

Foundation United Methodist Church at Lakewood  
**NURSERY POLICY**

*We strive to provide a loving and caring nursery environment for the children needing nursery care at Foundation UMC. We are aware that an infant's or toddler's perception of the love of God is influenced by the loving care they experience in the church nursery. As a means of providing the proper care and nurture of these children, the nursery staff commits itself to observe the following guidelines for child care in the nursery.*

- **For obvious health reasons, children with communicable diseases, severe colds with discoloration of mucus, or fever will not be accepted in the nursery. Nursery caregivers with contagious diseases or fever will not be allowed to work in the nursery while they are ill.**
- **Children who have been ill need to be fever and symptom-free for 24 hours before returning to the nursery for care.**
- The nursery is designed for children 3 years old and younger, whenever possible. Please allow children 4 years old and older to attend the worship service with you.
- The nursery will open 15 minutes before a scheduled event and will close within 15 minutes of the end of a scheduled event. Parents are responsible for the pick-up of their children immediately following an event.
- Parents or guardians will sign children in and out of the nursery on the sign in sheets provided. **If the parents have any specific instructions concerning their child, they should be written on the sheet (i.e. food allergies).** If parents or guardians are attending a church function at a location away from the church property, an emergency phone number must be provided.
- Parents will provide diapers and necessary feeding supplies. Emergency diapers will be stored in the nursery to be used if a child uses all of his/her own supplies.
- Caregivers will wear disposable gloves when changing dirty diapers.
- The church will provide clean toys in good condition which will be sanitized regularly.
- Simple snacks (goldfish, cheerios) will be provided in the nursery. For extended stays in the nursery, the parents or guardians are asked to provide snacks or a sack lunch for the child.
- The church will provide clean bedding for the cribs and will sanitize each crib after use. Nursery caregivers are to place clean sheets on the cribs when needed. Crib sheets are to be removed immediately when an infant is picked up from the crib. Nursery caregivers are responsible for sanitizing the cribs and changing sheets.
- Toddlers will be encouraged to help with clean up of their area. By encouraging these children to help put the toys up, we help toddlers to understand that all of us work together in God's house.
- A "time-out" style of discipline will be used with the toddlers. A child will not receive physical punishment, i.e. spanking, while in our care. If a child is out of control, a nursery worker will ask the child's parent or guardian to help with the child's care or remove the child from the nursery.

- Medications may not be given to children by nursery caregivers. If medication is needed, parents are asked to return to the nursery to administer the dosage.
- If there is an accident, the nursery caregiver is to fill out an accident report form and notify the child's parent or guardian when they are picked up.

**For the safety of our children, children over the age of 4 will not be allowed in the nursery on Sunday mornings. Please discourage your older child from entering the nursery when dropping off or picking up your nursery age child.**

Any questions, concerns or difficulties regarding the nursery or its staff must be brought to the attention of the Director of Children's Ministry as soon as possible. The nursery caregivers will advise the Director of Children's Ministry of all equipment and supply needs as well as any major problems involving the nursery.

For his glory,  
Michelle Robinson  
Director of Children's Ministry  
[michelle@foundationumc.org](mailto:michelle@foundationumc.org)

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In order to provide the best care possible for your child, please fill out the following information and return this portion to the Nursery Supervisor.

Child's name \_\_\_\_\_ Child's Birthdate \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

Additional people who may pick up your child:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

I have read and understand the nursery policies. \_\_\_\_\_

Foundation UMC may use photographs or images of children participating in various activities.

**I GIVE permission for any photograph, digital image, videotape, other picture, voice, performance, and comments to be used for promotional purposes by Foundation UMC.**

Signed \_\_\_\_\_ Date \_\_\_\_\_