

Nursery Informational Handbook

for parents of children under 4 years of age



Kankakee First Church of the Nazarene

1000 N. Entrance Ave.

Kankakee, IL 60901

815-933-1000

Dear Parents,

Welcome to our Nursery Ministry at Kankakee First Church of the Nazarene. We believe that your children are God's greatest gift! Our goal is to provide a safe, Christian environment for the youngest members of our church family while parents actively participate in worship services, Bible study, or Sunday School classes.

Nursery caregivers will provide special care to our infants and toddlers, helping them to build trusting relationships, and develop positive feelings about coming to church through their interactions with loving and nurturing adults. The nursery is more than a babysitting atmosphere it is the first place, in our church where they see and hear about God's love for them. We pray that your child will leave the nursery with the affirmation that he or she is loved by God.

We hope this handbook will convey our commitment to provide a safe, caring environment and answer any questions you might have concerning this ministry. Please assist us in reaching this goal by taking time to review and understand our policies. If you have any questions or suggestions, we hope you will contact us.

Once again, welcome! We look forward to serving the needs of your family.

In Christ,

Pastor Debbie Reiniche

Children's Pastor

815-602-8622

pastordebbie@k3naz.org

Nursery Hours of Operation

- Nursery care is provided for infants and toddlers during all church worship services.
- The nursery will open 15 minutes prior to the beginning of a church function and will promptly close 15 minutes after the event is over.
- Any special requests for nursery service need to be submitted to the Nursery Director at least 14 days before the date of the event.

Sunday Mornings *The Nursery will be open 20 minutes before the scheduled service (This includes Sundays when there is only 1 service) and will remain open 15 minutes after the end of service.*

Wednesday Evenings *Opens at 6:15 p.m. and is open until 15 minutes after the end of service.*

Nursery may be available for special events/services such as revival & musicals. This is determined by the size of the event.

Nursery Class Descriptions

Crib Room - Birth up to age 1

- One adult caregiver is needed for every four babies.
- This room is equipped with age-appropriate toys, swings, exer-saucers and pack-n-plays. Bible songs are played while infants are in this room.

One's Room - Age 1 until Age 2

- One adult caregiver is needed for every four toddlers.
- A short Bible story and simple songs are taught to these little ones.
- The room is equipped with age-appropriate toys.

- Children will also be given a snack during the service consisting of cheerios or goldfish and a small cup of water.

Two's Room - Ages 2 until Age 3

- One adult caregiver is needed for every six toddlers. The energy & life in this room is contagious! The sound of play & chatter is heard consistently throughout the morning. Here children learn their first scripture verses at church, sing songs & learn finger-plays.
- Children will also be given a snack during the service consisting of cheerios or goldfish and a small cup of water.

Three's Room - Ages 3 until Age 4

- One adult caregiver is needed for every six toddlers during the service.
- In preparation for Preschool Children's Church and Sunday School this age group has more structure to their class time.
- Lessons are taught and reinforced by learning centers, games, crafts, songs and finger-plays.
- Play time is still available, as well as snack time.

Promotion:

To Early Childhood Department : We have THREE promotion times for this age group. Children must be 4 years old by the promotion time.

- **Promotion times are:**

- ✓ 3rd Sunday of December, birthdays are between September 1 & December 31
- ✓ 3rd Sunday of April, birthdays are between January 1 & April 30
- ✓ 3rd Sunday of August, birthdays are between May 1 & August 31

Children will receive a card inviting them to a special birthday celebration the Sunday before their move to the Early Childhood department, and a card will be given to them to take to their new class for a special gift on their first Sunday in Early Childhood.

CHECK-IN / CHECK-OUT PROCEDURES

Please check your child in at the Nursery Welcome Center Counter. You will receive 3 ID tags:

- One which you will keep and present when you pick up your child. Children will only be dismissed when matching tags are presented by parent or caregiver.
 - Second one will be placed on your child's back for proper identification. We encourage our workers to call children by name, and to check the name tag for allergies, before handing out snacks
 - Third tag will go on cubby where your child's diaper bag, personal belongings are located.
1. The workers at the counter will take your child to their appropriate room. Please make sure to give them any specific instructions concerning your child.
 2. Parents should pick up their children immediately following the service or event they have been attending. When you picking up your child, please hand your ticket to the workers at the Welcome Center counter. This will act as your identification. Only people you have approved will be allowed to pick up your children. No child will be released to anyone without proper identification.
 3. Only authorized workers are allowed behind the security doors. Please do not come back unless it is approved by someone working at the Welcome Center or the Nursery Director.

