



Proverbs 8:10

Nursery Handbook

For Parents and
Volunteers

Revised 2010

Purpose:

We view our nursery aged children (infants- 2-year old toddlers) as the youngest age of our **Compass Kids Ministry**. To that end, the goal of our **Nursery** is not only to provide our children with a friendly and safe place to be cared for during the adult worship services but also: *To teach children to glorify God and enjoy Him forever.*

To this end, everything we do is grounded in Eternal's vision of loving **God** and loving **People** according to the **Scriptures**.

Organization:

We very loosely set age limits in our three **NURSERY** groups because we believe that each child develops at his own rate. Developmental milestones, chronological age as well as parental recommendations will be used to determine initial placements. Currently the **NURSERY** is divided into three age groups:

- **Newborns** (0-6mts)
- **T1** (Babies 6mts-1 Year old)
- **T2** (Toddlers 2-3 Years old)

Curriculum:

Our Children's Ministry is currently using Great Commission Publications' **Show Me Jesus** curriculum for all age groups (excluding pre-service classes and 5th Grade Trailblazers class.). *Show Me Jesus* is designed to introduce all parts of the Bible to students with an emphasis on Jesus Christ. GCP's description of the curriculum: "A toddler learns the vocabulary of faith. A preschooler learns that God keeps His promises. An elementary student learns to trust, obey and worship God" (<http://gcp.org>). Each Sunday students will receive take-home sheets containing fun family ideas for reinforcing the lesson throughout the week.

Newborns and **T1's** - While we do not have a formal curriculum for these young children, we seek to provide a safe environment and to shower them with the love of Christ.

T2's - Great Commission Publication's Show Me Jesus – Learning the Vocabulary of the Faith

Graduations:

Developmental milestones, chronological age as well as parental recommendations will be used to determine graduations to the next age group. Graduations in the nursery age group can take place at any point during the school year, with the exception of *T2 → Voyagers* (please see note below). A general predictor of graduation readiness is listed below:

Newborns → T1

Once a child reaches 6 months of age and is able to sit up independently, he/she is able to graduate to the T1 classroom.

T1 → T2

Once a toddler is approximately 2 years old and able to play on the playground they will then graduate to the T-2 group.

T2 → Voyagers (3's preschool)

Twice per year (on *Move-up Sunday in August* and *once in January*) toddlers that have turned 3 may move to the 3's preschool (*The Voyagers*). 3-year old toddlers are ready to graduate to the Voyagers when they are able to sit through a 10-15 minute lesson and are completely potty-trained. Nursery leaders will notify parents of 3 year-old children in the nursery early in December the exact date of the January "graduation."

Staffing:

Each nursery room is staffed weekly with a team leader and several other volunteers. The team leader will be the person responsible for making sure that children are signed in and diaper bags are labeled; the leader will also be at the door at drop-off and dismissal times to greet your child. Volunteers will take directions from the team leader(s).



Sign-In Procedure:

1. Sign-in on the sign-in sheet.

Note: If you are a member or regular attendee, your child's information will already be printed for you. Otherwise please fill out the form completely

2. Fully complete a Childwatch name tag sticker, checking all appropriate boxes and noting any special instructions.

- a. The larger sticker on the sheet should then be placed on your child's back
- b. Corresponding smaller tags on your child's things (diaper bag, bottles, blankets etc.)
- c. Place the Parent sticker on your person.

*Please note: It is very important that you retain this sticker for 2 reasons: 1) This sticker will have your child's number for that week. **If this number flashes on the screen during the worship service, it means that you are needed in the nursery.** And 2) for the safety of our children, volunteers are instructed to release children **ONLY** to those with matching Childwatch stickers.*

3. After your child is signed in and stickered please escort them to the appropriate door or give them to a nursery volunteer.

Note: We ask that only the scheduled volunteers for each week actually enter the nursery rooms. Other adults should remain in the sign-in area and not enter the nursery rooms. However, parents may enter with their children for the first few visits until the child is comfortable being in the nursery, and nursing mothers may be in the infant room at any time.

4. After giving your child to a nursery volunteer, please quickly exit the area.

*We have found that this is the best way to deal with separation anxiety. If your child gets upset, a nursery worker will attempt to involve him/her in active play. If the child continues to cry uncontrollably for more than **5 minutes**, or if there is an emergency, your number will flash on the screens. In most cases, this is not necessary.*

Sign-Out Procedure:

1. Sign your child out on the appropriate sign-in sheet (at the door in the Newborn and 2T room; at the pick up location in the T1 room)
2. Give your Childwatch pick-up sticker to the nursery volunteer at the door
3. Escort your child out of the nursery and remember to gather all their things (diaper bags, bottles, cups, lesson take-home paperwork etc.)

Please be advised that the doors to the nursery are locked when the worship service begins. If you want to check on your child at any point in the service or plan to pick up your child prior to the conclusion of the worship service please locate one of the deacons in the lobby and ask them to give you access to the nursery. If the deacons are unavailable, feel free to knock on the nursery door and a volunteer will let you in as soon as possible.

