



RIDGEVIEW

BIBLE CHURCH

Manual for Nursery Workers

February 8, 2011

Our goal as children workers is to provide a safe, secure, nurturing, clean environment and efficient care to the children of our church. Our responsibility includes playing with the children, praying for each child, and exhibiting Christ-like patience and love.

Before Children Arrive:

Arrive at least 15 minutes before scheduled service time. You can check the schedule in the kitchen for the name of your helper. The nursery floors should be thoroughly checked for dirt or any safety hazards. Please wear your nametag that is hanging on the closet door.

Oversee the check-in process: All children should have a name sticker with number on their back.

All cups, bottle, special toy, etc. should also be labeled

Smile and greet parents and children

During Service

Have fun

Snack time half way thru service:

- Use only the snacks that are provided by the nursery
- Our Nursery is a **Peanut & Nut Free Area**: for the specific children with the allergies who utilize our facility as well as for the general recognition of this health concern.

Check all diapers before service is done. Also ask any child(ren) that is potty training if they have to use the restroom.

Children should not be kept in the nursery for more than 10 minutes if you cannot get them to stop crying.

- When parents drop off little children that are crying you need to inform them that you will notified them if their baby cannot be comforted
- This helps alleviate the nervousness of some parents

End of Service

Oversee the Check-out process

- Parents **HAVE** to have their “Number” to claim their child.
- If they do not have it then they will need to wait for the Nursery Coordinator before the child is released.
- Always thanks the parent for bringing their child

- Always smile even when you are tired
- Always tell the parents about any diapering or feeding events

Clean up and Departure:

- Clean and sanitize all toys that have been played with **AFTER all children are gone.** This has to be done after **EVERY SERVICE.**
- Wipe down picnic tables with disinfectant wipes
- Make sure to put all the toys away after cleaning
- Take trash to the kitchen (so the room does not stink)
- Let the Nursery Coordinator know if RBC is in need of any more supplies (snacks, wipes, etc.) or if anything is broken or that might be a hazard to the children.
- **Monthly Cleaning List:**
 1. Bring all toys (that can be submerged in water) that do not have batteries or stickers into the kitchen. Fill the sink with **hot** water & add a cup of bleach to the water. Then submerge the toys & let sit for 15 minutes. Then drain the sink, rinse off the toys & put them out to dry. After they are dry put them away.
 2. Use the Clorox wipes to wipe down any other toys that are left.
 3. Use the Clorox wipes to wipe down all door handles, light switches, shelves, chairs, trash cans, etc.

Health and Safety

We appreciate our helpers and their desire to serve in children's ministries at RBC. For an extra measure of safety, please do not allow the youngest helpers to carry the babies and toddlers in their arms when they are walking around. Instead, please redirect and encourage them to be down on the floor playing with the children.

If a child has any of the following do not allow them in the nursery:

- Fever over 100 degrees
- Diarrhea
- Vomiting
- Contagious rash
- Cough or anything you may think is contagious

If a child becomes visibly ill during the service you must contact the parent(s) ***Immediately*** and (this is the only time) remove the child from the room and stand directly outside the door and wait for parents

If a child becomes hurt while in our care you must contact the Nursery Coordinator and then the

Nursery Coordinator will contact the parent(s).

- There must be an Injury Report filled out and filed in the office.
- There is a first aid kit located in each room

Emergency Procedures

Emergency procedures are posted in each room for Fire and Tornado (Severe Weather)

In case of an evacuation (for fire), staff will take children out the safest exit to the designated safe spot for each class.

- You may not release any child to anyone until you take roll call and head count to make sure you have all the children on your list.
- Then you may release the children to their parents if they have their **“Number”1**

In case of Severe Weather or Tornado you must take children to the safest inner area, which right now are the bathrooms.

FAQ's

What if I am not able to be in church on my scheduled Sunday? If you know ahead of time, please switch Sunday's with another teacher in your rotation. If that doesn't work, go to the substitute list, and lastly call Kim. If you are sick or if there is another short notice situation, you can email Kim Friday night, or call Kim after 7am Sunday morning, please try both 665-5983 and 665-5973.

How often or which dates will I be scheduled to teach? The schedule is prepared quarterly posted to the website at <http://www.ridgeviewbiblechurch.com/events/schedules> by Kim Lund 665-3983, ijklund@bbcwb.net. The admin team will call you a few days ahead of your scheduled date to remind you. It is usually once every 6 weeks, or twice a quarter.

What if my helper does not show up? Please check in with your scheduled helper when you arrive at church on your Sunday to teach, and if you can't find them see Kim.

How many children will I have? Our maximum capacity for the infants is 4 and for the toddlers is 6. If you have more than this number in your class, please send your helper to find Melissa Walendzik to help you, (or Kim Lund if Melissa is not available)

Dear Children Workers,

We just want to say thank you for all of your hard work. The only way we can have a successful children's ministry is with volunteers like you. God has blessed us with such great and faithful volunteers.

If you could please sign and date the bottom of this letter so that we know that everyone is on the same team with the new procedures.

Thank You Again & God Bless,

Ridgeview Bible Church
