



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.

Salem Nursery's Overview

The Salem nursery is a ministry which provides care for the 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 the nursery ministry. Thank you for your cooperation and for the privilege of ministering to your children. Please read our guidelines that are meant to make our nursery as healthy and safe as possible for everyone.

Any questions, concerns, or suggestions you might have, you can contact Michael Gentry (336-325-0268) or email (michaelg@surry.net).

Salem Nursery Guidelines for Parents

1. Please sign in your child on the sign-in sheet in the binder upon arrival.
2. **Notate on the sign-in sheet any allergies, special instructions or medical needs. (Always make sure the volunteers know as well.)**
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 the person 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. (Note: the two-five year old class has cards instead of pagers)
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)** to pick up your child at the end of the service.
7. 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 the eyes
 - Inflamed mouth or throat
 - Chest congestion/labored breathing
 - Diarrhea/vomiting within the past 24 hours
 - Contagious disease (i.e. chicken pox/pink eye)
8. Separation anxiety: At this age, some children who are left in our care tends to cry, but are easily distracted within a few minutes. If your child continues to cry beyond 10 minutes, we will page you so that you can take care of the situation.
9. Nurseries open 15 minutes before each service or event and close immediately after its conclusion.
10. **Please do not leave the grounds while your child is in our care.**

DUTIES OF NURSERY VOLUNTEERS

1. Always thank parents for bringing their child. It's our privilege to serve!
2. **Always Smile!!**
3. Pray! Pray! Pray individually for the children and their parents.
4. 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 binder, as we will file them away later.
5. Thank you for reporting **15 minutes** early so that children may be checked in well before the service or special event begins.
6. Address the children by name and get down on the floor and play.
7. Come prepared and dressed to take care of the children.
8. If you use something up or notice we are low on something, please make a note of it in the sign-in binder.
9. If you are uncertain of how to use something, please ask.
10. Follow the clean-up procedures posted in each room.
11. **When to use the pagers:** (pagers are for the infant & one year nursery)
 - 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)
12. Offer sippy cup or snack to child as directed by parent(s).
13. Be aware that some children have allergies to certain foods! This information should be available on the sign-in sheet.
14. Please match appropriate food/drink with each child.
15. Never give medicine to someone else's child!
16. Always tell the parents about any diaper or feeding events.
17. Every child's diaper should be changed before parents come to pick-up their child.
18. **No volunteer is allowed to work with children unless a background check has been completed.**
19. **No children under the age of 18 are allowed in the nursery, including your children, unless you have been approved by Michael Gentry.**
20. **It is your responsibility to call Michael Gentry (325-0268) if you are not able to fulfill your duties. Please call at least 24 hours before your scheduled time of service if at all possible.**