The Nursery door is locked for your child's safety - not to cause you frustration 😊.

VOLUNTEER CHECK-IN

- All volunteers check in at the Children's Welcome Center and pick up your photo lanyard ID. Wear this throughout the service. Return it to the corresponding rack following service.
 - Don't assume because there are currently no children in your room that your service is not needed. Children are continually dropped off throughout service. IF your room does not fill up, we will find another area where assistance is needed.
- ❖ Dress comfortably - wear washable clothes ☺

WELLNESS POLICY

In order to ensure the health and safety of our babies and caregivers, please refrain from bringing your child into the nursery if he or she has had any of the following symptoms ***within the past 24 hours***:

- Diarrhea (more than two loose stools)
- Vomiting
- Fever (above 100 degrees Fahrenheit)
- Rashes not related to diapering, heat or allergic reaction to medicine
- Open sores
- Runny nose (anything but clear)
- Pink eye (or any discharge from the eyes)
- Excessive coughing
- Head lice
- Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, whooping cough, RSV, or croup

*****The only exception is if a child has been on antibiotics for more than 24 hours or has a doctor's note of known allergies.***

No prescription or non-prescription medications are given by the nursery staff except for diaper rash ointment. This is applied only if you provide it, along with specific instructions for its use.

If your child becomes ill or exhibits any of the above symptoms while at church, you will be asked to return for your child.

INJURIES & BITTING

- If your child is injured while in our care, an incident report will be completed and you will be informed of the incident. If your child does not remain upset after the incident, you will be informed when you return for your child. If your child does not calm down after the incident, you will be paged to return for your child.
- If your child is bitten during the service, the bite will be thoroughly cleaned, and incident report will be filled out and both sets of parents will be notified of the incident.
- If a child exhibits biting-behavior more than twice in the nursery that child will need to remain with parent for 6 weeks.



POTTY TRAINING

- If your child is not completely potty-trained and cannot let the teacher know when he/she needs to go to the restroom, then we ask you to take responsibility for your child in the following ways:
 - Please take your child to restroom immediately before class begins, then send your child with a pull-up in case of an accident before they can make it to the restroom again
 - If you prefer not to use a pull-up, then you are welcome to periodically return to Welcome Center and take your child to the restroom, until potty training is completed☺.

Thank you for your understanding in this matter. Please understand that it is not always possible, due to our class sizes, to continually check with a child to see if he/she needs to go to the restroom. Unless the child can inform the teacher he/she has to use the restroom, they will not be taken to the restroom until our "scheduled" restroom breaks.



WORKER COVENANT TO PARENTS

1. We believe no child is too young to learn about Jesus, and that they are precious to God, their Heavenly Father. For that reason we will do our best to teach, talk about, sing and play with your child in ways that show Christ's love.
2. We are not here to "babysit" your child. We are here to offer Bible lessons that are age-appropriate and engaging to your child. We will come prepared to teach your child about God, in all His forms.
3. Every attempt will be made to soothe a crying infant or child. In the event an infant/child cries inconsolably (15 minutes of nonstop crying), you will be notified through the paging system. We encourage you to keep your cell phones on vibrate, and to give your cell phone number to Welcome Center personnel. Under no circumstances are children expected to "cry it out."
4. We will hold infants while giving them bottles. Your infant will be fed formula, milk, juice or water as provided in bottles or sippy cups
5. Your child's diaper will be checked hourly and soiled diapers will be changed immediately.
6. We will place your child in the crib, on their backs - unless you give us other instructions.
7. The safety of all children in the nursery room will be maintained. No throwing of objects, hitting, biting or kicking will be allowed. If any child expresses this behavior, they will be reminded in a kind voice of the appropriate behavior expected and removed from the source of the conflict.
8. We will not yell at your child - unless it is for an immediate safety issue.

