

## BCLR Nursery Policy and Procedures

### 1.0 General Information

Parents do not feel comfortable leaving their child if the nursery is not adequately staffed. For this reason, it is imperative that each volunteer be in their assigned room **15 minutes** before the scheduled service, ready to receive the children.

### 2.0 Security tags

2.1 Children are to be signed in and given security tags each time they are left in our care. On Sunday mornings and Care Group nights, we use the KidCheck electronic sign-in system. All children Infant to 6<sup>th</sup> grade and volunteers must create a KidCheck profile (<http://tinyurl.com/BCLRKidCheck>) and sign in with their 10-digit phone number when arriving at BCLR. See QR CODE NEAR SIGNUP

- Matching numbered tags are used.
- The worker/volunteer attaches one tag and appropriate name badge on the back of the child. The matching tag is given to the parent.
- The child's bag is stored in a "cubby" in the room.
- When the child is picked up, the parent or responsible adult must present the tag.
- We will not release children to siblings unless they are at least 13 years of age.

### 3.0 Well Child Policy

We have a "well child" nursery. For this reason, we ask that a child not be left who appears to be ill. If a child is found to be ill while in our care, the parents will be notified immediately. We ask that a parent keep their child at home if they have any of the following symptoms and/or illnesses:

- Discolored (not clear) nasal discharge
- A fever within the last 24 hours
- Unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of possible severe illness
- Strep throat, until 24 hours after treatment has been initiated, and until the child has been fever free for 24 hour.
- Diarrhea that is not contained by diapers
- Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be due to a noncommunicable condition
- Pink eye with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye, until 36 hours after treatment has been initiated
- Chicken pox, until all lesions have dried and crusted
- Mumps, until nine days after onset of parotid gland swelling
- Scabies, until after treatment has been completed
- Head lice

- Hand, Foot, and Mouth Disease (HFMD) – If any family member has this illness, we will not take children or siblings into our ministry. This disease has up to a 6-day incubation period, and some can carry the disease and not display any symptoms.
- Any open skin sore until 24 hours after treatment has been initiated
- Persistent, uncontrollable biting
- If a child is being treated with antibiotics, he/she should be on the drug for 24 hours prior to attending nursery. Parents, please let a nursery director know if a child has a continually clear runny nose or rash due to non-contagious allergies.

#### **4.0 Child Pick-up**

4.1 Parents should not be allowed beyond the drop off area. Parents who enter the childcare areas often create disorder for children and volunteers.

4.2 We prefer to release children infant to 2<sup>nd</sup> grade are released to their parents/guardians. In certain circumstances, an older, responsible sibling 13yrs of age or older may pick up your child only if they have the proper security tag. The adult picking up the child should also have the security tag.

#### **5.0 Number assignment**

5.1 Families of nursery and pre-school aged children will be assigned a number that will be used to notify them of their need to report back to the nursery/preschool area. This is a unique number for each family. Members or regular attendees of BCLR will be assigned numbers 100 – 499. Visitors will be assigned numbers 500-800. Visitors will keep this number upon subsequent visits or until they become members of BCLR. This number will be used for all of that family’s nursery and preschool aged children. The families will keep their number until all of their children have left the preschool department. This number will flash on the LCD monitors in the Worship Center. A parent or guardian is to come to the nursery/preschool area and someone will be there to direct them to where they are needed.

#### **6.0 Age of Volunteers**

6.1– Female Children under the age of 13 under the age of 13 are allowed to work alongside their parents in the nursery rooms with permission from a Nursery Director or Children’s Pastor. Unmarried men and Male teenage children are not allowed to serve in the nursery.

#### **7.0 Feeding of Infants**

7.1 Solid food will not be fed to babies in the nursery due to the complications this creates. Formula for infants is not to be “warmed up” or mixed by nursery caregivers. Parents need to mix the formula before leaving the nursery for their infants/crawlers. Snacks (crackers, Cheerios, Goldfish, Graham Crackers, etc.) will be served to crawlers and toddlers.

#### **8.0 Medicine administration**

8.1 No medication may be given to children by anyone other than their parents.

#### **9.0 Caregiver count**

9.1 All rooms must have a minimum of two caregivers at all times. This is for the protection of the caregivers and children in case of an emergency.

## **10.0 Contact Nursery Director**

10.1 There is a Nursery Director available during each service to assist you if a problem that requires immediate attention. During the worship service, a nursery director can be notified by entering code "0" into the LCD control pad. She will have authority to decide whether a parent should be called out of the service. She will also make any changes, such as moving volunteers should it be necessary.

10.2 If a volunteer is not able to work his/her assigned service, he/she should contact another person on the schedule to switch with them. If that cannot be done, arrangement for a substitute should be made. Always contact a Nursery Director to make her aware of the changes.

