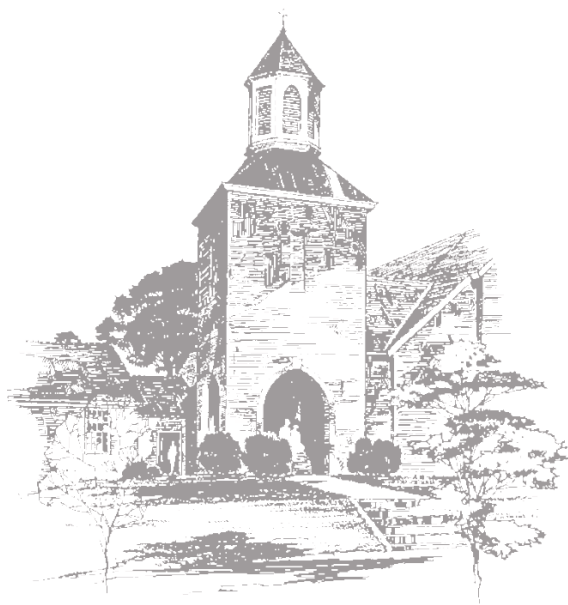


St. Paul's Episcopal Church  
Ivy, Virginia



Church Nursery  
Policy Handbook  
(COVID)

For Parents & Nursery Attendants



*It is our privilege at St. Paul's, Ivy Church to provide quality nursery care for children from birth to three years of age. Our purpose is to provide a place where parents can confidently leave their children. A great deal of preparation has gone into making our nursery safe and enjoyable. The nursery ministry enables parents and others to attend worship services, formation, and fellowship opportunities at our church with ease.*

*We encourage all parents to use the nursery whenever possible. Care is provided for all Sunday morning services. Even though children can sometimes be kept quiet in services, babies and toddlers are known for their cute antics that are sometimes a distraction to others.*

*In order to provide better care for your child, we have compiled some guidelines which are outlined in this manual. We pray you will not find these guidelines too demanding, but instead, reflective of high standards for hygiene and care. Together, we want to give quality care for any child associated with our nursery.*

*September 2021*

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## GENERAL POLICIES

### 1. Nursery Service

Nursery care is provided Sunday mornings from 8:00 AM – 12:00 PM for children ages Birth to 3 years. The nursery is also available at our two early services on Christmas Eve, and two later services on Easter Sunday. The nursery may be available for special events, as scheduled by the Rector or other church personnel.

### 2. Registration

For good stewardship practice and in the event of an emergency, ALL children must have a registration form completed, and on file with the nursery attendant. Registration forms are available from the nursery attendant and in the nursery foyer.

### 3. Adult-to-Child Ratios

- At all times, there should always be two attendants working in the nursery. (This is for the safety of the children and can also eliminate any security problems.) Certain allowances can be made about the adult-to-child ratios by the Director of Children & Youth Formation or other responsible church staff member. We acknowledge the following guidelines are set by the Department of Social Services for the Commonwealth of Virginia:

- Birth to 16 months old: 1 to 4
- 16 months to 2 years old: 1 to 5
- 2-year-olds and older: 1 to 8

- \* If necessary, volunteers will be utilized to maintain ratio.

- Children will never be left alone, nor will there ever be only one adult with one or more children (i.e., if there is just one child present in a nursery, there will still be at least two adults present at all times with rare exception for an emergency.)

**4. Visitors** (are required to wear a mask during the COVID precautionary period.)

- All visitors should sign their children in at the nursery. (Visitors will be offered a nametag.)
- All visitors will be offered a Nursery registration form to complete if they plan to return to St. Paul's, Ivy on a regular basis.

