

Faith Baptist Nursery Guidelines for Volunteers

Our goal is to provide a safe and loving environment for children that reflects Christ's love and allows parents the opportunity to worship in a relaxed condition. Used linens in the bed babies room should be left in a bag on the changing table for our volunteer to pick up. Please tidy up the rooms before you leave and let the nursery coordinator know if there are any issues to be taken care of.

Volunteer Applications

Applications are available in the church office and must be completed prior to beginning work in the nursery.

Sign In/Out Procedures

Each child who attends will receive an assigned pager and two name tags. (Bed babies have stickers.) Make sure the parents sign the attendance sheet along with noting the time. Parents of bed babies should fill out instructions for the day to help you manage the children and pass the information on to second hour workers. One name tag should be clipped to the back of the child's shirt and the other to the diaper bag. Make sure you have received a *labeled* cup and place it in the fridge for later. Release the child only to the person with the correct pager. Please also make sure parents sign out their child upon picking them up by noting the time and initialing the attendance sheet.

Visitors

Make sure you introduce yourself to the parents to make them feel more comfortable with leaving their child. Have the parents fill out an information card before they leave, give them a copy of the *Nursery Guidelines for Parents* (third drawer in the toddler room, bulletin board for bed babies) and let them know how the pager system works.

Pagers

There are instructions for the pager system in each room. Reasons to page parents would be signs of sickness, an injury, uncontrollable crying, and extreme disobedience. The nursery coordinator is available at any time by paging #1.

Snacktime

Snacks for toddlers are located in the locked metal cabinet. Each child receives a snack during SS and churchtime. Small cups provide the correct serving size and each child should have their own drink. Cups of water may be provided if the child runs out. Bed babies should have a bottle and/or snack in their bag.

Changing Diapers/Potty Breaks

Diapers should be checked and changed before the end of each session (Sunday School and Church). To maintain nursery hygiene standards, follow the posted diaper changing procedures. To protect our male workers, only ladies should change diapers and take children for potty breaks. Leave bathroom doors propped open and take children in small groups to the bathroom.

Well Child Policy/Injury

For the well being of all of our children, do not accept sick children into the nursery. Page parents immediately if any contagious symptoms are detected i.e. discolored nasal discharge, fever, coughing, etc. If a child is hurt in the nursery there is a first aid kit in the metal cabinet. Please page the parents of the children involved and nursery coordinator (#1) immediately, fill out the injury report form in the third drawer and discuss it with the parents.

Special Issues -Ratios of Children to Workers

For toddlers there should be at least one worker to every 6 children, and for bed babies one worker to every 3 babies. If the Toddler class has more than 12 children or Bed Babies has more than 6 babies and you need assistance, page the nursery coordinator (#1) to pull another volunteer.

One final note, try to greet each child by name and introduce yourself to the parents if you do not know them. This instills greater confidence in the parents and prepares them for a more worshipful church experience.

Linsey Forlow, Nursery Coordinator, Faith Baptist Church
407-319-2299 or lforlow@cfl.rr.com or Pager #1
Updated 9-19-2006