What to Bring/What *NOT* to Bring:

Please **bring**: a labeled diaper bag with sufficient diapers, a bottle or sippy cup, and a change of clothes, as well as anything else your child may need during his/her stay in the nursery.

Please do **NOT** bring:

- Food.
Due to allergy concerns as well as potential choking hazards we ask children **not to bring snacks**. Volunteers will provide a small snack (that is gluten free as well as *nut free*) for the children during assigned snack times either on the snack blanket in the $T-1$ room or at the tables in the $T-2$ room.
- Medication – workers are not allowed to give children medication for liability purposes.
- Candy or gum.
- Toys that resemble weapons of any kind.
- Valuables – some items are very precious – including special toys, blankets, or jewelry. If you must leave one of these valuables with your child, please make sure it is labeled and you have it with you when you leave.

Sickness/Illness Policy:



For the protection of your child and others, parents **should not** bring a child who appears ill. By the same token, if you are scheduled to work in the nursery and are ill, please call a substitute! 😊

The recommendation of the American Academy of Pediatrics is that a child should not be taken from the home when any of these conditions have existed in the past **24 hours**:

Fever, vomiting, diarrhea, any symptoms of childhood diseases such as scarlet fever, German measles, mumps, chicken pox or whooping cough; common cold or runny nose (from onset through one week); sore throat, croup, unexplained rashes, any skin infection, or pink eye.

Health Standards:

We strive to provide a clean, healthy environment for your child by adhering to the following standards:

1. Diapers are changed on a clean surface, which is sanitized after each use. All diapers are checked **10 minutes prior to the conclusion of the worship service**, and volunteers are required to wear disposable gloves. Gloves are to be disposed of after each diaper change.
2. Volunteers are instructed to wash hands often, and it is required after wiping noses or changing diapers.
3. Toys that have been mouthed are cleaned and sanitized after use. All toys are sanitized after children leave.
4. Accidents: while our commitment is to provide a supervised and safe environment for our children, accidents happen. If your child is seriously injured during his or her time in the nursery your number will flash on the screen during the worship service. Whether minor or serious injuries occur, volunteers are instructed to fill out an “*Ouch!* Report,” keeping one copy in the nursery and giving one copy to parents.

IMPORTANT: To avoid irritation or potential allergic reactions, all nursery volunteers are asked to **avoid wearing fragrances** (lotions, perfumes, colognes, etc.) the weeks they are serving.

Daily Procedures:

Newborn Room

The ratio of newborns to volunteers should be 2:1. Diapers will be changed as needed and all diapers will be checked **10 minutes prior to the conclusion of the worship service**. Volunteers are required to wear gloves during diaper changes, sanitize the changing pad after each child, and wash their hands after each diaper change. Reminder, we ask that volunteers refrain from wearing fragrances the weeks they serve in the nursery, especially those working with our infants as they are the most sensitive and are held the most.

T1 Room and T2 Room

There should always be 1 volunteer per 4 toddlers. Snacks are given **10 minutes after the worship service begins** and are provided by Eternal. Diaper changes and potty breaks will occur as needed. There is a mandatory diaper check **10 minutes prior to the conclusion of the worship service**. Volunteers are required to wear gloves during diaper changes, sanitize the changing pad after each child, and wash their hands after each diaper change. When taking a potty-training child to the bathroom, the **door must always remain open**. Children should wash their hands after every bathroom visit.

Volunteer Information:

We can **ALWAYS** use more volunteers! If your family uses the nursery we ask that you consider volunteering during one worship service on a rotation basis. Typical rotations are 2 weeks of service followed by 4 weeks off. If you do not have nursery aged children but love babies and toddlers and are looking for a place to serve, we would love to have you as well! There is also a need for a substitute list. If you cannot commit to being a regular worker, but would not mind substituting occasionally, please allow us to put you on the substitute list.

There will be periodic training sessions for new volunteers to familiarize you with our routines and procedures. All volunteers are required to agree to a background check.

For additional information or to volunteer please feel free to contact the nursery coordinators by emailing travelers@eternal.gs.

NURSERY SCHEDULES

9:00 Service

Infant Room:

8:45 Volunteers arrive
9:00 Play time
10:15 Diaper check/change

T-1 Room:

8:45 Volunteers arrive
9:15 Snack time
9:30 Play time
9:45 Diaper changes

T-2 Room:

8:45 Volunteers arrive
9:15 Snack time
9:30 Lesson
9:40 Outside play time
(weather permitting)
10:00 Inside for water, potty check and Diaper changes

10:30 Service

Infant Room:

10:20 Volunteers arrive
10:30 Play time
11:15 Diaper check/change

T-1 Room:

10:20 Volunteers arrive
10:45 Snack time
11:00 Play time
11:15 Diaper changes

T-2 Room:

10:20 Volunteers arrive
10:45 Snack time
11:00 Lesson
11:10 Outside play time
(weather permitting)
11:20 Inside for water, potty check and Diaper changes