#### **5. Diaper-Changing**

- Nursery attendants, trained volunteers, and/or the particular child's parent, if present, are the only individuals allowed to change a child's diaper. (\*If parents desire to change their child's diaper, they will be messaged or notified to return to the nursery room for a diaper change.)
- Each child's diaper will be checked during his/her stay in the nursery.
- A child's diaper will be changed as soon as it becomes soiled/wet.
- If the parent has provided a diaper bag, be sure to use the supplies provided specifically for that child.
- Using the changing table, place a disposable cloth over the changing pad.
- Wear non-latex gloves (provided by the church) when changing a child's diaper.
- Once the caregiver has finished changing the child's diaper, he/she should continue watching the child as he/she removes the 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.
- Place the soiled diaper in the proper receptacle.

- A child must never be left alone on a changing table.
- If needed wipe down the diaper-changing table with the disinfecting wipes (provided by the church).
- The caregiver must wash his/her hands (following hand-washing guidelines) after changing the child's diaper and disposing of both gloves and soiled diaper.
- It is the nursery attendant's job to make sure that all diapers are checked at least once during each nursery period.

## 6. Sleeping/Napping

Should an infant or toddler require sleep or a nap, we have a crib and toddler bed available in the infant room.

- When placing a baby in the crib, nursery attendant will be careful to make certain the side rail is securely latched. After each crib use sheets will be changed. (sheets for the cribs are located in the infant room, in the wall cabinet.) Nursery attendants will place dirty sheets in the laundry basket.

## 7. Bathroom Assistance

Bathroom assistance will be provided as needed. The bathroom door will always remain ajar, a Nursery Attendant will never be behind closed doors with a child. (This is for the protection of both the nursery attendant and child.)

## 8. Crying

Nursery attendants will make every effort to engage and console an unhappy child. If a child is crying longer than 10 minutes, parent(s) will be messaged or notified.

## 9. Discipline

Most times, discipline is not a problem when caring for infants and toddlers. However, if a child is in need of discipline, the following steps will be taken:

1. The child will be redirected to a different activity.
2. The nursery attendant will redirect using gentle, but authoritative verbal correction.
3. If an overly aggressive behavior continues the parents will be messaged or notified even if it means interrupting them during a church service.

## 10. Biting

We want to promote a safe, secure and friendly environment in our nursery. Therefore, if a child bites another child, the following actions will be taken:

- The attendants will separate the children involved.
- The attendants will attend the victim first, comforting him/her and checking for broken skin/swelling.
- If a cold compress is required, the attendants will administer it.
- If the skin has been broken, the attendants will message or notify the parent(s) and standard first aid procedures will be followed.

## 11. Playground

On occasion it is appropriate, if given the proper ages (i.e. not infants), to take children outside on the playground.

- ALL children will be accounted for both to and from the playground. Safety chains are utilized so that cars cannot drive through the roadway between the church and the playground.
- Adults are to be positioned around the entire play area to supervise children and ensure safe use of all play equipment.



## 12. Snacks

- Before serving appropriate snacks (graham cracker cookies, goldfish, or Pirate Booty) and water, nursery attendants will check the special instructions on the sign-in sheet.
- Children’s hands should be cleaned either by handwashing at the sink or by using hand sanitizer.
- Serve snacks at the table only, making sure that all children are seated.
- Note that we exclude all milk products and all nuts from the nursery.

## 13. Allergies

The nursery attendants will take every precaution necessary to accommodate allergies and avoid risking an allergic reaction. [Allergies will be highlighted on sign-in form and possible use of other identification may be employed., e.g sticker placed on child.]

- All special dietary needs or food allergies must be noted by parents on the “Allergies” section of the Registration Form.
- Parents should also comment under the “Please Note” section daily when they sign-in their child.
- Special foods provided by parents for their children should be labeled with child’s name and any specific instructions.

## 14. Medication Administration

- St. Paul’s, Ivy nursery attendants will not administer medication to any child.

