**Lord Of Life**

**Lutheran Church**

**Nursery Handbook**

**2015**

Opening Procedures

•Arrive 15 minutes prior to your scheduled shift to prepare yourself and the nursery for the day.

•Gather the supplies you may need for this shift including cups, sign in sheets, snacks etc.

•Wipe down counters, highchair tray, and changing table pad with a disinfecting wipe or spray. Even though this is done during cleanup procedure, the nursery is often used during unofficial times and may not be as clean as it appears.

• Make sure bathroom is tidy.

• Put away toys that have been sanitized.

• Note any problems with the state of the nursery in the notebook and bring it to the attention of the nursery coordinator.

* Greet children and parents as they arrive. Make sure that parents fill out the sign in sheet and ask if there are any allergies or if they would like to leave a number that that can be reached at if they are needed. Place a name-tag on the back of an unfamiliar child.

Personal Hygiene

Wash your hands to prevent the spread of colds, flu and other illnesses. Hands should be washed anytime there is contact with bodily fluids. For instance:

① At the beginning and ending of your shift.

② After diapering.

③ Using the bathroom or assisting a child in the bathroom.

④ After you blow your nose or assist a child in blowing their nose.

⑤ Wiping saliva or tears away.

⑥ Before and after serving or preparing food.

Sanitizing Procedures

• A toy that has been in the mouth, slobbery hands or in contact with food needs to be gathered before another child comes in contact with it and sanitized.

• In one of the white bins, prepare a solution of ¼ c bleach to l gallon of water. Soak toys as necessary and lay spaced out in the other white pan to air dry.

* Any surface that has come in contact with a bodily fluid must be sanitized.

Diapering Procedures

To prevent the transfer of germs and illnesses, the following procedures must be followed EVERY time that a diaper is changed:

① Change diapers only on the changing table.

② Bring the supplies to the changing table before putting the child on top.

③ Put on a clean pair of disposable gloves.

④ Change diaper and write the time the diaper was changed on one of the front tabs using a permanent marker.

⑤ Dispose of diaper and used wipes into the garbage can. If it is particularly smelly, put into a Ziploc baggie, zip, and place into the garbage can.

⑥ Wipe down changing table with a disinfecting wipe or spray.

⑦ Wash your hands and assist the child (if old enough) in washing his/her hands also.

⑧ Keep the changing table free from purses and other objects.

Snack Policy

① Check sign-in sheet for any notes regarding allergies.

② Place snack in small cup and have the child sit at the table or in the high chair to eat.

Make sure the child has a lap belt on if in the high chair.

③ Do not allow children to walk around with food or drinks.

④ Children should be given the snacks that their parents brought for them prior to offering goldfish or animal crackers.

Behavioral Issues

• Comfort a child that is having difficulty separating from his/her parent. If a child has been crying inconsolably for 10 minutes; call or text the parent on the number that they put on the sign-in sheet.

• Redirect the child's attention to the play area to distract the child and try to engage him/her in active play.

• When necessary, notify the parent or Nursery Coordinator or locate the Director of Children's Ministry or the Director of Christian Education for help in disciplining children with persistent or extreme behavioral problems.

•Tactfully enforce nursery rules including age restrictions:

\*Age 5 and under on Sunday mornings.

\*Older children allowed at other times as space permits if other age appropriate activities are not available.

• If a parent has not picked up their child or children within 30 minutes after the scheduled event time, pack up the child's belongings and escort them back to their parent.

* If any problems or questions arise, contact the Nursery Coordinator. If parents ask, you may provide them the number and email address. Tactfully enforce nursery rules and use your best judgement.

Nursery Attendant Scheduling Procedures

\*\*\*The Childcare Coordinator will provide you with your schedule 10-14 days before the next month starts. If you are unable to work your scheduled shift, you must notify the Nursery Coordinator and YOU are personally responsible for finding a suitable replacement unless told otherwise by the Nursery Coordinator. Once a replacement is found, the Nursery Coordinator must be informed.\*\*\*

• Use only the designated sign-in sheets to document your hours.

