

# Rincon Baptist Church



**Parent / Worker**

# Handbook



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## **Introduction**

This handbook is divided into two sections: one for parents of Nursery children and one for the Nursery staff. It would be helpful if both parties were thoroughly familiar with all of the information in this handbook.

Finally, if you have any concerns or suggestions about the Nursery Ministry, please call the Children's Minister, Nursery Team Hostess, or any member of the Nursery Team listed in the front of the Handbook. We welcome your comments.

## Welcome Letter

*Dear Parent:*

*Welcome to our Nursery Ministries at Rincon Baptist Church. We seek to provide a safe, Christian atmosphere for the youngest members of our church family. We hope that our loving care for your child will allow you to participate in the multitude of opportunities available here at Rincon Baptist Church.*

*We believe that our children are God's greatest gift! Nursery Ministries provides special care to infants and toddlers that contributes to their wellbeing. We strive to help your child to build trusting relationships and feel a sense of belonging by reaching out in love and understanding. We want to take the first steps with you towards introducing Jesus' love to your child through a safe, Christ centered environment. We believe that it is never too early to start teaching your child about God and how wonderful He is to us.*

*We hope this handbook will convey our commitment to provide a safe, caring environment through trained caregivers and a security system that ensures your child's safety. Please assist us in reaching this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will call us. Once again, welcome! We look forward to serving the needs of your family.*

*Serving Him with you,*

Annie Davis  
Nursery Director

Brian Davis  
Children & Youth Pastor

## **Mission**

At Rincon Baptist Church, the purpose of the Nursery Ministry is to come alongside parents as they seek to raise their children in the love of Christ. We seek to provide opportunities for children to be given instruction in God's word, engage in worship, be involved in fellowship, and to give expression to their faith through service.

### **Objective:**

#### **For Parents...**

The Nursery Ministry desires to come alongside parents by providing a safe, clean, loving environment for their children (ages 6 weeks to 4 years) as they attend worship and Sunday School.

#### **For Children...**

The Nursery Ministry not only seeks to provide a safe, clean, and loving environment for children, but to foster in the children a love of God and His church.

#### **For Nursery staff...**

The Nursery Ministry desires to equip and to provide opportunities for service for parents and other adults who share a heart for children and their Christian upbringing.

## **Section I – Nursery Parent Information**

### **General Policies**

1. Nursery is provided for all children ages 6 weeks through 4 years old during Sunday School, Sunday morning, evening Service, and Wednesday evening Bible study. Nursery is also available during special events.

2. The nursery opens 15 minutes prior to services and other scheduled events.

9:30 Sunday school

10:45 Sunday morning

6:00 p.m. Sunday evening service

7:00 p.m. Wednesday Mid-Week Bible Study.

General ages are:

Infants – 6 weeks to beginning walker

Toddler 1 - beginning walker to age 2

Toddler 2 – ages 3 & 4 (Wee Jam)

3. Children are to be brought to the Nursery and picked up by their parent or family member that have been pre-designated to do so.

4. Please check your child's diaper prior to signing your child into the Nursery. Your child's diaper will be checked at least once prior to the end of service and will be changed as necessary.

5. Parents should pick up their children immediately following the service or event they have been attending. Children must be picked up within 10 minutes following dismissal.

6. Please have your child's belongings properly labeled. This includes:

- diaper bag
- bottles
- pacifiers
- drinking cups
- coats
- blankets

7. Any items that are not labeled will be labeled by your child's caregiver.

8. Children should not bring personal toys to the nursery.

## **You're first Time to our Nursery**

### **Just visiting**

If you are just visiting us there is no need to enroll your child into our Churches Nursery program. Simply just sign in at the front desk, then you will be brought over to the age appropriate class where you will sign into that class, and receive your ID bracelet that will be used upon checkout. This ID bracelet allows us to safely match up both parents and children providing some extra protection for everyone.

## **If we are your church**

### **Enrollment Card/Sheet:**

The purpose of the enrollment card/sheet is to help the nursery staff have the information necessary to take the best care of your child. A parent should complete the card for each child enrolled in the nursery and return it to the nursery coordinator as soon as possible so that the child's information can be entered into our database.

**Following week's service:** We require signed acknowledgement of having read and agreed to nursery handbook policies.

### **Check-In and Check-out Procedures**

#### Sunday Morning Check-In and Check-Out Procedures

1. Please arrive a few minutes before the service to get your child settled.
2. Sign your child in on the Sign-in sheet at your child's room with your initials and any specific instructions. \*It is also helpful to communicate any instructions verbally to a nursery worker.\*
3. Place your child's colored bracelet with name on him/her for the day. Take the corresponding matching colored bracelet for yourself. If multiple children please only take one bracelet for yourself and place home children you have in nursery.
4. Enjoy worship and Sunday school.
5. Return promptly to the nursery and pick up your child by initialing them out on the sign-in sheet before release a Worker will verify matching bracelets. If you lose your bracelet, you will

need to see the nursery Director to have your identity verified.

