

The Church of the Good Shepherd
Nursery Handbook
2011-2012



Serving the Shepherd, Loving His Lambs

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Introduction

Welcome to the Nursery of The Church of the Good Shepherd! It is the desire of the Children's Director and the Nursery Coordinator that every effort is made to promote a healthy, safe, and loving environment for all the children while staying at The Church of the Good Shepherd. Our Nursery policies are stated for the purpose of promoting unity and understanding between parents and Nursery Staff at CGS. Thank you for the privilege of caring for your children!

This handbook is divided into two sections: namely Nursery parents and Nursery staff. In order to foster unity and understanding, it would be helpful for parents and staff to read both sections.

Finally, if you have any comments or suggestions about the Nursery Ministry, please call the Nursery Coordinator listed on the front page of this handbook. We welcome your input.

Nursery Ministry

Mission and Objectives

Mission

At CGS the purpose of our children's ministry, including the nursery ministry, is to come alongside parents as they seek to raise their children in the love and admonition of the Lord. We seek to provide opportunities for children to be given instruction in God's Word, engage in worship, be involved in fellowship, and to give expression to their faith through service.

For Parents . . .

Our Objective

The Nursery Ministry desires to come alongside parents by providing a safe, loving environment for their children (12 weeks to 2 years) as they attend worship and Sunday school.

For Children . . .

Our Objective

The Nursery ministry not only seeks to provide a safe, loving environment for children, but to foster in the children a love of God and His church.

For Nursery Staff . . .

Our Objective

The Nursery Ministry desires to equip and encourage the nursery staff in their ministry to the parents and little lambs at CGS.

Section I

Nursery Parent Information

Facilities

The nurseries are available 15 minutes prior to the *8:15, 9:30 and 10:45 Sunday morning services. There are five nursery rooms for children from birth to 2 years old. General ages follow:

- Infant room - 12 weeks to 9 months
- Toddler 1 - 10 to 16 months
- Toddler 2 - 17 to 22 months
- Toddler 3 - 22+ months
- Two-year-olds - 2 years old by 8/31/11

*For the 8:15 service, nursery rooms will be combined

The nursery information desk is located in the center of the nursery facility. The nursery coordinator and/or hostess will be available at the desk to assist with visitors, beepers, and other special needs during the services. There is also a nursing room across from the infant room next to the small kitchen. Mothers of little ones under the age of 12 weeks are welcome to use the changing stations in any nursery room, nursing room or in the ladies' room behind the fellowship hall. Bathrooms for nursery age children are located in the Toddler 3 and 2 year olds rooms. The Infant and Toddler 1 rooms have small crib rooms located within them for sleepy little ones.

Staff

Our nursery is staffed by nursery parents, and adult members of CGS. Each room is ideally led by a Team Leader who serves two Sundays a month and is assisted by three nursery volunteers. Youth, 12 and older, may serve in Toddler 2, Toddler 3 and the 10:45 Two-year-olds class. All nursery staff need to be scheduled to work. For safety and consistency, drop-in workers are not allowed. Please contact the Nursery coordinator to volunteer. Because our nursery is staffed by volunteers on Sunday morning, we ask that all nursery parents consider regularly volunteering in the nursery.

Enrollment

Children of CGS members will be sent a nursery welcome packet after the child's birth. New members and regular attenders will be sent a nursery welcome packet after 5 visits to the nursery or sooner if requested. The guidelines and necessary items for enrolling your child in the nursery are explained and provided in these nursery packets. For enrollment, children need a blue information card, diaper bag tag, and security nametag. These items can also be obtained at the nursery desk.

Handbook

This Handbook contains all policies, procedures, mission statements, contacts and any other information that pertains to the Nursery Ministry. It is for every family that has nursery age children.

Enrollment Card

The purpose of the card is to help the nursery staff have the information necessary to take the best care of your child. A parent should complete a blue Enrollment Card for each child enrolled in Nursery and return it to the Nursery Coordinator before Promotion Sunday of each year or the first time the child attends. Cards will be mailed to nursery families during the weeks before Promotion Sunday. The original Enrollment Card will be kept on file in the child's nursery room.

Diaper Bag Tag

The CGS diaper bag tag should be attached to the child's diaper bag when they come to the Nursery on Sunday mornings. Tags can be obtained at the nursery desk on Sunday mornings. Parents may use their own nametag on their diaper bag if they choose, but all diaper bags must have identification.

Sunday Morning Check-In Procedures

For Visitors...

Visitors, those not enrolled in Nursery, should check in at the Nursery desk. The Coordinator or Hostess will then help visitors to the age appropriate room and guide them through the nursery check-in procedures.

Sunday Morning Check-In and Check-Out Procedures

For Enrolled Children . . .

