



Nursery Ministry

Our Vision for the Nursery Ministry

In response to God's command and in order to fulfill our promise to Covenant parents, the Nursery Ministry exists to provide a warm, safe, friendly environment where the love of Christ is demonstrated and parents feel comfortable leaving their children while they spend time in worship.

Three nurseries are offered: **in-fants** (birth until walking), **walkers** (once they begin walking until they turn 2 years), and **2-year-olds** (2- and 3-year-olds until the beginning of the Transition class, usually in January of each year).

All three nurseries are available dur-

ing both worship services and Sunday School. Children are signed-in and provided with an ID tag. The parents also receive an ID tag which must be turned in when picking up their child. All nursery volunteers are part of the family of God and have been approved through a screening process.

Want to get involved with the Nursery Ministry?

Volunteer Positions:

Nursery Director

- Oversees the Nursery Ministry and Leadership Team.
- Facilitates quarterly Leadership Team meetings.
- Represents the Nursery on the Children's Ministries Team.
- Manages recruiting.
- Determines when children are ready to move to another nursery.
- Maintains beepers.

Leadership Team

Weekly Team Leader

- Oversees all three nurseries one Sunday a month for either early or late shift (8:15-10:30 or 10:30-1:00).
- Ensures that all nurseries are properly staffed and recruits help when needed on a particular Sunday.
- Familiarizes self with Child Protection Policies.
- Acts as a "floater" when needed for things that will allow Nursery Workers to remain in their rooms.
- Carries a pager and wears a name tag.
- Makes decisions, with director, regarding closing a nursery.
- Calls Nursery Workers at beginning of the week to remind them of their scheduled work in the nursery.
- Reports to Nursery Director any feedback or problems that arise during their shift.
- Tallies maximum number of children during each service onto a clipboard.
- Schedules new Nursery Workers as needed throughout the year.
- Communicates with parents as necessary.
- Oversees training for workers who are signed up for their week of the month.
- Leads team orientation meeting for workers who are signed up for their week of the month.

Snack Coordinator

- Provides snacks and snack supplies for walkers and 2-year-old nurseries and turns in receipts to Director of Children's Ministries for reimbursement.
- Checks supplies weekly.
- Is aware of allergies and provides snacks accordingly; labels container with ingredients.

Toy Coordinator

- Periodically sorts through toys to remove broken or worn toys.
- Ensures toys are cleaned on a regular basis.
- Checks for batteries that need replacing.
- Ensures linens are washed.

Child Information Board Coordinator

- Keeps information boards tidy and up-to-date.
- Ensures pictures are provided of each child with both parents (if possible).
- Coordinates with parents to ensure accurate allergy information is on information card and child's tag.

Supplies Coordinator

- Ensures all supplies needed are available (i.e., baby wipes, tissues, paper towels, etc.).
- Purchases necessary supplies and turns receipts in to office for reimbursement.

Volunteer Coordinator

- Assists Nursery Director with recruiting.
- Maintains volunteer substitute list.

Nursery Workers

- Cares for children in a particular nursery one service once a month.
- Makes decisions regarding paging parents.
- Notifies director when a child is eligible to be moved up.
- Reports to Weekly Team Leader.
- Signs in on "Sign-In" sheet.
- Wears name tag label (found in sign-in clipboard).



Want to get involved?
Contact: Tonya Nash
Dir. Of Children's Ministries
(540) 433-3051

Procedures for Nursery Workers

General Procedures

1. Please arrive 15 minutes before you are scheduled to work to go over procedures and allow parents and previous workers to leave on time.
2. Set out and date a fresh "sign-in" sheet if you are the first worker of the day. All workers sign in and make a name tag.
3. Turn all pagers on; press button until it vibrates.
4. If you are unable to work during your scheduled time, find someone to swap with you and let your Weekly Team Leader know about the switch.
5. Any information that should be communicated to the Weekly Team Leader or Director should be written on the back of the "sign-in" sheet (example: out of snacks, transition-ready children, broken equipment, etc.).
6. Families are encouraged to serve in the nurseries together. However, if workers have non-nursery age children who are not serving, child care should be arranged outside of the nursery.
7. Youth serving as workers must observe the age criteria for the following nurseries:
Infants: 15+ years
Walkers: 12+ years

