

# FEFCM Nursery Handout for Volunteer Care Givers.

*This is a summary of our Nursery Policy. The full policy is available on the church web site at [www.fefcm.org](http://www.fefcm.org), or in hard copy from the Church Administrator.*

## Nursery Ministry Vision

To provide an environment of safety, love and respect where the child learns about the love of God and the importance of Scripture; the parent feels respected and loved and knows that their child is loved and well cared for; and the volunteers and staff are valued and supported as a part of a ministry team that is serving our families with young children.

## Nursery Ministry Personnel Structure

- Nursery Director: Alberta Pierce
- Assistant Nursery Director: Melyssa Littlefield

## Our Nursery

Our nursery is open during the Worship Service and during Sunday School. Infants are in one room and 2-3s are in a separate room. Parents may place their children in the Nursery during Worship Service, during Sunday School or both. Parents are encouraged to volunteer to work in the Nursery. We will do everything we can to keep your children safe and to honor you as parents. We will be flexible with our rules, where **we can and where it doesn't negatively impact children, Nursery workers or other** parents. Please report for you duty ten minutes before church starts.

## Safety and Security

No adult worker, staff or volunteer, will work with Youth except in the presence of another adult with a background clearance. If there are not two security-cleared adults at the Nursery, parents will not be allowed to leave their children until there are two cleared adults.

## Policies to protect you and the children

- Only children from birth through 3-years-old will be allowed in the nursery. Any child that is 4-years-old by October 1 will be moved to the next age class.
- Parents will fill out a sticker for each child each week. This sticker will include the **child's name, parents name, allergies and any other instructions. The sticker will be placed on the child's back. This will ensure children are properly cared for by the volunteer staff. Yes, we want information each week for every child.**
- As a Nursery workers, we will respect parents and honor their instructions unless contrary to our policies.
- Nursery staff and volunteers should NEVER give parenting advice, opinions or judgments about a parent's **instructions or a child's attitude or behavior (or that of the parents)** unless it is explicitly requested by the parents. No matter how much **you disagree with the parents' parenting style, it is disrespectful to express this or**

**ignore the parents' wishes.** All parents are shown respect and courtesy - no exceptions.

- The only discipline allowed in the nursery is time-out which should be limited to the age of the child (for example, 2 minutes for a 2-year-old). **Scolding, harsh words and physical punishment of any kind are forbidden.** This applies to parents as well as Nursery workers while in the Nursery.
- Parents and friends should stay outside the nursery.
- Everything that transpires in the nursery is confidential. This includes the emotional, physical, medical and intellectual condition of every child and should not be discussed outside the nursery or gossiped about inside the nursery. **We won't discuss children with others without the parents' permission, except as required by state Mandatory Reporting laws.**
- According to Maine law, any person taking care of children is subject to Mandatory Reporting laws. If we see signs that could indicate potential abuse, we are required by law to report this to the state government.
- Do not tell a parent that their child behaved badly unless the parent asks. Routine conflicts are normal and should not be reported to parents, unless the parent instructs otherwise. If a child is injured, showing a bump, bruise or cut, the circumstances will be communicated to the parent. If another child was **involved, that child's parents will also be informed.**
- If a parent is needed at the Nursery, please notify the ushers.
- No cell phone use is permitted while on duty (including calls, texts, IMs, Internet usage or any other usage). A person looking at their phone is not watching the children.
- Nursery workers, parents and other persons should not take pictures of kids and should not post any information regarding the children on social media.
- FEFCM provides snacks for toddlers. Approved snacks are water, goldfish and animal crackers.
- Parents should supply diapers, wipes, a burp pad and a change of clothing for their child each time they drop off their child. FEFCM will supply extra diapers and wipes as backup.
- The nursery staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and administer it.
- For the protection of all children and workers, neither children nor workers nor volunteers who are sick or have been sick within the past 24 hours can be in the Nursery.
- If a volunteer is unable to work on their assigned week, he/she should contact other volunteers on the schedule to find a replacement and let the Nursery Director know of the change.
- If a staff member or volunteer has concerns with a parent/guardian who refuses to comply with the policies and procedures or has any other issue, the Nursery Director should be informed. If the Director cannot resolve the issue, she will contact the Pastor. If the Pastor is not available and the matter is urgent an Elder will be contacted.

## Safety and Security

Creating an environment where parents feel comfortable to leave their children is one of our highest priorities.

- Adults are not to toss or throw children in the air when playing with them.
- Adults are not to lift a baby or toddler up by holding their hands and lifting their arms in the air as this can cause shoulder dislocation in many children.
- Adults are not to poke, prod, or tickle children. Many children do not like this and cannot communicate their dislike to an adult.
- Children should not be taken out of the nursery rooms for any reason during their time of care, except in the case of an emergency.
- In case of an emergency, it is the responsibility of the Nursery worker, not the parent, to take the children to a safe place. This will avoid confusion as to who has primary responsibility. A parent may assist the Nursery worker to evacuate the children.
- In case of an emergency, parents and children will meet in front of the landscape sheds. This will get them away from the building and out of the way of emergency personnel.
- Fire escape and evacuation routes should be posted in each room, and the nursery volunteers should follow evacuation procedures.
- Workers should calmly but quickly organize the children for evacuation. It is very important that the workers closely follow the instructions given by the Nursery Director. The calm reaction of the workers will be comforting to the children.
- A worker must ensure that all children were picked up and classrooms are fully evacuated before leaving the building. Doors should be left open after each room has been evacuated.

## Parents are Primary

It is important that the nursery cares for children in the best manner possible to offer the parents the opportunity to worship and fellowship without concern for their children. In order to accomplish this objective, parents may only be contacted if the Nursery Director deems the situation warrants it.

- **The parent is always right**, and they know what is best for the child. If they have requested that they are to be notified if the child is upset, then we should do so. Otherwise, as long as the child is content and can be re-engaged, parents are not to be notified.
- Nursery workers should work to engage the child in activities and play by getting down to eye-level with the child while moving them away from the door after arrival.