Cornerstone Presbyterian Church

Parent

Handbook

Dear Parent,

What a privilege to serve you and your precious children in the nursery. It is our joy to minister to our covenant community in this manner and to be able to actively fulfill a part of our baptismal vows to you. We will make every effort to serve and love your children in such a way that, even at this young age, they begin to glimpse the beauty of a covenant community.

Contained here is a portion of the Cornerstone Presbyterian Nursery Caregivers Handbook. Its purpose is to help us minister more effectively to our precious little ones and for you to be aware of our policies and procedures. Your sincere cooperation is very important to our ability to care for each and every child who attends. As you read through it please note any questions or concerns that you may have, or anything you would like to see added.

At present, our nursery serves children during both worship services and the SS hour for children birth to 3 years of age. There is a separate preschool class during the SS hour for 3 and 4 year old children. Nursery is available beginning 10 minutes prior to the service. Children should never be left unattended, with just an older sibling, or even just one caregiver. One parent must be on the Cornerstone premises at all times.

There is a child/parent information sheet included at the end of this document that needs to be filled out . Please do so at your earliest convenience and return to the nursery coordinator.

Blessings to you!

Christy Shurden

Cornerstone Presbyterian Nursery Coordinator

Cornerstone Presbyterian Church

Contact Information

**Discipleship Committee**

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**Nursery Coordinator**

Christy Shurden: 615-720-8054; nursery@cstonepres.org

**Church Office**

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Mission Statement

Cornerstone Presbyterian Church Nursery is designed and equipped to minister to children Birth - 3 years old. It is our desire to provide a room that is environmentally safe and clean; to establish an atmosphere of love and care for young children from the volunteers; to give parents assurance that their child is being cared for by loving and trustworthy volunteers; and to teach them about Jesus through Bible stories and songs.

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Mark 10:14

 Specific Nursery Guidelines

1. All parents are to fill out a Child Information Form before their child is to be left in the nursery. All information about the child shall remain confidential unless it is determined that harm may come to the child if not disclosed.
2. Ratio of Children to Caregivers is 4:1. Staff remains in the nursery for the entire time they are scheduled to serve and do not leave room until their replacements arrive.
3. Nursery caregivers are NEVER to be on duty ALONE with any children even just one! Therefore, if you arrive and there is only one caregiver please stay with them until another volunteer, the nursery coordinator, or the deacon on duty arrives to help.
4. The same rule above applies even if it is a Husband/Wife/Family Team. Another caregiver must always be present with them.
5. There is a Nursing area located in the room behind the nursery.
6. See rest of policy for specific guidelines for the following:

 Cleanliness, Discipline, Diaper Changing, Restroom Procedures, Check-In and Safety, Napping

 Guidelines, Illness Policy, First Aid Policy

 7. We provide graham crackers (not honey grahams) and water for snack time. If you prefer your child not to have this, or if you bring their own snack in their diaper bag, please let us know.

Check-in & Safety

 1. Your help at the check-in area is important!

 2. Every parent/guardian must register their child, sign a medical waiver, and obtain a Safe Card packet. Visitors must be checked in by filling out a child/parent information sheet found in clear box on wall and getting their part of the visitor safe card.

 3. Each child is to be checked-in on the attendance sheet *for all services* they will be attending. Visiting child’s name will be put in a space at the bottom and parents will check the appropriate ser vices.

 4. Once child is checked in you will be give the “Parent Matching Card”. This must be returned by the parents in order to pick up their children. The Parent Stub does not have the child’s name on it just the same number that is found on the child’s name tag. Older siblings and grandparents are not allowed to pick child up unless listed on Child’s Information Sheet.

Cleanliness Guidelines

1. Any toys placed in the child’s mouth will be wiped and cleaned before returning them to the toy container or they will be put in the dirty cup container to be cleaned later. The Exersaucer will be wiped down after each use.
2. Hand Washing: Caregivers will wash their hands prior to coming in the nursery and use hand sanitizer as necessary after contact with a child to help decrease the spreading of germs.
3. Washing and Sanitizing of Toys & Equipment: The Nursery Coordinator and Volunteers wipe down all the toys & equipment used with Lysol/Clorox wipes provided at the end of their service time or they put them in dirty cup container. Blankets and sheets will be washed after each use. Plush animals will be sanitized weekly and put through washing machine once a month.

