



Nursery Policies and Procedures

Nursery care at Community United Methodist Church is designed to provide a safe, enjoyable and loving environment in which infants, children (through age three) and adults can interact.

A. Expectations of Nursery Attendants

1. An employed professional will care for the children in the nursery from 8:45am until 10:15am, and then again from 10:45am until 12:15pm on Sunday mornings. Professional Care will also be provided on Wednesday nights from 6:25pm until 8:10pm (at the latest). The nursery will be staffed at other times as needed.
2. All appropriate mandates in Safe Sanctuaries Policy (a copy of which should be kept in the nursery at all times) are to be followed, including but not limited to: background checks for all nursery attendants; general policies for children's ministry leaders and reporting all possible abuse or neglect.
3. Nursery attendants should make all attempts to learn and accommodate possible allergies.
4. All attempts should be made to have the top portion of the nursery door open whenever possible.
5. Nursery attendants should make a strong effort to connect with parents, especially those new to the church, to offer parents/guardians assurance that their children will be in a safe, loving environment.

B. Guidelines for Parents of Children in the Nursery.

1. The Community United Methodist Church nursery is set up to care for children who are infants through age three.
2. A binder with nursery registration forms should be kept close to the hall door. Parents/Guardians should complete a nursery registration form the first time their child is present. The forms contain useful information for the caregivers to have on hand (e.g. birthdate, preferred name, allergies, parent/guardian diapering preferences). Forms should be kept on file in the nursery and referred to during subsequent visits.

3. Parents/Guardians should receive an informational Welcome Letter sharing the policies and procedures of the Community United Methodist Church nursery. Parents/Guardians only need to initial the attendance sheet once in the appropriate column to indicate that they have received and will adhere to the policies and procedures documented in the Welcome Letter.
4. Parents/Guardians sign children in and out of the nursery on an attendance sheet. Unless arranged at drop off, the same individual will be expected to sign children in and out of the nursery on a given day.
5. Parents/Guardians are asked to supply any personal materials their children may need such as bottles or favorite comfort toys.
6. We encourage parents/guardians to enjoy the worship service, knowing that the nursery attendant will contact them as needed via pager or texting. If, in the opinion of the caregivers, a child cries excessively, the parent/guardian in worship will be contacted. Parents/Guardians are asked to provide caregivers with their cell phone numbers and to keep their phones on vibrate.

C. General

1. Toys are to be washed/cleaned on a weekly basis.
2. All nursery attendants have completed a course in CPR and first aid. A first aid kit will be kept in the nursery.
3. Food should never be present in the nursery. Infant bottles are allowed.