- If a child is taking medication during his/her stay in the Nursery, the parent will need to come to the Nursery and administer the medication.
- If a child is injured and first aid is required, the parent will be messaged or notified so that he or she can choose to administer first aid ointments if necessary.
- If the parent does not respond to the message or notification in (7) minutes, nursery personnel will administer standard first aid procedures.
- In the event of a medical emergency, as determined by nursery personnel, 911 will be called, followed by messaging or notifying parents, and standard first aid procedures will be administered immediately by the Nursery Attendants.

## 15. Emergency Situations

### Fire Alarm

- If a fire alarm sounds, assume the danger is real and prepare to evacuate immediately!
- DO NOT accept any offers of outside help! The adult/child ratios are in place so that we may adequately handle evacuations. If a parent comes to the nursery, explain the policy, and invite them to walk out of the building with you. This policy is in place so that we have an accurate account of all the children.

### *Policy for Infants*

- Each attendant is to carry up to two babies as needed.
- Everyone should go directly to the designated meeting place. (to the garden area in front of Kirklea, the church offices)
- One attendant needs to make sure that they take the “sign-in” and Parent information sheets outside along with their cell phones.
- After everyone’s outside the attendants should check the “sign-in” sheet to make sure that all babies are out. Only then will the attendants be able to release the babies to the parent/guardian. If a

parent is not present, the attendant will need to call the parent on the number provided at check-in.

### *Policy for Walkers / 2's & 3's*

- Everyone should go directly to the designated meeting place. (to the garden area in front of Kirklea, the church offices)
- One attendant will take the “sign-in”/Parent information sheet outside along with their cell phones.
- After everyone’s outside the attendants should check the “sign-in” sheet to make sure that all babies are out. Only then will the attendants be able to release the babies to the parent/guardian. If a parent is not present, the attendant will need to call the parent on the number provided at check-in.

### Tornado

- *Watch*: If there is tornado watch during the service, the nursery attendants will stay with the children until the parents/guardian arrive to pick them up.
- *Warning*: If a tornado warning is issued, go directly to the infant room, and sit down. One attendant will take the “sign-in”/Parent information sheet to the infant room along with their cell phones. The nursery attendants will check to be sure all the children are present. Only then will the nursery attendants be able to release the children to the parent/guardian. Note: Once the child is released to the parent/guardian in any situation, the child becomes the responsibly of the parent/guardian.

### Lock-Down

- In the event of a threat of physical violence, abduction, or shooting, the nursery attendants will secure the doors to the nursery by locking them as able and turn off all lights.
- Nursery attendants will gather all children in the infant room instructing the children to be as quiet as possible. A shade on the infant window will also be lowered for added visual safety.
- One attendant will take the “sign-in”/Parent information sheet to the infant room along with their cell phones.
- The nursery attendants will check to be sure all the children are present.

- At the appropriate time when the danger has passed, only then will the nursery attendants be able to release the children to the parent/guardian.

#### Workers

- Remember to stay calm, confident and reassuring given any emergency situation.
- If a child appears to be missing be sure to notify the proper authorities.

#### Parents

- In case of an evacuation of the church buildings, parents are asked to exit the nearest door and proceed to the garden area below Kirklea, the church offices. Nursery attendants will take the children to that location to be reunited with parents.

### **PARENT POLICIES**

#### 1. Nursery

Our nursery workers are prepared to provide the best possible care for your child. All linens, toys and equipment are cleaned regularly and each baby is given personal attention and will find warmth in the midst of our church.

- Parents must provide a mask for their child(ren) age 2+ and understand that they are required during the COVID pre-cautionary period.
- Parents are expected to remain on St. Paul's, Ivy premises while they have a child in the nursery.
- Children are only to be in the nursery when there is a nursery attendant present, not just to play between services.