1. Please arrive a few minutes before the service to get your child settled.
2. Drop your keys off at the hostess desk and pick up a silent beeper for us to contact you in case your child needs you.
3. Sign your child in on the Sign-in sheet at your child's room with your initials, your beeper number, where you will be, and any specific instructions. *It is also helpful to communicate any instructions verbally to a nursery worker.
4. Place your child's permanent nametag on him/her for the day. Take the corresponding lamb bracelet.
5. Enjoy worship and Sunday school.
6. Return promptly to the nursery and pick up your child by initialing them out on the sign-in sheet returning the lamb bracelet. If you lose your bracelet, you will need to see the nursery coordinator to receive a new number and have your identity verified. *Please do not send relatives or siblings to pick up children.
7. Return your beeper and pick up your keys.

Items to Be Provided in Diaper Bags:

1. Enough diapers for your child. Parents are requested to write child's name on his/her diapers to aid in the process of changing diapers.
2. Enough milk, juice or water for their child in bottles and/or sippy cups *labeled* with child's name. Please label bottle caps as well.
3. A labeled change of clothes.
4. If a child is using a pacifier, the pacifier is to be on a "leash" that can be attached to the child's clothes. This will help to prevent others from picking-up dropped pacifiers.

Parents are asked to discourage their child from bringing any toys from home. These toys present hygiene problems, are a distraction to other children, and difficult to locate among the other toys. However, an exception can be allowed if a child has severe separation anxiety and the parent feels the need for their child to have some type of comfort toy or blanket from home. This item should be clearly labeled with the child's name.

Sunday Morning Routine

During each hour in the nursery, children in Toddler 1, Toddler 2, Toddler 3, and the Two year olds class will have a time of free play, snack, and a brief Bible lesson. A schedule for the hour is posted by the door in each room. Diapers will be checked each hour, and changed at least once during the morning. The children's playtime will consist of time in the room or on the playground if weather permits. For snack, please send a labeled sippy cup for your child. Cheerios and graham crackers are provided. Snacks from a child's bag need to be cleared by the nursery coordinator. For our teaching time, we use the Nursery Smart Pages and story cards by Gospel Light. Accompanying parent pages are available in the literature rack near the nursery entrance.

Morning Schedule

9:15 (10:30) Nursery staff is in rooms

9:30 (10:45) Fellowship - Children arrive, free play

9:45 (11:00) Teaching - Circle time, songs, story with picture card
Worship - Play music, sing, dance, worship the Lord

10:00 (11:15) Fellowship - Free play inside (Toddler 2 and up may also use the playground)

10:15 (11:30) Snack with prayer, begin changing diapers

10:30 (11:45) Finish diapers, free play

Wellness Policy

To create the healthiest environment possible for your child, the nursery is cleaned thoroughly each week and after each use. Workers are encouraged to wash their hands continually in order to prevent spreading of germs. To assist us in this effort to create a healthy environment, please do not bring your children to the nursery if they have any of the following symptoms. Children should be symptom free for 48 hours before returning to the nursery.

- Fever or do not appear well
- Continuously runny nose or frequent nasal drainage, regardless of the color of the drainage or treatment with antibiotics
- Frequent loose or watery stools
- Frequent cough or sneeze
- Vomiting

If your child has a clear runny nose or other symptoms due to allergies, please let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Potty Training

The Nursery is very willing to help cooperate with the parents when they are potty training their child. We ask, however, that parents of children that are being potty trained must (1) provide a complete change of clothes for the child in their diaper bag, (2) communicate to the Team Leader or volunteer that their child is potty training, and (3) be willing to return to the room to help the child use the bathroom (if necessary).

Behavior and Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (Toddler 2 and up) will be told that their behavior is inappropriate, have the correct behavior modeled for them and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the nursery room. If your child is struggling with a certain behavior, please communicate this information to the team leader so that they can help monitor the situation on Sunday mornings. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the nursery until the behavior has improved.

Promotion

Promotion Sunday for the Sunday school classes and nursery is generally the last Sunday of August. Promotion to these rooms is based on age and space limitations. You will be notified by mail of the promotion date and new room for your child. During the year, a number of children may be promoted in order to make room for newborns and new members joining the nursery.

Section II

Nursery Volunteer Information

Job Descriptions

Hostess - Assist Nursery Coordinator with general nursery needs during the service. This includes helping newcomers and visitors get settled in the right class, and alerting the nursery coordinator to any nursery needs that may arise. The hostess also serves as the authority present in the nursery coordinator's absence to deal with any sickness, accidents, or special needs. Each hour, the hostess takes attendance of workers and children using the provided form on the nursery clipboard.

