

Nursery Policies

WELCOME

We welcome you and your baby/toddler to the ministry of the nursery division of the First Baptist Church of Aztec. Our staff looks forward to the opportunity to work with you in teaching your child about the beauty of God's world and the wonder of His son, Jesus Christ.

PURPOSE

1. To provide a safe, loving, caring, and quality atmosphere for children from birth until they are age four.
2. To provide a quality learning environment.
3. To help children know that the church is a happy, secure place to be.
4. To provide a Christian environment and to teach children to:
 - a. Associate God with love and to pray
 - b. Know that Jesus loves him/her and others
 - c. Recognize Bible stories and know it is a special book.
5. To promote a partnership between parents and teachers/workers.
6. To create an environment where children can learn how to share and get along with other children.

AVAILABILITY

1. The nursery will be open **15 minutes before and 15 minutes after** any scheduled church event. The nursery will be closed by 9:00 pm (for the children's comfort and well-being) for all events and will also be closed for after church fellowships.
2. The Nursery facilities will be open for children from nursery age (birth to 1 year) and toddler (ages 2 and 3).
3. Nursery will be provided for revivals and all major church wide events.
4. Individual groups (i.e. Sunday School classes, weddings or funerals, etc.) desiring to use nursery other than at the scheduled times shall make a request of the church council no later than one month in advance and will be left to the discretion of the pastor.
5. Any other group wishing to use the nursery facility must agree to abide by all guidelines as outlined in **the Nursery Policies**.

General Nursery Policies

Regarding Facilities

1. No one shall leave a child in the nursery facility for any reason other than attending a church function.
2. Once children have arrived and are in class, parents, visitors and relatives are requested not to come into the room during any session or between Sunday School and Worship Services.

3. Children are to be brought and called for by **one parent** (to alleviate traffic in the nursery area.)
No child will be released to any other person except by previous arrangement.
4. The playground area is considered part of the nursery facility and will be available only when a worker is supervising.
5. Playground equipment is for nursery age children only.
6. No one should be in the nursery area other than workers and children.

Regarding Health and Sanitation

1. All belongings of the children, including diaper bag and bottles, are to be plainly marked with the child's name. All bottles should be plastic. Bring enough bottles and diapers for your child, and extra clothes for toddlers who are being potty trained. For the protection of your child and other children, **parents are requested not to bring a child who appears ill.**
2. Upon recommendation of the Committee on Control of Infectious diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exist:
 - Fever
 - Vomiting or diarrhea
 - Any symptom of known contagious childhood disease. (i.e. Scarlet fever, German measles, mumps, chicken pox)
 - Cough or common cold, from onset to 1 week
 - Sore throat
 - Croup
 - Any unexplained rash
 - Any skin infection
 - Any eye infection

We also ask that a child not be brought if he has drainage that is not clear.

3. Children should not bring their own toys.
4. No child should have gum.
5. Workers are responsible for sterilizing toys, equipment, and furnishings weekly. The nursery area is to be left clean and trash taken out after every service. Sheets will be washed weekly.
6. Disposable gloves should be used when:
 - a. changing a diaper
 - b. cleaning a blood spill
 - c. cleaning up vomit or any other bodily fluids
7. Workers shall wash hands with anti-bacterial soap:
 - a. before and after every session

- b. before and after changing a diaper
 - c. after wiping a nose
 - d. after helping children goes to the restroom
 - e. before feeding babies and children
8. Workers shall help toddlers wash their hands with anti-bacterial soap:
 - a. before snack time
 - b. after going to the restroom
 - c. after wiping their nose
 9. When wiping noses, workers shall use a new tissue for each child each time.
 10. Employed staff, teachers and all volunteers who work with children shall not be present when ill with any of the illnesses mentioned under the recommendations of the committee on Control of Infectious Diseases of the American Academy of Pediatrics.
 11. Workers with open sores on the hand should wear gloves. Open sores elsewhere on the body should be covered with an adequate size bandage.

Regarding Paid Workers and Volunteers

1. There shall be at least two nursery workers available at all times, with adequate staffing for worker/child ratio, which is 1 to 4.
2. Minimum age of nursery teachers/workers shall be 18 years of age
3. Paid workers are guaranteed 1 hour minimum each time they are asked to work, even if no one shows up.
4. At least two paid workers will be available in the nursery at all times.
5. No one shall be in the nursery area other than workers and children.
6. Paid workers will be hired when possible from within the church.

Child Care and Teaching Policies

1. Under **no** circumstances shall a worker ever spank a child or raise his/her voice in anger.
2. Children shall **never** be left in the room alone. If you have to leave the room, make sure a capable adult is watching the children under your care and responsibility.
3. Children shall never go home unchanged.
4. No prescription or non-prescription drugs shall be brought into the Nursery facility or administered by nursery workers/teachers.
5. Do not give infants extra juice, formula, or use baby bottles in cabinet without the parent's written consent.

6. TV may be used to show a religious tape to go along with the lesson or if the children are there for long periods. Only church approved G-rated movies may be shown.

Diaper Changing Procedure

1. Check bed babies every 30 minutes to see that the diaper is neither wet nor soiled.
2. Change toddler's diapers at least once during a session.
3. Use powders, lotions and ointments only when provided by the parent.
4. Always wear disposable gloves.

Job Description: Nursery Coordinator

1. Qualifications:
 - a. Must have a genuine experience of salvation and be a member of the church.
 - b. Must have a sincere love for children and working in the Nursery facility.
2. Duties and Responsibilities:
 - a. The Nursery Coordinator will be under the direct supervision of the Pastor and Personnel Team.
 - b. The Nursery Coordinator shall:
 1. Be responsible for activities and adequate staffing of workers in the Nursery Facility.
 2. Direct workers to area of need.
 3. Help workers with problems: discipline, needed materials, etc.
 4. Be in charge of insuring clean linen (washed weekly), and regular disinfecting of the toys, equipment and baby beds per the State mandated requirements.
 5. Make purchases of supplies and groceries.
 6. Notify workers of work schedule. Keep in mind their need to attend worship services.
 7. Be responsible for yearly budget requests for:
 - a. cleaning supplies
 - b. refreshments
 - c. new equipment
 - d. linens and toys
 8. Maintain quality toys and dispose of damaged or dangerous toys.
 9. With the approval of the Pastor, be responsible for hiring and dismissing paid nursery workers.
3. Benefits:
 - a. The salary and fringe benefits will be recommended by the Personnel Team and approved by the church in its annual budget.

Job Description: Paid Workers

1. Qualifications:
 - a. Paid nursery workers must have a genuine experience of salvation
 - b. Must have a sincere love for children and working in the Nursery facility
 - c. Must be reliable and willing to work when called upon

- d. Must be a minimum of 18 years of age
- e. An interview may be required of the applicant.

2. Duties and Responsibilities:

- a. Each nursery worker is directly responsible to the Coordinator
- b. Each nursery worker will be responsible for recording his or her time
- c. Nursery workers will make a reasonable effort to keep diapers changed according to policy and bottle babies cared for.
- d. Workers should be aware of each child's name and who his/her parents are.
- e. All nursery workers will arrive 15 minutes prior to the designated meeting time
- f. Children learn primarily through play. Workers should provide directed and constructive play.
- g. At **NO TIME** are children to be left unattended.
- h. When a new child is brought in, the Child Care information sheet should be filled out before parents leave the Nursery facility.
- i. Workers will be guaranteed 1-hour minimum each time they are asked to work, even if no one shows up and will be required to sterilize toys during that time.

3. Benefits:

- a. The salary shall be recommended by the Personnel Team and approved by the church in its annual budget.