9. We will never use physical force, or the threat of physical force with your child.
If any child is unmanageable, after efforts have been made to correct the situation, the nursery director and parent will be contacted.
10. Crib sheets and blankets will be changed and washed after each use.
11. Cribs, high chairs, swings, changing tables, and toys will be cleaned with disinfectant solution after each use.
12. Workers will follow general hand washing guidelines posted in the bathrooms and sink areas in the nursery. Workers should wear gloves for each diaper change, and wash hands after cleaning any bodily discharge, such as wiping noses. Changing tables will be wiped down with Clorox wipes after each diaper change. Hand sanitizer is available in all areas and should be utilized as well.
13. A private room is available for nursing moms. Please stop in at the Welcome Center Counter to receive a visitor pass, and a worker will show you where the room is.
14. We allow only scheduled, authorized workers beyond the security doors. We ask this in order to minimize confusion & maximize security.
15. Each person working in our Children's Ministry has passed a National and local DCFS background check.



PARENT COVENANT TO WORKERS

1. I will properly label all my child's belongings. This includes diaper bag, bottles, pacifiers, drinking cups, coats, blankets. (All personal items will be placed in the child's cubby until needed.)
2. I will provide an appropriate number of diapers, bottles or sippy cups, etc. in my child's diaper bag, along with a change of clothing.
3. I will pre-mix any bottles and provide warming instructions.
4. My child will not bring personal toys to the nursery.
5. I understand a Quiet Room is available for nursing mothers. I will either take my child from the nursery to another area to nurse, or, if I use the Quiet Room, I will feed my child, then return to class or service, not remain in the nursery talking with workers or other mothers.
6. Since only authorized workers are allowed behind the security doors, I will not enter Nursery area unless approved by someone working at the Welcome Center or the Nursery Director.
7. I will include bibs, spoons, straws or other necessary items in my child's bag. I will also have cut food for my toddler into bite size pieces.
8. I understand that medications cannot be given by nursery personnel. If my child needs medication at a specific time I will return to the nursery area to administer the medication.
9. If my child is allergic to anything, I will notify a caregiver.



FAMILY MINISTRY EXPECTATIONS

1. Because we believe the Bible has given clear direction as to parents being the spiritual leader of their children and because we believe it is important for parents to understand the church atmosphere your child is participating in, all parents who regularly bring their children to the nursery will be asked to serve at least one time every 6-8 weeks.
2. We will also fill in with other workers who enjoy working with young children in order that you may have 5-7 weeks to participate in a Sunday School or worship experience for your spiritual development.
3. After you attend our church for at least 6 months, and have completed and passed a National & DCFS background check you will be contacted and placed on a rotating schedule to help in the Nursery or Early Childhood Department. This is a wonderful time to meet other parents and workers, as well as gaining skills in how to teach your young child about Christ in interactive ways.
4. In order to effectively run the nursery, it is vitally important that each person takes this responsibility seriously. If you cannot serve your turn, please trade with someone else *on the schedule* (because they will already have passed a background check). In case of a true emergency, you need to contact the nursery director as soon as possible so that your position can be covered appropriately.
5. If you are scheduled to work during Sunday School hour please arrive at 8:45. If you are scheduled to work during the church hour, please arrive at 10:15. Punctuality is a must! If you are working during service, please be considerate of our nursery workers who have volunteered during Sunday school. Do not wait until the last minute to relieve them!
6. Make sure that you communicate to the nursery director when and where you would like to be scheduled. We will make every effort to assist you.

7. Your job will be to interact with the children, sing with them, talk to them about Jesus, and participate in whatever they are doing. Don't be afraid to sit on the floor, be silly and have fun with the children. By interacting with the children, on their level, you are guaranteed to receive lots of smiles and hugs!
8. If any problem or concern arises during the service, ask the Welcome registrar to send for the Nursery director or Children's Pastor. Never discuss problems or talk about any child, family, worker or volunteer with others (including children) in the room. Gossip and negativity are inappropriate under any circumstance. It is essential that we respond to every person and situation at church in a Christ-like manner by showing kindness, love and compassion. Everyone's cooperation will help to build a positive environment for every family involved in our church's nursery and Early Childhood Ministry.
9. If you ever have any questions, comments, or concerns about the nursery, please feel free to contact the Nursery Director or the Children's Pastor.