## **11.0 Promoting your child**

11.1 If you desire to transition or promote your child to the next room, please see a Nursery Director before moving your child.

## **12.0 Sick Child Arrival.**

12.1 If a child comes into the nursery with a known communicable disease, please notify a Nursery Director or the Children's Pastor immediately. Also, if there is suspected child abuse, please notify a Nursery Director or the Children's Pastor.

## **13.0 Corporal Punishment**

13.1 No corporal punishment will be administered by a nursery worker or volunteer. If necessary, a child's parent will be notified.

## **14.0 Registration Sheet**

14.1 An information sheet should be filled out on children during their stay in the nursery. This will be used to notify parents of the care they received while in the nursery and any other relevant information that needs to be communicated.

## **15.0 Outside Toys**

15.1 Please do not allow your child to bring toys with them to the nursery.

## **16.0 Changing Diapers/Bathroom Breaks**

16.1 Caregivers may wear smocks, which are laundered after each session. Smocks are available in the infant room.

16.2 Caregivers will wear disposable gloves when changing diapers, assisting children with toileting needs, performing first-aid procedures, or dealing with other bodily fluids. Even though using disposable gloves, hands should be washed before and after.

16.3 Check ALL diapers 10 minutes before the end of each service and change if wet or dirty. If a diaper becomes soiled earlier, then you may change when needed to keep the child comfortable.

~~16.4 —Removed from Policy Jan 29<sup>th</sup> 2019—Unless there are unusual circumstances, we ask men to not change diapers or take toddlers to the restroom alone.~~

- 16.5 There must be two people present when diapers are changed.
- 16.6 Never move away from the changing table without taking the child with you.
- 16.7 Diapers must be changed on the changing table with a sheet of wax paper under the child.
- 16.8 Remove baby's diaper, fold and place in the trash. Put soiled diapers in a plastic sack, knot it and then place in the trash.
- 16.9 Use disposable cleaning cloths (unless parents indicate otherwise) to gently cleanse folds and creases of diapered areas.
- 16.10 Apply powder or lotion only if parents have provided it and have indicated so on the given instructions.
- 16.11 Put on a fresh diaper.

## **17.0 Clean Up**

It is the caregiver's responsibility to make sure they maintain a clean and orderly during each service. After the Worship hour, please use the following cleaning instructions:

- 17.1 Place the cloth diapers, sheets, blankets and smocks in the clothesbasket located in the infant room.
- 17.2 Use the Clorox wipes (located on the counter) to clean the changing tables, high chairs, and other equipment. Spray the toys with Lysol spray and let air dry.
- 17.3 Bag all room and bathroom trash and place outside your classroom door. Please replace trash can liner.
- 17.4 If there are snack crumbs, please use the dust buster or a vacuum cleaner to pick up the crumbs.
- 17.5 If you remove something from another room, please return it at the close of the service.
- 17.6 Make sure all toys are put away and all chairs are stacked against the wall.
- 17.7 Circle the supplies that are needed on the list located in the snack box. Indicate the date you are making the request and the room for which they are needed.

## **18 Outside Play Area Rules**

- 18.1 Children will be led by the adult caregivers, holding on to a rope, as they are escorted to and from the outside play area.

18.2 Play equipment should be inspected to verify that it is in good condition.

18.3 Room 102 serves as an indoor playroom if weather does not permit outdoor play.

## **BCLR Nursery Caregiver Job Description**

The Nursery Caregiver is expected to:

1. Be a growing Christian.
2. Be a member of the church for at least 6 months before accepting a leadership role in the classroom or in BCLR KIDS. Some exception may apply at the discretion of the elders.
3. Arrive in their assigned room at least 15 minutes before the service begins.
4. Prepare the room for the arrival of children.
5. Follow the policies and procedures for the nursery.
6. Use each child's name frequently in relating to the child.
7. Use a calm, loving voice in following the positive discipline guidelines.
8. Respond to parents in a positive and caring way.
9. Work cooperatively with other nursery personnel.
10. Report any accidents or illness symptoms to the nursery director(s).
11. Leave the room clean and in order for the next session.

The Caregiver is also expected to:

1. Be energetic and in good social-emotional, mental and physical health.
2. Be free of tobacco smoke and strong perfumes.
3. Dress in modest and comfortable clothing appropriate for doing activities with babies and toddlers.
4. Never leave children unattended.
5. Attend worship services and support the work of the church (including outreach and ministry).



BCLR Nursery Policy and Procedures  
Acknowledgment & Agreement

I have read the *BCLR Nursery Policy and Procedures* in its entirety and to the best of my ability will be responsible for protecting the name of our Lord Jesus Christ and the children & workers of the Bible Church of Little Rock.

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Printed Name

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Signed Name

Date