

Nursery Handbook

of

**First United Methodist
Church
Murray, KY**

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Dear Parents:

Welcome to the nursery at First United Methodist Church of Murray, KY. Jesus said in Mark 10:14, "Let the little children come to me. Don't stop them! For the Kingdom of God belongs to those who are like these children." We believe children's ministry begins with even the smallest of God's little angels.

We have designed this handbook to make you aware of our nursery policies, the quality of care you can expect for your child, and to highlight some ways we can partner with you to begin your child's faith journey.

We love children at Murray First United Methodist Church and we promise to make every effort to make your child's stay in our nursery safe, loving, and Christ-centered. We ask that you read over this handbook by the 2nd or 3rd visit to our nursery. This will ensure understanding and awareness of how we can all minister to God's smallest friends.

If you have any questions, please call Kristen Schwartz at (270) 753-3812, Ext. 215. We'd love to talk to you!

Blessings,

Kristen Schwartz, Director of Children's Ministries
(270) 753-3812 Ext. 215, kids@murrayfirst.com

Emily Orbeck, Nursery Director, (270) 227-7888

General Policies

- † The nursery opens 15 minutes before services and events.
- † Children are to be brought by their parent or guardian. Please sign your child in on the marker board, along with any special instructions, at each visit. The marker board will contain child's name, parents' name, pager number, and special instructions. Upon pick-up, please initial by your child's name.
- † Parents and/or guardians must receive a pager. This helps us notify you if there is an emergency. Also we will make every effort to engage an unhappy child in playing, singing, or rocking. If a child is inconsolable (10 minutes of non-stop crying), we will page you.
- † Please have all of your child's belongings properly labeled.
This includes:
 - Diaper Bag
 - Bottles (Plastic and glass)
 - Pacifiers
 - Drinking cups
 - Coats
 - Blankets
 - Snack bowl or bagAny items that are not labeled will be labeled by a nursery worker.
- † Adult/child ratio in the 0-18 mo. room is 1 caregiver for every 2 babies. The ratio in the toddler room (18-36 mo.) is 1 caregiver for every 4 children. When at all possible we like to keep these ratios.

Food Policies

- † Please inform a nursery worker of any food allergies and write it on the marker board upon sign-in under "special instructions."
- † We will feed your baby formula, milk, juice, or water provided in your labeled bottle or cup. Please provide any instructions needed for preparing your baby's bottle to the nursery worker.
- † We will be happy to feed your baby the food you provide. Please include all necessary items to feed your baby in their bag. Let us know when you would like for your child to be fed.
- † Medications will NOT be given by our nursery workers. Please do not put any medication in your baby's bottle.
- † In the toddler room a snack with water or diluted juice will be provided.
- † A nearby room is available for nursing privately.

Health Policies

- † For the protection of your child and the other children in the nursery we can only accept well children.
- † A child should not be brought to the nursery if any of these symptoms are present within the last 24 hours:
 - Fever over 100.4 degrees
 - Vomiting or diarrhea
 - Significant, persistent nasal drainage which is yellow or green in color
 - Persistent cough
 - Childhood diseases such as: Scarlet fever, German measles, mumps
 - Chicken Pox – a child may return to the nursery provided all open areas are scabbed over
 - Any unexplained rash
 - Any unexplained skin infection
 - Conjunctivitis (pink eye) or an eye infection
 - Parasites, any form of lice, mites, or ringworm
- † We will not administer any medication.
- † If your child develops any of these symptoms while in our care your child will be separated from the other children and the parents will be contacted immediately.
- † If your child develops an infectious disease (chicken pox, flu, pink eye, etc.) after they have been in the nursery please contact Kristen Schwartz so she can notify the other parents.

Sanitary Policies

We value the health and well-being of your child. Every week we do our best to keep the nurseries the cleanest rooms in the church! If you see something that needs our attention, please contact Kristen.

- † All toys are disinfected after Sunday morning services and Wednesday programs
- † The bedding and linens are washed after each use.
- † All spills are cleaned up immediately
- † Workers wash their hands after each diaper change or wiping any noses
- † Latex gloves are provided for nursery workers to use. Please notify us if your child has an allergy to latex.
- † The changing pad is disinfected after each diaper change
- † The nurseries are cleaned after Sunday morning services and once during the week.

Safety and Security

- † Taking care of your child in the nursery is something to which we look forward, but it is also something we take very seriously regarding the safety and security of your child. At Murray First United Methodist Church we take every step possible to make sure that you feel comfortable leaving your child with us.
- † We ask that every parent fill out a Child Information Sheet that will be updated every 6 months. If you did not receive one when you dropped off your child please ask the nursery worker for one when you pick up your child. Once you have filled out the information sheet please return it to the nursery worker.
- † It is very important that when you drop off your child you receive a pager. We will then be able to page you per any emergencies. When you pick up your child please give the pager back to the nursery worker or volunteer.
- † Please list under "Special Instructions" on the marker board the adult who will be picking up your child if it is not you.
- † After you have received your pager and given any instructions to the nursery worker, we hope that you will take this time to enjoy worship while entrusting us with the care of your child. If you'd like to conspicuously check-in on your child you may do so at any time through the hallway windows.
- † For safety reasons upon entering and exiting the room we ask that you please check that there are no children in the way of the door and that the door closes behind you.
- † In the event of a fire, nursery workers and volunteers will escort the children outside immediately. They will have the attendance sheet and you may sign your child out outside.
- † In the event of a tornado, all nursery children will be taken to the children's area located directly under the sanctuary.

Staff Requirements

At Murray First United Methodist Church we consider the nursery a ministry to God's youngest members. Excitingly, we realize that this is one of the first places outside of the home that God's love can be shown to your child!

Our staff and volunteers know what is expected of them:

- † Every nursery worker and volunteer must agree to a background check and Safe Sanctuaries training
- † Enjoy taking care of children
- † Show patience, kindness, and love in all situations
- † Be able to change a diaper, bottle feed, cup feed, hold a baby properly, burp a baby properly, sooth a crying child, and engage in playtime
- † Must be 16 years of age or older

A Parent's Role

At Murray First United Methodist Church we consider the parents partners in ministry with us. It is not the sole responsibility of one person to lead a child in the way of Jesus Christ, but more of a collective effort by those placed in the child's life by God. We look forward to working with you in the following ways:

- † Strive to bring your child to the church on a regular basis to help him/her feel familiar with the nursery environment.
- † Sign in your child properly. Please fill out an information sheet if you haven't done so already and be sure to fill out "Special Instructions" on the marker board upon arriving at each visit.
- † Keep your pager in a safe place. You will be asked to give it back when you come for your child.
- † Be sure to label ALL of your child's belongings clearly and place a diaper bag tag on the diaper bag. Masking tape and a Sharpie marker will be provided for you if you do not have a tag.
- † What to bring in the diaper bag:
 - Diapers or pull-ups (we also provide these)
 - Change of clothing in case of spills or soils
 - Bottle or sippy cup
 - Pacifier, if needed
 - Security blankets or anything that comforts your child
 - Snacks, if needed (the Toddler room will receive snacks and juice)
- † If your child cries when you leave them we find it easiest on the child if you leave quickly and return only when it is time to pick them up or after being paged. You may check on your child through the window at any time.

We are excited and blessed to have such wonderful nursery-aged children here at Murray First United Methodist Church. This is a responsibility God has given us all as partners in ministry and we will take this opportunity to teach your children about His unending love. Thank you for your help and prayers to make our nurseries safe, clean, and of course in constant praise of our Heavenly Father through our witness to His little ones.