Receiving Children—Including Visitors

1. Greet the parents and children with a smile. Keep the bottom half of the door closed and receive the children and bags over the door. **NO PARENTS SHOULD ENTER THE ROOM.** (The only exception should be parents who have never seen the nursery and would like to look it over or who come in long enough to assist in their child's adjustment to the nursery.)
2. Parents sign child in and provide appropriate information.
3. Label children with assigned ID tags, give tag to parent, label bags with child's name on masking tape, and hang bags on hook or shelf. Remind parents that they must have the ID tag when picking up their child from the nursery.
4. Assign pagers when necessary. Pagers are required for each child in the infant and walker nurseries. Pagers are required for visitors in the two-year-old nursery.
5. Check in visiting children by filling out a visitor card with the child's name, parents' names, and any important feeding or allergy instructions. Visitors should sign the child in on the "sign-in" sheet. Follow the normal procedures for giving out ID tags. (There are tags specified for visitors.) Explain the pager system to the parents. All visitors **MUST BE ISSUED A PAGER.** Be sure the pager number is documented on the "sign-in" sheet. (Pagers vibrate--they must be held close in a hand or a pocket and can be turned off by pressing the button on the side.)

Nursery Time

1. Play, read, sing, rock, blow bubbles, and enjoy the children.
2. Check the "sign-in" sheet for information concerning each child.
3. Beware of allergies. Children with colored labels on their name tags are allergic to the item(s) listed on the tag. Please be mindful of these allergies during snack time and only serve the food that is safe for them to eat. Those with allergies should be kept from well-meaning "sharers." No dairy products should be used in any nursery.
4. Hand out snacks—one or two crackers and water at some point in the morning.
5. **DO NOT TAKE CHILDREN OUT OF THE ROOM** (even when fussy) for anything other than a potty break. If a child is inconsolable, notify the parents after 10-15 minutes.
6. Take children to the potty as needed. **ONLY AN ADULT FEMALE MAY TAKE CHILDREN TO THE POTTY.** For child protection purposes, the bathroom door must remain open.
7. Change diapers at least once or as needed before a child is picked up. Please wear plastic gloves. **NEVER LEAVE A CHILD ON THE CHANGING TABLE UNATTENDED.** Clean the changing table after each use with the disinfectant Lysol wipes. (Do this only after children are a safe distance away, and please be careful not to confuse the LYSOL wipes with the BABY wipes! They are clearly labeled.) Wash your hands.
8. In the infant nursery, pick up used teethingers after each service and put in appropriate bin.

Discipline Policy

FIRST: Redirect child's attention from problem situation. (*Suggest another activity.*)

SECOND: If problem persists, state appropriate expectations and consequences if

undesired behavior continues. (*Example: Blocks are for building not throwing. If you throw one again, you will not be able to play with the blocks.*)

THIRD: Separate child to a different area of the room and discuss behavior issue.

FOURTH: Page parent or Weekly Coordinator to get parent. A parent should take the child from the room for appropriate discipline.

Hands should never be placed on another person's child in discipline. (*Example: spanking, grabbing arm or chin, etc.*)

Special note about biting: If a child bites another child, the parents are to be notified immediately and the biting child must be removed from the nursery for the morning. If the skin was broken, first-aid should be applied and the parents should be notified. The child who did the biting may return the following week. If biting is a recurrent problem for a child, parents will be notified to discuss the situation. The Weekly Coordinator should document occurrence on Weekly Coordinator sheet.

Dismissing Children

1. When parents come for the children, have one worker assigned to greet the parents and one to retrieve the child's belongings. **DO NOT GIVE THE CHILD TO THE PARENT UNLESS THEY HAVE GIVEN YOU THE ID TAG AND SIGNED THE CHILD OUT.** Be sure to retrieve the pager. Do not allow parents to enter the room.
2. Give feedback to parents so they are aware of what their child has done while in the nursery (naps, bottles, bathroom breaks, etc.).

Clean-up Procedures for 2nd Service Workers are listed in the bulletin board in each room. Please take time to read them to ensure the rooms are properly cleaned and straightened.