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Overall Nursery Objectives

To **enable** parents to freely worship without being concerned about the welfare of their child.

To **minister** to each child to help him/her grow in the nurture and admonition of the Lord.

To **meet** the physical, spiritual and emotional **needs** of the children in a safe and interesting environment.

You are VIP’s

You are Very Important People! You are teachers, yes—teachers!! At no other time in little ones’ lives are children learning so much, and learning so quickly. Almost everything you do teaches and influences the babies and toddlers in your care.

As teachers, you will create a safe and interesting environment with age-appropriate activities, providing physical and emotional care, encouraging interaction among children, as well as among **workers** and **parents**!

First impressions are often lasting impressions. Often, your ministry will touch visiting families and new parents first. You may be the first Christian that a new visitor meets. Remember—you are an ambassador for **Christ** as well as a representative for our church.
Nursery Worker's Duties
Nursery Supervisor

Oversees the nursery during the service. 
Supervised by the Nursery Coordinator and/or Director. 
Supervises the nursery workers on your team.

RESPONSIBILITIES:
Check for hazards, i.e., exposed electrical outlets, broken toys, small items, and stick pins, as sometimes the rooms may be used for other events.

The supervisor is responsible for receiving and releasing children. Parents and children need to develop a relationship with you for their safety and security.

As you receive a child:
♥ Check for good health.
♥ Mark all children’s belongings with a name tag including diaper bag, pacifier, bottle, blanket, carrier, etc. You may have an assistant help you with the labeling and paperwork while you care for the child.
♥ Remind parents to place the vibrating pager on their belt or in a pocket, not in a purse. It must be near to be felt.
♥ Note that the parents have filled out the sign-in sheet. Mark child’s attendance in the notebook and get necessary new visitor information.
♥ Check pager #’s when releasing a child and ask the bearer of the pager to state the child’s first and last name before releasing the child. Begin to learn the names of the adults who drop off and pick up the children.
♥ A parent who has multiple children in Infant-Pre-K classes may use one pager number for all of the children. Write down the number of the pager they are using and give the parent a laminated card with a number on it. Write this number on the sign-in sheet, as well. This is the card that the parent must give you to pick up their child as a security measure. To page a parent in this situation, call the classroom that the pager originated from. Tell the Supervisor/Lead Teacher in that class that you paged the parent and to please send the parent to your classroom when they arrive. There is a list posted in your room with the classroom extensions and their assigned pager numbers.

Maintain good communication with parents. Give general praise reports when possible. Having a positive relationship also helps if you have to share difficult news with a parent. Always let parents know if their child was injured in the class. You may use an injury form to explain the injury to the parent.

Nursery Supervisor Responsibilities continued

Know your head count at all times!
Call parents using the pager when a child is ill or is crying excessively.

Encourage your workers to get involved with the babies.

Make sure all nursery workers are following the health and safety policies.

Set a positive atmosphere for the classroom. Keep the atmosphere and conversation edifying and uplifting.

Make sure all children have had their diapers/pull-ups checked and/or changed before your shift ends.

For special needs or problems, talk to your coordinator and/or Betty.

Please check with your coordinator before allowing a drop-in teen to help on a busy day. Friends of volunteers may not hang out in the room, at the check-in counter or in the hallway outside of class.

Toddler through Two-year-old classes only:
  Use the monthly curriculum provided for you.
  Focus on the monthly theme throughout the class time. See “Our curriculum” section in this manual for more information on curriculum. At the end of the month, allow the children to take home their teaching picture pages.

Nursery Worker’s Duties

Cares for the physical, emotional, and spiritual needs of children.
Supervised by the Nursery Supervisor.

RESPONSIBILITIES:
Only scheduled workers are allowed in the nursery.

Check with your supervisor for any special instructions and do what your supervisor asks.

Only supervisors may receive and release children.

Play with the children.

Observe any children for illness and notify your supervisor.
Maintain a positive and edifying attitude towards the children and team members.

Assist in class clean-up at the end of your shift.