## 2. Well Child Policy

- In order to protect all children and our nursery attendants, please do not leave a child in the nursery who appears ill. If your child is not feeling well, please do not bring him/her to the nursery. Specifically, do not bring a child to the nursery if he/she has had:
  - Fever greater than 100 degrees in the past 24 hours
  - Vomiting or diarrhea in the past 72 hours
  - Runny nose requiring frequent wiping
  - Severe cough
  - Questionable rash
  - Conjunctivitis (pinkeye)
  - Any other contagious illness
- If a child shows any of these symptoms during his/her stay in the Nursery, the parents will be messaged or notified.

## 3. Sign-In Policy and Basic Procedures

- Upon arrival at St. Paul's, Ivy Nursery, the parent should sign in and provide cell phone number and special instructions in the notebook. (Do not hesitate to be specific.)
- Please notify nursery attendants if your child has any additional medical concerns besides those indicated on the Registration Form. (Each fall we'll ask you provide updated forms on your children.)
- We recommend all items (bags, bottles, clothing, diapers, etc.) be labeled before being brought to the Nursery. St. Paul's, Ivy Church is not responsible for lost items.
- Provide clear communication with the nursery attendants regarding particular expectations.
- Nursing mothers are invited to use the glider rockers in the Infant room to nurse.
- If possible, parents of potty-trainers should take their child to the bathroom before coming to the Nursery. (There's a bathroom down

the hall just past the Children’s Library on the right, look for the sign indicating its location.)

- When the service is over, please pick up your child as soon as possible. No child will be released to an individual other than the parent/guardian or otherwise stated on the Registration Form.

#### 4. Communication

- Parents must provide their cell phone number when they leave their child in the Nursery. This will be used as means to communicate through text or voice message as needed.
- The land-line number in the nursery is, 434-979-6354, ext. 18.

### **NURSERY ATTENDANT POLICIES**

#### 1. Personnel Guidelines

All nursery attendants must: (Wear a mask when children are present during the COVID precautionary period.)

- Complete a background check and a criminal history report. The Director of Children and Youth Ministries may check up to three (3) references for each applicant.
  - Be certified in CPR and First Aid and be able to present certification upon request. St. Paul’s, Ivy will provide recertification and training as needed.
  - Comply with a request for a Drug Test as needed.
  - Complete the Diocese of Virginia required on-line training for the Prevention of Child and Sexual Abuse.
  - Meet our expectations for dependability, safety, reliability, accountability as set forth in the job agreement.
- A yearly review will be conducted to evaluate the performance of the Nursery Attendant.

- When you are present in the St. Paul's, Ivy Nursery, you represent the Church's Children's and Nursery Ministry Staff.
- Dress appropriately to allow freedom to interact with children. (Note: You may be crawling on the floor with the little ones!)
- Do not bring your own children into the Nursery with you during the nursery period unless you have prior approval from the Director of Children and Youth Ministries.
- The nursery schedule is made monthly and we ask that you mark your personal calendar for the date you are scheduled to provide care.
- If you are unable to serve on the date or time you are scheduled, please trade with someone else on the schedule. [It is the responsibility of the worker, not the scheduling coordinator, to find a replacement. You must also notify the Director of Children and Youth Ministries of the change.]
- In the event of a last-minute illness, you must contact the Director of Children and Youth Ministries by phone call (not text) 1 hour prior to his/her shift so that a replacement can be secured.
- Please give the Director of Children and Youth Ministries at least three (3) weeks' notice if you will be unable to continue working as a nursery attendant.

## 2. Nursery Procedures

Please arrive 15 minutes before the service begins. You are to park in the back lot directly behind the church. (You may not park in the circle in front of the Sunday School entrance, for safety reasons and easy access of fire trucks/ambulances.)

### Before the children arrive:

- Turn lights on and unlock doors as needed.

- Wash hands.
- Put on smock and nametag: these help parents identify you and are especially helpful to visitors.
- Check for safety:
  - Ensure that all small objects are off the nursery floor
  - Place all personal belongings (such as purses) off the nursery floor and on the shelf or in a cubby (so children cannot access any potentially dangerous items within them, such as medication, etc).
  - Hot beverages must have a secured lid to prevent spills.
- Ensure that graham crackers, goldfish, Pirate Booty, water pitcher, cups, and napkins are available for snack, replenish supplies as needed.

