

Faith Bible Church, Sharpsburg GA Nursery Ministry Policy Statement

Updated March 2017

Purpose: To glorify God by exalting God, edifying believers and evangelizing unbelievers. Our desire is to provide loving childcare in a safe, secure, Bible-focused, Christ-centered environment to allow parents the ability to participate in other ministries with greater focus.

It's a privilege and an honor to have a team of volunteers who love God by serving others in this capacity. A special thank you to those who serve and to the parents who allow us the opportunity to serve them and their children.

Parents Responsibilities

General Guidelines for Parents

Please help the Faith Bible Church nursery staff ensure a safe and God honoring experience for your child. You can help us accomplish this by:

- Use sign in sheet at the door on each visit
- Informing nursery workers of any allergies
- Marking all personal items such as drinking cups and diaper bags
- New and visiting families will need to fill out an information form
- New and visiting families will need to fill out an ID tag
- Provide in writing any needed instructions
- Provide any needed supplies that your child may need while in nursery
- Advise if someone other than yourself will be picking up your child
- Pick up your child promptly after the service, class or event is over
- Avoid bringing children who are ill, especially when contagious

Parents are encouraged to volunteer in the nursery.

Parents should see specific responsibilities and guidelines for nursery volunteers listed below for additional information.

Nursery Volunteer Responsibilities

Thank you for your willingness to serve the Faith Bible Church family, their children and their guest by caring for children during class, worship and events. Your service allows others to listen and be attentive while their children receive care and instruction. These general guidelines are provided to ensure volunteers and the children they care for are safe and secure in an environment that is Bible focused and Christ centered. These guidelines have been set up by the Nursery Coordinator and then reviewed and approved by the church elders.

General Guidelines for Nursery Volunteers

- Be members of Faith Bible Church and in attendance for at least six months.
- Apply to be a volunteer by completing a personal information form. A professional background check will be conducted by the church. Afterwards, approval by the elders is needed.
- Read, understand and agree with nursery policies.
- Be present in the nursery 10 to 15 minutes prior to the class or service.
- Be present with at least one other volunteer when with children. One of these volunteers must be an adult woman over the age of 18.
- Volunteers 13 and 14 years of age must be with an adult volunteer and may work in the 2 to 3 year old nursery.
- Volunteers 15, 16 and 17 years of age must be with an adult volunteer and may work in any of the nursery age groups.
- Only volunteers and the children they are caring for should be in the nursery.
- No hot beverages as they could possibly spill and possibly hurt one of the children.
- Keep personal items and diaper bags out of reach of children by placing on shelves.
- Please use snacks brought by the parent for their child. Snacks are also provided by the church and have been carefully selected to be gluten and nut free. Be attentive to dietary needs.
- Keep children safe by controlling access to the room and limiting entry from those not in your care and not volunteering
- After all children are picked up, please leave room in an orderly and clean state, disinfecting toys and emptying trash, when needed.
- If unable to fill the time you've volunteered for, it's your responsibility to find a replacement from the backup list and then advise your team leader with who's taking your place. Contact your team leader, if help is needed or if any questions arise.

See the Nursery Coordinator or the Elder overseeing the nursery ministry with any questions.

Check-In, Check-Out Guidelines

For children and parents who are new to the church or are visiting, they should fill out an information sheet and return it to a volunteer in the nursery. The volunteer will give it to a team leader or the nursery coordinator. When a new or visiting child is dropped off, a volunteer should write the name of the child on an identification tags, placing the sticker on the child's back while the other half goes to the parent. When picking up children, parents should bring their corresponding tag, so that the volunteer can match the parents tag number and name with the number and name on the child.

Diaper Changing General Guidelines

- Only women are to change diapers or assist in bathroom use.
- Use diaper bag supplies brought for each child for the respective child. If supplies run out, the church has back-up supplies available in the cabinets.
- Please check and change diapers when needed unless parents have supplied different instructions.
- Disposable latex gloves are available, if needed.
- Plastic bags are available to place soiled diapers before placing in the outside trash can.
- Please dispose of and change pad covers, if soiled.
- Never leave a child unattended on a changing table.

Building Evacuation

In the unlikely event of an emergency and a building evacuation is required, Volunteers will take children outside and to the field behind the building. Volunteers will work to reunite children to parents as quickly as possible. Would be a big help if parents work their way to the back to help with this process.

Sick Children

Consistency with our goal to provide a safe and secure environment for children in our care requires us to discourage parents from bringing children who are or appear to be sick. Contagious illness includes, but is not limited to, fever, vomiting, diarrhea, common cold, sore throat, croup, pink eye, chicken pox, rashes, etc. Volunteers can ask parents to not drop off their child or to pick up their child after being dropped off if this is the case. This is left to the discretion of the volunteers. If a volunteer has a question about how to handle this, please feel free to contact a team leader or the nursery coordinator. Medication cannot be given to children by nursery volunteers.