

Advent UMC

Parent/Volunteer

Nursery Handbook



“Let the children come unto me; do not stop them; for it is to such as these that the kingdom of God belongs.”

Welcome

Welcome to Advent UMC. We hope you will feel the warmth of Advent throughout our church and in the nursery, as well. It is our main goal to provide a nurturing and safe place for your child in a loving, Christian environment. During each service, we have volunteers and paid staff working together to care for Advent's children. Our paid staff are well trained to respond to emergencies and are CPR certified.

A Cooperative Nursery

Advent's nursery is a cooperative effort. We expect that as part of your gifts and service to the church you will choose to volunteer to work in the nursery on a rotational basis. In order to assist us however, you will need to be attending the church for 6 months and must complete your Safe Sanctuary training.

Nursery Divisions

Advent offers two separate nurseries based on your child's age and abilities.

- Infant Nursery: Birth—Walking
- Creeper Nursery: Walking—until eligible for 3k Children's Worship

(children must be 3 before Sept. 1 to be in 3k)

Registration and Sign In

In order to have a well organized nursery, we ask that you register your child on-line, at advent-umc.org, or upon your first visit. This will be a once a year registration. If your child has special needs, please be sure to make us aware of that when registering your child and when dropping them off.

Upon each visit, a caregiver will meet you and assist in signing in your child. On the sign-in/sign-out sheet we ask that initial them “in” and check off where you will be during your child’s stay with us. If there is any pertinent information (i.e. allergies, potty training, etc.) we should have regarding your child, please note that as well. Also, if you would like, you may obtain a pager that can be used in any of our buildings. Make sure to indicate the pager number on the sign in sheet, so that we can be in contact with you. When picking up your child, please return the pager and initial your child “out” of the nursery.

Please note: No one should enter the nursery except for the workers, parent and child. This helps maintain a clean and safe space.

A Quick Good-bye

Some children have a difficult time separating from parents. While it may seem best to disappear as soon as the child is distracted, we believe there should be a clear, firm good-bye. This



What to bring

Before your child's first nursery visit, please see that your child's bag and all other belongings are labeled. When getting your child ready for a stay in the nursery make sure they have:

- Shoes, if they are walking
- Several disposable diapers
- Bottle or sippy cup of milk, juice, pre-measured formula, or water
- Any special toy, blanket, pacifier, etc. that your child may need for security
- Change of clothes

What not to bring

- Medicine of any kind. If your child needs medication, you must administer it before drop-off.
- Personal toys. Unless it is a special toy that provides your child comfort, we ask that you not bring toys to the nursery. We have plenty to keep them occupied.



Have a cell phone on-hand for emergencies.

If evacuation were ever to be necessary, place all of the babies into a single crib and wheel them out the nearest door.

Miscellaneous

If you are not available to work your scheduled time, it will be your responsibility to switch with someone else. If you are able to switch with someone, please let Laurie Brown-Pressly, and Renee Mize know.

If you wish to donate any toys or equipment to the nursery, please speak with Renee Mize.

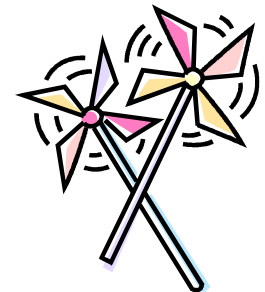
If you have any questions or concerns, please contact Laurie Brown-Pressly or Renee Mize.

Contact information:

Laurie Brown-Pressly: 288-8217, ext 208 or laurie@advent-umc.org

Pastor Beverly CroweTipton: 288-8217m ext 204

Renee Mize: 991-5488 or drmchs82@aol.com



Changing Diapers

There are many steps to changing a diaper when in a group situation; therefore it would be best to allow our paid staff to change all the diapers. Volunteers should only change their own child's diaper unless there is an emergency situation. If it is necessary to change a diaper, follow the steps listed below to insure the health of everyone in the nursery.

- First, wipe down the changing station with the labeled cleaners
- Wash your hands, put on rubber gloves, and lay down a changing pad provided by the church
- Never leave the child unattended while changing his or her diaper
- When the diaper change is complete, dispose of the diaper, gloves and changing pad
- Lastly, wipe down the changing station again with the cleaning solution, then wash your hands
- Make sure to use new gloves and changing pad when changing another diaper

Safety Tips

Take note of the CPR posters, AED machine, and emergency exit maps located in each nursery.

Small packets of first aid items are located in each nursery and a larger kit is available in the education building kitchen.

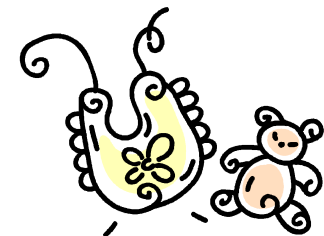
Illnesses

To protect the health of everyone in the nursery, please do not bring your child to the nursery if he or she has any of the following symptoms:

- Colored discharge from the nose
- Cough or heavy congestion
- Questionable rashes
- Diarrhea or vomiting within the past 24 hrs.
- Fever within the past 24 hrs.

Snacks and Allergies

Please notify the staff if your child has any food allergies. While your child is in the nursery, we will offer a snack time. We provide cheerios or goldfish crackers and water. Please make sure your child has a sippy cup if they cannot drink out of an open cup. If you do not want your child to have this snack, please let the workers know when dropping off your child. Also, be aware, we will not feed food brought from home, except for bottles and juice. Remember, formula must be pre-measured.



Nursery Worker Information

We are so very grateful for our paid staff and volunteers who work together to provide the services the church needs. As you are working in the nursery, remember that you are representing Advent, and we ask that you receive everyone with the warmth of God's love.

On your scheduled day to work:

- Arrive early
- Wash your hands and put on a name tag
- If necessary, straighten up the play area and toys

As children arrive:

- **Greet** each parent and child. Introduce yourself and be sure to ask the child's name if you do not already know him or her.
- Make sure the parent signs in his/her child with the sign-in book. If this is the child's first visit to the nursery, have the parents fill out the annual information form and give them a copy of our handbook.
- Ask the parents if the child has any special needs or allergies. If visiting for the first time, let the parents know that we offer a snack of cheerios or goldfish and water.
- Offer the parent a pager so that they may be contacted if necessary.
- Make sure the child has on a name tag and that their bag is labeled as well.

During your time with the children:

- Show God's love to the children by playing with them and showing an interest in what they are doing and saying. Smile and enjoy your time with one of God's most precious gifts.
- Be careful not to pay too much attention to the other adults in the room, you will be relating to the children that they are not as important to you.
- If possible, get on the floor with the children. This gesture will comfort them by putting you on their level.
- In the creeper nursery, consider participating in at least one organized activity, such as singing some songs or reading a story.
- Wash your hands frequently, especially after wiping a nose, changing a diaper, and before handing out snacks.
- We supply cheerios or goldfish and water for their snack. No other food can be given without parental permission.

As children are picked up:

- **Greet** each parent as the child is picked up, remind them to initial their child out and let them know how their child's stay went. Make sure parents return the pager.
- Tidy-up and return all toys to their appropriate place.
- If a child had a toy in his or her mouth put it in the dirty toy bucket to be cleaned.

