



Nursery Policies & Procedures

God has blessed the families of King of Kings, P.C.A. with many precious children. Our nursery, with the policies and procedures outlined in this booklet, is meant to aid these families in the worship of God.

To that end, we provide a safe, healthy, and loving nursery for children aged 6 months to 4 years. Our nursery is divided into two groups: 6-24 months and 2-4 year olds.

We are also delighted if parents choose to keep their children with them in worship or to use the nursery during a part of the worship service (some parents bring their children into the nursery prior to the sermon). We hope that by the time a child reaches five, he or she will be able to participate in the entire worship service.

Nursery Policies

Personnel Policy

Nursery Volunteers: All members of King of Kings, P.C.A. who are 18 and over are encouraged to serve in the nursery on a rotating basis. We believe that this is one way that each person can love our younger members and fulfill a small part of the vows that we take at baptisms. Prior to serving in the nursery, all volunteers must pass a criminal background check and undergo online child safety training with Ministry Safe. During their first time of service in the nursery, the volunteers will be paired with a nursery team leader for a time of on the job training.

There will be at least two nursery personnel in each nursery group, with at least one female nursery volunteer/adult in each group, and at no time are the 2 adult volunteers to be from the same family.

When there are more than 3 infants or 5 toddlers, additional volunteers will be recruited to assist in the care of the children.

Nursery Youth Volunteers: Female members between 10 and 17 may, and are encouraged to—volunteer to serve in the nursery. Youth volunteers will be called upon if the nursery volunteers are in need of additional help. Youth volunteers are limited to serving no more than twice per month.

There will be at least two nursery personnel in each nursery group, with at least one female nursery volunteer/adult in each group, and at no time are the 2 adult volunteers to be from the same Sunday.

When there are more than 3 infants or 5 toddlers, additional volunteers will be recruited to assist in the care of the children.

Protection Policy

When parents drop off their child, they will be given a numbered tag. The tag will correspond to the label on the back of the child. A child will only be released from the nursery when the parent presents the corresponding tag with the label on the child. If someone other than a parent is picking up a child, it must be noted on the sign-in sheet when the child is dropped off. This individual must then present the numbered tag in order to pick up the child. No exceptions will be made. If necessary, a nursery volunteer will contact the parent via text message if they are needed during the service.

Sickness Policy

Our goal is to create as healthy an environment as possible for all of our children. Parents *do not bring* a child to the nursery that appears to be ill, has been ill during the 24-hour period prior to a service, or you suspect is in the incubation period of an illness. This includes children who have had or do have a fever, cough, diarrhea, vomiting, an upset stomach, colored mucus, an eye infection, undiagnosed rashes, or other skin infections. If your child has a runny nose due to teething or allergies, please advise the nursery worker(s). Any open wounds/sores must be covered with gauze bandages before your child will be allowed in the nursery. If your child should contract a childhood illness following a session in our nursery, please contact one of the nursery team leaders.

Nursery Procedures

Nursery Personnel Arrival:

- All nursery personnel will arrive 15 minutes prior to a service to set up and check-in children.
- Volunteers with non-nursery age children who are not nursery volunteers should arrange for them to sit with someone in the service.
- If nursery personnel have a schedule conflict, they are responsible to find a replacement. If possible, trade with another volunteer who is scheduled to serve within the same month. If you are an adult, you must replace yourself with another adult of the same gender who is on the nursery rotation. Please notify the nursery team leader of the schedule change.

Parent Resources:

- We do not change diapers or take children to the bathroom. You will receive a text of your child's needs when attention in these areas is needed.
- Please do not stop by to check on your child for a short time. This brief appearance can be upsetting for your child, even if it hasn't been a problem before. Please tell older siblings the same.
- Please do not leave sick children. See *Sickness Policy* above. Clear, runny nose is acceptable.

Child Check-In:

- The nursery volunteers shall greet and release each child to play area.
- An identification label, which will be provided, is to be filled out with the child's name and placed on the back of the child. The parent will then receive the corresponding numbered label which will be redeemed at pickup.
- The child's belongings (jackets, diaper bags, cups, etc.) should be labeled with corresponding labels.
- The parent will complete information on sign-in sheet, providing nursery volunteers with cell phone numbers to reach them should they need to be contacted during the service.
- Children should not bring personal toys into the nursery except those that they are "attached" to such as security blankets, cloth animals, or pillows.

Snacks:

- The nursery volunteers will be happy to give your child any milk, juice or water that you bring for your child. Please bring these beverages in a spill proof cup.
- Because of children with food allergies, only snacks provided by King of Kings will be used.
- **If your child has food allergies, please make note of the allergy on the sign-in sheet and verbally notify the nursery volunteer.**

Discipline: If necessary, verbal discipline will be used in a firm and loving manner. Corporal punishment is not to be used by any nursery volunteer. If a child does not respond to a nursery volunteer's verbal correction, the parent will be contacted immediately.

Medications: The nursery volunteers will *not* administer medication of any kind. If a child is on any maintenance medications (such as for asthma or diabetes), we ask that parents return to the nursery to administer any medication to their children.

Diapers & Sanitation:

- Nursery volunteers are not permitted to change any diapers or take children to the bathroom should the need arise. **If your child requires a diaper change or use of the**

bathroom, the parent will be contacted by text message to come to the nursery to attend to their child.

- If your child is not potty trained, diapers or “pull ups” are required in our nursery.

Child Pick Up:

- We request the children be picked up during the song after the sermon. This enables them to enjoy a short part of the service, observing the Lord’s Supper and the final hymn. Please take all belongings with you at this time.
- The parent must present the numbered tag in order to pick up child. A child will not be released without this in hand.
- No exceptions; this is a vital part of our security precautions.

Incident Report:

- If a child is hurt or if there is a questionable situation with a child or children, a nursery volunteer will fill out a blue incident report card.
- When parents pick up their child they will be informed concerning the nature of the incident, and the incident report will be given to a nursery team leader who will follow up with families and/or other adults involved.