii. Put on gloves
 - iv. Change diaper
 - v. Put child back in the play area
 - vi. Place the soiled diaper in two plastic bags and dispose in the garbage can with the lid
 - vii. Clean the changing area with disinfectant
 - viii. Wash hands
 - ix. If the child needs a change of clothes, there are extra clothes in the storage area in the white drawers. Bring the child with you to the storage area.
 - x. **NEVER LEAVE A CHILD ON THE CHANGING TABLE UNACCOMPANIED.**

9. Bathroom Usage:

- a. If a child needs to proceed to the bathroom, an approved volunteer/staff shall accompany him/her.
- b. The volunteer/staff will stay outside of the door and let the child use the toilet.
- c. If help is needed with wiping or dressing, the volunteer/staff will help the child while keeping the door to the bathroom open. Encourage the child to wipe him/herself.
- d. The volunteer/staff will let the parent know that the child used the toilet and

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- whether or not assistance was needed.
- e. The volunteer/staff and the child will wash their hands thoroughly with soap and running water.
 - f. If a problem arises when a child needs to use the toilet, a parent will be contacted.
10. **Physical or Health Incident:** Should an incident occur that results in physical injury, parent(s) will be notified and a Form 15 -Cross Roads Child-Youth Incident Report (SEE APPENDIX) will be completed.