

PERRY CHURCH OF THE NAZARENE

Nursery

Parent's Handbook

Welcome!

Bringing Jesus to infants, toddlers and families by:

- Providing a safe and secure environment
 - Modeling Jesus in all that we do
- Helping Moms and Dads worship without worry



Winter 2015

Welcome!

We're Glad You're Here!

It's an honor for us to be able to serve you by caring for your child. Please feel free to ask us anything, and please let us know how we can serve you best!



Why We Do This: To us, caring for children in the Children's Wing isn't babysitting – it's so much more than that! We have some high goals for ourselves here in the Children's Wing, goals we feel God himself is calling us to. Each time a child is given to us to care for, we will be striving to:

Help that child feel comfortable, safe, and secure.

Help parents feel confident in our caregivers and our facility so that they can worship, serve, or study God's word without worry.

Help the child begin to understand that church is a safe place with loving people (first steps to understanding a loving God beyond the love of family)

Help the child begin relationships with new friends.

We try to see our role through God's eyes, and want to honor Him in all we do. We hope you'll see evidence of that each time you bring your child to the Children's Wing here at Perry Nazarene.

Our Staff:

Our caregivers are volunteers with a gift and desire to serve young children and their families. We utilize adults and teenagers as caregivers and encourage empty-nesters and grandparents to bless young families by serving as well.

All of our caregivers are carefully screened and must complete our extensive training with Ministry Safe in order to serve in the Children's Wing.

The Children's Wing falls under the supervision of our Children's Ministries Pastor.



The Ages We Serve:

Our nursery is designed for children from birth to age 2. Children ages 2 and older are invited to participate with our other students.

When We Provide Child Care:

Child care is provided during every Sunday morning service (9am and 11am) and Sunday School (10am). We also provide nursery care as often as possible for special events (i.e. holiday services, special church-wide meetings, etc.). If Children's Wing care is being provided for a special event, it will be noted in the bulletin. You may always check with the Church Office (625-3400) to verify child care for a given event.

Our child care begins 15 minutes prior to each service/event, and ends promptly 15 minutes after each one. Please be considerate of our caregivers by picking up your child right away.

Our Facilities:

Our Children's Wing is located to the right as you enter our main glass double doors.



We Offer:

- An infant's room for non-mobile infants and early crawlers.
- A toddlers room for those past the early crawling stages. (2–3 yrs. old)
- A children's room for those ages 4–K.
- Child sized toilet facilities for those who are potty training.
- Should there be a need for the parent to be alerted, the tag number issued at check in will be displayed on the screen in the sanctuary to notify the parent to proceed to the Children's Wing.



We Do Not Offer:

- A public diaper changing area.
- Public access to the Children's Wing. Only scheduled staff may enter the Children's Wing, with a few exceptions:
 - New families are encouraged to take a tour of the Children's Wing during one of their first visits. This can be arranged with the front desk attendant.
 - Nursing moms may use the infant room for nursing if needed. They should contact the front desk attendant for admittance.
 - Parents/Guardians of signed in children may be a visitor during the child's session. They need to sign in at the Welcome Desk and receive a 'guest lanyard'. The number of guests during a session will be at the attendant's discretion.



Before You Arrive:

What to Bring:

A small diaper bag with a few items is all you'll need. Things you might want to pack include:

- Diapers
- Baby wipes
- Pacifier (clip on type if possible)
- Bottle
- Please label everything!



What not to Bring:

Candy, food items, or juice
Special toys (unless it is a security item like a pacifier or blanket)



Special Needs and Notes:

Please let the check-in attendant know about any of the following:

- Food, or other, allergies
- If your child is potty training
- Special comforting rituals
- Health restrictions
- Special instructions for bottles
- How long to let your child cry before you are paged

Checking In:

When you come to the Welcome Desk, you'll be met by our check-in attendant. At that time you'll:

- Sign your child/children in with the attendant
- Be given a coded label that corresponds with your child's label.
- Either hand your child over the counter to the attendant, have your child enter through the "kids only" gate or if needed, escort them to their class.
- Hand your diaper bag to the attendant or teacher.

Saying Goodbye:

It is usually best for your child if you leave the Children's Wing area as soon as possible after checking them in. A big hug and a happy "have a good time, I'll be back after church" lets them know you expect them to stay and enjoy themselves. By your attitude, you express the naturalness of the situation.

If you expect your child to cry, please let the attendant or teacher know how long they should wait before notifying you.

If we have any problems or emergencies, you will be notified on the sanctuary screen. Please come immediately to the Children's Wing with your label for verification.

To reduce anxiety in all of our little ones, and in keeping with our Child protection policy, only Children's Wing volunteers and guests with a label will be allowed beyond the check-in counter.



Picking Up:

- At the end of the service/event, please proceed promptly to the Children's Wing counter to pick up your child. If other parents are there waiting, please form a single-file line – this will help us serve you more quickly.

- At the counter, present your label. The attendant can gather up your child and their belongings or you may pick up your child upon verification of your label. *Please inform the attendant of any possible security issues. i.e. people not authorized to pick up your child.*

- Children will not be released to siblings under the age of 18.

- Our Children's wing volunteers are happy to care for your child while you are in worship, Sunday school or attending a special event. Please respect them by picking up your child promptly. *Our Children's Wing closes 15 minutes after the conclusion of the service/event. Thank you for your understanding and cooperation.*

Children's Wing Policies and Procedures

Children receive only a small snack during their time in the nursery (usually Goldfish crackers, pretzels or animal crackers). If you would rather they did not have a snack, or if there are any food allergy concerns, please let the check-in attendant know.

