

Providence Presbyterian Church

Midland, Texas



Nursery Ministry Handbook and Policies and Procedures Manual

Dear parents and volunteers,

It is our privilege at Providence Presbyterian Church to provide quality nursery care for children from birth to four years of age. We highly value our volunteers and the ministry they provide to children on Sundays. We also value our children and want to provide them an environment that is safe and nurturing so they can actively learn about the God who loves them.

At the same time, because we do love and value the children of our church, we also encourage the parents of our church to bring their children to participate in the corporate worship service at as early an age as possible. We take very seriously our covenant responsibilities to help parents raise their children in the fear and admonition of the Lord. One of the best ways that we can do this is by welcoming and encouraging our children to attend and participate in worship, even as Jesus received the little children unto Himself (Luke 18:15-17). We understand that each family situation and child is different, and that the provision of nursery care is helpful. Yet, we also desire that our parents feel the freedom to bring their children to worship that they may learn and grow in the faith and life of the church from an early age.

In order to provide protection, to not only our children but also our volunteers and Providence Presbyterian Church, some guidelines have been compiled in this manual. These rules will be strictly enforced. It is imperative that parents and volunteers know and observe the rules listed in this handbook.

We pray parents and volunteers will not find these guidelines too demanding, but rather, reflective of high standards for hygiene and care. Together, we will give quality care for any child associated with our nursery. After carefully reading this manual, please sign and date the acknowledgement page and email or personally return it to me. Volunteers please complete the background check consent form and return it with the acknowledgement page as well.

ABOUT THIS HANDBOOK

The purpose of this handbook is to provide nursery policies and procedures for parents and volunteers at Providence Presbyterian Church. Changes may be made from time to time without prior written or oral notice. All parents and volunteers are required to review the policies contained in this manual and sign the acknowledgement form that they have read and understand the material and agree to comply with policy requirements. All nursery volunteers must complete and sign the Background Verification Release Form.

VOLUNTEER CRIMINAL HISTORY CHECK

No person may serve with youth or children at Providence Presbyterian Church who has ever been convicted of any disqualifying offenses, been on probation or received deferred adjudication for any disqualifying offense, or has any pending criminal charges of any disqualifying offenses before a determination of guilt is made, including any person Who is presently on deferred adjudication.

Disqualifying offenses are as follows:

1. A felony or misdemeanor classified as an offense against the person or family or involves an offense against the person or family. Examples: Offenses against the person include, but are not limited to: murder, assault, sexual assault, injury to a child, and abandoning or endangering a child. Offenses against the family include, but are not limited to bigamy, incest, interference with child custody, and/or enticing a child.
2. A felony or misdemeanor classified as an offence against public order or indecency. Examples: Offenses against public order or indecency include, but are not limited to: prostitution, obscenity, sexual performance by a child, possession or promotion of child pornography, and disorderly conduct.

Each prospective volunteer shall give written authorization to Providence Presbyterian Church for a criminal background check by VeriFYI (the Volunteer Center of North Texas) pursuant to the Criminal History Information Act as adopted by the 73rd Texas Legislature and as amended from time to time (the "Criminal Information Act").

Providence Presbyterian Church may not keep or retain criminal history record information obtained under this section in any file. Criminal history record information must be destroyed promptly after the determination of suitability of the person to serve as a volunteer but in no case later than 30 days after having received the report from VeriFYI. Anyone authorized to have access may not share any information contained within a report with anyone unauthorized to receive said information, including the applicant. If someone is denied and they feel that the information included is wrong, they may see the criminal history transcript, but they may not have the transcript or copy of it.

Providence Presbyterian shall limit the number of people who have access to reports to only those Who have received VeriFYI training and approval; this should be limited to the Session and Nursery Supervisor. The Nursery Supervisor will keep the reports, until such time as the records are destroyed, and all Background Verification Release Forms, which are valid for three years, in a secure, locked location.

CHILD ABUSE

Providence Presbyterian Church supports and maintains a Zero tolerance policy against child abuse and neglect. It is against the law and against Providence Presbyterian Church policy for any volunteer, male or female, to physically, sexually, or mentally abuse or neglect any child. All volunteers shall immediately report to Nursery Supervisor, or in their absence a member of the Session, and document any incident of abuse they have observed. Any person making such a report shall keep the information strictly confidential. The supervisor shall provide a report including information regarding all relevant facts with respect to the incident of abuse to the Session for investigation and/or to report to local law enforcement.

VOLUNTEER/CHILD PROTECTION

To ensure the health, safety, and well-being of volunteers and children, Providence Presbyterian Church volunteers must follow these rules:

1. **Two Volunteer Policy** – There must be two volunteers in each nursery room during Sunday School and Worship Service unless there are no children in the designated room.
2. **Restroom Policy** – Volunteer should provide assistance to a child using the restroom only if the child is three years or younger or has special needs requiring extra assistance. Only female volunteers should provide this assistance.
3. **Physical Contact Policy** – Physical contact with a child in any form should be above reproach.

SECURITY PROCEDURES

Providence Presbyterian Church nurseries use the number I.D. tag system for security. A numbered I.D. tag will be given to the parent/ guardian. Parent/Guardian must fill out the label, place it on the child's back and keep the stub. When the service is over, parents should pick up their child as soon as possible. Parents must present the stub when picking up their child. Children are released to parents/ guardians only. If a parent/guardian loses the I.D. tag, the volunteer on duty must ask to see the adult's driver license. If the adult's relationship to the child can be validated, then the volunteer may release the child. In the case that the relationship to the child cannot be verified, then Nursery Supervisor or Pastor should be notified to make the decision to release a child.

