

Trinity Presbyterian Church Nursery Guidelines

Approved January 12th, 2016 by Trinity Women in the Church

As of January 2016, the following nursery guidelines have been updated, discussed and voted on by the Women in the Church. After careful consideration, these are the nursery guidelines that should be followed by all attendants and parents who use the nursery.

The nursery is intended for use by children ages infant to 3 years old. Parents are encouraged to use the large room off the east end of the sanctuary to take uncomfortable children of all ages out of the sanctuary.

Two nursery workers will be present during Sunday School and morning worship. Only those who hold membership in Trinity Church will be allowed to serve as nursery workers.

Duties of Nursery workers: Please – always wash your hands and/or use hand sanitizer before entering the nursery and after diaper changes and handling children's food items. And please help children with hand sanitizer as they enter the nursery.

Before Sunday School:

- Check to make sure you have the proper supplies.
- Put away sanitized toys from the previous Sunday from the drying mat.
- Make sure a crib sheet is placed in the crib, if needed.
- There is a plastic container under the changing table with supplies in it. Check there for items needed. Make a list of items we are out of and leave on the white board or tell the Nursery Coordinator.

We are using a pager system for contact with the parents. Remind parents to sign in their child and make sure each parent takes a pager. For safety, when children are picked up, they may only go with the parent / guardian listed on the sign-in sheet, they will not be permitted to leave the nursery with someone else, unless the parent or guardian notifies the nursery workers.

Discuss parents' wishes on whether their child may have a snack, any special needs of the child and when the parent wishes to be paged. Parents will be paged if the child is crying and cannot be quickly consoled or if there is an injury.

Nursery care is unstructured play time. Children will interact with nursery workers with age appropriate toys and have options for reading and coloring stations as well. There is a nursing station provided for nursing mothers at the

back of the nursery who may use it at any time. And a pack n play and a newborn basinet for nap time. Shades may be drawn and lights may be dimmed as needed for sleeping babies.

After Worship:

- Please remove the sheet from the crib for laundering and replace with clean sheet located in changing table drawer. Nursery coordinator will launder and return the next Sunday.
- Check for any needed supplies and leave a note on the white board.
- Put small toys in laundry basket and wash in utility sink (lower level of church) with hot water and a cap full of bleach.
- Return toys to nursery and lay out on the drying mats. Wipe down larger toys, changing table, jumper, swings and exersaucers with bleach water solution and clothes located in the laundry basket.
- Put away all toys and straighten nursery.
- Make sure all pagers are returned to the charger and pressed all the way down to charge. If a parent has forgotten to return a pager, please reach out to remind them to return it as soon as possible or contact the Nursery Coordinator to follow-up.

The nursery is intended to be an aid to parents, so that they might be able to enjoy and participate in corporate Worship. To comply with our insurance, we really only should have the assigned nursery workers and children ages 3 and under in the nursery.

By providing these guidelines we hope that we are clearing up any questions you may have and providing a safe and secure environment for our children.

If you have any questions, please contact Bob Vickrey, the deacon in-charge of the nursery or Jill McCrory, our WIC representative for the nursery.