



First Baptist Church – Waldoboro, ME

"FINDING HOPE AND LIFE IN JESUS"

PRE-SCHOOL 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.
- 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/DURING THE SERVICE

- Verify that each child has been given a bracelet, indicating they have been properly signed in.
- As needed, pagers 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.
- During warm weather, children may be taken outside to the fenced in play area. Entry to/from the building should be through the door in the stairwell leading to classroom L1. **Important.** This door should be propped open to remain unlocked. **Do Not** leave children unattended in the play area at any time. If any parent has an objection to a child playing outside, at least two volunteers must remain inside with child(ren).
- Before Nursery is over, have children help pick-up books and toys.

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.
- Use Clorox wipes or Lysol to clean and disinfect tables, chairs, door handles, etc.
- Lights & AC are turned off and windows & 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: _____ Date _____
 Volunteer