

## **Nursery Procedures and Expectations**

### **Opening Procedures**

- Nursery volunteers will arrive 15 minutes prior to the worship service and sign in at the top of the weekly check-in sheet
- Nursery volunteers will wear a visible nametag
- Nursery volunteers will meet each child/parent at the door to complete the check-in form, assign a pager, label diaper bag (if needed), and place nametag on back of the child

### **Operating Expectations**

- All nursery room doors (or bottom doors where present) will remain closed at all times, including the one to the restroom. Door windows will not be covered with papers or other obstructions.
- Children must be accompanied by an adult to enter the restroom or playground.
- Proper diaper changing protocol will be followed, as posted above the changing table.
- There must not be an adult/child ratio greater than 1:3 for infants and 1:4 for preschool. If more children arrive, the on-call volunteer will be paged for assistance.
- The preschool nursery is intended for walkers-age 4. Children who are not yet walking should be placed in the infant nursery. Children over the age of 4 should be asked to stay in church or attend children's church (when available). The exception to this age range is the nursery volunteer's own children. The reason for this age range is to prevent injury to younger children and ensure safe adult/child ratios.
- Head counts will be completed periodically during nursery time to ensure no children are missing.
- In the event of an emergency (lost child, injury, etc.), the child's parent and Jami Vandock (DCE-pager #1) will be paged immediately.

### **Closing Procedures**

- Nursery volunteers will assist children in cleaning up toys during the final portion of the worship service.
- Nursery volunteers will ONLY release children to the parent/guardian who dropped off the child, unless otherwise indicated on the check-in form. Please ensure pagers are returned and properly stored in the charging dock.
- Volunteers will remain in the nursery with closed doors until all children have been properly checked out.