

## Nursery Policies & Procedures for Parents

This is a summary of our Nursery Policy. The full policy is available on the church web site at [www.cogchurch.us](http://www.cogchurch.us), or in hard copy from the Church Administrator.

### Nursery Ministry Vision

To provide an environment of safety, love and respect where the child learns about the love of God and the importance of Scripture; the parent feels respected and loved and knows that their child is loved and well cared for; and the volunteers and staff are valued and supported as a part of a ministry team that is serving our families with young children.

### Nursery Ministry Personnel Structure

- Nursery Director: Melyssa Littlefield

### Our Nursery

Our nursery is open during the Worship Service and during Sunday School. Infants are in one room and 2-3s are in a separate room. We do not currently have a Children's church for children older than 3. Parents may place their children in the Nursery during Worship Service, during Sunday School or both. Parents are encouraged to volunteer to work in the Nursery. We will do everything we can to keep your children safe and to honor you as parents. We will be flexible with our rules, where we can and where it doesn't negatively impact children, Nursery workers or other parents.

### Safety and Security

- No adult worker, staff or volunteer, will work with Youth except in the presence of another adult with a background clearance. If there are not two security-cleared adults at the Nursery, parents will not be allowed to leave their children until there are two cleared adults.
- Policies to protect your children, you and the Nursery Workers
- Only children from birth through 3-years-old will be allowed in the nursery. Any child that is 4-years-old by October 1 will be moved to the next age class.
- Parents will fill out a sticker for each child each week. This sticker will include the child's name, parents name, allergies and any other instructions. The sticker will be placed on the child's back. This will ensure children are properly cared for by the volunteer staff. Yes, we want information each week. The volunteer staff may change, and a new worker may need to know information important to the welfare of your child.

- Nursery workers have been instructed to respect parents and honor your instructions unless contrary to our policies.
- The only discipline allowed in the nursery is time-out which should be limited to the age of the child (for example, 2 minutes for a 2-year-old). **Scolding, harsh words and physical punishment of any kind are forbidden.** This applies to parents as well as Nursery workers while in the Nursery.
- Parents should stay outside the nursery to maintain a safe environment.
- Everything that transpires in the nursery is confidential. We won't discuss your child with others without your permission, except as required by state Mandatory Reporting laws.
- According to Maine law, any person taking care of children is subject to Mandatory Reporting laws. If we see signs that could indicate potential abuse, we are required by law to report this to the state government.
- If you are needed at the Nursery, the ushers will come get you.
- Nursery workers, parents and other persons should not take pictures of kids and should not post any information regarding the children on social media.
- In case of an emergency, it is the responsibility of the Nursery worker, not the parent, to take the children to a safe place. This will avoid confusion as to who has primary responsibility. A parent may assist the Nursery worker to evacuate the children.
- In case of an emergency, parents and children will meet in front of the landscape sheds. This will get them away from the building and out of the way of emergency personnel.
- Community of Grace provides snacks for toddlers. Approved snacks are water, goldfish and animal crackers.
- Parents should supply diapers, wipes, a burp pad and a change of clothing for their child each time they drop off their child. Community of Grace will supply extra diapers and wipes as backup.
- The nursery staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and administer it.
- For the protection of all children and workers, neither children nor workers nor volunteers who are sick or have been sick within the past 24 hours can be in the Nursery.