

# ***SALEM BAPTIST CHURCH***

## **Nursery Guidelines and Volunteer Duties**

### **SALEM NURSERY'S PURPOSE**

We believe that children are a blessing from the Lord. It is our goal to provide a safe, caring, and positive experience for all children so that parents may participate freely in the services and ministries here at Salem. The Nursery Committee and volunteers desire to make every effort to ensure that this ministry brings glory to God.

### **SALEM NURSERY'S OVERVIEW**

The Salem Nursery is a ministry which provides care for children during Sunday School, Sunday morning worship, Sunday evening service, as well as Wednesday evening service.

It is our desire to enhance the learning and worship experience of parents or guardians by assuring them that each child is comfortable, safe, and happy. You can be assured that responsible, trustworthy adults will be attending to your children.

### **IN CONCLUSION**

The Salem Nursery is staffed entirely by volunteers. We encourage anyone with a heart for children as well as all parents of infants and toddlers to serve in nursery ministry. Thank you for your cooperation and for the privilege of ministering to your children. Please read our following guidelines that are meant to make our nursery as healthy and safe as possible for everyone.

Any questions, concerns, or suggestions you might have are welcome, and we invite you to contact Janice Nixon (356-4406), the leader of Salem's Nursery Committee.

## **SALEM NURSERY GUIDELINES**

1. Please sign in your child on the sign-in sheet in the black binder upon arrival.
2. Notate on the sign-in sheet any allergies, special instructions or medical needs.
3. Please place a name label on your child so workers can identify them. Also, label the diaper bag and other personal items that belong to your child to prevent any mix-up.
4. Please keep your pager turned on and in contact with your body. Only give your pager to someone who you want to pick up your child. The pager works like a "claim check." The nursery volunteers will relinquish your child to whoever has the pager (within the bounds of common sense).
5. Make sure the pager you receive matches the same number as the cubby space assigned to your child.
6. To eliminate congestion and the possibility of injury to a child, please designate **one person (18 and older, unless otherwise approved by the child's parents)** to pick up your child at the end of the service.
7. **No one under 18 years-old (unless otherwise approved by the child's parents)** should be lifting or carrying any child in the nursery. All **nursery workers are restricted to individuals ages 18 and over.**
8. Please help keep our nursery a safe place for everyone by holding your child back if any of the following symptoms are present:
  - fever
  - runny nose (colored discharge)
  - colored discharge from eyes
  - inflamed mouth or throat
  - chest congestion/labored breathing
  - diarrhea/vomiting within the past 24 hours
  - contagious disease (i.e. Chicken Pox/pink eye)
9. Separation Anxiety: At this age, some children who are left in our care tend to cry, but then are easily distracted within a few minutes. If your child continues to cry and our efforts to comfort fail beyond 10 minutes, we will page you so that you can take care of the situation. Parents are welcome to stay with their child if they so desire.
10. Both nurseries open 10 minutes before each service or event and close 10 minutes after its conclusion.
11. Please do not leave the grounds while your child is in our care.

## **DUTIES OF NURSERY VOLUNTEERS**

1. Show Christ's love to the children placed in our care.
2. Do not hesitate to enforce the nursery rules and/or guidelines.
3. Help the parents sign their children in. Put on your nametag so that visitors can easily see your name. Please leave the sign-in sheets in the notebook, as we will file them away later.
4. Thank you for reporting 10 minutes early so that children may be checked in well before the service or special event begins.
5. Address the children by name and get down on the floor and play with them.
6. Come prepared and dressed to take care of the children.
7. If you use something up or notice we are low on something, please make a note of it in the sign-in binder.
8. If you are uncertain of how to use something, please ask.
9. Follow the clean-up procedures posted in each room.
10. When to use the pagers: (pagers are for the infant nursery only)
  - Inconsolable child (5-10 minutes of ear-piercing shrieking)
  - Minor accident (bloody nose, bump on the head)
  - Serious discipline problem (although we believe that spanking is Biblical, please do not spank someone else's child)
  - Parent may indicate additional instructions on the sign-in sheet (e.g. page me for a dirty diaper)
11. Offer sippy cup or snack to child as directed by parent(s).
12. Be aware that some children have allergies to certain foods! This information should be available on the sign-in sheet.
13. Please match appropriate food/drink with each child.
14. Never give medicine to someone else's child!
15. **It is your responsibility to find your own substitute. If you are unsuccessful, please contact Janice Nixon (356-4406) or Linda Hardy (356-8513) ASAP.**