

Hey Parents!

**Would you like
to enjoy worship
with the
assurance that
your children
are safe and
enjoying them-
selves as well?
Check out our
nursery and
preschool rooms
located
downstairs.**

**Nursery Coordinator,
Tiffany Johnston**

**Children's Ministry
Coordinator,
Marianne Peters**

**Trinity
UMC
Nursery**

**"Let the little children
come to me, and do
not hinder them, for
the kingdom of Heaven
belong to such as
these." Matthew 19:14**

WELCOME!

About our Nursery

Mission Statement: At Trinity UM we promise to surround our children in the community of love and forgiveness that they may grow in their service to others. Our intention is to minister to the needs of all children and provide them with a caring environment where all may be nurtured in a dignified and loving manner.



Staff:

The nursery is staffed with paid and volunteer workers. Paid staff has certification in CPR & First Aid. All nursery workers undergo our Child Protection Safety Course and Nursery Policies and Procedures Training.

Ages:

The children are separated into two rooms--one for infants & toddlers, and the other for two through five-year-old children. Each room is equipped with age-level appropriate furnishings. Crafts, games, puzzles, music and books are provided for the older children. Age appropriate activities, music and books are enjoyed by the littler ones. A light snack and water is also provided.

Nursery Hours:

Nursery service is provided for 8:30 and 10:30 AM Worship Services and the 9:30 AM Sunday School. Any other church wide activity will also have the nursery available to those who need this service. Tiffany Johnston, Nursery Coordinator, will answer any questions you might have.

At Your Service:

We have a pager system available if we may need to contact you during worship service.

An Infant Changing Pad can be found in the women's bathroom located on the sanctuary level.

For safety in the nursery, we ask parents to sign their child in with any special instructions as well as request the same parent to pick up their child from the nursery.

Thank you for worshipping with us!



Trinity UMC Nursery Policies

He took a little child and had him stand among them. Taking him in his arms, he said to them, "Whoever welcomes one of these children in my name welcomes me and whoever welcomes me does not welcome me but the one who sent me." Mark 9:36-37

Philosophy: As members of the United Methodist Church, we uphold the rights of children and acknowledge that children are a sacred gift from God. We in the church carry a commitment to enable all children to experience the fullness of life as Jesus proclaimed.

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Nursery Hours & Requests:

The nursery is provided for infants through 5 years of age for all church services and church-wide events. Staff and volunteers need to be in the rooms 15 minutes prior to the beginning of the church function. Any special requests for nursery service will need to be submitted to the Nursery Coordinator, Tiffany Johnston or Karen in the church office. The rooms will be locked when church events are not taking place. The following people have a key; Miss Jenny (Paid Nursery worker), Nancy Frye, Tiffany Johnston, Pastor, Church Office, Joelyn May, Larry Lacher, and the Janitor.

Nursery Staff/Volunteers and Scheduling:

It is our goal to have at least 2 persons in the rooms during all childcare services. Every effort needs to be made to keep the ratio of one adult to 6 children, and one adult to every three infants. Under no circumstances should the children be left alone for ANY amount of time. Our nursery staff is composed of a paid worker that covers all services and Sunday School time with the help of 10:30 service volunteers, 16 and older. Nancy Frye is often in the room during the 8:30 service and then teaches the Preschool-age children during Sunday School. Children over the age of 5 may only be in the rooms when 2 adults are present and agree to their presence. Please make them aware they are not allowed to pick up or hold any of the children for safety reasons. Paid staff will need to have current CPR/First Aid training. All staff and volunteers will need to annually complete the Child Protection Safety Training and sign this policy form after reading.

The nursery volunteer schedule for 10:30 church service will be put together at the beginning of every year. If a volunteer is unable to cover their scheduled shift, it is their responsibility to find a substitute from the volunteer list to fill in for them. Please notify Tiffany by phone or email about any changes in the schedule. If the paid nursery worker cannot work as scheduled, then she will be responsible for finding a substitute or notifying Tiffany, Marianne or the church office.

Trinity UMC Nursery Policies, Cont'd

Dress Code:

Slacks and dresses are considered proper professional attire for nursery staff and volunteers. Please do not wear short shorts or other inappropriate or suggestive attire while working in the nursery. There are now provided smocks to be worn by nursery staff and requested to be worn by volunteers, over their clothing for cleanliness and to allow them to be easily identified by the parents.

Room Preparation

1. Check the room for orderliness
2. Set out label maker for putting names on juicy cups, etc.
3. Turn on some Bible songs and prepare toys for children (choose some activities for the tables)
4. Put on a clean nursery smock
5. Wash hands.

Greeting the Children

The paid nursery staff should warmly greet the children and their parents while the other volunteers are involving the children in appropriate play and activities. The greeter also needs to make sure the parents sign their child in, write down any special instructions, and label any of their child's belongings. Labeled juice cups should be placed in diaper bags or up on a shelf out of others reach. Also, the parents should be made aware of our paging system if they would like to check out a pager. If the child is new to the nursery, please be sure the parent fills out a Child Information Card (in Nursery box on closet door).

In the few minutes you interact with the parent, introduce yourself and ask as many questions as you can. The stronger the relationship between parents and nursery workers, the more confident parents are in your ability to take care of their angel. You'll also make visitors feel welcome and maybe they'll come back! If the child is having a hard time departing from parent, reassure the parents that they can come back and peek in or that you will page them if the child hasn't stopped crying within 10 minutes.

Infants:

Infants should not be restricted to one area (piece of equipment) or activity for long periods of time. Activities such as swings, lying/playing on mat on floor, and looking at books are acceptable and encouraged.

Do not stand and hold more than one infant at a time. It is a much better solution to place them on a mat on the floor and join them.

