

**The Church of  
Sutersville  
Nursery Handbook**

## *Welcome Letter*

Dear Parent:

Welcome to our Nursery at The Church of Sutersville. We believe that our children are a sacred gift from God. One of our goals is to help you and your child feel comfortable and secure while they are in our care. We hope the care we give your child will enable you to participate each and every week. It is our joy to partner with you to build a strong spiritual foundation for your child. We want to take the first steps with you towards introducing Jesus' love to your child through a safe, Christ centered environment. We believe that it is never too early to start teaching your child about God and how wonderful He is to us. In this handbook I hope you see that we are committed to provide a loving and safe environment through our security procedures and our nursery volunteers. Please take a few minutes to review and understand our policies. If you have any questions or suggestions, please call us anytime 724-261-7378.

Praising Him,

*Tracy Schwartz*

Nursery Coordinator

## General Policies

- The nursery opens 15 minutes before each service
- The nursery upstairs is for babies 0-11 months
- The nursery downstairs is for toddlers 1-4 years of age
- Children are to be brought to the nursery room by their parent/guardian
- Children will only be released to their parent/guardian
- We ask that you pick up your child immediately after service.
- Only plastic bottles clearly labeled with your child's name on it
- Only plastic cups with a lid allowed in baby or toddler room
- Adult/child ratio in the nursery is 1 caregiver for every 2 babies. In the toddler room 1 caregiver for every 4 children. When at all possible we like to keep these ratios.
- We will make every effort to engage an unhappy child in playing or rocking. If a child is inconsolable (15 minutes of non-stop crying), we will page the parents.

## Food Policies

- We will feed your baby formula, milk, juice or water provided in plastic bottle or cup. Please provide any instructions needed for preparing your baby's bottle to the nursery worker. Please label each bottle with your child's name on it.
- We will be happy to feed your baby the food you provide. Please include all necessary items to feed your baby in their bag.
- Medications will NOT be given by our nursery volunteers. Please do not put any medication in your baby's bottle.

## Health Policies

- For the protection of your child and the other children in the nursery we can only accept well children. A child should not be put in the nursery if any of these symptoms are present within the last 24 hours:
  - Fever over 100 degrees orally
  - Vomiting or diarrhea
  - Significant, persistent nasal drainage which is yellow or green in color.
  - Childhood disease such as: Scarlet fever, German measles, mumps.
  - Chicken pox – a child may return to the nursery provided all open areas are scabbed over.
  - Any unexplained rash
  - Any unexplained skin infection
  - Conjunctivitis (pink eye) or an eye infection
  - Parasites, any form of lice, mites or ringworm
- We will not administer any medication
- If your child develops any of these symptoms while in our care your child will be separated from the other children and the parents will be contacted immediately
- If your child develops an infectious disease (Chicken pox, pink eye etc.) after they have been in the nursery please contact Tracy Schwartz 724-61-7378

## Sanitary Policies

The health and well-being of your child is very important to us. That is why we strive to have our nurseries the cleanest rooms in the church. If you see something that needs attention please contact Tracy or Erica.

- All toys are cleaned with disinfectant
- The sheets are washed every week
- All spills are cleaned up immediately
- Workers wash their hands after each diaper change or wiping any noses
- Latex gloves are provided for nursery workers to use
- The changing pad is disinfected after each diaper change

- The nurseries are cleaned after Sunday morning services and once during the week.

## *Safety and Security Policies*

We love taking care of your child in the nursery. But with that comes the responsibility of protecting your child. We know that the children are learning how to interact with other children so, for the safety of ALL the children, if a child consistently bites, hits, or pushes they will be put in a time out chair.

When you come to pick up your child we ask that you knock on the door and remain outside the door. Many of the kids that can walk will run outside the door if it is opened, so please do not open the door unless instructed to do so by the nursery volunteer. We do not want a child leaving the room without us knowing it. A nursery volunteer will greet you at the door.

We ask that every parent fill out a Child Information Sheet. If you did not receive one when you dropped off your child please ask the nursery volunteer for one when you pick up your child. Once you have filled the information sheet out completely please return it to the nursery volunteer. All information is kept confidential. Our goal is to create and maintain a safe, clean, and loving place for our members and visitors to bring their children.

## *Caregiver Qualifications*

The nursery volunteers at The Church of Sutersville take on this responsibility as a ministry. We know that the nursery is one of the first places God's love can be shown to your child. We believe that every minute they are in our care is an opportunity to show and tell them how much Jesus loves them.

- Enjoy taking care of babies
- Show patience, kindness and love in all situations

- Nursery volunteers must be able to change a diaper, bottle feed, cup feed, hold a baby properly, burp a baby properly, sooth a crying child, and engage in playtime
- All nursery volunteers must be 16 years old or older unless their parent works in the nursery with them.

Anyone wanting to help in the nursery under the age of 16 without their parent must be approved by Tracy Schwartz before entering the room.

### *How Parents Can Help*

- To help your child adjust to his/her surroundings, bring him/her to church on a regular basis.
- Sign in your child properly. Please fill out an Information Sheet if you haven't done so before
- Be sure to label ALL of your child's belongings clearly and place a diaper bag tag on the diaper bag. The nursery volunteer will be happy to make you a diaper bag tag if you do not have one.
- What to bring in the diaper bag:
  - Diapers or Pull-ups
  - Change of clothing in case of spills or soils
  - Bottle or sippy cup
  - Pacifier, if needed
  - Security blankets or anything that comforts your child
  - Snacks, if needed, the toddler room will receive cheese crackers, graham crackers, or cheerios and water to drink
- If your child cries when you leave them we find it easiest on the child if you leave quickly and return only when it is time to pick them up. You may check on your child through the window in the door but please do NOT open the door to check on them.

## Closing

We are so blessed to have so many children at The Church of Sutersville. We feel that God has given us a huge responsibility as a church to join with you in teaching your children about Jesus and His love. We do not take this responsibility lightly and it is our prayer that you would join with us in this effort to make our nurseries safe, clean and most importantly filled with the love. If you have any questions or comments please feel free to contact us anytime. May God bless you and your family.

Tracey Schwartz  
Nursery Coordinator  
724-261-7378

or

Erica Kindred  
Volunteer  
724-446-7840