

# **Grace Fellowship Church**

*Nursery Handbook*

November 1, 2003

# GFC Nursery Handbook

## TABLE OF CONTENTS

MISSION .....	3
WHAT NURSERY SERVICES ARE PROVIDED.....	3
<i>Morning</i> .....	3
<i>Evening</i> .....	3
<i>Special Events</i> .....	3
HOW THE NURSERY RUNS .....	4
<i>Checking in Children / Registering</i> .....	4
<i>Check out</i> .....	4
<i>Work Schedules</i> .....	4
ILLNESS/SICKNESS POLICY .....	5
VOLUNTEER GUIDELINES .....	5
<i>Changing Diapers</i> .....	5
<i>Toys</i> .....	5
<i>Privacy Curtains</i> .....	6
<i>Clean up</i> .....	6
<i>First Aid</i> .....	6

Updated copies of this policy are available at  
<http://gfc.home.sprynet.com/docs/GFCNurseryHandbook.pdf>

# GFC Nursery Handbook

Welcome

The nursery staff welcomes you and your child to Grace Fellowship Church. We believe that children are a precious gift from God.

We are thankful to the Lord for supplying your willing hands to help in the nursery. The Lord is continually blessing our church with more children, and the love you give our little ones is giving them a great beginning in the church. With your help, the nursery will be safe, healthy and happy.



In His Service,

The Nursery Committee

## Mission

GFC Nursery believes all of God's children are important to our future as a church family. We are committed to giving the highest quality care and ministering Jesus' love to each child in our care through bible based activities, Christian love, and concern of each Nursery worker.

**"Train a child in the way he should go, and when he is old he will not turn from it."**  
Proverbs 22:6

**"You have taught me ever since I was young, and I still tell of your wonderful acts."**  
Psalm 71:17

## What Nursery Services are Provided

### Morning

Infants: 0 to 11 months

Toddlers: 12 to 23 months

Two year olds (with toddlers during Sunday School, class during A.M. service)

Three year olds (Sunday School class and morning worship)

### Evening

0 to 2 year olds

3 to 5 year olds (planned activities)

### Special Events

Same as the evening service

# GFC Nursery Handbook

## How the Nursery Runs

- [Checking on Children / Registering](#)
- [Check out](#)
- [Work Schedules](#)

## Checking in Children / Registering

### Visitors

1. As a first time visitor, you should receive a visitor packet from a nursery volunteer when you register.
2. You should receive a number for your child.
3. Your child's name and number will be placed on a blank label and placed on his or her back.
4. You will be given a registration card to complete.

### Members and Regular Attenders

1. Sign in your child.
2. Any of your child's belongings are labeled, if necessary, including the child's bag.
3. Your child's belongings are placed on shelves. Hooks are provided by the entry doors for coats.

### Check out

1. Only an adult caregiver (parent, grandparent) is allowed to pick up Nursery children. Please do not send a youth.
2. Your child and the child's belongings are brought to you.

### Work Schedules

1. Schedules will be written every three or four months.
2. If you are unable to serve on your scheduled day, you are responsible for finding your own replacement.
3. Show up 15 minutes early on the day you are scheduled.

Members and Regular attenders using the Nursery services are encouraged to volunteer 1 hour per month. We need everyone's help if we are to make the Nursery a nurturing place for our children.

# GFC Nursery Handbook

## Illness/Sickness policy

We ask that you keep your child at home with any of the following symptoms or illnesses:

Fever greater than 100	Runny nose
Questionable rashes	Coughing
Diarrhea	Impetigo
Active chicken pox	Measles
Mumps	Conjunctivitis (pink eye)

If your child is being treated with antibiotics, he or she should be on medication for at least 24 hours before coming to the Nursery or any Sunday School room. Nursery Workers will not administer medicine of any kind.

If your child has a continually clear, runny nose or rash due to non-contagious allergies, please let us know. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of our babies and toddlers to remain healthy and happy.

## Volunteer Guidelines

- [Changing Diapers](#)
- [Toys](#)
- [Privacy Curtains](#)
- [Cleanup](#)
- [First Aid](#)

1. To help in nursery, you must be age 11 or above.
2. To help in the infant nursery you must be High School or above.

## Changing Diapers

1. Wash hands before changing a diaper.
2. Wipe down changing pad with diluted Lysol spray.
3. Make sure all supplies for changing are within reach.
4. Wipe down changing pad and wash hands immediately before handling another child.
5. Check diapers once during the hour.

## Toys

1. Small infant and toddler toys are located in weekly bins.
2. Place all the used toys from the weekly bins into the dirty toy bucket at the end of the hour.
3. Use week 1 toys on the first Sunday, week 2 toys on the second Sunday, and so on.
4. Larger toys will be washed monthly.

# GFC Nursery Handbook

5. If infant toys are taken to the toddler room or vice versa, return them to the correct side at the end of the hour.

## Privacy Curtains

1. When not in use, fold the privacy curtains and place against the wall so that the infants cannot knock them down on top of themselves.
2. When a mother comes in to nurse, help them set up and take down the curtains.

## Clean up

1. Remove used sheets from the cribs and place in the hamper.
2. Put toys in their proper place.
3. Wipe down counters with diluted Lysol spray.
4. Sweep floor.
5. Bring the garbage to the kitchen garbage. Place a new bag in the diaper pail.

We appreciate your help in this area, as it makes for a healthier environment for the children.

## First Aid

1. In case of an emergency, page the number 99.
2. A First Aid kit is located in the bathroom.