

Hardin Baptist Nursery Handbook

Welcome Letter

Dear Parent:

Welcome to our Nursery at Hardin Baptist Church. 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 in a Sunday school class and worship service each 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 workers. Please take a few minutes to review and understand our policies. If you have any questions or suggestions, please call us anytime, 437-4868 ext 2004.

Praising Him,

Abbey Kelly
Preschool Director

Tracy Dyke
Nursery Coordinator

General Policies

- The nursery opens 15 minutes before services

- Children are to be brought to their age-appropriate room by their parent/guardian
 - Children will only be released to their parent/guardian when they present their pager.
 - We ask that you pick up your child immediately after service.
 - Only plastic bottles clearly labeled with your child's name on it
 - Please have your child's belongings properly labeled.
 - This includes:
 - Diaper bag – If you need a diaper bag tag please ask a nursery worker for one.
 - Bottles
 - Pacifiers
 - Drinking Cups
 - Coats
 - Blankets
 - Snack bowl or bag
- Any items that are not labeled will be labeled by a nursery worker.
- Adult/child ratio in the nursery is 1 caregiver for every 2 babies. In the one year old 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 (10 minutes of non-stop crying), we will page the parents.

Food Policies

The snacks provided in the nursery do NOT contain any peanuts or chocolate.

- 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 workers. Please do not put any medication in your baby's bottle.
- In the one year old room a snack of cheese crackers, graham crackers or cheerios with water will be provided. If your child is allergic to anything, please notify the nursery worker.
- For any mother who is nursing we have a Nursing Room located in the back right corner of the sanctuary. If need help finding the Nursing Room please ask a nursery worker they will be happy to assist you.

For more information, contact Abbey Kelly, Preschool Director, at 437-4868 ext 2004 or email abbey@hardinbaptist.org.

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 Abbey Kelly at 437-4868 ext 2004 so she can notify the other parents.

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 Abbey.

- 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. At Hardin Baptist we take every step possible to make sure that you feel comfortable leaving your child with us.

We have a pager system for 2 reasons. One reason we like the pager system is because we can page you anywhere in the church if your child needs you. The other reason is because it has a number on it and that number lets us know which child belongs to you.

It is very important when you drop off your child that you receive a pager. When you pick up your child please give the pager back to the nursery worker. The number on the pager corresponds with your child.

When dropping off your child we ask that you knock on the door and remain outside the gate. It would compromise our Security Procedure should we allow free entry into the rooms.

A nursery worker will greet you at the door. They will take your child and their bag and then issue a pager to you. At that time please inform the nursery worker of any special instructions for your child while they are in our care.

After you have received your pager and given any instructions to the Nursery worker, we ask that you do not come back to the room until you are ready to pick your child up. If your child needs you we will page you.

Safety and Security Policies Cont.....

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 gate if it is opened, so please do not open the gate unless instructed to do so by the nursery worker. We do not want a child leaving the room without us knowing it. A nursery worker will greet you at the door. Please give them your pager and they will bring your child to you with their bag.

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 worker for one when you pick up your child. Once you have filled the information sheet out completely please return it to the nursery worker. 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 workers at Hardin Baptist Church 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.

- Every nursery worker must agree to a background check
- Enjoy taking care of babies
- Show patience, kindness and love in all situations
- Nursery workers 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 workers must be 16 years old or older unless their parent works in the nursery with them.

Any sibling wanting to stay with their baby brother or sister is allowed upon Tracy or Abbey's approval. Please notify Tracy or Abbey before entering the room.

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

CPR classes are being scheduled for all teachers in the preschool/children's department.

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 haven't done so before
- Keep your pager in a safe place. You will be asked to produce it when you come for your child.
- Be sure to label ALL of your child's belongings clearly and place a diaper bag tag on the diaper bag. The nursery worker 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 one year old 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 or being paged. You may check on your child through the tinted 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 Hardin Baptist Church. 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 pray 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.

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