

## **Nursery Room Policies & Procedures for Infants/Toddlers**

We strive to create a positive Christian experience for all children. It is imperative that a safe environment be established for babies and toddlers, as well as for all children. Parents of children entrusted to the care of the SCUMC Nursery Staff must be assured that their children receive the best of care while in our custody. In order for children to receive the best of care, sufficient personnel must be present to care for them.

The nursery facility cares for newborns through crawlers/cruisers. When a child is walking comfortably he/she will graduate into the toddler facility, which cares for walkers through approximately age 3. (These are just guidelines. Parental/nursery staff discretion will be used to determine correct room placement of children.)

### Care Ratio:

Nursery	1 adult : 2 babies (newborn to free-walking)
Toddler	1 adult : 3 toddlers (free-walking to age 3)
Preschool	1 adult : 4 preschoolers (children 3, 4, and 5 years old)

Adult Nursery staff will be limited to one child (a toddler or a preschooler only), per person, for whom they have legal custody, that they may bring to work in the toddler/preschool room. It should be noted that any person with even one child upsets the ratio of adults to babies and toddlers.

### Health/Behavior Guidelines:

Children who exhibit any of the following should **not** be in nursery/toddler care:

- Fever
- Vomiting and/or diarrhea
- A questionable rash
- Any communicable disease
- A green runny nose
- Discharge in or around the eyes/conjunctivitis
- Lice/Nits

(These are guidelines. The decision to accept a child into the nursery/toddler care will be made by staff.)

Parents will be notified for the following:

- If the child has been crying for 10 minutes and cannot be comforted
- If the child is being excessively aggressive
- If the child may be ill

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If the child is biting other children or has been bitten  
If the child had been injured

#### Medical Emergencies

Parents will be immediately notified and 911 called. Information needed for the 911 dispatcher is posted above the phones in the nursery and toddler rooms.  
An accident report form will be completed for accidents

#### At Arrival

Time of Arrival:

Staff/volunteers arrive 15-30 minutes prior to the service or event.  
(The nursery coordinator will advise.)

Nursery staff/volunteers wear nametags.

Wash Hands

Make sure things are in the proper place

Take out toys for play

Take out attendance book, nametags, numbers

#### Check-in

Parents sign child in and fill out any immediate special needs-especially allergies to food products

Volunteer/Staff make sure information card is filled out

Staff assigns child a number - parent takes number

Staff/Parent puts name and number on back of child

Staff/Parent puts name and number on diaper bag

\*during the service, if there is a need to get the parent, the child's number will be flashed across the screen.

Parents are always welcome in the nursery and toddler room with their children.

No medications will be given to children at any time by attendants.

#### Diaper Changing

Change a child's diaper if you know it needs to be changed.

1. Do not leave child unattended at anytime during the diaper change.
2. Put a liner down.
3. There are diapers and wipes available if a parent did not provide.
4. Wear gloves when handling diapers.
5. After the child has been removed from the changing table dispose of diaper, wipes, gloves and liner.
6. Wash your hands.
7. Record on the sign up sheet time of diaper change.

#### Appropriate Toys, Movies, Music, Television Shows, etc.

Only age and church appropriate items will be allowed.

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Age appropriate toys, movies etc will be available.  
Any broken toys will be discarded.

#### Snacks

All meals and snacks are to be balanced, nutritious and age appropriate.

#### Bottles

Bottles, provided by the parents, will be given if needed to the children in the nursery. Staff and volunteers in the nursery will follow parents/guardians instructions on bottle preparation and handling.  
Any feedings will be marked on the sign in sheet.

#### Check out

Parents/Guardians will show number at time of check out to pick up the children and their belongings if any.

Only those indicated on the information card are allowed to pick up the children.

If number is lost or parent/guardian identity is in question, proper identification will be requested.

Any accidents, injuries and/or incidents will be reported to parents at time of pick up.

#### Clean-Up

All toys, mats and tables are sanitized with sanitizing wipes/spray and allowed to air dry.

Room should be picked up and all toys put away.

If a crib has been used, linens will be stripped and laundered.

Remake with sheet and mattress pad.

Staff will ensure all laundry is washed and folded for next use.

#### Youth helpers

18 is the minimum age to supervise children.

Trained youth may assist nursery/toddler rooms when supervised by adult staff.

Youth age 14 or under can only work in the toddler room and are not permitted to pick up the children. They can sit on the floor with the children in their laps and hold them this way.

(These are guidelines. Youth may assist in the nursery/toddler rooms at staff discretion.)

#### Volunteers

All persons having regular contact with children shall pass a Washington State Patrol background review.

If unable to volunteer for schedule time, please contact nursery volunteer coordinator to allow for alternate volunteer.

#### General Information

All staff/volunteers will keep children in visual line of sight and avoid being alone with

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any one child.

No person shall be hit or struck for disciplinary reasons.