



First Baptist Church – Waldoboro, ME

"FINDING HOPE AND LIFE IN JESUS"

INFANT NURSERY POLICY

Please read the following policy regarding nursery services. By signing this policy you signify you have **READ, UNDERSTAND** and **ACCEPT** the responsibilities that accompany it each Sunday.

PRIOR TO ARRIVAL OF CHILDREN:

- Volunteer staff will arrive in the nursery at least **15 minutes prior** to the start time of nursery.
- Shoes will be removed prior to entering the child-care area. In the event of sandal/flip-flop weather – socks will be provided and must be worn inside the child-care area.
- No food (other than snack for children) is allowed in the nursery. Hot drinks should remain out of reach of all children.

AS CHILDREN ARRIVE:

- Verify that each child has been given a bracelet, indicating they have been properly signed in.
- As needed, paggers should be signed out to each family.
Mandatory. For health and safety reasons, parents must be paged/texted for all diaper changes. Unless a parent requests otherwise, only page/text if a child has a bowel movement.
- Snacks are located in the large cupboard in the nursery entry. Opened snacks should be used first.
Important. Before serving snacks verify on the attendance list that there are no allergy or health concerns.

AFTER THE SERVICE:

- The only person that may pick up a child is the parent who presents the tab with the matching code on the child's bracelet.
Mandatory. DO NOT release any child to any adult without this tab.
- Snacks will be returned to main cupboard.
- Any sippy-cups or toys known to have been in a child's mouth will be washed.
- Bouncers, walkers, or toys unable to be washed in the sink will be wiped down with Clorox wipes.
- All books & toys will be picked up off the floor and put on the shelves.
- **Important.** Take trash to the ladies room & replace trash bag (in the cupboard under the sink).
- Vacuum the nursery floor; wipe down countertops and surfaces with Clorox wipes; spray Lysol in the trash, on door handles or on any other surface that may need to be sanitized.
- Lights & AC are turned off and windows & and door are closed.

Please advise Nursery Coordinator of any supplies that are getting low.

Approved: 6/8/11

I understand, and agree to abide by, the above policy:

Signed by:

Volunteer

Date

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