



Nursery Ministry Policies & Procedures

Lebanon Baptist Church exists to make disciples of our Lord Jesus Christ for the glory of God

Goals

- To provide loving care for 0-3 year olds in order for the parents to freely participate in the services and fellowship of the church
- To provide a safe and clean environment for the children
- To provide appropriate structure to encourage orderly behavior
- To provide early introduction to God, His Word, and the Gospel of Jesus Christ

With these goals in mind, the following guidelines and polices have been adopted by Lebanon Baptist Church to provide the kind of care that will benefit the total ministry. We appreciate your help and depend on each volunteer and parent to follow these policies and procedures as we seek to be above reproach in this ministry.

Nursery Facilities

We currently have two nurseries to care for children during Sunday school, morning and evening services, and Wednesday evenings.

- **Infant Nursery** (newborns to crawlers)¹
- **Toddler Nursery** (walkers to 3)

The first Sunday of June and December, 3 year olds will be promoted to the Pre-School Class (3-5-yr. old). If we are overcrowded in either the nursery or the Pre-School, the child could be held back for a short time or moved up a little early. *Thank you for your understanding in this matter.*

Placement in the toddler nursery is determined by mobility skills and room capacity. The goal is to keep a manageable number of children in each room in order for each child to receive appropriate attention in a safe environment. **Please check with the nursery coordinator before advancing children to the next stage.**

The infant nursery is equipped with cribs, rocking chairs, and a changing table. The toddler nursery provides seating as well as a small restroom. Signs are provided to hang on the outside doors of the nurseries for sleeping children. During the services, nursing mothers may use the designated area in the infant nursery.

Nursery Volunteers

Safety and Accountability

In order to minimize the church's vulnerability to unnecessary allegation, and for the protection of individual volunteers and the children, the following policies will be strictly enforced.

¹The Nursery Coordinator will speak with the parents before moving the child into the toddler nursery

1. Any nursery volunteer must have attended the Lebanon 101 class and be official members of the church (exceptions may be made for female interns).
2. Those wishing to serve in the nursery must submit to a background check and complete the child safety and awareness training before serving in the nursery.²
3. Any information indicating that a volunteer poses a threat or has any history of physical or sexual abuse directed against another person will result in the immediate removal of the volunteer from consideration for a position.
4. A nursery volunteer is NEVER to spank, hit, grab, shake, or otherwise physically discipline any child. Reoccurring disciplinary problems should be reported to the Nursery Coordinator.
5. **Only females** will be permitted to serve in the nursery ministries.
6. Each nursery must have **two adult female** at all times.³ It is best to maintain the following adult-to-child ratio:
 - a. Infant Nursery – 1:3
 - b. Toddler Nursery – 1:4-5
7. Teen girls may serve in the nursery under the following parameters⁴:
 - a. Teens 13-15
 - May assist only with their mother
 - Will not be permitted to change diapers
 - May sit in the floor to play with a child, but must be seated to hold them
 - b. Teens 16-18
 - May assist any adult female
 - Will not be permitted to change diapers
 - May hold and carry a child
8. Only adults may take children to the restroom. The restroom door is to remain open at all times.
9. Nursery volunteers are to release children ONLY to parents or guardians. DO NOT allow young siblings to take a child from the nursery.
10. A first-aid kit is located in the Christian Education office.
11. In the event a child is injured or injures another child, the Nursery Coordinator will communicate with the parents regarding the incident. An Incident Report form should be filled out and placed on file with the main office.⁵
12. If child abuse or neglect is suspected in the home, a pastor should be told in confidence. This is a legal issue and should not be handled by a volunteer.
13. All volunteers should be familiar with and follow the evacuation and emergency plans posted by the main door.

² Training provided by *Protect My Ministry, Child Safety Training for Abuse Prevention* (www.protectmyministry.com). Should there be a history of offenses, the Nursery Coordinator will only be told that the applicant is not eligible to serve, but no details will be given.

³ An adult is eighteen years of age or older.

⁴ Teenagers may **not** serve during the Sunday School hour

⁵ Extra Incident Report Forms are in the Christian Education office.

Before Your Session

1. If you cannot serve in the nursery at your scheduled time, YOU are responsible for finding a qualified substitute AND notifying the Nursery Coordinator of the change. This will ensure that the nursery runs smoothly and a safe child/volunteer ratio is maintained.
2. A nursery volunteer who is ill will not be permitted to serve in the nursery. If you have a cold or are contagious, please find a substitute for your scheduled time and communicate the change with the Nursery Coordinator.
3. Volunteers should arrive at least 15 minutes before the scheduled service time.
 - 9:00 am – Sunday School
 - 10:15 am – Sunday Morning
 - 5:45 pm – Sunday Evening
 - 6:15 pm – Wednesday Evening
4. The nursery will not be able to accept children until it is adequately staffed. If circumstances prevent you from arriving at your scheduled time, please contact the Nursery Coordinator or find a qualified volunteer to fill in for you until you can arrive.
5. All volunteers are to wash their hands before entering the nursery and should conscientiously wash/use hand sanitizer during their session.
6. Volunteers should wear a smock and socks or disposable footwear.
7. Ensure that the belongings are labeled and placed in the proper cubbyholes. Tags should be used to identify children with special needs such as allergies, potty training, etc.
8. There should be at least two adult females in each nursery at all times.
9. At check-in ...
 - a. Make sure the parent fills out the nursery information form for each child.
 - b. Ensure all instructions are written down and communicated to nursery volunteers (allergies, food restrictions, authorized pick up, etc.).
 - c. Provide visitors with an information card
 - d. Give a numbered security card to the parent. It will be matched with their belongings and to the nametag worn by the child.

