

Nursery Procedures

Revised Aug.2004

All intentions are to keep the nursery a fun, loving and nurturing place for our children, yet make sure it is a safe place for them to learn and socialize.

INITIAL SETUP

All parents/guardians will be required to fill out an Information Card for their child. Up to 3 people (beside parent/guardian) who can pick up the child from the nursery. ONLY those named on the card will be able to have the child released to them. This card will also contain the child's birthdate, allergies, special instructions, phone number and address. This Info Card will be kept on file in the nursery.

DROP OFF

(WORSHIP SERVICES)

1. All children will need to be signed in to the appropriate nursery door.
 - a. Infant – (ages 0 – 12 months)
 - b. Toddler – (12 months – 24 months)
 - c. Pre-School – (2yrs and older)

These ages may vary depending on where the child is emotionally and /or physically.

2. Parents will be given a Number Card **each time** they sign their child into a room. The parent will write down this number beside their child's name on the sign-in sheet. The parent will keep that Number Card with them. This number will be shown on the sanctuary big screens if he parent is needed in the nursery. Different colored Number Cards will be used each week.
3. *Parents will refrain from going into the nursery.* This will allow nursery workers to keep the doors shut and our little ones safe inside.

PICK UP

1. Parent or person(s) named on the Info Card **will be required** to present the Number Card assigned to that child for that particular day AND sign the child out. There will be **NO EXCEPTIONS** to this rule as we feel this rule will –
 - a. Stop unauthorized people from picking up the child
 - b. Assure nursery workers the parent has passed the Number Card to the person they intend to have their child released to.
2. All children will be released from the door they were dropped off at.

3. *Parents will refrain from going into the nursery.* This will allow nursery workers to keep the doors shut and our little ones safe inside.

REGULAR CHURCH MEETINGS, EVENTS AND LOGOS

1. Parent (or person listed on Info Card) will be required to sign the child into the nursery. (no Number Cards will be given out)
2. Parent (or person listed on Info Card) will be required to sign the child out. Again no one will be allowed to pick up the child unless his or her name appears on the Info Card in out file.

During church meetings and events all attempts will be made by nursery director to have 2 nursery workers present. On those few occasions when only 1 nursery worker is present the meeting chairperson or event organizer will appoint an adult to be a hall monitor who will periodically check in with and assist the nursery worker throughout the meeting or event.