

UUCG NURSERY POLICY

POLICY:

The nursery exists to provide a safe and caring environment for children up to age 4 who join us on Sunday mornings. In order to ensure a safe and caring environment, the following procedures will be followed:

PROCEDURES:

- A. Registration: Every child must be signed in. A registration form or visitor form must be filled out for each child. After three visits, a visitor will be required to complete a registration form.
- B. Drop-off: Only the parent or guardian may drop off a child in the nursery, unless a release form is on file. At the time of drop-off, the parent/guardian will communicate with the caregivers any special instructions regarding comfort measures. Parents are required to keep at home children who have had a fever, vomiting, diarrhea, eye discharge or unexplained rash within the previous 24 hours, so as to protect other children and the caregivers as well as to ensure the well-being of the ill child.
- C. Saying Goodbye: Parents/guardians are asked to say "good-bye" to their child before leaving the room, especially if either party is feeling uncertain. The sudden "disappearance" of a parent/guardian only heightens everyone's anxiety. It is recommended that children be left with a comfort item (photo, lovie, etc). Parents/guardians of any child who cries inconsolably for 5-10 minutes will be asked to return to the nursery. Once a child leaves the nursery, s/he may not return on the same day without a parent/guardian present. This helps promote a safe, secure relationship between parent, child and caregiver.
- D. Family Rights: Parents/guardians are welcome to visit their child at any time. Families will be provided with a copy of the nursery policy and are invited to discuss the policy with staff or with the DRE, if desired.
- E. Care: Every child will be under the visual supervision of a caregiver at all times. Developmentally appropriate art supplies, toys, books and other stimuli will be present for children's play. The adult to child ratio is 1:4. Caregivers will ask parents to stay if the number of children exceeds this ratio.
- F. Nursery Staffing: Two adults, experienced in the care of young children and who have passed background checks, will staff the nursery at all times when children are present. Caregivers are hired by and supervised by the DRE.
- G. Supplies: The nursery will be stocked with supplies related to cleaning and sanitizing. Parents are responsible for providing diapers and personal items (clothing, pacifiers, wipes, water bottles, etc.) for their own child. All items should be clearly marked with the name of the child and contained in a diaper bag/backpack.
- H. Feeding: The nursery will be a welcoming place for nursing mothers. We will also provide age-appropriate healthy snacks, as donated by nursery families. Parents are welcome to use the church kitchen as a food preparation area.
- I. Diapering: Children will be changed if diapers are soiled. Caregivers will use standard diaper-changing protocols including: using disposable gloves; sanitizing the changing table after each use; removing soiled clothing to a plastic bag for return to the home; and disposing of soiled diapers in a receptacle kept away from children.
- J. Pick-up: Every child must be signed out. Only the parent/legal guardian may pick up a child from the nursery, unless the parent/guardian has a release form on file.
- K. Childcare at other times: During meetings and special events, childcare may be provided for children of many ages. Nursery staff and volunteers will observe the above mentioned protocols during those times, excepting the adult to child ratio which will be applied only for children up to age 4.

I, _____, parent/guardian of _____ have read UUCG's nursery policy and agree to adhere by it. I understand that UUCG's nursery staff will implement this policy when charged with the care of the aforementioned child/ren.

Signature

Date