

Grace United Methodist Church

Nursery Ministry and Policy Handbook

Thank you for your cooperation. Please minister to the children with "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."



If you have questions about the Nursery Policy Handbook, please contact the Directors of Children's Ministries, Braden and Chrissy Hendershot at 610-863-0387.

Grace United Methodist Church
404 E. Mountain Ave.
Pen Argyl, PA 18072

Phone: (610) 863-4811
Email: graceumc@epix.net
www.worshipatgrace.org

Nursery Ministry

It is our privilege at Grace United Methodist Church to provide quality nursery care for children from birth to three years of age. Our purpose is to provide a place where parents can confidently leave their children. A great deal of preparation has gone into making our nursery safe and enjoyable. The nursery ministry enables parents and others to worship and study in our church with the least amount of distractions as possible. We encourage all parents to use the nursery whenever possible. Care is provided for all services. Even though children can sometimes be kept quiet in services, babies and toddlers are known for their cute antics that are a distraction to others.

In order to provide better care for your child, we have compiled some guidelines which are outlined in this manual. We pray you will not find these guidelines too demanding, but instead, reflective of high standards for hygiene and care. Together, we want to give quality care for any child associated with our nursery.

Parents

Our nursery workers are prepared to provide the best possible care for your child. All linens, toys and equipment are cleaned regularly and each baby is given personal attention and will find warmth in the midst of our church.

1. Grace Church endorses “Safe Sanctuaries” to protect children entrusted to our care and nurture. Among other

8:30 a.m. Amazing Grace Service

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|----------------|------------------------------------|
| 8:15-8:45 a.m. | Arrival, Sign in, Free Play |
| 8:45-8:55 a.m. | Circle time (songs) |
| 8:55-9:20 a.m. | Table time (prayer, snack, lesson) |
| 9:20-9:35 a.m. | Free play, Change diapers |
| 9:35 a.m. | Sign out |

9:45 a.m. Celebration Service

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|------------------|------------------------------------|
| 9:30-10:00 a.m. | Arrival, Sign in/out, Free play |
| 10:00-10:10 a.m. | Circle time (songs) |
| 10:10-10:35 a.m. | Table time (prayer, snack, lesson) |
| 10:35-10:50 a.m. | Free play, Change diapers |
| 10:50 a.m. | Sign out |

11:00 a.m. Traditional Service

| | |
|------------------|------------------------------------|
| 10:45-11:15 a.m. | Arrival, Sign in/out, Free play |
| 11:15-11:25 a.m. | Circle time (songs) |
| 11:25-11:40 a.m. | Table time (prayer, snack, lesson) |
| 11:40-11:55 a.m. | Free play, Change diapers |
| 11:55 a.m. | Sign out |

Discipline Policy

This policy is in place for the safety and protection of all our children. If a child is in need of discipline, follow these simple steps:

1. Redirect the child to a different activity.
2. Redirect and use a gentle, but authoritative verbal correction.
3. If an overly aggressive behavior continues:
 - Page the parents even if it means interrupting them during a church service.
 - If the child comes back in and the behavior continues, they will be gently asked to refrain from using the nursery until behavior improves.

Note: Never strike a child or grab them roughly. Always show firmness with love and kindness.

Nursery Schedule

We try to follow a routine every Sunday to help the children learn church songs and Bible stories. The same Bible lesson and songs are presented for several weeks in a row to help the children retain the information. Newborns and infants may not understand the content of the Bible lesson; however, they may enjoy the music and interaction.

protective policies all children's ministries volunteers must pass two levels of background checks.

2. There must be two or more adults present at all times. We provide paid nursery care staff to ensure continuity for your children so they see familiar faces each week.
3. In order to avoid confusion and provide proper care and sanitation for the children, no one is to be in the nursery at any time other than the scheduled workers and the children. (Exceptions are only, but gladly, made for nursing mothers.)
4. Please remember to leave instructions on the nursery "sign-in" clipboard. Do not hesitate to be specific. Each child must have an information card on file.
5. Children must be signed in and signed out by approved adults. Please notify workers if your child has any additional medical concerns besides those indicated on the child information card.
6. We use the pager system for security. A child cannot stay in the nursery unless the parent takes a pager. We need to be able to locate the parents in the case of an emergency. The pager will be returned after the service in exchange for the child. The pager also eliminates/minimizes service interruptions by vibrating when the parent is needed in the nursery.

Suggestions for the Diaper Bag

- diapers
- bottle/sippy cup, if needed
- wipes
- pacifier, if used
- bib
- extra set of clothing
- a sweater (during cool days)
- plastic bag (for accidents/wet items)

Note: Please label bottles, pacifiers and cups with child's name or initials

Child's Snacks

In most cases, depending on the number of children in the nursery, we will not be able to spoon-feed a child. Bottles and sippy cups are acceptable. Infants will be fed only what you indicate. Walkers and toddlers may be given water, animal crackers and/or Cheerios with your permission.

Feeding Policy

Infants

- Bottle fed babies are to be given their bottles according to their parents' instructions. Please make sure the bottle is labeled.
- We do not give food to the younger babies, unless instructed by the parents.
- Workers are to watch that babies do not "borrow" each others cups, bottles or pacifiers.

Walkers / 2's & 3's

- Check "sign-in" sheet before feeding the children. Some children have food allergies!
- Make sure all cups are labeled.
- A worker should always supervise the children while they are eating.
- Workers are to watch that toddlers do not "borrow" each others cups, bottles or pacifiers.

Diaper Changing Policy

- Check and change a child's diaper if it is wet, soiled, or if the child seems fussy.
- Always use the diapers and wipes provided by the parent in the diaper bag. (if the parent forgot we do have diapers available)
- Utilize the changing pads to cover the changing area with each diaper changed. Dispose of both the changing pad and diaper after each change.
- Be sure to use the sanitizer available and clean the changing area after each diaper change.
- Never leave a child unattended on the changing table.

Bathroom Assistance

1. Stand outside the bathroom
2. Prop the door open slightly while the child is using the bathroom.
3. If the child asks for help, go inside but leave the door propped open a little.