Infants will be held while given bottles, please no propping of bottles. To warm breast milk, place bottle in cup of hot water. If okay with parents, bottles with formula may be warmed in microwave at short intervals. For example, a cold bottle may be warmed up at 15 seconds, swished around and then warmed for another 15 seconds. Make sure to shake bottle to distribute hot spots.

Diapers need to be checked hourly and soiled diapers need to be changed immediately.

When placing babies in the cribs, they are to be placed on their backs (unless instructed otherwise by the child's parents).

You may fill out "My morning at TUMC" for infants to record their diaper changes/bottles, etc. (In Binder)

Trinity UMC Nursery Policies, Cont'd

Nursery Activities

All activities for children will be developmentally and age appropriate. The children should be involved in these activities and participatory games for the largest percentage of time that they are in the nursery. Music and books should be available at all times. In order to foster a Christian foundation in our little ones, we recommend that at least one Bible story be read during their time in the nursery. It is our goal for the children to have a pleasant visit in the nursery, and to achieve this, the workers should interact with the children as they play and talk with them.

➤Sunday School Closet holds various craft materials, puzzles and games that workers may bring out to engage the children in.

➤Videos may be used on occasion. They must be rated G, have Christian and/or educational themes, and display appropriate behavior and language.

➤Snacks— appropriate snacks are available in the Sunday School Closet, along with disposable drink cups for water. Extra sippy cups for toddlers are in the crib room closet. A snack-time prayer and manners are encouraged. Do not give a child's snacks brought from home to another child. Due to possible allergies, snacks given cannot contain peanuts or red dye. Snacks and drinks will only be served in the tiled areas of the room while the child is seated. There should be no food or drinking cups on the carpeted areas. This is important to maintain the cleanliness of the nursery and to prevent choking hazards.

Cleanliness / Clean up & Departure

The nurseries should be the cleanest rooms in the church, which is for the safety of both the children and workers. There are instructions above the microwave that detail the different solutions to cleaning the toys and equipment. All cleaning materials are above the sink in the crib room, including carpet cleaner. Please take the few minutes at the end of childcare time to clean the necessary items.

Sheets and blankets must be changed after use by each child. There is a laundry basket in the crib room closet for all dirty items, including smocks that need to be washed. The nursery coordinator will wash these items weekly as well as do a thorough cleaning of toys and furniture bi-weekly or monthly.

There is a push sweeper in the crib room closet for any messes on the carpet and a broom and dustpan in the preschool room for any clean-up needs.

Please make sure pager system is turned off and all pagers back in the crib room closet.

Please take any soiled diapers to the garbage cans outside by the alley.

All lights and fans need to be turned off. Close and lock all windows and doors behind you.

Workers are not to drink or eat in the carpeted areas, especially in front of the children, unless its snack time.

Workers must follow general hand washing guidelines posted in the bathrooms and sink areas. Please also wash your hands after each diaper change or cleaning any bodily discharge, such as wiping noses. Parents should notify you if their child is toilet-training. The appropriate materials are in the bathroom.

Trinity UMC Nursery Policies, Cont'd

General Policies and Discipline

Illness Policy– If a child is visibly ill, he/she should be removed from the nursery in the care of a nursery worker, and the parents should be notified immediately.

Safety– Please remind parents that they must sign their child in and include any special instructions. For safety reasons, please inform them that the same parent needs to be the one to come pick up their child. Pagers are available and often make parents more comfortable with leaving their child. For the safety of all and the cleanliness of our rooms, we now will be locking up both nursery and preschool rooms after church events. Last person out needs to make sure to lock both doors, with half door tightly secure.

Discipline– The safety of all of the children in the nursery rooms must be maintained. No throwing, hitting, biting, or kicking can be allowed. If children express this behavior, remind them in a kind voice of the appropriate behavior that you expect and remove them from the source of conflict. If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age. Yelling at the children is absolutely prohibited, as well as the use of physical force. If a child is unmanageable after efforts have been made to correct the situation, then contact the parent or nursery coordinator. If a parent volunteer wishes to spank their own child, then they need to do so out of the rooms to avoid the appearance of nursery staff spanking the children, and to prevent frightening the other children. The Children's Ministry Committee has compiled 3 general behavior rules, posted in all Sunday School rooms. Please remind the children of these guidelines and explain their importance.

Confidentiality— All information about the children in our care and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the nursery coordinator and children's ministry coordinator should be notified immediately. Any gossip between nursery staff/volunteers is strictly forbidden.

Emergency Procedures— Please refer to the posted emergency procedures in each room by the doors. If a serious injury occurs, an Accident Report Form (found in the Nursery Binder) needs to be filled out by the attending paid nursery worker and given to the nursery coordinator and parent. There are also "Boo-Boo" reports for any minor incidences that can be given to the parents.

First Aid Kit can be found in the crib room closet.

A telephone with posted emergency phone numbers can be found in the hallway.

Thank you for volunteering in our nursery to take care of God's precious children! We appreciate all you do! Any comments or suggestions are welcomed!

Tiffany Johnston, Nursery Coordinator 936-9016 or matthewtiffany_johnston@yahoo.com

Marianne Peters, Children's Ministry Coordinator 935-4047 or tmapeters@comcast.net

Appropriate study and research, and consultation with members of the Children's Ministry Committee have been instrumental in compiling these Policies and Procedures. We'd also like to gratefully acknowledge Lexington UMC, South Carolina, as per its Nursery Policies posted on their website at www.lexumcsc.com.



Trinity UMC Nursery Policies

I have read, understand, and agree to adhere to the Policies and Procedures set forth in this document.

Name

Date



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Name

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