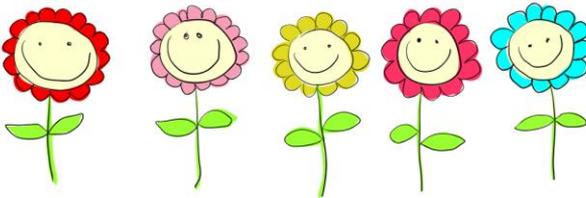


Good News
Presbyterian Church

Nursery Handbook



Good News Presbyterian Church
P.O. Box 1051, Frederick, MD 21702
301-473-7070

INTRODUCTION

Thank you so much for volunteering to serve our little ones and our families by helping in the nursery! We hope you are blessed by the sweet faces you serve each time you are with them.

May they win *your* heart as you seek to win their little hearts for Jesus at these early stages of their lives!

The following pages contain some important information for serving in our nursery. In order to give both our volunteers and our children the most meaningful and safest possible experience, we ask that you read this handbook in it's entirety before serving. We also ask that you keep it for as long as you are on the nursery schedule as a reference manual.

Thank you again for your willingness to serve and bless our little ones!

Updated March 25, 2009

Mission Statement and Ministry Objectives

Our nursery exists to provide a **safe, clean** and **nurturing** environment that contributes to each child's mental, social, emotional, motor, and **spiritual development**.

Objective #1: To maintain and promote policies that ensure each child's **safety** at all times while in the nursery.

A. Volunteer Screening Policy

1. All volunteers must complete an application for service.
2. All adult volunteers must have a "background check" by submitting fingerprint cards. To do this you must appear in person at either the **Maryland State Police Barrack B** (301-644-4151) or the **Frederick County Sherriff's Office** (301-600-1046).

Both are located at 110 Airport Drive East, Frederick, MD 21701.

Directions: From I-70 East, take Exit 56. Make an immediate right onto Bowman Farm Road, then left onto Airport Drive East. From I-70 West, take Exit 56. Circle back over I-70 and take the first right after

crossing over the interstate. Go east on the access road and it becomes Bowman Farm Road, then left onto Airport Drive East.

Your fingerprints will be checked against state and local databases. You will receive a response to this inquiry within a few weeks.

Maryland State Police Barrack B

Fingerprinting hours: Thursdays, 12:30-4:00 p.m.

Payment & ID: Present a valid government-issued, photo identification and a check from the church for \$5.00 for each fingerprint card required (usually two are required). If it is inconvenient to get a check from the church, please pay with your own check and the church treasurer will reimburse you.

Frederick County Sherriff's Office

Fingerprinting hours: Wednesdays, 12:00-2:00 p.m. and 4:00-6:00 p.m.

Payment and ID: Present a valid government-issued photo identification. The Sherriff's office only takes exact cash or money orders. Fingerprint cards are \$5.00 each (usually two are required).

The church treasurer will reimburse you for this expense.

B. Sign-In and Out Policy

- All parents must register their children with the Nursery Supervisor.
- Children new to the nursery should be signed in and given a name tag.
- Anyone retrieving the child of a non-church member, other than the parent(s) who checked the child in, will *not* be allowed to retrieve a child without prior notification to the nursery worker.

C. Scheduling Policy

- There must be a minimum of two workers per nursery at all times.
- A minimum of 1 worker per 2 infants and 1 worker per 6 toddlers must be maintained at all times to ensure safe supervision of all children.
- There must be at least one female adult in the nursery at all times.
- Only pre-screened and pre-approved volunteers will be allowed in the nursery. Nursing mothers and parents helping their own child with separation anxiety will be the only exceptions.

D. Diaper Changing Policy

- Male volunteers are NOT allowed to change diapers or go into the restroom with children.

- Diaper changing must always be done in such a way that another nursery worker can easily see the child being changed as well as the other children and workers in the room.

E. Policy Regarding Minors in the Nursery

- Minors are not allowed in the nursery except during their assigned time slot on the schedule.
- Minors must submit an application for service. They are not required to undergo a background check.
- Minors 12 and older are allowed to serve in the Infant Nursery and handle infants in combined nurseries if they have completed a certified babysitting course.
- Minors must always serve with another adult.

F. Facility Safety Policy

- The Supervisor will undergo Infant CPR training.
- A first aid kit will be kept in the toddler nursery along with a basic first aid sheet and Infant CPR sheet attached.

