

Coats Baptist Church Nursery Guidelines & Procedures

"Whoever welcomes one such child in my name welcomes me." Matthew 18: 5

Mission: To be the hands and feet of Jesus as we create a welcoming, clean and safe environment for the little ones and to provide quality care as we encourage the children to grow in their knowledge and love of the Lord.

Workers:

- Workers should be growing Christians and positive examples for Christ and the church, attend scheduled meetings and training sessions, use positive discipline techniques, build positive relationships with the children and their parents/guardians, and support the overall ministry of the church.
- All workers must be 18 years of age or older, pass a background check and be CPR certified (paid for by the church) prior to the start of employment.
- In the event that the next CPR training date is after the worker's start date, the worker will be permitted to start employment provided they work alongside a currently CPR certified worker.
- Only workers, and occasionally a volunteer selected by the Children's & Family Coordinator, who have met the above criteria are allowed to be present in the classrooms.
- A minimum of 2 workers must be present in each classroom at all times.
- Workers should not leave the room during their shift except for brief bathroom breaks or emergencies (see [In Case of Emergency](#)).
- The nursery serves children from birth to approx. 18 months of age or when walking confidently.
- The toddler room serves children from approx. 18 months (or when walking confidently) through 5 years of age.
- If unable to work when scheduled, excluding emergency situations, all workers shall notify the Children's & Family Coordinator at least 3 days prior to the expected absence.
- The Children's & Family Coordinator will be responsible for providing worker's schedules at least 2 weeks in advance.
- Medication shall not be administered to the children.
- Workers should avoid exposing children to screen time (TVs, tablets, phones...etc.) as this has been linked to multiple health and behavioral problems in children and the worker's interaction with the children should be meaningful, engaging, imaginative, and hands-on.
- Workers are encouraged, but not required, to sit on the floor and actively play with and read to the children. Workers should not sit on the children's furniture.
- Workers should be conservatively dressed in either business casual attire or pants/jeans with a Coats Baptist Church T-shirt. Shorts should not be worn on Sundays.
- Workers are to be mindful that their social media presence is a reflection on the church and ultimately on Christ.
- Workers are not allowed to take any pictures of the children.
- Workers are not allowed to take children outside of the classrooms except in emergency situations (see [In Case of Emergency](#)).
- Workers may be evaluated at any time at the discretion of the Coordinator, and will receive a rating in each category of performance in the following order: developing, proficient, accomplished, or distinguished. The Coordinator will provide the workers with specific criteria for the evaluation process and will be leading the evaluations.

Worker Arrival:

- Workers should arrive 15 minutes prior to the start of services, choir practices, bible studies or other scheduled events and are responsible for creating a welcoming environment by turning on the lights to both classrooms and being ready to initiate the check-in process.
- Workers should turn on the 2-way handheld radio during Sunday's services for communication with the safety team.
- Workers should wash their hands upon arrival.
- Workers should store personal items in the cabinets out of reach of the children.
- Workers should not bring hot beverages into the children's classroom.

Child Arrival/Departure:

- Workers are responsible for checking children in and out.
- Workers should enter the parent/guardian names, their contact information and their child's health information, such as allergies, on the clipboard located behind the door.
- Workers should give the parents a check out label, and tell the parents to turn the check out label into teacher when child is picked up.
- Workers should place the child's belongings on a hook on the wall of the nursery.
- Workers should label the child's bottle, snack or sippy cup with the labels provided and inquire about the next expected feeding for infants. Refrigerate milk or formula.
- If the worker is unfamiliar with the child's guardian or if there is any uncertainty, the worker shall not release the child and should contact their supervisor (Haley King).

When to get a parent:

- ✓ If child has cried for more than 10 minutes (use discretion if this is after initial drop off)
- ✓ If child has had an injury
- ✓ If child has soiled their clothing (#2)
- ✓ If child is sick (feels warm, appears ill, has yellow drainage from the eyes, or if vomiting or diarrhea has occurred)

If you need to contact a parent during Sunday's services, please contact check-in worker or supervisor (Haley King).

Diaper Procedures:

- The workers should wear a clean pair of gloves for each diaper change.
- For the safety of the child, a diaper, wipes and gloves should be ready before placing child on the changing table.
- All soiled #2 diapers should be placed in individual bags, tied off and placed in trash can.
- Workers should not attempt to clean cloth diapers, but place the soiled diaper in a secured bag and return to parent.
- Workers should wipe down the changing pad with a Clorox wipe after each diaper change.
- Workers should wash hands thoroughly with soap and water after changing diapers.

