

**GRACE FELLOWSHIP CHRISTIAN CHURCH**

# **NURSERY VOLUNTEER HANDBOOK**

“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. And He took the children in His arms, put His hands on them and blessed them.”

Mark 10:14;16

**Nursery Director**- Jacqui Huxford 956-2461

**Nursery Coordinators**-Mary Ferguson 869-8603, Jodi Stephens  
987-5623, Evie Bristol 987-5025



To All Nursery Caregivers:

Thank you for serving our children and taking time to show our little ones the love of Jesus. It takes special people who have patience and selfless love to minister to children. Your influence on them will have an eternal impact on the person they will become.

This age group is critical since many who make a decision for Christ are taught the word of God at church. It is important that we get them excited about being in church and feel safe and secure here. Because of the importance of what you do we hope this handbook helps to answer any questions that you may have and to help you as you continually serve our Lord in your ministry.

In this handbook you will find information regarding certain procedures and other important information to help you. Please take some time to read over the handbook and familiarize yourself with our procedures.

If you have any questions or concerns, please contact our Nursery Coordinator, Jacqui Huxford at 956-2461 or email her at [jjhux@embarqmail.com](mailto:jjhux@embarqmail.com) .

Thank you again for your willingness to serve!

## **POLICIES FOR NURSERY VOLUNTEERS**

### **General Guidelines:**

- We require at least two adult (18 and older) workers be on duty at all times. One teen helper may be in there as well. Please limit teen helpers to one (two if necessary for extra help) per service as their job will be to help play with the children and we don't want to overcrowd the room.
- Under NO circumstances are the children to be left alone for ANY amount of time.
- To adequately provide a safe, enjoyable environment for the children, volunteers should arrive 15 minutes prior to the start of worship hour.
- If 2 adults are not present, the nursery must be closed for that service. You should contact the coordinator who will then try to recruit another adult before doing so.

### **Scheduling:**

- YOU are responsible to find your own substitute if you are not able to fulfill your scheduled date. Refer to your volunteer list of names and find someone that you can switch with or who is willing to fill in for you. After finding a sub, please call Jacquie Huxford (956-2461) or email her at [jjhux@embarqmail.com](mailto:jjhux@embarqmail.com) to notify her of the change. This allows for an up-to-date schedule to be kept online as well as allowing for reminders to be sent to the right people each week.

- Refer to [www.my.calendars.net/nursery\\_grace](http://www.my.calendars.net/nursery_grace) or follow links on the church website for the most up-to-date schedule.

## Coordinators

- The Nursery Coordinator for that service will take a beeper so that you can page the coordinator should any problems or questions arise. The coordinator will give one of the workers a nametag that they can wear that will have the coordinators beeper number on it.

## Drop-Off Procedure:

- Parents are to sign-in the children on the table inside the room as they arrive. Make sure they put their name, their child's name, and any special instructions.
- Give each parent a beeper because they must give you one in order to pick their child up from the nursery. Write the beeper number you give them down on the sign-in sheet next to their name.
- Each child should have a nametag on their back with his/her name and his/her corresponding beeper number.
- Encourage parents to pick up their child promptly after the service. Staff must remain until all children are picked up.

## Pick-Up Procedure:

- The beeper taken at sign-in must be returned when picking up a child. Our policy is: **No beeper, no child**. This is to make sure the correct person picks up the child, and the beeper is our way to reach a parent in case there is an emergency or a need for them to come back to the nursery area.
- Only a parent or other specified adult may pick up children. No one under the age of 14 may pick up a child-whether they have a

beeper or not.

- A parent dropping off 2 children can sign both in under the same beeper number and both can be picked up with the one beeper.

### **Allergies:**

- Make sure you **ask if their child has any allergies we need to be aware of**. Please don't ever give snacks to children without checking for allergies first.

### **Illness:**

If a child is visibly ill, page the parent. Nursery workers are NOT allowed to administer medication of any kind. Parents should not leave their child in the nursery if he/she exhibits any of the following:

- Temperature of 100 or greater or has had a fever within last 24 hrs
- Vomiting within the last 24 hours
- Runny nose with thick or green mucous (even if on antibiotics)
- Severe diarrhea within the last 24 hours
- Severe or persistent cough
- Pink eye
- Has been exposed to a contagious disease (chickenpox, measles, etc.)

\*If you have been sick or had a fever within the last 24 hours, we ask that you please find someone to fill in for you.

### **Inconsolable children:**

Workers should make every effort to engage unhappy children in play or by rocking them. Sitting on the floor with the children can be very effective and calming. If a child is inconsolable (15 minutes, or less if you wish, of non-stop crying) the parents are to be paged or notified

immediately. Under no circumstances should you let a child "cry it out". In the event that a parent needs to be notified, use the beeper transmitter to page the parent. Simply type in the pager number and hit enter.

### **Emergency Procedures:**

- If an accident happens (even if it is minor) please inform the parents, and notify Jacqui Huxford or one of our coordinators.
- A First Aid kit is located in the top part of the cabinet.

### **Discipline:**

The safety of all the children in the nursery must be maintained.

- NO throwing, hitting, biting, or kicking can be allowed. If a child expresses this behavior, remind them in a kind, firm voice of the appropriate behavior expected of them and remove them from the source of conflict.
- If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age.
- Yelling at the children is absolutely prohibited.
- We will use a 3 warning system. After the child has been warned 3 times, the parent will be paged to come and get the child.
- Under NO circumstances shall the use or threat of physical force be used. If the child is unmanageable after efforts have been made to correct the situation, page the parent.

### **Snacks:**

- Age-appropriate snacks will be provided during the Sunday morning service. They are located in the cabinet.

- While eating, children should be seated.
- As stated earlier, make sure you **ask a guest if their child has any allergies we need to be aware of**. Please don't ever give snacks to children without checking for allergies first.

### Sanitation:

- At the end of each session, workers are to leave the room in a clean and orderly fashion. Please place toys back in their designated locations and 2nd service caregivers spray with Clorox Anywhere disinfectant before leaving.
- Wipe down or spray surfaces, as needed.
- 2nd service caregivers--before you leave the room, spray the room with *Oust* or *Lyso* for the airborne bacteria. We want to keep the children's area as germ free as possible. Also, please take out the garbage so ants are not an issue.
- Workers are to use hand sanitizer on their hands when entering the classroom and before handling food. At snack time, workers can help children clean their hands with the sanitizer provided.
- Please **DO NOT** change any diapers or take children to the restroom. Page the parent if a diaper must be changed or if a child needs to use the restroom.

## GRACE FELLOWSHIP'S COMMITMENT TO YOU

- To seek out individuals who are committed to serving Christ by ministering to children.
- To support our volunteers and equip them in their role as teachers and caregivers.
- To provide adequate facilities and materials and to keep these items in good order.
- To support each teacher and provide encouragement and any help

they may need.

**Thank you for your commitment to share Jesus with our  
“little ones.” Please know that you are making an eternal  
impact on our children.**