Discipline Guidelines

1. No throwing, hitting, biting, or kicking can be allowed. If a child expresses this behavior, in a kind firm voice we will explain the behavior that is expected and remove them from the source of conflict if necessary.
2. If the behavior continues, it is appropriate to place the child in a time out chair for no more than one minute for each year of their age.
3. At the end of the time out ask the child will be asked if he knows why he was in time out. A simple Biblical explanation will be given. We will assist him in an apology “I’m sorry I \_\_\_\_ you. Will you please forgive me?” and then assure him of our love and forgiveness and get them involved in a new activity.
4. Yelling at children is absolutely prohibited. Rough housing with children is also not permitted.
5. Under NO circumstance shall use or threat of physical force be used. If the child is unmanageable the Nursery Coordinator or the deacon in charge will be called, if they cannot settle the child the parents will be called. (If you prefer to be called first indicate that on the Child Information Sheet.)

 Diaper Changing Guidelines

-These guidelines are posted in the nursery-

(Women only… will change diapers.)

1. Changing table will be located where child being changed can easily be seen by another worker. Only women can change diapers.

2. Latex gloves are used when changing diapers.

3. All supplies will be assembled and ready before starting – diapers, wipes, & ointment etc, so child will not be left alone.

4. If available a disposable changing pad will be used or pad will be wiped down pad with Clorox wipe before placing the child on the changing table.

5. When finished, caregiver’s and child’s hands will be cleaned with hand sanitizer.

6. Only changing table will be used to change diapers on, child will not be left unattended.

Restroom Guidelines

--These guidelines are posted in the nursery-

(Women only… will assist children with the restroom.)

**If a child “NEEDS HELP”...**

1. One caregiver will observe from the nursery and a female caregiver will assists the child in the bathroom, bathroom door will remain open the entire time. Either a man or woman can observe from doorway. There is a small training potty in the nursing moms room that we currently use for potty time instead of going to the actual bathroom.

2. Female caregiver will assist the child as needed and help him/her wash their hands before returning to the classroom. Caregiver will wash hands as well.

Napping Guidelines

Due to and for prevention of SIDS (Sudden Infant Death Syndrome) infants under six (6) months will be put down for a nap on his side or back. Pillows are prohibited. Infant will not be swaddled unless directed to do so by parent. Sleeping/resting child will be checked regularly by sight and every 30 minutes by touch as well as sight.

Illness Policy for a Healthy Nursery

Insuring a safe and healthy environment for the children is of primary importance.

**SPECIFICS** Parents DO NOT leave your child if he/she has had any of the following symptoms

 *In the past 24 hour Until there has been 24 hours of treatment for*

Fever (100.4 rectal, oral, ears) Strep throat

Vomiting and/or Diarrhea Impetigo

Unexplained rash with fever Pink Eye

Mouth sores with drooling Head Lice

**GENERAL**

1. The most common question of inclusion or exclusion is the common cold (i.e. runny nose, cough and congestion). If mucus is thick green, the cough is severe and/or persistent or the child cannot participate comfortably, is unusually fussy, needs to be held constantly or needs a level of care that compromises the ability of the staff to care for the others DO NO leave him.
2. Nursery/Preschool workers are not allowed to administer medication of any kind.
3. Open wounds/sores must be covered before a child will be allowed to enter.
4. Children with Chicken Pox may return once all lesions have crusted over.
5. If a child becomes ill, call the NC or the deacon in charge and separate the child from the others until the parent or NC comes to remove the child from the nursery.
6. Caregivers are instructed to follow the same health guidelines to insure your child’s health safety.

*The most important preventative measure to stop the spread of infection is frequent hand washing.*

First Aid

BEING PREPARED IN THE EVENT OF AN EMERGENCY ----

In the case of an emergency two people to stay with the child: One to call 911 and relay instructions given by the 911 operator and one to stay with the child and follow the instructions until help arrives.

The other caregiver will watch over the other children and call the deacon on duty for assistance.

Evacuation Guidelines

In the case of a fire children will be taken to the designated safe spot. Nursery Volunteers will stay with your children until you pick them up. Please do not try to come to the nursery! The deacon of the day will immediately come down and assist the nursery volunteers and take the children to safety. The Nursery safe spot is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_