\*Please do not send relatives or siblings to pick up children, unless they have already been designated to do so.

### **Items to Be Provided in Diaper Bags:**

1. Enough diapers for your child. Parents are requested to write child's name on his/her diapers to aid in the process of changing diapers.
2. Enough milk, juice or water for their child in bottles and/or Sippy cups labeled with child's name. Please label bottle caps as well.
3. A labeled change of clothes.
4. If a child is using a pacifier, the pacifier is to be on a "leash" that can be attached to the child's clothes. This will help to prevent others from picking-up dropped pacifiers.

Parents are asked to discourage their child from bringing any toys from home. These toys present hygiene problems, are a distraction to other children, and difficult to locate among the other toys. However, an exception can be allowed if a child has severe separation anxiety and the parent feels the need for their child to have some type of comfort toy or blanket from home. This item should be clearly labeled with the child's name.

### **Health Policies**

1. For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exists:

- Fever -- currently or within previous 24 hours
- Vomiting or diarrhea
- Significant, persistent nasal drainage which is green or yellow in color
- Any symptom of a childhood disease such as scarlet fever, German measles,
- mumps or chicken pox
- Common cold
- Sore throat
- Any unexplained rash
- Any skin infection
- Pink eye or other eye infection
- Lice or nits- child will not be allowed to return until proof of treatment and lice free

2. We will not administer any medication.

3. If the child develops a fever or other symptoms of illness while in the nursery, he/she will be separated from other children and the parents will be contacted to take the child home.

4. If your child has a physical condition which may require specialized intervention or precaution, please contact the Director of Nursery Ministries at 520.789.5748 to discuss special arrangements.

5. If your child develops an infectious disease (chicken pox, etc.) after he/she has been in the nursery, please contact the Director of Nursery Ministries at 520.789.5748, so we may notify other parents of their child's exposure.

6. Toys used by the children are sanitized at the end of each session and at other times that are necessary.

## **Sunday Morning Routine:**

During each hour in the nursery, Children in the Toddler/Pre-school, 2K & 3K will have a time of free play, snack, music time and a brief Bible lesson. Diapers will be checked each hour and changed at least once during the morning. For snack, you can send a “sippy” cup that is labeled with your child’s name, or your child will be given a paper cup for juice. Goldfish or crackers are provided, but you may bring snacks if you choose.

## **Behavior and Discipline:**

The safety of all the children in the nursery room must be maintained. No throwing, biting, kicking, pushing, or hitting will be allowed. When a behavior problem occurs, the child will be redirected to a more appropriate behavior. Older children will be told that their behavior is inappropriate, have the behavior modeled for them and then may be asked to apologize to the other child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the nursery room. If aggressive behavior occurs, parents may be asked to stay with their child in the nursery until the behavior has improved. If your child is struggling with a certain behavior, please communicate this information to the nursery staff so that they can monitor the situation closely.

## **Food Policies**

1. Our nursery is a **peanut and nut free area**--for children with allergies who utilize our facility as well as for general recognition of this health concern.
2. Warming instructions, if any, should be conveyed on the Nursery Registry. Send only plastic bottles in the diaper bag.

Please label each bottle with your child's name.

3. Please do not bring in outside food (such as fast-food).
4. Medications cannot be given by nursery personnel. Please do not put any type of medication in your child's bottle.
5. Toddlers will be served a snack of juice and cereal/crackers when appropriate. If your child is allergic to anything, please notify your caregiver.
6. Mothers who are nursing may do so in the designated area for nursing mothers. However, please provide a bottle for your baby in the event your return is delayed.

## **Emergency Procedures**

Emergency procedures are posted in each nursery room.

### **Fire**

In case of evacuation, staff will take children out the nearest safe exit (closest exit is in gym entranceway) and meet parents in the front parking lot (Double Churches Rd). A telephone is available in the nursery and is for emergency use only.

### **Child Emergency**

A First Aid kit is located in the Nursery room and can be used for minor accidents. Parent and Nursery Director will be paged in the event of a child emergency. If a child becomes seriously ill or injured, attendants or Director will immediately contact the Medical Response Team.

## **How Parents Can Help**

1. To assist your child in adjusting to his/her surroundings, bring him/her to church on a regular basis.
2. Please bring a box of snacks once per month to replenish Nursery snacks. Acceptable snacks include fruit loops, goldfish, or cheerios. If you are unsure of appropriate snacks, please ask the Director of Nursery Ministries.
3. Sign-in your child properly by completing all of the information on the Nursery Registry.
4. Be sure to label ALL of your child's belongings clearly. Always bring a change of clothing in case of spills or soils.