When children arrive:

- Greet every child and parent warmly. Pay special attention to visitors. Our Nursery is often the “first touch” a family may have with our church, so we have the special privilege of serving each family with kindness, gentleness, and love. Be positive and assure parents that they can leave their child with you and feel at ease.
- Be reassuring and let the parents know that you will contact them if there is a need (such as an inconsolable child).
- Do not be afraid to enforce the Well Child Policy by turning away any child that may appear to be sick.
- If no children are in the nursery for any portion of when you are scheduled to work, you must check with the Director of Children and Youth Ministries before leaving.

During the nursery period:

- Care for the children according to their parent’s instructions. Seek to devote ALL your attention to them.



- Nursery Attendants are expected to not just supervise but play with the children. Please interact with the children by singing to them, reading books, or playing games. Tell them they are special and don't hesitate to communicate God's love for them. Talk to them and encourage play with other children in the nursery.
- Check all diapers each hour and change when wet or soiled. Place appropriate sticker on the back of each child. The sticker will say either:
  - Checked with care OR
  - Changed with care
- Offer or take potty-training children to the bathroom as needed.
  - The door to the bathroom will be left propped open. Should the child need assistance, the caregiver should leave the door open while assisting the child. Caregiver should also encourage the child to be as independent as possible. Place a sticker on the back of the child that says, "I went in the potty!"
- Snacks (for Walkers and Beginners) are served at the tables only.
  - Before snacks, every child's hands should be cleaned with hand sanitizer.
  - Children should be seated at all times when eating their snacks.
- Inform the Director of Children & Youth Ministries if problems arise during the nursery period.
- Nursery Attendants can request special activities or age appropriate crafts to offer to the children with the approval of the Director of Children and Youth Ministries.

When parents arrive to pick up their children:

- Again, 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. If necessary, ask the parent to wait until the other children have left to discuss your concerns. Consider

including the Director of Children and Youth Ministries to join in a conversation that is especially difficult or sensitive.

### Check Out

Before leaving, please straighten up the nursery. Make sure toys that went into a child's mouth are cleaned properly. Empty trash cans and any soiled diaper and place them in the receptacles behind the church on your way to your car.

## 3. Hand-Washing

- Caregivers should wash hands 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
- When washing hands, refer to the "How to Wash Hands" sign posted next to sink in the nursery.

### How to Wash Hands

- Wet the hands and apply a small amount (dime to quarter size) of liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Be sure to scrub between fingers, under fingernails, and around the tops/palms of the hands.
- Rinse hands under warm running water. Leave the water running while drying hands.
- Dry hands with a clean disposable (or single use) towel, being careful to avoid touching the faucet handles or towel holder with clean hands.
- Turn the faucet off using the towel as a barrier between your hands and the faucet handle.

#### 4. Room-Cleaning Procedures

##### Throughout the nursery period:

- Remove any toys that were mouthed by children and place them in the clear bucket labeled on the wire shelf in the bathroom, to be washed at the end of the day using the sanitizing solution.
- Remove any used crib sheets and place them in the laundry basket in the Infant room.

##### After 10:30 a.m. service:

- Clean all cribs, tables, chairs, swings, changing tables, and large play items (such as playhouses and cars) with disinfectant wipes.
- Wash all toys (in the clear bucket) in bleach solution (1 part bleach to 4 parts water) and set out on paper towels using the freshly cleaned activity tables to air dry.
- Empty trashcans and diaper pails and place bags in the designated trashcans.
- Place new liners in trashcans and diaper pails.
- Turn off the lights and close/lock the door behind you.



**ST. PAUL'S EPISCOPAL CHURCH**

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**Office Hours:** Monday – Thursday, 9:00am to 4:00pm | Friday, 9:00am to 1:00pm