Team Leader - Provides consistency and structure to the nursery class. This consists of helping parents to check children in and out. The team leader guides the children through the nursery hour schedule (posted in each room and listed on page 7 of parent handbook). He/she leads the team by designating certain jobs such as changing diapers, setting up snacks, etc. to monthly volunteers. The team leader serves as the shepherd and authority in the class and is responsible for communicating all needs and concerns to the nursery coordinator.

Monthly Volunteer/Sub - Monthly volunteers serve as the helping hands of the nursery. Volunteers assist the team leaders in changing diapers, playing with children, setting up snacks, etc. Assist in straightening the nursery room after the 10:45 service.

Training

Training takes place during the month of September for all Team Leaders, Subs, and Volunteers. The Nursery Coordinator will make rounds to each room during the month to assist and answer any questions.

Age Requirement for Staff

Staff must be at least 12 years or older to work in Nursery. Youth may work in the Toddler 2, Toddler 3, and 2 year olds rooms only. Children younger than 12 years old must work with a parent and the parent must supervise the child at all times. No one younger than college age is allowed to work in the Infant or Toddler 1 rooms.

Getting a Substitute

Staff are responsible for finding their own substitutes. Please refer to the contact list to find a substitute. The best option for getting a substitute is to swap

with other staff. It is advisable to begin looking for a substitute as far ahead as possible. After finding a sub, please notify the Coordinator of the change prior to Sunday morning. The contact list will be distributed in nursery staff packets and each week in the email reminder.

Ending Nursery Service

If a staff member needs to stop serving in the nursery due to relocation, pregnancy, sickness, etc . . . , please give the Nursery Coordinator as much notice as possible.

Enrollment and Visitors

If a parent wishes to enroll their child, please refer them to the Nursery desk. The Nursery Coordinator is to oversee that every child is properly enrolled and placed in the correct classroom. If a child is just visiting, please make sure they checked in at the nursery desk or Children's Ministry desk. Once they have signed in at one of the desks and obtained a nametag, they need to sign in on the room sign in sheet. Visitors do not need to fill out a blue enrollment card.

When a Child Is Sick

If a child seems or becomes sick, do not hesitate to inform the Coordinator or Hostess on duty. The parents of the child will be contacted to come and take or evaluate the child.

Checking In

Nursery Staff are to arrive 15 minutes prior to the beginning of the service. 9:30 staff should stay in the nursery until 10:45 staff arrives.

Worker Name Tag and Smocks

Nametags must be worn by all Nursery Staff and be visible at all times. Nursery Team Leaders and Hostesses have blue tags and volunteers have white. Worker tags are located in the drawer of the nursery cabinets in each room. If a tag is missing, please notify the Coordinator who will have another one made.

Supplies

The nursery rooms should be adequately supplied with all items that you will need for Sunday morning. If a supply is missing or low, please notify the hostess or Coordinator during the hour or write a note on the Nursery Room Checklist.

As the children check in . . .

The team leader or volunteer (if team leader is absent) should be at the door helping parent to check in. The leader/volunteer should greet the children with a genuine smile and warm words, using their name as they arrive at the door. Parents are to sign in on the sign in sheet and may give verbal instructions. Ask parents to write down any instructions on the sign in sheet for other staff. Parents should initial their child in, write their location in the building, special instructions and beeper number. Children may be handed over the door or walked in if older. Parents are welcome to accompany children into the rooms, but siblings should wait at the door. The child will need to have their nametag placed on his/her back once in the room. The parents should be given the corresponding lamb bracelet before they depart.

Morning Schedule

9:15 (10:30) Nursery staff is in rooms

9:30 (10:45) Fellowship – Children arrive, free play

9:45 (11:00) Teaching – Circle time, songs, story with picture card
Worship – Play music, sing, dance, worship the Lord

10:00 (11:15) Fellowship – Free play inside (Toddler 2 and up may use the playground)

10:15 (11:30) Snack with prayer, begin changing diapers

10:30 (11:45) Finish diapers, free play

Interacting with the Children

All workers are expected to show love, understanding, and acceptance for all the children. Nursery workers are encouraged to stoop, squat, hold, sit on a child-sized chair or sit on the floor with the child when working in the nursery. Being on their eye level helps get and maintain their attention. A ratio of one worker to three children should be maintained in the infant and Toddler 1 rooms. A ratio of 1 to 4 should be maintained in the Toddler 2 & Toddler 3 rooms and a ratio of 1 to 5 in the Two year olds room. Do not take a child outside of the nursery area. The hallway beside the nursery area or playground is good for ones who need a break from the room.

Snacks

The children have a snack time each service (except infant). Graham crackers are available for snack in the Toddler 2, Toddler 3 and 2 year olds room. Cheerios are in the infant and Toddler 1 rooms. These are the only food items that may be given to children, except what a child may bring from home. Items from home need to be

cleared with the nursery coordinator. Paper cups are provided in each room. If you need a sippy cup, they can be obtained from the nursery desk. Used sippy cups should be emptied and brought to the nursery desk at the end of each service.