Parent acknowledgement of Nursery Handbook

My signature below indicates that I have received and read the Nursery Handbook. I understand the policies and procedures of the Nursery Ministries at Rincon Baptist Church and will abide by them.

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Children(s) Name

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Name (Please Print)

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Parent Signature

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Date

## **Section II - Nursery Volunteer Information**

### **Job Descriptions**

**Director**— as Nursery Director I will maintain a safe and secure atmosphere for all the children. I will manage and make sure everyone is qualified to take care of the children. All toys will be age appropriate. I will develop a relationship with all workers. I will make sure every class is covered and make sure it is done in a timely fashion.

**Head Worker** – Provides consistency and structure to the nursery class. This consists of helping parents to check children in and out. The Worker guides the children through the nursery hour schedule. He/she leads the team by designating certain jobs such as changing diapers, setting up snacks, etc. to monthly volunteers. The Worker serves as the shepherd and authority in the class and is responsible for communicating all needs and concerns to the nursery director.

**Helper** - Monthly volunteers serve as the helping hands of the nursery. Helper assists the Workers in changing diapers, playing with children, setting up snacks, etc. Assist in straightening the nursery room after the 10:45 service.

### **Training**

Training takes place quarterly for all Head Worker, Helpers, and Subs. The nursery director will make rounds to each room during the month to assist and answer any questions.

## **Age Requirement for Staff**

Head workers must be at least 18 year of age in order to be able to manage and run a class. Helper must be at least 14 years or older to work in Nursery in any classroom.

Children younger than 14 years old must work with a parent and the parent must supervise the child at all times. No one younger than college age is allowed to work in the Infant rooms.

## **Getting a Substitute**

Workers/ Helpers are responsible for finding their own substitutes. Please refer to the contact list to find a substitute. The best option for getting a substitute is to swap with other Workers/ Helpers. It is advisable to begin looking for a substitute as far ahead as possible. After finding a sub, please notify the Coordinator of the change prior to Sunday morning. The contact list will be distributed in nursery Worker/Helper packets and each week in the email reminder.

## **Ending Nursery Service**

If a staff member needs to stop serving in the nursery due to relocation, pregnancy, sickness, etc . . . , please give the Nursery Director as much notice as possible.

## **Enrollment and Visitors**

If a parent wishes to enroll their child, please refer them to the Nursery desk. The Nursery Director is to oversee that every child is properly enrolled and placed in the correct classroom. If a child is just visiting, please make sure they checked in at the nursery desk. Once they have signed in at one of the desks and obtained a bracelet, they need to sign in on the room sign in sheet. Visitors do not need to fill out a blue enrollment card.

## **When a Child Is Sick**

If a child seems or becomes sick, do not hesitate to inform the Director or Youth Pastor. The parents of the child will be contacted to come and take or evaluate the child.

## **Checking In**

Nursery Staff are to arrive 15 minutes prior to the beginning of the service. 9:30 staff should stay in the nursery until 10:45 staff arrives.

## **Worker Name Tag**

Nametags must be worn by all Nursery Staff and be visible at all times. Worker tags are located in the drawer of the nursery cabinets in each room. If a tag is missing, please notify the Director who will have another one made.

## **Supplies**

The nursery rooms should be adequately supplied with all items that you will need for Sunday morning. If a supply is missing or low, please notify the Director during the hour or write a note on the Nursery Room Checklist.

## **As the children check in . . .**

The Worker / Helper should be at the door helping parent to check in. The Worker/ Helper should greet the children with a genuine smile and warm words, using their name as they arrive at the door. Parents are to sign in on the sign in sheet and may give verbal instructions. Ask parents to write down any instructions on the sign in sheet for other staff. Parents should initial their child in, and special instructions. Children may be handed over the door or walked in if older.

The child will need to have their color name bracelets placed on his/her wrist before entry. The parents should be given the corresponding color and name bracelet before leaving the department.

### **Morning Schedule**

9:15 (10:30) Nursery staff is in rooms

9:30 (10:45) Fellowship – Children arrive, free play

9:45 (11:00) Teaching – Circle time, songs, story with picture card

Worship – Play music, sing, dance, worship the Lord

10:00 (11:15) Fellowship – Free play inside (Toddler 2 and up may use the playground)

10:15 (11:30) Snack with prayer, begin changing diapers

10:30 (11:45) Finish diapers, free play

### **Interacting with the Children**

All workers are expected to show love, understanding, and acceptance for all the children. Nursery workers are encouraged to stoop, squat, hold, sit on a child-sized chair or sit on the floor with the child when working in the nursery. Being on their eye level helps get and maintain their attention. A ratio of one worker to three children should be maintained in the infant and Toddler 1 rooms. A ratio of 1 to 4 should be maintained in the Toddler 2 & Toddler 3 rooms and a ratio of 1 to 5 in the Two year olds room. Do not take a child outside of the nursery area. The hallway beside the nursery area or playground is good for ones who need a break from the room.

