



Ethos Presbyterian Church Nursery Policies and Procedures

Worker Policies: (nametags, switching shifts, MinistrySafe, 2deep, greeting parents)

- Nursery workers shall be required to wear an identifying name badge to identify nursery workers to parents.
- Nursery workers are responsible for finding a substitute for any week they have been scheduled to work and are unable. For any nursery substitution, the nursery coordinator must be notified.
- All nursery workers are required to complete MinistrySafe training before working in the nursery.
- Nursery workers are to arrive 15 minutes prior to the start of scheduled services.
- Nursery workers should not wear perfumes/colognes or strong scented beauty products while working in the nursery.
- Nursery workers must never be alone with children. Two or more adults are required to be in the nursery at all times.
- If it is determined that there are too many workers in the nursery, workers must check to see if other childcare departments need assistance before they attend the service.

Drop-off/Pick-up Policy:

- Parents shall sign their child in on the sign in sheet and provide any special care instructions.
- Nursery workers shall greet and release each child.
- When parents drop off their child, they are to be given a numbered tag. A corresponding tag will be placed on the back of the child's shirt and on the child's diaper bag. An identifying symbol shall be placed on the tag of children with special care instructions.
- A child will only be released from the nursery when the parent returns the corresponding tag.
- If someone other than the parent of the child is going to pick up the child, a note must be made on the sign-in sheet.
- If a child has any special care instructions (allergies, diet, etc.) a note must be made on the check in sheet.

- Parents must leave their cell phone number on the check in sheet in case of emergency or to notify the parents their presence is required in the nursery.
- Children 14 and younger are not allowed to pick up their siblings from the nursery.
- We request the children be picked up immediately following the service to allow nursery workers time to clean the nursery before the building closes.

Health Policy: (sickness, medication)

- Parents are not allowed to bring children to the nursery who have been ill within 24 hours of the service. Illness includes fever, cough, diarrhea, vomiting, and upset stomach, colored mucus, and eye infection, undiagnosed rashes or other skin infections.
- If your child has a runny nose due to allergies or teething, please advise the nursery workers.
- Any open wounds/sores must be covered by a proper bandage before a child is allowed in the nursery.
- If your child should contract a childhood illness (chicken pox, head lice, etc.) following a session in our nursery, please contact the nursery coordinator.
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Snacks/Food Policy: (allergies)

- Due to the likelihood of a food allergy, only snacks provided by Ethos Presbyterian will be given to children in the nursery.
- If your child has food allergies, please make a note on the sign in sheet and notify the nursery workers.

Parent Policies:

- Parents are encouraged to not return to the nursery after they have dropped off their child, as this causes increased separation anxiety for many children.
- Parents of children who are being potty trained should bring a change of clothes for their children in case of an accident.
- To reduce the amount of traffic in the nursery, it is requested that parents drop their children off at the check in table and refrain from entering the nursery. Parents of first time children shall be allowed to view the nursery as long as they are accompanied by a nursery worker.

Diaper Changing/Bathroom Policy:

- Only female nursery workers are allowed to change diapers.

- Nursery workers shall use the diapers and wipes provided by the parents before using the nursery's supply.
- When changing diapers, workers must wear latex free rubber gloves. A sheet of wax paper shall be placed on the changing table and disposed of after each use.
- If toddlers need to use the bathroom, they shall be escorted by nursery workers. If the child does not need assistance, the nursery worker shall remain outside the bathroom, with the door ajar. If the child needs assistance using the toilet, the door to the bathroom and stall must remain open. No nursery worker shall be alone in a closed bathroom with a child at any time.

Sanitation Policy:

- At the end of the service all toys must be wiped with disinfectant before being put up.
- Tables, doorknobs, and light switches must be disinfected after each nursery session.
- Latex free rubber gloves are to be used whenever there is contact with blood or bodily fluids.

Incident Report:

- In the case of an accident or incident, witnessing nursery workers are required to fill out an incident/accident report form.
- Parents must be notified of the incident/accident when picking up their child.
- The nursery coordinator will follow up with the parents of the involved child(ren) and ensure that proper steps have been taken to avoid such an incident in the future.