

St. Timothy's Episcopal Church

Nursery Policies

St. Timothy's Episcopal Church offers nursery care for infants 6 months up to four years old. Parents need to complete and sign the registration form before attending church. Registration forms are available in the nursery.

Adult-to-Child Ratios

It is St. Timothy's goal and practice to have two adults present at all times. Children will never be left alone. If it is not feasible for two adults to be always present, St. Timothy's will adhere to the requirements of the NC Department of Social Services. The safe childcare ratios are defined by the NC Department of Health and Human Services as follows:

- Birth to 12 months: 1 caregiver to 5 children
- 12 months to 24 months: 1 caregiver to 6 children
- 24 to 36 months: 1 caregiver to 10 children

In addition to complying with these requirements, the top half of the door will be left open.

Visitors

All first-time visitors should complete a guest form provided outside of the nursery room as well as a name tag to be placed on the child's back. All the child's belongings should be clearly labeled with his/her name. Please make sure that the parent's mobile number is listed on the child's name tag and/or on the roster.

Diaper-Changing/Bathroom Policy

NON-Latex disposable gloves will be used when changing diapers or dealing with any other fluid. Gloves will be discarded in trash after each use.

Diaper changing pads will be used to change diapers. Diapers will not be changed on the floor.

Once the caregiver has finished changing the child's diaper he/she should continue to stand beside the child, watching the child as he/she removes gloves

and places them on top of the diaper. Then the caregiver should lift the child off the changing table before disposing of the diaper and gloves as a unit. The disposable pad will be discarded after each use. A child should not be left unattended on a changing table.

The caregiver must wash his/her hands after changing the child's diaper and disposing of both gloves and soiled diaper.

Parents should take children that are toilet trained to the bathroom before dropping them off at the nursery. If a child needs to use the bathroom, he/she will be escorted by the caregiver. The caregiver should not enter the bathroom stall. If a child needs assistance, the caregiver should prop open the door of the stall as she assists the child.

Crying

If a child is crying longer than 10 minutes, the parent will be texted to come try to comfort the child.

During the 10 minutes that the child is crying, a care giver will try to comfort the child.

Discipline

Any acts of aggression from one child to another such as hitting, biting, or fighting, will result in the separation of the children involved. If necessary, the parents of both children will be contacted, and an Incident Report Form filled out and signed by parents of both children.

Biting

If there is a biting incident the following actions will be taken:

- The caregivers will separate the children involved.
- The caregivers will attend to the child bitten first, comforting him/her and checking for broken skin, swelling, etc.
- If a cold compress is required to reduce swelling, wet a paper towel with cold water and apply it to the area or send a volunteer to the kitchenette for a cold pack. The cold pack should be wrapped in a paper towel before applying it to the area.

- If the skin has been broken, the caregivers will text the parent of the hurt child, and standard first aid procedures will be followed.
- The first incident will serve as a warning. An Incident Report Form will be filled out and signed by the parents of both children.
- If there is a second incident, we will ask that one of the parents remain with the child in the nursery to supervise him/her.

Snacks

Snacks will not be served in the nursery. However, if a parent brings a snack for their child the following procedures will be followed:

- Before serving snack, one volunteer should oversee checking special instructions on each child's name tag AND on the roster at the door.
- Children's hands should be cleaned either by washing at the bathroom sink or by using hand sanitizer.
- Serve snacks at the table only, making sure that all the children are seated.

Medication

It is the policy of St. Timothy's Church never to administer medication to the children in our care.

If a child must receive medication during his/her stay with us, a parent must come to the nursery to administer the medication.

Injury

We need to decide how we want to handle a child being injured. Here is an example:

- If a child is injured and first aid is required, the caregiver or Nursery Coordinator will administer standard first aid procedures (e.g. washing site, applying bandage, etc.). An incident Report form will be completed and signed by the parent.
- If a child receives a head injury the parents will be texted immediately.

- In the event of a medical emergency, as determined by nursery personnel, 911 will be called, the parents and Nursery Coordinator will be texted, and standard first aid procedures will be administered immediately by the Nursery Coordinator or caregiver.

Fire Evacuation Procedures

We need a policy of fire procedures. Here is an example:

- In case of an evacuation of the building, parents are asked to exit the nearest door and go to the sidewalk behind the nursery or the playground. Nursery workers will take the children to this area to be reunited with their parents.
- Nursery workers will take the attendance rosters with them to have a list of the children present and will check the children off the roster when parents pick up their children.
- Infants will be placed in a crib which will be rolled out of the building towards the parking lot. *(Not sure if we have rolling cribs)*

Parent Policies

Nursery

Parents are expected to remain on the premises while they have a child in the nursery.

