

Nursery Care Giver Instructions

- 1) Arrive 15 minutes before the worship service (8:15, 9:30)
- 2) Make a nametag for yourself identifying you as a nursery worker
- 3) Wash your hands. Any wound that has not formed a scab must be covered.
- 4) Give each parent a pager – this is for your benefit as well as that of the child and parent.
- 5) Ask parents to sign-in their child(ren).
- 6) Have parent/guardian complete a label for their child
 - a) Place label on child's back (include pager #)
- 7) Check in 3-ring binder to see if we have a Nursery Registration Form on file for the child. If not, have the parent/guardian complete one. (Separate form for each child)
- 8) Make sure items from home (diaper bags, bottles, pacifiers, etc) are labeled with child and/or parent name.
- 9) Diapers and wipes are in the back part of the nursery next to the loft in the cabinet marked "church nursery". Gloves should be worn during diaper changes and when helping children on the toilet.
 - a) Workers must not be alone with a child in a lavatory with the door closed. If a child needs assistance in the bathroom, the door must remain open at all times.
- 10) Crayons and markers are located on a shelf to the right of the sink. Scratch paper is below on the floor; coloring books are in the totes.
- 11) Allow the children to play with the toys provided for the church nursery. These toys are in the plastic totes.

NOTE: the toys in the cabinets and drawers belong to the Community Nursery School and should not be used.

 - a) The toys that have been used should be sanitized at the end of the 9:45 hour. Use the Clorox spray labeled accordingly.
- 12) A porta-crib is located in the cabinet across the hall in Room 100 if needed.
- 13) After the 9:45 service, after sanitizing the toys, return them, the big rocking chair, and porta-crib (if applicable) to Room 100 across the hall. Leave the nursery looking neat and orderly.
- 14) If no children have arrived within 20 minutes of the beginning of worship, you may leave.
- 15) In case of an emergency where the building needs to be evacuated, use the exit in Room 103 and go to the playground area. That is where parents are told to meet their children.
- 16) In case of a weather emergency go into the hallways by the Noah's Ark room or theater (the bathrooms are also a good place to seek shelter).