HEALTH AND WELLNESS

Well Child Policy – In order to protect all the children and volunteers in the nursery, please do not bring a child who appears ill and/or has a contagious disease. Likewise, volunteers who are sick should not serve in the nursery. Volunteers have the authority to enforce the Well Child Policy by turning away any child that may appear to be sick, including but not limited to: any degree of fever, blisters, lice, vomiting, diarrhea, questionable skin rash, runny nose, eye/ear infections, cough that is deep or congested. Parents should contact the Nursery Supervisor as soon as it is known that a child could have a disease or illness that would require special disinfecting of one or both nurseries for use on the following Sunday. Parents should contact the Pastor if the Nursery Supervisor does not return your call or email within a reasonable amount of time.

Allergy Sensitivity Policy – Volunteers should check the I.D. tags on the children’s back to see if a child has a food allergy before feeding the children a snack. Workers should watch that toddlers do not “borrow” each other’s cups, bottles or pacifiers. Removable labels are provided for parents to mark their child’s possessions.

Diaper Changing Policy – Children still in diapers should have their diapers changed on an as-needed basis. Volunteers should check the child’s security tag to see if the parent has provided a diaper. If no diaper has been provided, the nursery is stocked with extras in a variety of sizes. To prevent the spread of illness or disease, parents and volunteers should utilize the changing pads to cover the changing area. Use the sanitizer available and clean the changing area, dispose of the diaper, and change the pad after each use.

Room Clean-Up and Departure Policy – It is the responsibility of the volunteers and parents to put away all toys and equipment used in the nursery area. Toys that have been inserted into a child’s mouth or touched with saliva-covered hands should be placed in the tubs labeled “Toys To Be Sanitized” for the cleaning person to disinfect during the week. Volunteers must remain in the nursery until a parent has picked up the last child or until relieved by another volunteer. Used crib sheets, burp cloths, Boppy covers, blankets and changing pads should be placed in the tubs labeled “To Be Washed”.

NURSERY SCHEDULE

The nursery schedule is made every six weeks. Volunteers should mark their personal calendars ahead of the date and time scheduled. If a volunteer is unable to serve on the date or time scheduled, the person should trade with someone else on the schedule or call the Schedule Coordinator as soon as the conflict is known. The Schedule Coordinator should be notified of any schedule trades.

FACILITIES AND SUPPLIES

Cleaning supplies, snacks, diapers, toys, and linens are provided. Cleaning supplies, extra supplies and snacks are located in the black metal storage container in the Toddler Room. If a parent or volunteer notices the need for supplies to be purchased, the Nursery Supervisor should be notified and the supervisor will replenish them. In the same manner, the Nursery Supervisor should be notified if there is something in one of the nurseries that needs to be removed or fixed, such as toys or nursery equipment.

Use of Facilities Other Than Sunday Morning Policy - If one or both of the nurseries are used other than on Sunday morning, the rooms should be returned to the condition they were found in (or better). User should adhere to the Room Clean-Up and Departure Policy. To limit wear-and-tear in nurseries, use of nursery should be limited to the children in which the rooms were designated to serve (birth to four years old).

Providence Presbyterian Church
Nursery Volunteer
Job Description

Service Title: Nursery Volunteer

Ministry Purpose: The nursery volunteer's role is to provide safe, secure, nurturing, clean, and efficient care to Providence Presbyterian Church children. The volunteer's ministry responsibilities include playing with the children or directing play, reading to them, praying for each child, and exhibiting Christ-like patience and love.

Service Expectations:

- Arrive 10-15 minutes before scheduled time.
- Pray! Pray! Pray! Pray individually for children as they play, listen to the story, and for the other caregivers as you work together.
- Oversee the check-in process. All children should have a completed I.D. security tag on their back and the matching stub given to parent/ guardian. All cups and bags should have a removable label placed on them as well.
- Oversee the checkout process. Parent will need ticket stub to claim their child. If they don't have the matching stub, proper identification or approval from Nursery Supervisor or Pastor should be sought before child is released.
- Clean and straighten the room after the children leave.
- Report any concerns or ideas for improvement to the Nursery Supervisor.

Interacting With Parents:

- Always smile (even when you are tired).
- Always tell the parents about any diaper changes, feedings, or incidents.
- Always follow receiving and dismissal procedures.

Teaching Little Ones:

- Integrate the Biblical truths into the activities the children are doing. Take advantage of every opportunity to make the truths "real" to the children, repeating them over and over, applying them to anything normal around them. Example: "Do you see the elephant in the puzzle? God made elephants. What else did God make? God made everything!"
- Your role is to read the children a short Bible story or lesson each week. It is important to be able to express excitement, energy, and love for God's Word when sharing the story and its principle. It is to be taught as truth, not just a story.

**Providence Presbyterian Church
Policies and Procedures
Statement of Acknowledgement and Agreement**

I acknowledge that I have received and read a copy of Providence Presbyterian Church's Nursery Ministry Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines during my nursery use or service.

I understand the manual may be modified, and that any guidelines may be amended, revised or eliminated.

I understand it is my responsibility to review new guidelines that may be created and distributed.

For Volunteers Only (Please initial):

_____ I understand that, if the responsibilities I am assuming involve contact and/or interaction with minors, a condition for accepting the responsibilities is that I am not one who has ever, or currently abuses minors, including, but not limited to abusing them sexually.

Signature (Required of both parents and volunteers)

Date

Printed Name

Nursery Supervisor

Date