Sick Policy

Do not bring your child to the nursery if he or she has any of these symptoms:

- Fever in the past 24 hours
- Vomiting or diarrhea in the past 24 hours
- Green or yellow runny nose
- Severe cough
- Questionable rash
- Conjunctivitis (pink eye)
- Any other contagious illness

- If a child exhibits any of these symptoms during his or her stay in the nursery, the parents will be contacted to pick up their child.

Sign-in Policy and Procedure

We need a policy/procedure for dropping off and picking up children. Here is an example:

- Upon arrival, the parent should sign in the child and list any allergies or medical concerns. Sign-in sheets and name tags may be found at the entrance to the nursery.
- If a child has an allergy or medical concern, please include that information on the nursery registration form fill out and speak to the Nursery Coordinator.
- Parents should write their child's name on a name tag for their child and place it on his/her back.
- All items (bags, bottles, cups, clothing, etc.) should be labeled before being brought to the nursery.
- Upon drop-off, parents should remain outside the nursery room to avoid confusion and emotional distress.
- Children must be awake when dropped off.
- Nursing mothers are invited to use the glider in the infant changing room for nursing.
- Parents of potty-trainers should take their child to the bathroom before coming to the nursery.

Contacting Parents

We need a policy regarding contacting parents. Here is an example:

- Please keep your cell phone close during the time you are away from your child. If a nursery worker has trouble settling your child or has an immediate need, you will be texted to come back to the room to assist your child.
- Nursery staff and volunteers aim to make the nursery a pleasant and fun experience for your child, but occasionally may need additional assistance if

your child is having trouble settling. It is St. Timothy's policy to help a child settle into the nursery for at least 10 minutes before you would be texted.

Personnel Guidelines

Nursery Procedures

- **Before the children arrive:**
 - Turn lights and music on.
 - Wash hands.
 - Put name tag on to allow parents to identify you and to help visiting families know who will be caring for their child.

- **Check for safety:**
 - ensure that small objects and personal belongings (purses, etc.) are off the floor and put out of reach of children.

- **When the children arrive:**
 - Stand at the doorway to greet children and help guide parents with sign in (Make sure each caregiver is aware of each child's allergy information, and child's belongings are labeled.)
 - Hang the child's belongings on a hook and write the child's name, parent cell number, and any allergy information on the white board above the hook.
 - Greet every child and parent warmly. Pay special attention to visitors.
 - Be positive and reassuring to parents about leaving their children. Let them know you will text them if there is a need.

- **During the nursery period:**
 - Interact with the children, remembering that you are here for them:
 - Play, sing, read, hold, comfort, pray with them and for them.
 - Change diapers when they are wet or soiled.

- Children who are toilet trained should be escorted to the bathroom across the hall. The caregiver should then remain outside the bathroom stall and escort the children back to the classroom. If a child is taking longer than seems necessary, the caregiver should call the child's name. If a child requires assistance, the caregiver should prop the stall door open as he/she assists the child.
- If parents have sent in a snack, they are served at tables.
- Before snacking, every child's hands should be washed with soap and water or cleaned with hand-sanitizer.

When parents arrive to pick up their children:

- Greet each parent warmly. If you have any concerns to discuss with the parent, please do so gently and discreetly to protect the child's privacy.

After the children are gone:

- At the end of each nursery period, volunteers and staff help to clean the nursery room according to "Room Cleaning Procedures" listed below. These procedures should be posted where they are visible.

Handwashing

- Caregivers should wash hands with soap and warm water in the following circumstances:
 - upon entering the nursery.
 - after changing a child's diaper
 - after taking a child to the bathroom
- Hand sanitizer should be used in the following circumstances:
 - after wiping a child's nose
 - before and after serving snack to the children

Room Cleaning Procedures

- Wipe all cribs, tables, chairs, swings, changing tables, and large play items with disinfectant wipes. Pick up room, wiping down used toys, and placing them in their labeled location.
- Wash all mouthed toys in sink in the kitchenette. Wash with warm water and dishwashing liquid. Set out to dry on counter.
- Remove any used crib sheets or soiled changing table pads.

- Empty trash cans and diaper pails.
- Turn off lights before exiting the room.