



VICTORY CHAPEL NURSERY POLICY

We recognize the key role the church plays in providing for the spiritual and physical needs of babies and toddlers. Our objective is to create a nursery environment that is clean, safe, and secure. In a church, the purpose of a nursery is two-fold.

First, it enables parents to participate in church services freely.

Second, it exposes even the youngest babies to loving attitudes, actions, and Christian atmospheres that help to form their spiritual development.

This nursery policy has been set to ensure the safety and well-being of the babies and toddlers, to aid in the consistency and expectations for babies, parents, and workers, and to promote clear communication aiding parents and nursery workers.

WHAT TO BRING TO THE NURSERY

1. Diaper bag (Your child's diaper bag ensures that your child receives only his/her bottle/food and wears only his/her own diaper. This is very important as many children have allergies and sensitivities, even to specific brands of diapers.)
2. 1-3 diapers (plus a plastic bag for wet diapers if cloth diapers are used).
3. Plastic bottles or sippy cup (enough for the child's stay).
4. A pacifier if he/she is accustomed to one (please include a holder to attach a pacifier to the child's clothing).
5. A change of clothing, including undergarments.

*The diaper bag and all bottles, pacifiers, and sippy cups should be labeled with your child's name.

CHECK-IN AND CHECK-OUT

When dropping off your child, please sign in your child on the sign-in sheet. When picking up your child, please sign him/her out on the same sheet. Parents who are dropping off a child for the first time must read this policy in its entirety, fill out the “Child Information” portion at the end of this form, and sign the “Signature Page.”

FOOD

We will provide some form of crackers, such as goldfish, only. Please alert us of any allergies on the “Child Information” of this form. However, it is the responsibility of a parent to bring a bottle or sippy cup. It is also the responsibility of a parent to feed their child before dropping them off in the nursery.

HEALTH

For the safety of every infant, we ask that parents attending church with an infant younger than 6 weeks old keep their child with them. If your child is not feeling well, please keep him/her with you. We cannot allow children in the nursery if they are sick. This is because:

- Mom or dad best comforts a child who is sick.
- Well children should not be exposed to sick children.
- The teacher cannot teach and take care of a sick child at the same time.

*Our policy will not allow nursery workers to dispense medication to your child under any circumstances.

DIAPER CHANGING

Nursery workers will use rubber gloves (if preferred) when changing diapers or when in contact with blood or bodily fluids. Parents are asked to specify their child’s restroom and diapering needs in the “Child Information” at the end of this form.

STAFFING THE NURSERY

- Parents, if you are a member of Victory Chapel and use the nursery to care for your child on a regular basis, we ask that you volunteer your time to assist in a supportive role in the nursery when needed.
- Professional Agency Caretakers.
- Professional nursery workers will staff the nursery for Sunday and Wednesday services and special church-wide events. They will arrive 15 minutes prior to scheduled events and activities and will stay 15 minutes following church activities. They are required to provide substantial references and pass a background check.

RESPONSIBILITIES OF ALL NURSERY WORKERS

- A First-Aid box will be labeled clearly and located in the nursery at all times. If First-Aid is needed, workers are required to explain the incident in writing in an “Incident Report,” and a copy must be given to parents with further explanations of the event. In the event of serious injury, dial 911 immediately, begin First-Aid or CPR, and send another worker to locate the parents.
- Provide age-related activities.
- Support and reinforce nursery room rules to maintain a positive and healthy environment.
- At the end of a church event, please sanitize and put away all toys used in your class. Disinfect the room with Lysol and sanitize all surfaces children have touched (i.e. slide, table, diaper station). Please take out trash with soiled diapers.
- If items such as wipes, sanitizer, or snacks are needed, please inform Kelly Mock at 817-734-4723.
- All items belonging to Victory Chapel must be returned to the box totes.

SANITIZATION ACKNOWLEDGEMENT

Due to COVID-19, we want you to feel at peace when bringing your child to the nursery. Our goal is to create the safest environment for your child and give you the liberty to engage in service, knowing your child is in good hands. Please read the safety precautions we ask of our parents and nursery workers to follow when using the nursery. Once you have read, please sign acknowledging you will adhere to these precautions. If you have any concerns, reach out to Kelly Mock (817) 734-4723.

WHAT WE EXPECT FROM PARENTS:

- Before your child enters the nursery, please wash their hands or use the hand sanitizer station at the entrance of the nursery.
- Support and reinforce nursery rules to maintain a healthy and positive environment.
- Leave your child's shoes on the shoe rack
- Sign your child in and out of the nursery
- If your child has a 100.4 temperature or higher, out of precaution, please take your family home.

WHAT WE EXPECT FROM NURSERY WORKERS:

- Check each child's temperature before entering the nursery. If their temperature is higher than 100.4, the family will need to take their child home or keep them with them.
- Ensure parents sign their children in and out of the nursery
- Maintain healthy hand hygiene
- Take off shoes before entering the nursery
- Sanitize hands before providing a snack
- Sanitize all toys and surfaces the children have touched after service

NURSERY ROOM RULES FOR CHILDREN

1. I will not hit my friends or nursery worker
2. I will not yell or scream
3. I will share the toys
4. I will listen to the nursery worker

The nursery worker will discourage poor behavior and redirect three times. On the third time, the child's parent(s) will be notified to bring their child to sit with them for the remainder of the service.

SIGNATURE PAGE

I HAVE READ THE POLICY AND SAFETY PRECAUTIONS AND UNDERSTAND ITS PROVISIONS AND PURPOSE. NAME OF PARENTS OR LEGAL GUARDIANS (PLEASE PRINT):

SIGNATURE OF PARENT(S):

**When applicable, both parents are required to sign (in case of an emergency).*

DATE: _____

CHILD(S) ALLERGIES:

CHILD(S) RESTROOM AND DIAPERING NEEDS:

ADDITIONAL INFORMATION:

(PLEASE RETURN THIS FORM TO THE NURSERY WORKER AND KEEP THE PACKET AS A REFERENCE)