Communicate to your supervisor the details of an accident or injury.

Teens
Remember that you are a role model. The children will do everything you do.

Please do not bring your friends into the nursery. Anyone interested in working in the nursery may contact the director to fill out paperwork.

Never swing a child by their arms.

Watch children closely.

**All Nursery Staff Responsibilities**

Prayer is one of your most important responsibilities. Pray over the children, their parents, and your team members.

Never be in an area alone with a child or leave another worker alone with the children. There should be at least two workers in each room at all times.

Arrive at least 30 minutes prior to the start of the service time to prepare for your class and to pray with your team. We want to be ready to receive the children when they arrive.

Remember that this is a one-year commitment from September to September, but scheduled and unscheduled absences are inevitable. Be sure to let your Coordinator know as soon as possible when you will be out, to give time to call in a substitute. In case of an unplanned absence, be sure to have your coordinator’s cell phone number to let him or her know right away. If you cannot contact your coordinator, leave a message in Betty’s mailbox at 303.424-2121, ext. 92307.

Keep germs at home. Please stay home if you have cold symptoms, fever, digestive upsets, skin infections, fever blisters, blistering skin rash or infected sores. You may return to the nursery if you have been symptom free or on antibiotics for 24 hours.

Never administer medication to the children (including diaper ointments). If needed, the parent may come in and give the child medication.
Health and Safety

♥ When you enter and leave the nursery, make sure the door closes securely to prevent any escapees.
♥ Follow all posted health and safety guidelines.
♥ Always drop the railing on the cribs for the safety of the child.
♥ Do not give health advice to parents; refer them to their doctor.
♥ Wash hands frequently and thoroughly with a disinfectant soap upon arrival.
   Always wear rubber gloves when wiping noses, during diaper changes, and when cleaning up blood or other bodily fluids.

All Nursery Staff Responsibilities continued

Clothing should be washable (nice slacks are acceptable). Wear smocks in the applicable nurseries. Footies (not bare feet) are worn in Infants and Crawlers. Low heeled shoes are preferred in Toddlers through Twos.

Please be aware of your clothing while in the class. While in the classroom you will do a lot of bending, squatting, and sitting on the floor with the children. Therefore, it is not appropriate to wear low-cut tops, skirts with high slits, or tops that leave your midriff bare.

Familiarize yourself with the proper fire exit.

Keep personal items away from children. Counters in the nursery should be free from clutter. Put coats, purses and personal items away in an upper cupboard. Remember—many purses have medicines (Advil, etc.) in them.

No hot liquids in any nursery/classroom. Please enjoy your cup of coffee in the Atrium before or after your scheduled shift.

Let your attitude show the love of Jesus. We are not baby-sitting; we are teaching! Showing God's love to the children and to those around you will make an impact on the children.

Get on the floor! Get down on the children's level and play, read books, blow bubbles, teach finger plays, and songs. Work the current Bible theme into their play.
Nursery Procedures

How to Open the Nursery
♥ Pray over the nursery for spiritual cleansing and speak the name of Jesus into the room. Pray blessings over the children throughout the service time.

♥ Prepare **curriculum**, if applicable.

♥ Make sure there are clean sheets on changing mattress and crib mattress.

♥ **Safety** check: Scan the floor, check electrical plugs, and look in and around toys for hazardous objects i.e., paperclips, stick pins, crayons, broken toys, staples, or any small object which may find its way into a child’s mouth.

♥ Keep **counters** clutter free.

♥ Pray with team members.

♥ Wash your **hands**.

♥ Get sign-in **sheets** ready.

♥ Get smocks and booties on (in Infant Nursery).

♥ Turn on pagers.

**How to Close the Nursery**

♥ Remove all dirty laundry, sheets, smocks, used cloth toys, etc., and place in the **Infant Nursery** laundry basket.

♥ If mattress or changing pad was used, make sure that you change the sheet for the next hour’s use. If pillowcase-style sheet is used, flip it over for the next hours use and lay a paper liner on top to signal to the next team that it is clean. Be sure to disinfect the changing pad before putting on a clean sheet.