• Paydays are the 1st & 16th of each month.

Phone Use Policy

The phone is for emergencies only and should be used in an attempt to locate a parent if a number was not left on the sign-in sheet. Use discretion when using cell phones. Do not let it affect the quality of your work.

Use of Both Rooms

● When using both rooms, the main nursery is considered the infant room and the adjacent room is considered the toddler room.

● Any child who is transferred to the 2nd nursery room must be notated on the original sign-in form and information must be transferred to a new sign-in sheet for that room.

● All of the child's belongings must be transferred into the room that the child goes into.

● Because this is also a preschool room for Kids of the Kingdom, no toys will be transferred between the two rooms.

●After each use, the 2nd nursery room needs to be cleaned as thoroughly as possible and things put away where they belong.

Safety and Security

* At **NO** time should a child ever be left alone in any room. A nursery staff member should be with them at all times.
* Periodically pick up toys and have the children help pick up their mess. Keep the floor as free from clutter as possible to avoid tripping.
* Children should not stand on anything but the floor.
* Children are not allowed to bring in any personal toys that pose a choking hazard.
* Any donated toys must first be approved and sanitized by the Nursery Coordinator prior to use in the nursery. The Childcare Coordinator must be notified immediately of any safety or supply issues so that they may be remedied in a timely manner and dealt with appropriately.
* Infants must be placed on their backs when they are put to sleep in the crib to reduce the risk of SIDS (Sudden Infant Death Syndrome). No child over the age of 2 should be placed in the crib.
* No child over 1 year should be placed in the bouncer or jumper.
* If there are minor injuries that occur, the First Aid Kit is located in the cabinet above the sink. A purple incident form, located in sign-in binder, will need to be filled out. Any injuries that cannot be remedied by extra snuggles, a Band-Aid or a cold compress will need to be brought to the parent's attention immediately.
* Any child who leaves the nursery must be accompanied by an adult. Siblings are not allowed to check out children from the nursery.
* Only parents of the child signed in may sign out their child. If another adult is to be picking up that child, they need to inform the staff.
* The playground may be utilized if it is feasible. Please keep in mind that there will still need to be a minimum of 2 adults at all times.
* Any child who appears sick cannot be accepted into the nursery. Symptoms to watch out for include:

**Fever over 100.4 in the last 24 hours.**

**Vomiting or diarrhea in the last 24 hours.**

**Skin rashes (impetigo, chicken pox, measles, etc).**

**Runny nose with green or yellow discharge.**

**Coughing associated with a cold or respiratory infection.**

**Pink eye.**

**Parasites (ringworm, lice, mites, etc.)**

**Any symptom that could be contagious.**

Nursery Closing Procedures

1. Pick up toys and arrange the room neatly. Sort through baskets and keep like toys together.

2. Straighten countertops and cabinets as necessary.

3. Wipe counter tops, tables, high chair tray, changing pad, and crib with a disinfecting wipe or spray.

4. Vacuum the floors and rugs. Mop if necessary.

5. Sanitize all toys that have been in a child's mouth and lay them out to air dry.

6. Any used sheets or blankets need to be gathered and washed.

7. Check cleanliness of the bathroom, and turn out all lights.

Caretaker/Child Ratios

In accordance with the Safe Sanctuary Policy, there must be 2 staff members per shift. One of the 2 staff members on duty must be 21 years of age or older. The minimum age of a minor staff member is 15 years of age or the youngest age allowed by the State of Texas employment laws. Every nursery staff member must complete an application, pass a background check, and receive CPR training.

The Lord of Life nursery will comply with State of Texas childcare laws to ensure the safety of the children in our care.

* 2 nursery staff members for UP TO 12 children under 6 years of age.
* When there are more than 6 children, the second nursery room must be utilized.

● No more than 12 kids in the 2 rooms combined.

Please review the "Use of Both Rooms" section in the Nursery Handbook for further information.