Diaper Changing

Before the parents pick up the child, the team leader is to check that the child's diaper has been changed if necessary. Each child should be changed at least once during the morning. Diapers are to be changed at the changing tables on tissue sheets provided. Workers are to wear a new pair of disposable gloves before each diaper change. Dirty diapers are to be placed in a peach colored dirty diaper bag and then placed in the wastebasket under the sink. Dispose of tissue sheet and gloves in the trash. Hands are to be washed after changing each diaper. Extra diapers are in each nursery changing table. "Changed with care" and "Checked with care" stickers are to be put on the back of children's clothing to inform parents easily of their child's diaper condition.

Taking a Child to the Bathroom

A female worker only must accompany girls to the bathroom. A male or female worker may take boys. Workers and children are to wash their hands afterwards. Do not take a child to any bathroom except the one in the nursery. Leave the door to that bathroom cracked when occupied.

Discipline

When a behavior problem occurs, the youngest child will be redirected to a more appropriate activity. Older children (Toddler 2 and up) will be told that their behavior is inappropriate, have the correct behavior modeled for them, and then may be asked to apologize to another child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come and talk with their child. If aggressive behavior such as biting, hitting, or pushing happens, parents may be asked to stay with their child in the nursery until the behavior has improved.

Care of Toys

If a toy has been in a child's mouth, then it is to be sprayed or wiped with disinfectant and then placed on counter to air dry. After the toys are dry they can be returned to the appropriate location.

Attendance

The Nursery Hostess is responsible for taking attendance during the service on pre-printed sheets. The Nursery Coordinator will update class rosters at the end of each month, adding names of children that have been added and deleting names as appropriate.

When Parents Come to Pick Up . . .

Children can only be released to their parents. The parents should return the lamb bracelet with child's number to obtain their child. If they have lost the bracelet, they will need to see the Nursery Coordinator to receive a new number and have their identity verified. Nursery Team Leaders and Volunteers need to take off the child's nametag once they receive the bracelet, take the diaper bag and child to the door and remind the parent to check out on the sign in sheet.

After they have all gone . . .

The Team Leader/ Volunteer will complete the tasks listed on the Pink Nursery Room Checklist. This sheet is to be completed each week. Any notes to the Coordinator may be communicated on the checklist. Please have one staff member from each room bring the sign in sheets, completed checklist, and trash to the nursery desk at the end of the 10:45 service.

Emergency Evacuation Procedure

All Nursery Staff are to familiarize themselves with the exit location for their room's evacuation in case of an emergency. A map of the emergency evacuation plan should be located on the wall of each nursery room. It is important that workers remain calm and follow the procedure exactly in order for the parents to be able to locate their child. The infant room has a chrome evacuation crib on rollers to assist in evacuating up to six children.

Information Regarding Toys and Equipment

Type and Quality of Toys

Only age-appropriate toys are to be used in Nursery rooms. A high standard of toys is to be maintained. Any toy that is broken, torn, rusty or dirty beyond cleaning is to be thrown out. Toys must be easily cleaned with disinfectant and water.

Evaluating & Replacing Toys

Once a year the Nursery Coordinator to go through all the toys in each room and evaluate them for age-appropriateness, quality and ease of cleaning. Toys that do not meet these criteria will be removed or replaced. If you find a broken toy, please notify the Coordinator immediately.

Cleaning Toys

Toys that have been mouthed need to be disinfected after each service on Sunday mornings. Place the toys on a paper towel on the counter and spray with nursery cleaner and leave to air dry. After toys are dry, they can then be returned to their appropriate location. The rooms and toys are cleaned thoroughly once a week by the nursery cleaners and straightened and lightly cleaned after each use.

Equipment

Cribs

There are five cribs in the infant room and two cribs in the Toddler 1 room. The crib sheets are to be changed at the end of Sunday morning. If the sheet has any stain or wetness, please change it immediately. Sheets are located under the counters in the infant and Toddler 1 rooms. The crib with red bars on the legs is the Evacuation crib in case of emergency.

Changing Tables

Changing Tables are to be wiped clean with nursery cleaner after each child is changed unless a piece of wax paper was used. Changing tables should be wiped clean at the end of Sunday morning.

Battery operated equipment and toys

At the end of Sunday morning, please turn off all toys and equipment that run on batteries. Please notify the nursery hostess or coordinator if any toys or equipments is broken or in need of new batteries.

“We will tell the next generation the praiseworthy deeds of the Lord, his power & the wonders he has done . . . so that the next generation would know them, even the children yet to be born . . . and they in turn would tell their children” Psalm 78:4b,6a