



NURSERY POLICIES

Safe Sanctuary: Your child's safety is our top priority at all times. Covenant's Safe Sanctuary policy is designed to set policies and procedures for guaranteeing the safety and well-being of your child and/or youth of Covenant United Methodist Church. A copy of our policy may be obtained in our church office, downloaded from covenantum.org/children or from the Director of Christian Education.

Background checks have been completed on all of our nursery caregivers. All nursery staff have been CPR certified and are governed by our Safe Sanctuary policy. If, at any time, you have questions or concerns about our nursery, please contact Lynley Jones, Director of Christian Education at christianedcumc@gmail.com or 337-981-2088.

General Nursery Policies: A nursery registration form must be completed for each child so that we have the necessary information regarding your child's needs. Nursery services are available for Sunday worship from 8:45 AM until 12:30 PM. Our nursery is open 15 minutes prior to regular scheduled services and on-campus activities.

Nursery Check-in/Check-out: Your child will be safe and secure in our nursery. For the safety and ease of separation for all of the children in the nursery, no adults are allowed in the nursery. The drop off/pick up point will be the nursery door.

There is a sign-in/sign-out sheet at the door of the nursery. Please register your child's attendance on the sign-in sheet *every time* your child visits the nursery. Please indicate any special instructions, such as food allergies, that may help us care for your child. Remember to indicate if anyone other than the parent/guardian that signed them in will be signing them out of the nursery. ***Children will only be released to a properly identified and pre-authorized adult.***

A primary cell phone number must be provided to the staff when the child is dropped off at the Nursery. Parents/guardians must provide their location on campus during the time the Nursery services are being rendered.

Separation Anxiety: It is common for children in the nursery to suffer from separation anxiety. It is common for a child to cry when you leave. Please tell your child “goodbye” when leaving him or her in our care and exit the nursery area. Please do not linger. Your child will be able to adjust much more easily/quickly if goodbyes are done in a brief manner.

Normally, the child will calm down in less than 15 minutes. If, at that time, your child continues to be upset with no sign of calming down, nursery caregivers will contact you by cell phone. If there is no response, a caregiver will come and find you. If you would like to receive a text about your child’s emotional state, please let the staff know.

Parent Responsibilities: Please make sure that all items belonging to your child are labeled properly. *We ask that you include the following items in the child’s diaper bag:*

- Disposable diapers
- Plastic bottles and/or drinking cups
- Change of clothes
- Pacifier
- Blanket
- “Security” item, if needed (please do not bring toys from home)

Sick Babies and Illness: The Covenant Nursery Policy protects children and staff who are well. Please do not bring your child to the nursery if he/she is showing any signs of illness. If your child has any of the following symptoms, please keep them home so that they can get adequate rest. This is also imperative to their good health and a faster recovery.

- Fever
- Vomiting
- Diarrhea
- Yellow/Green Mucus Drainage
- Excessive Clear Mucus Drainage/Coughing

These symptoms must not be present for 24 hours, without the use of medicine, before bringing them to the nursery. If any of these symptoms occur while in our care, we will notify you at once.

- Please have all open sores covered by band-aids or gauze.
- Nursery caregivers are not allowed to administer medications of any type.

Covid Mitigation: A copy of our COVID19 Mitigation Policy can be downloaded from covenantum.org/children. The COVID Mitigation Policy is updated and monitored according to CDC guidelines.

Hygiene Policies: We will do our very best to keep your child healthy while they are with us. We take great care to ensure a germ-free environment.

We take the following precautions to reduce the spread of illness and germs:

- Hand washing: includes sanitizing hands before feeding times, after diaper changes, and after handling any contaminated items
- Nose Wiping: children's noses are wiped as needed. We do not require disposable gloves; however, hands must be sanitized immediately afterwards.
- Disinfecting Surfaces: at the end of each nursery session, all surfaces will be disinfected with an antibacterial disinfectant and air dried. All toys, tables and other equipment will be disinfected after each session.

Diaper Changings: Our diaper changing table's surface is cleaned frequently and precautionary measures are taken to prevent the spread of germs. Staff members always wear new, latex-free gloves when changing a diaper.

- Each child is checked hourly for wet or soiled diapers. We attempt to return each child to his or her parents in a clean diaper.
- Parents should provide diapers or a change of clothing if the child is toilet training.
- Staff will use church provided wipes unless parents provide a necessary alternative, due to allergies.

If your child is in the process of toilet training, please provide a change of clothes including socks and shoes in a zip-lock bag with your child's name on the bag.

Food Policies: Babies will be fed pre-measured formula, milk or juice as provided by the parent. All bottles should be ready for feeding, labeled and capped. Please send drinks in plastic bottles or cups with the child's name clearly on them.

If your child has any food allergies, please be sure to notify caregivers upon check-in and on the registration form.

Keeping in Touch: By all means possible, Covenant's Nursery staff will work with parents/caregivers to establish a method of emergency contact. Covenant Children's Ministry asks that every child's parent/guardian be able to be notified by cell phone.

Should the need to notify the parent/guardian about a change in their child's situation arise (fever, illness, long-term crying, etc.), nursery staff will text or voice mail a "come to the nursery" message to the parent/guardian's cell phone. If the parent/guardian does not have text messaging, a voice message will be sent to the primary cell phone number.

At the discretion of the Director of Christian Education, if the parent/guardian does not have cell phone service, the Nursery workers can authorize a secondary notification procedure.

Comments/Questions: Feedback and suggestions are welcomed! Any ideas you have to improve our Nursery Ministry would be gladly received. Please email christianedcumc@gmail.com or call Lynley Jones, Director of Christian Ed at 337-349-7276.