

Nursery

Policies & Procedures

Director of Children's Ministries

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Greetings from the Nursery Staff!

We are so excited to have you with us today! It is a privilege to care for your child in our Nursery.

In Matthew 18, Jesus calls us to protect and nurture our little ones. It is the belief of the nursery staff that one of God's greatest gifts is the children God graciously gives us. It is our goal to provide a safe and loving environment for your child, allowing you to participate in our worship service and Sunday School programs. In addition, we want to provide age appropriate interactions, engaging relationships, and thoughtful prayer for your child while they are in our care.

Check-In & Check-Out

Check-In > Upon arrival at the nursery, you will be greeted by a Nursery Supervisor and asked to "sign in". This sign-in procedure will provide the nursery staff with pertinent information about your child. We ask that you thoroughly complete this process so that our staff can provide the best possible care for your child.

Tags & Labels > Make sure all of your child's belonging are clearly marked. Diaper bag tags and labels are provided at the check-in counter if needed.

Pager > Parents have the option of being issued a vibrating pager. Please wear this pager at all times. Since this pager uses vibration and no tone, you must have the pager somewhere where the vibration can be felt. The pagers are effective only on the church grounds. If you receive a page, please go quickly to the nursery. The staff will page you if your child has been injured, becomes ill, or is inconsolable. When picking up your child, you will be required to turn in your pager.

Security Bracelets > Every child brought to the nursery will be assigned a name tag and matching security bracelet. Your child will wear the tag and you will have the corresponding bracelet. **No child will be released to anyone who does not have the matching bracelet.** Please pick up your child immediately following the service as a courtesy to the nursery staff.

Registration > If you plan on attending East White Oak regularly, we would like you to complete a "Registration Card" for our records. This card will not only provide us with your basic information but also help our staff know of any special needs or preferences that your child may have. A picture will also be taken of the child and any person authorized to pick up that child (taken at the nursery). Please keep us informed of any changes in your information.

You & Your Child's Needs

Infant Nursery & Toddler Nursery > The Infant Nursery is designed and equipped for ages 4 weeks to 12 months (or when they are walking well). The Toddler Nursery is designed and equipped for 12-24 months. Because some children are ready for the move to Toddlers sooner and others later, we would like you to be involved in this decision. Please share your feelings with the Nursery Coordinator.

Snacks > We are pleased to provide a simple snack (i.e., Graham Crackers, Animal Crackers, Cheerios, Gold Fish, etc.). It is important to know of any allergies your child may have to food or food additives or if you do not want your child to have a snack. You are welcome to bring a bottle/cup for your child with instructions about the time it should be served and the temperature at which to serve it. Please have these items clearly labeled.

Diaper Changing > We will change diapers as needed and diapers are checked every hour unless the child is sleeping, or we have received instructions from you not to do so. Please provide us with a diaper bag containing diapers and a change of clothing in case those being worn are soiled.

Potty Training > Please indicate on the sign in sheet if your child is potty training. We will take your child to the bathroom (located in the Toddler Nursery) once per service. We ask that you provide a pull up and a change of clothes in the event that an accident does occur. You are welcome to come and take your child to the restroom if he/she needs to be taken more often.

Nursing Moms > If you are a nursing mother, you are welcome to use the Nursing Room located in the sleeping area of the Infant Nursery.

Fire & Tornado Procedures > In the event of a fire or tornado emergency, the nursery workers are trained to safely transport the children to a safe location. We ask that parents go to the safe location you are directed to and NOT go to your child until the "all clear" signal is given. FIRE: The parking lot, near the nursery entrance. TORNADO: Room 143.

Health & Safety

Illness > East White Oak Bible Church is committed to providing a healthy, safe environment for your child. Please help us to accomplish this by not bringing your children to the Nursery when they are ill. This would include but is not limited to: cough, flu, fever, sore throat, rash, ear infection, vomiting, diarrhea, pink eye, runny nose, or cold. Please inform the Nursery Supervisor if your child has a symptom listed above which is related to a non-contagious condition (e.g., teething, allergies, etc.).

Medications > Children's ministry staff is not authorized to dispense any over the counter or prescription medications to a child with the exception of those individuals who have been trained to administer life-saving EPI-Pen medication.

Toys & Equipment > Both the Infant and Toddler Nurseries are equipped with safe, age appropriate toys and recreation equipment. Please do not bring personal toys with you. We are always happy to take requests for toys that you feel may benefit the nursery. Children are welcome to bring a favorite blanket or pacifier. Be sure they are clearly and permanently marked.

Sanitation > Toys and recreation equipment are cleaned and disinfected each time the nursery is used.

Nursery Staff > Our nursery workers are loving volunteers who have been through a training and screening process. Both nurseries are managed by Nursery Supervisors who insure that nursery policies and procedures are being followed. As with the children, nursery staff members do not serve in the nursery while ill. Some of our nursery staff are moms and dads of the children in the nursery. You may contact one of the Nursery Coordinators if you would like to be placed on the schedule.

Once again, *thank you* for the privilege
of caring for your child and for your
adherence to the above policies and procedures.

If you have questions about any of the
East White Oak Bible Church children's ministries,
please call the church office at: 454-3833.