Objective #2: Maintain and promote a **clean** nursery after each use to help prevent the spread of infection.

A. Cleaning Procedures

The Supervisor should disinfect the nursery toys and equipment after each use of the nursery.

B. Wellness Policy

Parents will be asked to NOT bring their child to the nursery until at least 24 hours after any of the following symptoms have **ceased** without the assistance of medications.

- Fever (100 or above)
- Sore throat
- Vomiting
- Diarrhea
- Pink Eye or other eye infections
- Green/yellow discharge from nose or eyes
- Any unexplained rash
- Skin infections (e.g., boils, ringworm, impetigo)

Objective #3: Maintain, promote and develop and nurturing environment that contributes to each child's:

1. Mental Development: Through quality toy selection and books, and items for creative play (older toddlers)

2. Social Development: By encouraging and teaching kindness with words and hands, sharing and taking turns.
3. Emotional Development: Through appropriate loving, cuddling and holding of little ones and modeling kind words and soft voices.
4. Motor Development: By providing age appropriate toys (as space allows) for gross and fine motor skills and activity ideas for volunteers.
5. Spiritual Development: We want to promote the Gospel in the lives of children through the following and other similar means:
 - Worship Music
 - Teaching a few simple Scripture verses for repetition and theme, suggested by the Nursery Supervisor.
 - Books with spiritual teaching and Bible stories (age appropriate)
 - Modeling Christ-like character and gentleness in the volunteers.
 - Praying with the children
 - Activities that teach Scripture truths, suggested by the Nursery Supervisor.

Parents' Role and Expectations

1. Parents using the nursery will be expected to serve a minimum of one time slot every other month. The nursery functions as a co-op with parents. If parents wish to use the nursery, they will be asked to also serve in the nursery as a volunteer.
2. Parents will be asked to bring a diaper bag with diapers, wipes, all necessary comfort items (excluding toys) and preferred snacks if child has allergies.
3. Parents will be asked to label all belongings that may be used in the nursery. A church diaper bag tag will provided for all registered children.
4. Parents will be asked to sign-in their child with all requested information, to use the permanent name tag provided by the church. Once the parents and children become well known in the church, name tags will no longer be required.
5. Parents will be asked to register their child with the nursery and provide all requested information including allergies and special needs information.

Nursery Volunteer Job Description

1. Volunteers are to know and agree to follow the mission statement, ministry objectives, policies and procedures in Nursery Handbook.
2. When unable to serve for whatever reason, volunteers are to find their OWN replacement from the nursery schedule and THEN notify the Supervisor of the change. Volunteers should NOT contact the Supervisor to find a replacement for them. Volunteers should contact the Supervisor *first* ONLY in the event of a true emergency (after 8 PM the night before service).
3. Volunteers are encouraged to develop relationships with the children and their families and work to promote ministry objectives while serving.
4. Volunteers must arrive 15 minutes early and wear a name tag.
5. Volunteers should wear name badges so that visiting parents can better remember their names and be able to clearly identify them as our nursery workers.

6. Volunteers should introduce themselves to visiting parents who bring their child to the nursery, give a nursery pamphlet to the parents, and help their child acclimate to the nursery.
7. 5th Week Volunteers will also be used as emergency substitutes.
8. Volunteers are encouraged to ask Jason Robling (ajrobling@msn.com) to provide a CD of the sermon they missed because they were in the nursery.

Nursery Supervisor Job Description

1. Promote, execute, and improve upon the nursery's mission statement, ministry objectives, policies and procedures.
2. Recruit, screen and train all nursery volunteers.

Manage the nursery schedule. Remind volunteers of service via phone the week of their upcoming service.

3. Clearly, firmly, and graciously correct nursery volunteers who are not serving in accord with our nursery policies and procedures.

4. Oversee the physical environment of the nursery including toy purchasing, stocking supplies and cleaning.
5. Provide each nursery volunteer a name badge to be worn during the service in the nursery and remind volunteers to wear their name badges.
6. Report to Pastor and Deacon Board any needs and issues concerning the nursery.
7. Substitute for a worker ONLY in the event of a TRUE emergency (after 8 PM the night before service OR when there are too many children and not enough workers and an emergency substitute was unable to be obtained).
8. Arrive 20 minutes early in order to:
 - Help prepare the nursery.
 - Help greet parents and children, *especially families new to our church.*
 - Assist with the check in process. Leave for church worship service at 10:25.
 - Be sure volunteers have everything they need to serve the children.