

# *Welcome to First Church*

## *Infant & Toddler*

### *Nurseries*

*The First Christian Reformed Church nursery ministry provides safe and comfortable care for infants and toddlers so parents can attend the worship services.*

*This pamphlet describes our nursery ministry and outlines the responsibilities that both parents and nursery volunteers have to each other and to the children using the nursery. If you have any questions, please contact: Marcia Van Drunen (241-2721)*

## **FOR PARENTS**

### **Staffing**

The nursery is staffed by parents who use the nursery and by many volunteers from the congregation. There are adult and youth attendants, as well as at least one supervisor, for morning services. For evening services there will be *at least* one adult attendant and one youth attendant.

### **Dropping Off Your Child at Nursery**

A nursery supervisor or other adult attendant will help you sign in, assign you a pager or projection number, stow your child's belongings, and make sure your child and his/her belongings have proper identification.

### **Registration and Identification**

Parents are asked to fill out the sign-in sheet for each child in nursery. The sign-in sheets inform the nursery staff of your child's individual needs and provide a projection number for each child. If a child attends nursery regularly, his or her name will appear on the sign-in sheet and there are pre-made name tags. Visitors may fill in their

child's name and information in an open slot, and will be given visitor tags.

Please label your child's belongings, preferably *before* coming to church.

### **Crying**

Some children cry when their parents leave, and others cry intermittently throughout the service. It is part of the nursery ministry to cuddle and console these little ones. Please indicate on the sign-in sheet the best ways to console your child if s/he becomes upset during the service.

If your child is having a bad day and cries inconsolably for 10 minutes, or is ill or injured, you either will be paged or contacted via the projection system.

### **Snacks/Drinks**

Toddlers may be given a nursery-provided snack. If you do not want your child to be given a snack, please indicate this on the sign-in sheet. Infants will only be given parent-provided snacks.

Drinks will not be provided. Parents may bring a drink for their child in clearly labeled spill-proof bottles or cups.

### **Toys and Cleaning**

Children explore with their mouths and hands, so toys will be disinfected either during or after each service.

Disposable changing pads will be used. Cloth changing pad covers will be laundered as necessary along with any other linens, soft toys, and various covers.

### **Well Child Only Policy**

To help prevent the spread of illness among our children, the nursery is available only to children who are free of infectious disease.

Parents are reminded not to bring their ill children to the nursery. The following list of symptoms will help guide you in determining if your child should stay out of nursery:

- ❖ Bad coughing
- ❖ Runny nose (green or yellow mucus)
- ❖ Pus in eyes or ears
- ❖ Skin infections (e.g., Impetigo)
- ❖ Fever
- ❖ Vomiting or diarrhea
- ❖ Unusual fatigue or irritability
- ❖ Unexplained or contagious skin rash

## **FOR VOLUNTEERS**

### **Adult Nursery Attendant Duties**

- ❖ Please be present in the nursery 10 minutes prior to service.
- ❖ Wear a *Volunteer* tag.
- ❖ Be familiar with the paging/projection system. Ask the supervisor if you have questions.
- ❖ Help parents with the sign-in sheet and be aware of any special needs.
- ❖ Wash hands after each diaper change.
- ❖ Hand out snacks to the toddlers unless otherwise indicated on the sign-in sheet.
- ❖ Give snacks to infants *only* if provided by parents.
- ❖ Direct youth attendants in their play with the children.
- ❖ Make caring for and playing with the children the top priority.
- ❖ As needed, sanitize the toys with disinfectant wipes.
- ❖ Notify nursery supervisor of any problems, or if extra help is needed.
- ❖ Ensure that children do not leave the nursery unless with a parent/person designated on the sign-in sheet.
- ❖ If you cannot serve for your scheduled service, find a suitable substitute.

### **Youth Nursery Attendant Duties**

- ❖ Please be present in nursery 10 minutes prior to service.
- ❖ Wash your hands before playing with the children.
- ❖ Wear a *Volunteer* tag.
- ❖ Make playing with the children the top priority; ask an adult attendant for ideas if you are unsure of what to do.
- ❖ Help sanitize the toys.
- ❖ If you cannot serve for your scheduled service, find a suitable substitute.
- ❖ Please do not bring friends.

### **Nursery Supervisor Duties**

- ❖ Please be present in nursery 12 minutes prior to the service.
- ❖ Check the rooms, check pagers, do prep.
- ❖ Wear a *Nursery Supervisor* tag, and make sure attendants wear their tags.
- ❖ Make sure attendants are familiar with the pager/projection system.
- ❖ Greet parents, make sure the children get signed in and distribute tags and/or beepers.
- ❖ Take the children from the parents as needed.
- ❖ Ensure all children and belongings have tags.
- ❖ Check the sign-in sheet for any special needs.
- ❖ Hand out nursery pamphlets to visitors.
- ❖ Ensure that there is adequate nursery staff.
- ❖ Stay until all children have been checked in.
- ❖ Fill out incident reports as needed.
- ❖ Enforce nursery policies.
- ❖ Check the nurseries after each service.



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