Outside beverages other than bottles (juice boxes, etc.) are not allowed in the Children's Wing. Water will be provided as needed.



Medicines Policy

Our Children's Wing volunteers cannot dispense medicine. If your child needs medicine during their care in the Children's Wing, you will need to come to the Children's Wing to administer it.



Our toys and linens are sterilized regularly.

Our Child Protection Policy has been put in place to protect the children in our care to the very best of our ability. If you have any questions about particular procedures, or would like to read a copy of our entire policy, please let us know.

Sickness/Illness Policy:

We want to provide a healthy environment in our Children's Wing, so we ask you to keep your baby at home when you observe any of the following:

- Fever of 100 degrees or more within the past 24 hours
- Vomiting within the last 24 hours
- Discharge around the eyes
- Green or yellow runny nose
- Excessive coughing
- Diarrhea
- Questionable rash
- Any communicable disease (chicken pox, impetigo, etc.)

If your child becomes ill while in the Children's Wing, you will be notified promptly and asked to sign out your child for the remainder of the day.



If your child is being treated with an antibiotic, they should have received treatment for at least 24 hours before coming to the nursery.

Out of concern of exposure to other children and their families, if a child shows any symptoms of being sick upon arrival, the caregivers have the right to ask you to keep your child out of the Children's Wing that day. Please do not be offended, and know that we will do the same with other children to protect your child and family too.

As an additional measure of protection, we ask our caregivers to follow these same guidelines as well.

Safety Policies

The safety of the children in our care is of utmost importance to us! Here are just a few of the procedures we use to ensure the safest environment possible:

General guidelines:

- Our nursery has been thoroughly “baby-proofed” and all toys are checked for potential hazards.
- Only scheduled staff, supervisors and approved guests/family are allowed to enter the Children’s Wing.
- Baby gates are used to prevent ‘escapees’ in areas where leaving the door open is desirable.

Diaper changing/Bathroom use:

- Our diaper changing area is near the front of the nursery for higher visibility, and caregivers are required to have another caregiver supervise any diaper changes.
- Caregivers may assist a child to the restroom and wait outside. If additional assistance is needed for the child, the caregiver may do so with the door being left open.
- The bathroom in the Children’s Wing is non-locking for the child’s safety.



First Aid:

- In the case of moderate to severe injury, the parent will be notified immediately on the Sanctuary screen.
- In the case of minor injury, the parent will be notified upon their return to the Children’s Wing.

Fire:

- Caregivers will exit the children out of the Children’s Wing
- Do not come to the Children’s Wing to get your child.
- The children will be taken to the pavilion and released to a parent or guardian after positive identification has been made.

Tornado:

Caregivers will escort children to the basement and be released to a parent or guardian after positive identification has been made.

Getting Involved:

Parents (and others!) are encouraged to help with childcare on a rotating basis. Volunteers must have been in regular attendance at Perry Nazarene for at least 6 months. If you'd like to volunteer please contact our Church Office.

If you are scheduled to work in the Children's Wing, we're counting on you!
You will receive a schedule in advance, so please mark your calendar.



Reminders:

- When you cannot be present, please find your own substitute from the list of scheduled volunteers. If a substitute cannot be found after an honest effort, please contact the Church office as soon as possible. Don't forget – our little ones are depending on you.

- Please be on time! The Children's Wing opens 15 minutes prior to the start of the service/event. Be in the room, ready to go, no later than 15 minutes before the service starts.

- When you are serving in the Children's Wing, remember that your first responsibility is to show God's love to the children in your care. You are a very important part of their earliest faith development!

Thank you for being a blessing to children and their families.

Nursery Use Policy:

As with all other parts of our building, the nursery cannot be used without permission. The nursery door is kept locked when not being used – please do not enter the nursery by climbing over the counter, etc.

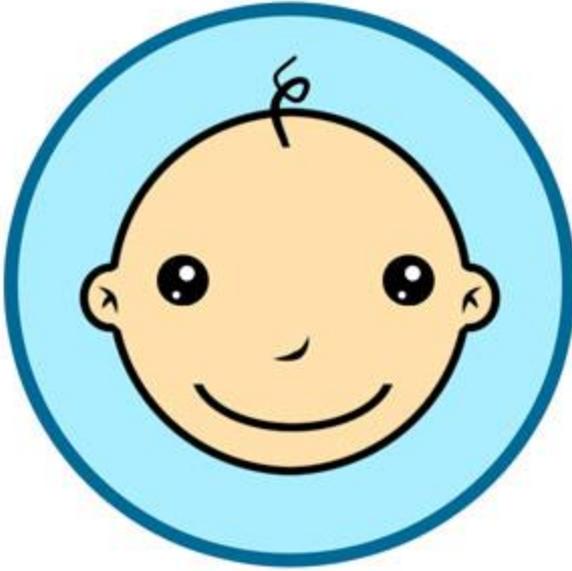


To use the nursery during non-nursery hours:

Contact the Church Office in advance for approval
and to schedule a time for use.

If you wish to provide child care for a meeting or event, you must notify the Church Office in advance, and you must use volunteers who have been screened and approved by the Church.

The Children's Wing must be cleaned after use, with all toys put in the 'used toy' basket and used linens in the 'used linens' hamper.



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