### **Diaper Changing**

Before the parents pick up the child, the Head Worker is to check that the child's diaper has been changed if necessary. Each child should be changed at least once during the morning.

Diapers are to be changed at the changing tables on tissue sheets provided. Workers are to wear a new pair of disposable gloves before each diaper change. Dirty diapers are to be placed in the wastebasket. Dispose of tissue sheet and gloves in the trash. Hands are to be washed after changing each diaper.

### **Taking a Child to the Bathroom**

A female worker only must accompany girls to the bathroom. A male or female worker may take boys. Workers and children are to wash their hands afterwards. Do not take a child to any bathroom except the one in the nursery. Leave the door to that bathroom cracked when occupied.

### **Discipline**

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (Toddler 2 and up) will be told that their behavior is inappropriate, have the correct behavior modeled for them, and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come and talk with their child. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the nursery until the behavior has improved.

### **Care of Toys**

If a toy has been in a child's mouth, then it is to be sprayed or wiped with disinfectant and then placed on counter to air dry. After the toys are dry they can be returned to the appropriate location.

## **Attendance**

The Nursery Director is responsible for taking attendance during the service on pre-printed sheets. The Nursery Coordinator will update class rosters at the end of each month, adding names of children that have been added and deleting names as appropriate.

## **When Parents Come to Pick Up . . .**

Children can only be released to their parents. The parents will have the weekly colored bracelet checked to verify match with child matching bracelet. If they have lost the bracelet, they will need to see the Nursery Director to have their identity verified. Nursery Workers or Helpers need to take the diaper bag and child to the door and remind the parent to check out on the sign in sheet.

## **After they have all gone . . .**

The Worker/ Helper will complete the tasks listed on the Pink Nursery Room Checklist. This sheet is to be completed each week. Any notes to the Director may be communicated on the checklist. Please have one Worker from each room bring the sign in sheets, completed checklist, and trash to the Youth Pastors office at the end of the 10:45 service.

## **Emergency Evacuation Procedure**

All Nursery Workers are to familiarize themselves with the exit location for their room's evacuation in case of an emergency. A map of the emergency evacuation plan should be located on the wall of each nursery room. It is important that workers remain calm and follow the procedure exactly in order for the parents to be able to locate their child. The cribs with wheels are our Evacuation cribs they will be able to escort all the children out of the room in case of emergency.

## **Information Regarding Toys and Equipment**

### **Type and Quality of Toys**

Only age-appropriate toys are to be used in Nursery rooms. A high standard of toys is to be maintained. Any toy that is broken, torn, rusty or dirty beyond cleaning is to be thrown out. Toys must be easily cleaned with disinfectant and water.

### **Evaluating & Replacing Toys**

Twice a year the Nursery Directory will go through all the toys in each room and evaluate them for age-appropriateness, quality and ease of cleaning. Toys that do not meet these criteria will be removed or replaced. If you find a broken toy, please notify the Coordinator immediately.

### **Cleaning Toys**

Toys that have been mouthed need to be disinfected after each service on Sunday mornings. Place the toys on a paper towel on the counter and spray with nursery cleaner and leave to air dry. After toys are dry, they can then be returned to their appropriate location. The rooms and toys are cleaned thoroughly once a week by the nursery cleaners and straightened and lightly cleaned after each use.

## **Equipment**

### **Cribs**

The crib sheets are to be changed at the end of Sunday morning. If the sheet has any stain or wetness, please change it immediately. Sheets are located under the counters in the infant and Toddler rooms.

## **Changing Tables**

Changing Tables are to be wiped clean with nursery cleaner after each child is changed unless a piece of wax paper was used. Changing tables should be wiped clean at the end of Sunday morning.

## **Battery operated equipment and toys**

At the end of Sunday morning, please turn off all toys and equipment that run on batteries. Please notify the nursery Director if any toys or equipment is broken or in need of new batteries.

**“We will tell the next generation the praiseworthy deeds of the Lord, his power & the wonders he has done . . . so that the next generation would know them, even the children yet to be born . . . and they in turn would tell their children” Psalm 78:4b,6a**





Worker / Helper acknowledgement of Nursery Handbook

My signature below indicates that I have received and read the Nursery Handbook. I understand the policies and procedures of the Nursery Ministries at Rincon Baptist Church and will abide by them.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Worker / Helper Signature

\_\_\_\_\_  
Date