♥ Collect and wash all **used toys**; clean with disinfectant solution. The disinfectant must air dry before it is effective. Place the cleaned toys in basket or on towel for air drying.

♥ Clear counter of **clutter** and tape.

♥ Please help with clean up and wait to be dismissed by the Nursery Supervisor.
Last Shift of the Day

♥ Lock notebooks, card box, pens, tape, snacks, cups, tissues etc. in cupboards or drawers. We share our space with Sonshine Center & Impacto de Fe.

♥ Remove all leftover masking tape on check-in counter.

♥ Turn off lights and close doors.
Child Development & Curriculum
Characteristics of different age groups are listed in the back of this manual. Read over your specific age level.

Provide safe and interesting activities throughout the service time.

Birth – 8 Months:

- Hold them close
- Talk and sing
- Play simple games
- Help children who deal with separation anxiety

8 – 18 Months

- Communicate with actions
- Use correct language - no baby talk
- Limit between 2 acceptable choices
- Cause and effect

18 Months – 2 years

- Help them be aware of others feelings
- Praise positive behavior
- Very short attention span
- Begin using centers
Curriculum for Toddlers - 2-Year-Olds

Monthly Picture Cards

♥ Go over these cards in class each week. Young children love repetition and it helps them learn.

♥ Give these to the children at the end of the month.

♥ Check the resources in the back of your manual for more ideas.
Snack Time for Babies & Toddlers

Feeding babies: Be sure that each child’s bottle is labeled. Wash your hands before feeding. Hold the child in a slightly upright position and tilt the bottle so the nipple is always full. Don’t forget the burping towel!

Feeding Toddlers: Serve a small snack with water in the Crawlers-2’s classes. Children may also bring a bottle or sippy cup from home. Always check each child’s information for food allergies. A child with severe food allergies should wear a specially marked name tag. Say or sing a short prayer with the children before their snacks. Never serve food that could cause choking: peanuts, popcorn, grapes, etc. Supervise toddlers while they eat. Treat spills in a matter-of-fact way, allowing children to help clean up. To avoid toddlers sharing cups, restrict the child’s movements while he or she is drinking.

Sleeping

Be sensitive to children who appear to need a rest. Occasionally a parent may note on the sign-in sheet that a child is accustomed to napping during the service time. Also realize that the extra stimulus of a nursery may make it difficult for a child to fall asleep.

Rocking, listening to a soothing song, or lying in a quiet area of the nursery with a comfort item brought from home may help the child relax and fall asleep. When a child awakens, don’t necessarily rush to pick up the child, but look for clues that he or she is ready.

Place infants on their backs to sleep, without wrapping them too tightly. Avoid placing pillows, large stuffed animals, or blankets in cribs. Always raise side rails on cribs and be certain they are securely locked.

Changing Diapers

Check each child’s diaper or pull-up at least once each service, changing them when wet or soiled. Keep a record of who was changed for the next service’s team. Follow the posted procedure for changing diapers. Use a clean paper changing pad under the child and rubber gloves for each diaper change. Place all diapers in the diaper pail. Do not throw diapers into the trash can. Do not rinse cloth diapers; just bag them and return them with the diaper bag. Wash hands with disinfectant soap. Never leave a child alone on a changing table.

Toilet trainers will be graduated to the 2-year-old classroom as children do not have access to a restroom in the younger classes.

Uncircumcised boys - leave it alone! Washing the baby’s genitals daily is all that is needed. Do not try to pull back the foreskin, as this can harm the penis, causing pain and bleeding.
Crying Children

After receiving a crying child, give them time to settle in. Check the child’s **physical** needs (diaper, bottle, burping, pacifier, temperature, etc.). Check the sign-in sheet or nursery tag for special instructions. Try to **distract** the child with a toy, songs, etc. Without leaving the room, distance the child from the rest of the class to prevent stressing the other children. Pray over the upset child and the class.

