

# **Nursery Policy for Parents**

## **Church of the Good Shepherd**

### **Welcome to the Church of Good Shepherd Nursery!**

*We welcome you and your child to the Church of the Good Shepherd. We want to provide a safe, comfortable, and nurturing environment for your child, so you can feel secure that your child is being taken care of while you attend services at the Church of Good Shepherd.*

*Please take the time to read the following guidelines and policies we have put in place to safeguard all the children in our care.*

### **NURSERY TEAM**

Our nursery team will have at least one adult Nursery Staff. A second Nursery attendant will be available as needed. All Nursery Staff are trained to adhere to the United Methodist Church Safe Sanctuaries Training and safety regulations to ensure the best quality care for your child.

### **OPERATION HOURS**

- Our nursery is open on Sunday from 8:20 to 11:15.
- We will begin to accept children 10 minutes prior to the start of service.
- Children should be picked up after service concludes.
- We are open year round, 12 months per year.
- We are closed or have modified hours on the following holidays/days:
  - New Years
  - Christmas Eve
  - Christmas

### **AGES OF CHILDREN ATTENDING NURSERY**

- The nursery is available for newborns up to 8 years old or 3rd grade. (Regardless of age, all children are welcome in the sanctuary during services.)
- All toys and activities in the nursery will be specifically for this age group.
- For the children who are potty trained, they will use the bathroom located down the hall and will be escorted as needed by the second nursery attendant.

### **SIGN-IN AND RELEASE OF CHILDREN**

- All children must be signed in and out in our log which is located in the nursery.
- We will only release your child to the person who checked in your child that day or who is listed as an alternate authorized person to pick them up.
- All adults signing in and picking up their child or are an authorized person to pick-up, must have a current valid state issued ID or drivers license.
- Parents are responsible for their child(ren) after they are picked-up from the nursery.

## **PARENTAL ACCESS**

- Parents must not leave the church while their child is in nursery.
- Parents are encouraged to only enter the nursery during the nursery hours when/if they need to provide medication to the child, nurse their child, the child is sick or needs consoling.
  - Any parent entering the nursery could be requested to show a valid state ID.

## **ILLNESS POLICY**

- If your child has a fever, rash, vomiting, cold or flu symptoms, diarrhea, contagious illness, or contagious disease, please keep them home that day.
- If your child becomes sick while in the nursery, you will be contacted to pick up your child.
  - If your child has been ill, they must be free from fever, vomiting, or diarrhea for 24 hours before coming to the nursery.

## **HEALTH AND SAFETY POLICY**

- Toys
  - Please do not send toys with your child.
  - All toys in the nursery area will be cleaned and sanitized before each visit.
- Snacks
  - Snacks can be sent with your child.
  - Snacks must be peanut and nut free.
- Medication
  - List all medications your child(ren) is/are on in case of emergency. Parent/Guardian is responsible for updating this as needed.
  - Medication can only be administered by the parent/guardian of the child.
- Allergies
  - Any allergies must be listed on the registration form along with what to do in case of a reaction.
- Handwashing
  - All children, nursery staff, or parents that enter the nursery are encouraged to wash their hands before entering the nursery, after using the bathroom, or changing diapers. Sinks are located in the bathrooms down the hall from the nursery. Hand sanitizer is available in the nursery closet on an as needed basis.
- Emergency Evacuation
  - Fire and emergency evacuation plans can be found in nearby hallways.
  - For the safety of the children, in case of fire, all children will be immediately evacuated to the parking lot. Parents will come to this location to reunite with your child(ren).

## **PERSONAL ITEMS**

- Parents must provide any personal items the child may need while in the nursery. Items should also be labeled. Items may include:
  - Diapers & Wipes
  - Change of clothes
  - Snacks