

*Hickory Withe Presbyterian Church*  
*Nursery Guidelines*



**1. Nursery Hours**

The nursery will be open on Sunday mornings at 9:45 am through 15 minutes after any service. Please be courteous to your child and their teachers by coming for your child immediately following the service/Bible Study.

**2. Age Requirements for Nursery**

For church service, nursery coverage is for children from birth until five years of age. Children five years or older are expected to attend the church service. The back pews in the church are reserved for parents to sit with children who may need to be removed during the church service.

For Sunday school, your child's five-year-old birthday determines when he/she will be moved to the Pre-School Sunday school class for ages five through seven years of age.

**3. Nursery Workers**

There are at least two volunteers in the nursery to provide adequate care for our children. For the safety of our infants and crawlers, we ask that no volunteer under the age of 16 years old be allowed to "volunteer" or "help out" in the nursery. One adult is always present with an approved teenage volunteer.

**4. Entering the nursery for drop off or pick up**

When you drop off your child or pick them up, please do not linger in the nursery. Your child's teacher should greet you at the door. This will avoid overcrowded rooms that can be dangerous for your child. Please have family and friends wait outside of the nursery until your child is picked up.

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### **5. Dropping off/Picking Up Your Children**

For the safety of our children, we ask that all children are *signed into the nursery* by an adult. At sign in, any written instructions specific to the child's needs are left with the nursery worker. Please be sure to list a phone number in case assistance is needed. If one does not respond to a text within a reasonable amount of time, a nursery worker will come and notify you that you are needed.

A child can be *signed out of the nursery* by the parents, adult who checked the child into the nursery, or an individual listed on the Child's Profile sheet.

### **6. Child Profile Sheets**

In order to best get to know and care for your child, we ask that a Child Profile Sheet be completed for each child that is kept in the nursery. The parents should complete the sheet on the first day that the child is present. A child is not released to an individual who did not drop the child off or is not listed on the child's profile sheet. You will be asked to update the information on the Profile Sheet annually or as necessary. These forms can be turned into Mary Jenkins or Nancy Cardamone.

### **7. Security Measures**

For the safety of all our children, the HWPC nursery employs the following security measures:

- Sign-in/out procedure
- Child Profile Sheets

The system works as follows: The person dropping off the child at the nursery signs his/her name on the sign-in sheet located near the door of the nursery classroom and lists any specific instructions for the child's care, his/her phone number for texting, and or location during the Sunday school hour.

Upon picking up the child, the person who dropped off the child or a person who has been listed on the Child Profile Sheet as eligible to pick up the child will sign his/her name before being able to take the child from the nursery classroom. If the nursery worker in the room does not recognize the person picking up the child, she may request ID to verify that the name is listed on the child's profile form.

### **8. Diaper Bag**

Please send a diaper bag with your child and include his/her name on the outside of the bag. Include diapers, wipes, bottles or cups with drink, pacifier (if used), and a clean change of clothing. Diaper bag and bottles/cups should be labeled. The nursery worker may label your child's bottle or cup and/or diaper bag for easy reference, if they are not already labeled.

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**9. No Toys From Home**

We ask that children do not bring their personal toys from home to the nursery classroom. This is to ensure that all toys in the classrooms are age appropriate and safe for all children.

**10. Hygiene Policy**

Because it is not always known if a child is infected with a communicable illness, we take the following precautions to reduce the risk of infection:

- **Hand washing.** The single most important procedure to minimize the spread of infection is frequent hand washing. Proper hand washing includes sanitizing hands before feeding times, after diaper changes, etc. Nursery workers will encourage and assist children with proper hand washing procedures after bathroom breaks.
- **Nose wiping.** All children's noses are wiped as needed.
- **Disinfecting Surfaces/Toys.** At the end of each nursery session all surfaces and toys are disinfected. Any toy a child places in his/her mouth will be placed in a bin to be disinfected with soap and water. No toy will be sprayed with a chemical disinfectant but washed with soap and water. Once a month toys regardless of use are wiped down and cleaned with soap and water.

**11. Sickness Policy**

In order to protect your child and other children, do not bring your child to the nursery if any of the following symptoms exist within 24 hours prior to coming to the nursery:

- Fever
- Vomiting and/or diarrhea
- Any symptom of chicken pox, mumps, whooping cough, measles, scarlet fever, or other childhood diseases
- Sore throat
- Any unexplained rash
- Any skin infection
- Pink eye or other eye infection

If these symptoms are present, you will be asked to come get your child. If your child has allergies and exhibits symptoms that may be misinterpreted as a cold, please inform the nursery worker.

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**12. Medication Policy**

Nursery workers do not give medication of any kind. You are welcome to return and medicate your own child if necessary.

**13. Food Policy**

Nursery workers are not able to feed meals to children. We are happy to give bottles or sippy cups and feed them a snack; i.e. cheerios, goldfish, or crackers. If a child does not come with his/her own drink, we will provide them water to drink.

**14. Cry Policy**

Please be assured that if your child is inconsolable (i.e., not showing any signs of calming down), a nursery worker will contact you.

**15. Emergency Procedure**

In the event of a weather-related emergency, your child's class will be moved into the safety of the inner hallway. Attendance will be checked upon evacuation and upon return to the class.

**16. Diaper Changing Procedures**

Our Infant/Crawler and Toddler nurseries are provided with a diaper changing area where the surface is cleaned frequently. The following procedures are followed each time a diaper is changed.

- A fresh disposable paper is put down and precautionary measures taken to prevent the spread of germs.
- Latex-free gloves are used when changing a diaper
- Children are checked for wet or soiled diapers regularly
- Care-givers will use wipes provided by parents.

It is recommended that another worker be present during diaper changings and/or bathroom activities.

**17. Screenings of nursery workers**

To provide a safe environment for our children, screenings of nursery workers are performed in accordance with church guidelines. A volunteer at Hickory Withe Presbyterian Church is an active member of HWPC in good standing for a minimum of 6 months. Any exception to this requirement requires Session approval.

**18. Exceptions to these guidelines require Session approval.**

Date approved by Session: March, 2018  
Revised and approved: Sept. 2018  
Revised and approved: Sept 2019