**Call parents after 10 minutes of non-stop crying or 30 minutes of intermittent crying, unless the parent has left instructions for a shorter cry period.** If you find that you are calling a certain parent weekly, ask that parent if they would like to try different **options** to help their child be more comfortable in class. Talk to your coordinator to find the best solution for your class and the family.
Health & Safety
Injury Policy

Treat all bodily fluid as infectious. Use rubber gloves to wipe noses, change diapers, and when dealing with blood.

For minor injuries such as a cut or bump on the head, fill out the injury report and following the instructions at the top, to be sure the office receives a copy. Page the parent, if needed, and give them a copy of the report. If the child is bleeding, use paper towels and rubber gloves to administer first aid. Page the parent immediately. The parent will determine whether their child’s injury requires further medical care.

If the injury is life threatening, call 9-911 immediately. For serious injuries, notify your Coordinator and Betty ASAP.

Band-aids are kept in all classrooms.

Emergencies

Emergency numbers are posted by the phones in each classroom. For non 9-911 emergencies, call your coordinator. He or she will determine whether the EMT (Emergency Medical Team) is needed.

For severe medical emergencies (i.e., a child is not breathing), have one worker provide medical attention for the child. The second worker needs to call 9-911, the EMT Team, coordinator, Betty, and the child’s parents. A third worker calms and redirects the other children while moving them to the class next door.

Well Baby Policy

The basic foundation for a healthy nursery is a well-baby policy. Establishing communication and firmly adhering to the policy will reassure parents and make your nursery a welcoming place. We will only receive healthy babies into our classes. Children sick with a fever, vomiting, excessive coughing, or diarrhea need to stay with their parents. Children may return to class if they have been symptom free for at least 24 hours or on an antibiotic for 24 hours.

What do I say to a parent that is admitting a sick child? Choose a statement that reflects the nursery policy in a loving and kind way. Have a statement ready so you will not have to think about what you will say. Example: “Sarah looks like she has a runny nose; how is she feeling today? Does she have a cold?” If they say yes, you could say, “I’m sorry, our nursery policy is that if a child has a cold or a fever within the last 24 hours we can not admit them. We want to keep all our children healthy.”
Germs

If a child has had a toy in his/her mouth and another child picks up the same toy, offer the second child a different toy until the original toy has been disinfected.

What is Hibiclens? Hibiclens is an antibacterial agent that is often used by surgeons before surgery. Please do not hesitate to use this spray on the children's play things.

How do I use Hibiclens? Spray the play gym, riding toys, play house, and all large toys with the Hibiclens spray—do not wipe dry. Allow the disinfectant to air dry for at least 10 minutes so the antibacterial has a chance to work. If the item is not dry after 10 minutes you may wipe dry.

Small plastic toys: Place used items in a sink with about 1½ inch of water (approximately the middle of your first finger). Add 6 squirts of Hibiclens concentrate to the water, swish in the water, and allow to air dry on towel.

Wash your hands often.

At the end of the last service hour shift, gather all used toys to be disinfected and spray all surfaces that may need cleaning.

Laundry: Crib sheets, towels, blankets, smocks and cloth toys need to be cleaned after each use. A laundry basket is provided for used items.

Please change bedding that has been used during your shift. At the end of the day please deposit the dirty laundry into the laundry basket located in the infant nursery.
Fire Exit and Tornado Plan

Fire Plan

1. Stay calm! Exit safely to the Prayer Chapel.
2. Follow the fire exit plan posted in your room.
3. You have two minutes to exit.
4. Keep the children together. If parents come, have them join you and stay with your group until the class returns to the room. If they must leave, make sure you get the pager or pager number for that child.
5. Always know your head count!!!
7. After you have exited to safety, take attendance.
8. After returning to the classroom, take attendance.

Tornado Plan

1. Stay calm!
2. Go to interior hallways or restrooms.
3. Stay away from windows.
4. Stay together.
5. As stated above, always know your head count and make sure you get the pager, or pager number, for a child that has been released.
6. After returning to classroom, take attendance.