FIRST PRESBYTERIAN CHURCH
NURSERY POLICIES and PROCEDURES

October 1, 1998

Nursery (Child Care) Attendant

1. Qualifications:
   a. The person(s) filling this position must be at least eighteen years of age and have the ability to care for children, communicate with children, and supervise volunteers. Since small children are often apprehensive when left by their parents, the primary job of the child care provider is to provide lots of “TLC”, and a safe and loving environment where children can stay while parents are at worship, meetings, or other church functions.
   b. The regular child care person should be available to attend Nursery on Sunday Morning 8:15AM to 12:15PM, arriving no later than 8:15AM.
   c. This person should also be available to attend Nursery or child care for as many of the following activities as possible:
      1. Church Committee Meetings:
      2. Choir Practice (Thursday evenings 7:00PM - 8:30PM).
      3. Church sponsored concerts, and programs.
      4. Presbyterian Women and Circle functions.
      5. Teacher’s meetings and workshops.
      6. Kid’s Night Out (One Friday per Month).
      7. New Member Classes (four Wednesday evenings; every 3 months).
      8. Christmas Eve services.
      9. Healing Services (first Wednesday of each month - 5:00PM).
      10. Other Church functions
   d. First Presbyterian Church hires caregivers in order to provide consistency for the nursery children and their parents. Therefore, the attendant is expected to be present at all morning services except for illness or when prior arrangements have been made in writing to the Business Manager at least two weeks prior to the date requested for time off. Frequent absences will be cause for review of continued employment.

2. Job Description:
   a. Before children arrive each child care person will:
      1. Arrive at least 15 minutes before the 08:30AM service.
      2. Wear a name tag.
      3. Prepare the room for the children. Scan the room for safety hazards and remove any potential problem items (broken toys, coffee cups, etc.) Take the chairs off the tables and put under table.
      4. Greet volunteer helpers.
      5. Place fresh sheet(s) on crib mattress(es) for infant(s).

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b. When the children arrive:
   1. Greet each child and parent; introduce yourself to new children and the parents.
   2. Get names of children. Use masking tape with name on child’s back if needed. Ask parents to fill out register, including phone number, child’s date of birth, and where parent can be located.
   3. Obtain any special instructions from parents regarding their child, including names of persons authorized to pick up child if not a parent.
   4. Assist with the transition into the nursery.
   5. Place name tag on child (if new child) and parent hasn’t done so.

   c. When the children are in the nursery:
      1. Create a calm, friendly environment.
      2. Change diapers, if necessary. Assist children with toileting as needed.
      3. Be alert to an unsafe situation or a child who needs help.
      4. Suggest to helpers where they can be most helpful, i.e., interacting with a certain child who may need help, correcting an unsafe situation, etc.
      5. Attempt to keep all children content and happy.
      6. If ages permit, offer enrichment activities such as Bible song tapes, a Bible story, or a simple art project for children who are developmentally ready.
      7. Send a volunteer to try to find a parent of a child who cries excessively and cannot be comforted.

3. Health and Safety
   a. Wash your hands and the child’s after each toilette/diaper change.
   b. Disinfect changing table after each change.
   c. Keep toys in Hart Hall and Keeler Hall separate
   d. Check toys and equipment to be sure they are clean, sort out any needing repair.
   e. Try not to let older children abuse toys and equipment meant for younger children.

4. After the Service
   a. Tell parents how their child behaves in the nursery.
   b. Thank the volunteers for their help.
   c. Pick up and organize toys. Place toys which are dirty or have been in babies’ mouths in the bucket in the toilet stall. If time permits, clean these toys also.
   d. Take off sheets from crib mattresses and changing table. Clean and disinfect changing table. Put in a plastic bag and leave on the changing table for Helen Ortega, person, 10-21-98.
   e. Wash tables and return art supplies to art closet if used.
   f. Put the trash and dirty diapers in a trash bag and put in the hallway for the custodian to pick up.
   g. Put chairs back on the table tops.
5. Nursery Ages
   a. Keeler Hall is the room to be used for child care for infants and toddlers. Hart Hall may be used for toddlers (age two or older) if one attendant is available to be with them when the room is not scheduled for other activities. Between 9:30AM and 10:45AM Hart Hall is used for the Preschool (ages 3 - 5) Sunday School class. Therefore, toys in Hart Hall should be picked up at 09:30AM and children moved to Keeler Hall in order for the room to be ready for Sunday School. Children under two should not be taken to Hart Hall; the toys and play equipment are not age appropriate and injuries are more likely to happen.
   b. School age children are encouraged to be in worship or Sunday School on Sunday mornings. They are not allowed in the Nursery rooms except under special circumstances.

6. Other
   a. Caregivers must familiarize themselves with the emergency exits and location of First Aid Kits.
   b. Inform the Business Manager of problems or suggestions regarding toys or equipment.

7. Hiring
   a. Hiring of nursery attendants has been delegated by the Personnel Committee to the Business Manager under the supervision of the Head of Staff. Selections should be reported to the Personnel and CE Committees.

8. Child Safety Policy
   a. Caregiver Approval and Identification
      All caregivers must be approved by the Business Manager (or Director of Christian Education when appropriate) and must wear a name badge while in the nursery.
   b. Caregiver Procedures
      Caregivers must not be alone with a child for more than a few minutes. There must be at least two adults present at all times during care of the children. (If only one or two children are present and parents are notified ahead of time, an exception can be made.) Physical contact should be age appropriate. Window blinds and/or doors must be kept open so children and adults can be observed openly.
   c. Diapering and Toileting Procedures
      Diapers are to be changed only in designated areas and in the presence of other caregivers. Doors/blinds to nursery changing room(s) will remain open. If a toddler needs to use the bathroom, the caregiver should assist the child only as needed or in an age appropriate manner.