

Rules Regarding Children:

- ⇒ No visitors (excluding parents) allowed in Nursery Area
- ⇒ No parent may leave a sick child
- ⇒ When children come into the nursery, fill out information sheet so you will have parents' names and phone numbers
- ⇒ Make sure child's things (i.e. diaper bags, sippy cups, etc....) have child's name on them
- ⇒ Do not give any form of medication to children
- ⇒ The person leaving the child must be the one to pick the child up unless otherwise stated on the sign-in sheet. No child/ siblings may pick up child

Child Care:

- ⇒ When there are children present, you can read story books, listen to CDs, etc...This should be a learning experience for the children
- ⇒ Children should be changed as needed or at least 10 minutes before being picked up.
- ⇒ Bed babies should be cared for according to their needs.
- ⇒ Nursery workers are to stay in the room at all times. If one has to leave for any reason, ask someone to fill in for you.
- ⇒ Even if you have no children, remain in the room in case a child arrives late.

Safety:

- ⇒ Purses are not to be left on the floor. Store in the cabinet, the closet, or on top of the shelves so no child has access to them.
- ⇒ Physical touch should be limited to that which is appropriate and for the child's benefit (see children's policy for guidelines)
- ⇒ All accidents beyond minor scrapes and bruises must be followed up with an incident report.

Clean-up:

- ⇒ If you have no children, make sure all cleaning is done (toys put away and everything put back where it belongs). Change sheets on Wednesdays so the room is ready for Sunday morning. Do not take dirty sheets and bibs home—leave them in the room .They will be laundered and brought back.
- ⇒ Clean all toys used by any baby or toddler after services and before you leave.
- ⇒ Clean all surfaces before you leave.