During Your Session

1. Nursery volunteers should greet latecomers at the door and assist them in filling out the information form and security cards.
2. For the safety of the children in the nursery, we will not admit any sick child. If a parent brings a sick child to the nursery, please inform the Nursery Coordinator. We will assist them in finding a place to sit with their child in the back of the auditorium or in the hallway.
3. Never leave infants or toddlers unattended at any time.
4. Do not give medication to children in the nursery. Parents must administer any medications.

5. Diaper and restroom checks are to be conducted at least once per service and changed as needed.
6. After changing each child, spray the changing pad with disinfectant spray and wipe clean. NEVER leave a child unattended on the changing table.
7. Wash or sanitize hands thoroughly after each diaper change.
8. Please be sure that children wash their hands after using the restroom.
9. Do not attempt to potty train a child without the parent's consent.
10. Give snacks only if instructed by parent. We can only give bottles to infants. They must be fed baby food at home.
11. If a fussy child cannot be consoled after 15 minutes, we will send for the parent.⁶
12. Encourage sharing and cleaning up (putting toys away).
13. Activities for toddlers should include teaching the children about God and His Word. Crafts should not dirty the child's clothing or skin (or it should be cleaned off before returning the child to the parents).
14. Discourage inappropriate behavior by keeping the children occupied and content. Move arguing children away from each other and talk with them. Nursery volunteers are NEVER to spank, hit, grab, shake, or otherwise physically discipline anyone.
15. If problems persist from week to week with a child, communicate with the Nursery Coordinator and she will address the issue with parent. **Nursery volunteers should avoid offering unsolicited parental advice and counsel.**
16. Unless it is an emergency, cell phone use is strongly discouraged while serving with the children.

After Your Session

1. Communicate with the parents any necessary information regarding the child's stay in the nursery.
2. Ensure that the nametags match the security cards returned by parents.
3. Be sure all toys have been sprayed with disinfectant and returned to their proper storage place.
4. Any broken toys should be set aside and reported to the Nursery Coordinator.
5. Please notify the Nursery Coordinator when the nursery is running low on supplies (paper cups, snacks, wipes, tissues, etc.).
6. Please vacuum or sweep up any crumbs on the floor.
7. Empty the trash.
8. Take all of your personal belongings with you.
9. Turn out the lights as you leave.

⁶ This communication will take place via text message.

Parents

Guidelines and Expectations

1. Mothers with children in the nursery will be asked to serve on a monthly basis.⁷
2. Please fill out the nursery information form for your child each service. Be sure to write down all special instructions.
3. If your child shows signs of a rash or runny nose that is NOT contagious (such as bug bites, eczema, allergies, teething, etc.), please write this down on the information form since nursery volunteers and other parents may be concerned by what they see.
4. Please label all items brought to the nursery for your child (i.e., diaper bags, bottles, cups, and pacifiers).
5. Parents should provide prepared infant formula in containers labeled with first and last name. Nursing mothers may use the designated area in the infant nursery during services.
6. Provide enough disposable diapers for your infant or toddler during their stay in the nursery.
7. Parents with children wearing cloth diapers will need to provide adequate instruction regarding changing procedures as well as leak-proof container to place soiled diapers.
8. All children who are potty training are asked to wear pull-ups or training pants with rubber pants to help us maintain a clean nursery. Please understand that not every child's diaper can be checked at the last minute, and accidents may occur.
9. The door to the infant nursery will be closed at all times. Parents are asked not to enter the nursery to check on their children. The window in the door should enable you to check on your children between services. We ask that you do not open the door or enter in between services, since it causes disruption and often upsets a child that has finally settled down. If you need to pass along information to the volunteer after your child has been dropped off, please knock on the door and wait for a volunteer to come out to assist you.
10. Unless you instruct otherwise, we will work with a fussy and upset child for 15 minutes before sending for the parent.⁸
11. Please pick up your child as soon as possible after the service is over.
12. You must return your security card to pick up children. For safety reasons, we cannot allow young siblings or unrelated parties to take your child from the nursery.
13. Please ensure that you have all of your belongings before you leave. The nurseries may be locked between services.

⁷ This applies to members of LBC only and will be scheduled on a monthly basis by the Nursery Coordinator.

⁸ This communication will take place via text message.

Guidelines for Health Issues

We want your child to have a safe environment in which to learn and play. Therefore, we have guidelines to follow regarding possible sickness. These guidelines will help you decide whether or not to bring your child to the church nursery and, thereby, protect others from illness.

Please **DO NOT BRING YOUR CHILD** to the nursery if he/she has any of the following:

- Fever, vomiting, or diarrhea within the last 24 hours.
- A hacking cough.
- Rash, unless diagnosed by a physician as non-contagious. (This excludes diaper rash.)
- A runny nose or bad congestion. Clear runny noses associated with teething or allergies will be allowed as long as there is no fever or congestion.
- Any contagious disease, regardless of how mild it is. This includes the common cold.
- Conjunctivitis (pink eyes and yellow discharge).
- A child taking antibiotics may be left in the nursery when he/she has been on medication at least 48 hours and is free of symptoms.
- Nursery volunteers **CANNOT** administer medicines. Parents must administer medications themselves.

If you are in any doubt regarding your child's illness, please do not put other children at risk by placing your child in the nursery.

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