

# Nursery Guidelines

## a. *Volunteers:*

1. Only those persons whose names are on the schedule are permitted to be in the nursery. Any exceptions must be cleared by the Nursery Coordinator before the person serves and must have attended CCCS for at least 6 months.
2. Nursery helpers must be at least 14 years of age. No exceptions.
3. Nursery volunteers should be in the nursery 15 minutes before each service.
4. Please do not leave the nursery during the service in which you are serving. Two adults must be in each nursery at all times. Otherwise we need to background check each and every nursery worker. Please go to the restroom ahead of time and do not leave until all the children have left for the morning.
5. If a volunteer cannot be in the nursery the day they are scheduled, they are to make arrangements for another volunteer to cover for them and notify the Nursery Coordinator.
6. Please do not bring hot drinks into the nursery.
7. Please see the procedures for crying children and clean-up on the back of this sheet.

## b. *Check in/Dismissal Procedure:*

1. Parents must sign in each child.
2. Each child must have a name tag with a family # that matches the parent/guardian. If a parent tries to drop off a child without a nametag, direct them to the welcome center where they can get signed in. All children must wear a nametag (the back works best)!
3. If a name has an "@" symbol, it means the child has a medical condition or allergy (food or other). Medical conditions and allergies are listed on the inside cabinet door in both nurseries. These lists are updated as new children arrive.
4. Do NOT dismiss a child from the nursery until you have checked the adult nametag to ensure that the numbers match. If they do not match, please ask the adult to reconcile the issue with either the Nursery Coordinator or guest services (welcome center volunteers) and then to come back to pick up their child.
5. Please check diapers towards the end of the service to make sure children are given to parents clean.

## c. *Restroom Policy:* If there are any walkers that are being potty trained, please use the potty in the nursery. Otherwise, please use the walkie-talkie to contact the hall monitor and have the parent come and take the child to the restroom. Nursery volunteers must remain in the nursery.

## d. *Need something?*

1. During the service: Use the walkie-talkie to contact the hall monitor if you need to get a parent, make copies, need a pitcher of water or other materials, or anything else. If you need extra help, have the hall monitor put the letter "Z" on the screen and someone will come to help you.
2. Before/After the service: Contact the nursery Coordinators with any questions you have. If you notice that you are low on supplies (diapers, wipes, snacks, cups, etc.), please let the Nursery Coordinators know so they can keep the nurseries well stocked.

## **Procedures for Crying Children:**

Some children may cry when being dropped off by parents, which is natural. However, a child that is continually crying for more than 10 minutes non-stop and shows no effort to calm down, needs his/her parent. Contact the hall monitor using the walkie-talkie (at the check-in desk) and have them put the child's number on the screen so the parent can come and comfort their child. Do NOT take the child to the parent – the parent must come and get their child.

## **Volunteers: Before you Leave the Nursery....**

1. Please take the garbage to the dumpster. (dirty diapers smell really bad quickly!)
2. Please empty the potty chair if it has been used.
3. Please make sure toys are picked up. If any are broken or inappropriate, put them on the front counter with a note.
4. Please say a little prayer for the little ones and their families.
5. Please turn off lights after 2<sup>nd</sup> service.

If you have any questions or concerns, please contact one of the Nursery Coordinators: Yvonne Kinley 494-6164 (2<sup>nd</sup> service). Or feel free to contact Mark Beard (Family Ministry Pastor) at 998-2989 or email at [mark.beard@coganstationchurch.org](mailto:mark.beard@coganstationchurch.org)