



Policy & Procedures

Mission Statement

To provide a safe and Godly environment in which children attending Keltys First Baptist Church's Nursery program can be taught the word of God and the truth of Jesus Christ through Biblical lessons, crafts, games and songs under the direction of Godly men and women.

Keltys Nursery Volunteer Job Description

The Nursery Volunteer is expected to:

- Be a growing Christian.
- Be a member of the church for at least 6 months before accepting an assignment with children.
- Arrive in their assigned room at least 20 minutes before the service begins.
- Prepare the room for the arrival of children by cleaning toys, furniture and fixtures.
- Follow the policies and procedures for the nursery.
- Use each child's name frequently in relating to the child.
- Use a calm, loving voice in following the positive discipline guidelines.
- Respond to parents in a positive and caring way.
- Work cooperatively with other nursery personnel.
- Report any accidents or illness symptoms to the nursery director(s).
- Leave the room clean and in order for the next session.

The Nursery Volunteer is also expected to:

- Be energetic and in good social-emotional, mental and physical health.
- Be free of tobacco smoke and strong perfumes.
- Dress in modest and comfortable clothing appropriate for doing activities with babies and toddlers.
- Never leave children unattended.
- Attend worship services and support the work of the church (including outreach and ministry).

General Information

1. Parents do not feel comfortable leaving their child if the nursery is not adequately staffed. For this reason, it is imperative that each volunteer be in their assigned room 20 minutes before the scheduled service, ready to receive the children.
2. The nursery is a busy place, and to keep the children safe full attention is necessary therefore; the use of cell phones should be limited to necessity only.
3. Parents will check-in their child and give you the check-in label(s) with the child's name each time they are left in our care.
4. Inform the parent to keep the 2nd label with the matching number.
5. The worker/volunteer attaches the name label to the Check-In Sheet and Diaper slip as necessary.
6. When the child is picked up, the parent must present the matching label.
7. The worker/volunteer attaches the 2nd label to the Check-In Sheet beside the 1st label.
8. We have a **Well Child Policy** for our nursery. For this reason, we ask that a child not be left who appears to be ill. If a child is found to be ill while in our care, the parents will be notified immediately. We ask that a parent keep their child at home if they have any of the following symptoms and/or illnesses:
 - **Covid 19** – Please adhere to local and CDC guidelines for symptom identification, quarantine, and close contact.
 - Discolored (not clear) nasal discharge
 - A fever within the last 24 hours
 - Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
 - Strep throat, until 24 hours after treatment has been initiated, and until the child has been fever free for 24 hour.
 - Diarrhea that is not contained by diapers
 - Vomiting in the previous 24 hours
 - Pink eye with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye, until 36 hours after treatment has been initiated
 - Chicken pox, until all lesions have dried and crusted
 - Mumps, until nine days after onset of parotid gland swelling
 - Scabies, until after treatment has been completed
 - Head lice
 - Any open skin sore until 24 hours after treatment has been initiated
 - Persistent, uncontrollable biting
 - If a child is being treated with antibiotics, he/she should be on the drug for 24 hours prior to attending nursery. Parents, please let a nursery director know if a child has a continually clear runny nose or rash due to non-contagious allergies.

9. Parents and grandparents should not be allowed beyond the drop off area. Anyone who enters the childcare areas often create disorder for children and volunteers.
10. We prefer to release children to their parents/guardians. In certain circumstances, an older, responsible sibling may pick up your child only if they have the proper Check-In Label. The adult picking up the child should also have the appropriate Check-In Label.
11. Children under the age of 13 are not allowed in the nursery area. The only exception is a child who has permission from a Nursery Director or Children's Pastor to work with their parents. **No children** under 13 are allowed to handle children in any way or change children's diapers.
12. Nursery staff will mix formula or warm milk as instructed by parents. Instructions should be provided by parents at the time of drop off and recorded on the child's diaper slip by nursery worker accepting the child into the nursery
13. Snacks (crackers, Cheerios, Goldfish, Graham Crackers, etc.) will be served to crawlers and toddlers with water or the drink sent in the child's diaper bag.
14. No medication may be given to children by anyone other than their parents.
15. All rooms must have a minimum of two volunteers at all times. This is for the protection of the volunteers and children in case of an emergency.
 1. Nursery 1 should only have 1 more child than volunteers.
 2. Nursery 2 should have a ratio of no more than 4 children to 1 volunteer.
 3. Nursery 3/5 should have a ratio of no more than 6 children to 1 volunteer.
16. An adult (over 18) should be present in every nursery room at all times.
17. There is Nursery Staff available during each service to assist you with a problem that requires immediate attention. She will have authority to decide whether a parent should be called out of the service. She will also make any changes, such as moving volunteers should it be necessary.
18. If a volunteer is not able to work his/her assigned service, he/she should contact another volunteer on the schedule to switch with them. If that cannot be done, arrangements for a substitute should be made. Always contact the Nursery Director to make her aware of the changes.
19. Room transitions typically happen on promotion Sunday if your child meets the following qualifications:
20. Toddler room: are greater than 1 year in age, walking, and can eat and drink provided snacks without assistance.
21. Preschool room: are 2 years of age.
22. Graduation from nursery: Children can continue to use the nursery facility until the end of their kindergarten year.
23. If a parent desires to transition or promote a child before this time, please see the Nursery Director or Pastor of Families before moving a child.
24. If a child comes into the nursery with a known communicable disease, please notify the Nursery Director or the Family Pastor immediately. Also, if there is suspected child abuse, please notify the Nursery Director or the Family Pastor



25. No corporal punishment will be administered by a nursery worker or volunteer. If necessary, a child's parent will be notified.
26. The following guidelines will be followed when correction is needed:
27. Remove the child from the situation and speak to them privately.
28. Point out the problem and ask them to stop. When appropriate, ask them to apologize.
29. Pray briefly with them; direct them to a new activity.
30. If a child is unable to cooperate, the Nursery Director will be notified before a family is paged from service.
31. An information sheet should be filled out on children during their stay in the nursery. This will be used to notify parents of the care they received while in the nursery and any other relevant information that needs to be communicated.
32. Please do not allow children to bring toys or food with them to the nursery.

Clean Up

1. It is the volunteer's responsibility to help maintain a clean and orderly during each service. After each service, please use the following cleaning instructions:
2. Place the cloth diapers, sheets, blankets and smocks in the clothes basket located in the infant room.
3. Use the Clorox wipes (located on the counter) to clean the changing tables, high chairs, and other equipment. Spray the toys with disinfectant spray and let air dry.
4. If there are snack crumbs, please use the broom or a vacuum cleaner to pick up the crumbs.
5. If you remove something from another room, please return it at the close of the service.
6. Make sure all toys are put away and all chairs are stacked against the wall.
7. Provide a list of needed supplies to Nursery Coordinator.

Outside Play Area Rules

1. Children will be led by the adult volunteers.
2. Play equipment should be inspected to verify that it is in good condition.

Nursery Assignments Outside Scheduled Services

1. Nursery assignments should only be made by the Nursery Director or the Family Pastor.
2. If anyone other than these two individuals request Nursery assistance, please refer them to the Nursery Director or Family & Children Pastor.
3. Special Services (i.e. Good Friday or Christmas Eve) will be on a volunteer / rotation schedule.