

# Discovery United Methodist Church

## Nursery Policy and Procedures

Nursery care at Discovery United Methodist Church is designed to provide a safe, enjoyable and loving environment in which infants, children and adults can interact.

### A. Expectations of Adult Caregivers in the Nursery

1. An employed professional and a volunteer from the congregation will care for the children in the nursery from 9:00 until 11:00 on Sunday mornings. The professional may be available for other times as needed.
2. All appropriate mandates in the Discovery Child, Youth & Caregiver Protection Policy should be followed, including but not limited to: background checks for all adult caregivers; general policies for caregivers in children's ministries; reporting all possible abuse or neglect.
3. If the designated volunteer is not present for his/her scheduled time in the nursery, the paid professional should ask either an usher or the Director of Children and Family Ministries to find a replacement.
4. All attempts should be made to have both caregivers in constant view of each other when children are present. When this is not possible, the doors between the hall, bathroom and nursery should remain open.
5. Nursery caregivers should make a strong effort to connect with parents, especially those new to the church, so as to offer parents/guardians assurance that their children will be in a safe, loving environment.

### B. Guidelines for Parents of Children in the Nursery.

1. The Discovery United Methodist Church nursery is set up to care for children who are infants through age five.
2. Parents/Guardians are encouraged to drop off and pick up their children at the check-in area just inside the primary nursery door. Doing so will make it easier in the long run for both the caregivers and children to transition.
3. A binder with child registration/information forms will be close to the hall door. Parents/Guardians should complete a child registration/information form the first time their child is present. The forms contain useful information for the caregivers to have on hand (e.g. birthdate, nickname, allergies, parent/guardian diapering preferences). Forms should be kept and referred to during subsequent visits.
4. Parents/Guardians should receive an informational Welcome Letter

sharing the policies and procedures of the Discovery United Methodist Church nursery. Parents/Guardians only need to initial the attendance sheet once in the appropriate column to indicate that they have received and will adhere to the policies and procedures documented in the Welcome Letter.

5. Parents/Guardians sign children in and out of the nursery on an attendance sheet. Unless arranged at drop off, the same individual will be expected to sign children in and out of the nursery on a given day.
6. Parents/Guardians are asked to supply any personal materials their children may need such as bottles or favorite comfort toys.
7. We encourage parents/guardians to enjoy the worship service, knowing that the nursery caregivers will contact them as needed. If, in the opinion of the caregivers, a child cries excessively, the parent/guardian in worship should be contacted, via text message. Parents/Guardians are asked to provide caregivers with their cell phone numbers and to keep their phones on vibrate.

#### C. General

1. Shoes of children and adults are not permitted beyond the check-in area of the nursery.
2. Toys are to be washed/cleaned on a weekly basis.
3. The professional care provider has completed a first aid course. A first aid kit will be kept in the nursery.
4. Caregivers should make all attempts to learn and accommodate possible allergies. Peanut products should never be present and snacks are not to be permitted if more than one child is present in the nursery. Infant bottles are allowed.