Bathroom Procedures:

- Workers should wear gloves when assisting a child that is potty training. Encourage and allow for the child to do most of the wiping.
- If a child wets their pull-ups or undies, the worker should change them immediately and place any wet clothing in a secured bag and place in their cubby. If a child has soiled their clothing, the worker should get the parent/guardian to clean and change the child.

- Workers should wash the child's hands, as well as their own, after each bathroom use.

Feeding:

- Workers should confirm each child has no food allergies prior to providing them with any snacks.
- If formula or breastmilk is not consumed within 1 hour after the start of feeding, it should be discarded. When the parent/guardian returns to pick up the child, they should be notified that the child did not finish the feeding.

Sleeping:

- Workers should place infants on their back in the crib with care taken to remove any loose clothing or blankets away from their face.
- Mobiles, pacifier leashes, comforters, bumpers or stuffed items are not allowed in the cribs.
- Workers should place only one infant in each crib.

Departure and Cleaning Procedures following all services/practices/bible studies/events:

- Workers shall leave if no children are placed in their care 20 minutes after the start of the evening shifts on Sundays. Workers will still be compensated for the entire one-hour shift. Workers shall stay for the entire shift on Sunday mornings.
- Workers should disinfect all non-porous surfaces (tables, chairs, door handles, light switches... etc.) at the end of each session. All toys that have been played with are to be disinfected and placed in designated bin/shelf.
- A disinfectant spray (1/4 cup household chlorine bleach to 1 gallon of water or 1 Tbsp. household chlorine bleach to 32 oz. of water) is provided for use and should be freshly mixed each session. The church will replace the bleach every 3 months.
- Medications and cleansers shall be kept out of reach of children in the upper cabinets.
- Workers should wash any cups or bowls that are not disposable with warm, soapy water and a clean washcloth, then disinfect (with the bleach solution), rinse with clean water and place on a disinfected drying rack.
- Workers should place any used cloths or linens in the hamper in the infant room.
- Workers should notify the Children Ministries Coordinator with any concerns or need for supplies.

In Case of Emergency:

- A first aid kit is provided in the toddler room and ice packs are located in the infant room refrigerator for any minor incidents. Incident report forms (located on the back of the nursery doors or in worker drawer) should be completed and reviewed with and signed by the worker and parent/guardian for any incident that occurs that is not minor or results in bleeding.
- In the event of serious illness or injury, call 9-1-1 and the child's parent immediately.
- An AED is located on the wall near the men's restroom. In the event of cardiac arrest, one worker should call 9-1-1 and a second worker should get the AED, turn it on, and follow the prompts. Both workers should be ready to initiate CPR.
- There is an EpiPen on site in the Children Ministries Coordinator's office. Please notify Haley King immediately if EpiPen is needed.
- In the event of a fire, children should be placed in the rolling crib and transported as safely as possible to the designated area, which is posted on the evacuation plan in each nursery room. If safe to do so, the toddler room should exit through the playground and gather in the grassy area

near the church sign. The infant room should exit through the prayer garden and gather as close as possible to the ball field adjacent to the church building.

- If there is visible smoke, the worker should assist the children in crawling to the nearest exit. The worker should feel all doors with the back of their hand to ensure it's cool before opening.
- In the event of an active shooter in the building (CODE LOCKDOWN/CODE RED), the worker will shut and lock down the classroom and bathroom doors with the door stop, which is located in the box next to the door. The doors to the playground/prayer garden should be locked if not already in the default locked position. Workers should close curtains, turn off lights and keep the children as calm and quiet as possible while moving them as far away from windows and doors as possible. Call 9-1-1. Do not open the door until instructed by law enforcement to do so. Law enforcement may unlock the doors or an announcement will be made over the 2-way radio that the LOCKDOWN/CODE RED is over.
- In the event of a tornado, the workers will move the children into an interior room, preferably with no windows, such as the restroom or hallway, and instruct them to lie down in the fetal position while protecting their face and head with their upper extremities. Toddlers can be instructed to "play a game" by using crib mattresses or blankets to create a "tent" over their heads or to "hide" so that they will be better protected from flying debris.

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