



Presbyterian Church of Coventry

a congregation of The Presbyterian Church in America

Nursery Manual

Policies and Procedures for Nursery Volunteers

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MISSION

The mission of our nursery ministry is to encourage all aspects of our children's social, emotional and spiritual growth in a safe, loving, and nurturing environment. Because of your willingness to serve, parents of young children are now able to attend the worship services of the Church. Thank you for your commitment in supporting this wonderful ministry to our young children and their parents.

COORDINATION AND STAFFING

The Nursery Coordinator is Mrs. Anita Hilinski. A volunteer schedule is emailed to all volunteers on a monthly basis. There should be at least two volunteers in the nursery at all times. The top of the door connecting the infant and toddler sides of the nursery must remain open until the nursery is adequately staffed. A Deacon in Charge is assigned each Sunday, and will sign in with his cell phone number.

1. Adult Volunteer Qualifications & Duties:

- Must be 18 years of age or older and a member of PCC.
- Must sign and adhere to our Child Protection Policy.
- Arrive 10 minutes before your scheduled time.
- Communicate any absence with the Nursery Coordinator in a timely manner.
- Contact and arrange a replacement worker if they anticipate being unable to fulfill their duties.
- Must be in good health and free from any communicable illness.

2. Teen Volunteer Qualifications & Duties:

- Must be 14 years of age or older and either (1) a member of PCC, or (2) a member of the household of a communicant member.
- Be assigned with a qualified adult.
- Must sign and adhere to the Child Protection Policy.
- Be in good health and free from any communicable illness.
- Serve the children by being teachable, helpful, and respectful to the Adult Volunteer.
- Assist other nursery volunteers as required.
- Be prepared to play on the floor with the toddlers.

PARENT GUIDELINES

A separate information pamphlet has been provided to all parents and guardians using the nursery.

VISITORS

1. To help ensure the safety of the children, no visitors are allowed past the check-in area.
2. Nursing mothers are welcomed and encouraged to use our nursery. We offer a comfortable seating area with privacy curtain, changing table, and age-appropriate toys.

FACILITIES

1. **We are a peanut-free nursery!** We require all volunteer staff and children to wash their hands or use a provided hand wipe prior to entering the nursery.
2. The nursery consists of two separate rooms connected by a single door; infant side (0-18 months) and toddler side (18 months - 3 years).
3. The nursery is staffed by qualified volunteers during all regularly-scheduled services.
4. The nursery is to be left in a neat and clean condition.
5. The nursery floors and toys are cleaned and are sanitized regularly with a mild bleach/water solution and/or disinfectant wipes.
6. Nursery Coordinator approval will be obtained for nursery room and equipment use for any non-Sunday event.

NURSERY EQUIPMENT

1. Nursery equipment will be purchased with the prior approval of the Deacons and the Nursery Coordinator.
2. The nursery keeps a sufficient quantity of supplies such as: gloves, wipes, shoe coverings, disinfectant, diaper pail, extra diapers, tissues, paper towels, and snack time provisions. If a supply is low, note it on the shopping list posted on the wall or inform the Nursery Coordinator.
3. All supplies are plainly marked and stored under the changing table on the infant side.

DISCIPLINE

1. Volunteers **will not**, under **any** circumstances, spank or otherwise strike a child.
2. In the case of misbehavior, please observe the following guidelines:
 - a. Provide a gentle verbal command while removing the child from the situation.
 - b. Contact the parent for continuing/escalating instances of misbehavior.
3. If at anytime the child is endangering himself or others, remove the child while another volunteer contacts the Deacon in Charge and the parent.

LEGAL/SECURITY ISSUES

1. The procedures as outlined in our Child Protection Policy, provided separately, shall be followed in all cases of suspected child abuse or worker misconduct. Each volunteer has signed and received a copy of the Child Protection Policy.

2. In the event of a natural disaster, fire and/or weather-related emergency, workers will move the children to the nearest safe area (designated by the Church Emergency Plan or Deacon in Charge instructions), or shelter in place if the situation warrants. Should the Church need to be evacuated quickly, parents will be met in the east (upper) parking lot.

3. In the event of an intruder or lockdown, the volunteers will follow all directions from the Deacon in Charge and shelter in place until the threat is neutralized. Make every effort to keep the children quiet and calm. In the event of an active shooter, volunteers should consider barricading all children in the restroom on the toddler side, if time allows.

4. The first aid kit is located on the wall in the infant nursery next to the telephone.

5. Under NO circumstances should nursery staff administer medication. Contact the Deacon in Charge and parent(s) if you think a child requires medication or if you are concerned for the child's safety.

6. Any person with an illness that in any way threatens the health of our children will not be considered for nursery duty.

7. Accidents and injury:

- For serious injury, call 911.
- Injury/incident will be reported immediately to the parents and the Deacon in Charge. The Deacon in Charge will fill out an accident report and remain on scene with the volunteer(s) to provide information to medical/police if needed.
- A nursery volunteer will stay with the injured child until relieved by a parent or competent medical personnel.
- Other volunteers will reassure the other children and remove them from the immediate area as soon as possible.

SUMMARY OF THE CHILD PROTECTION POLICY

FOR NURSERY VOLUNTEERS

During the baptism of each infant, child, or adult into this covenant of faith the members of the Church pledge to uphold that person in the Spirit of Christ and to teach, strengthen and support that individual's relationship with the household of faith.

Our first goal is “to provide a safe, secure, loving environment for children to participate in and where parents feel comfortable leaving their child.” To that end, we have adopted a separate Child Protection Policy that reflects our desire to prevent child abuse from ever occurring in our facility, and to stop any earlier indications of ongoing child abuse, as we become aware of it. All teachers and volunteer workers have read and signed this policy.

1. Volunteer approval and identification:

- *All volunteers must verify that they are signed in when on duty.
- * All staff and volunteers should immediately report suspicious personnel or activity to the Deacon in Charge.

2. Children's restroom procedures:

- *Children should have as much privacy as possible when using the bathroom. A volunteer will only enter the bathroom when absolutely necessary to assist the child, keeping the door open whenever any assistance is rendered. Volunteer will ensure the child washes their hands after a bathroom visit.
- *Volunteer assisting a child in the bathroom will inform the other volunteer of their location.
- *Diapers are only to be changed by the child's parent(s).

3. Nursery procedures:

- *At least two volunteers should be present.
- *No child should be alone with a worker.

4. If you suspect abuse of a child, it should be reported to the Senior Pastor immediately.