

## **NURSERY POLICIES AND PROCEDURES (September 2020)**

PGBC provides a safe, secure, comfortable, and happy environment for children ages birth to three years old. Parents can participate in church programs without being concerned about the care of their children. The PGBC Nursery goes beyond the physical learning of a child's life by promoting a developmental environment that concentrates on the emotional, spiritual, and social aspects for each child. All nursery workers must have completed the Child Protection Policy Training and submitted to a background check.

### **Policies/Procedures**

- Children are to be cared for by an adult 18 years old or older. Children are to remain in the direct supervision of an adult caregiver at all times.
- Children are to arrive and leave the nursery with a parent or responsible adult appointed by the parent. Exceptions: If a child becomes ill, parents/guardian will be notified. If the illness is suspected to be communicable, i.e. vomiting, elevated temperature, etc., the child will be removed from the immediate area by a caregiver until parents arrive. Nursery personnel will administer no medication without written permission from the parent.
- People, who desire to see a new baby or other children, will wait outside the nursery area until the parent exits the nursery with child.
- Parents/guardians must provide the nursery staff with information concerning the needs of the child. Such information must include: allergies, health problems, feeding schedule (feeding schedule should be written on board outside classroom), and preferences regarding well-being of child.
- Latex gloves, wipes, Kleenex, appropriate cleaner, etc. are supplied by the church and placed in each classroom.
- *Housekeeping:* All toys must be stored in designated areas before caregiver leaves his/her assigned area. Table and counter tops should be wiped after each service. Toys that are used should be wiped with antibacterial wipes before placing on shelf. Cups must be washed (coffee pot if used) and all trashcan contents taken to outside trash bin. If baby beds are used, sheets must be placed in laundry basket along with burp cloths, bibs, blankets, etc. These are washed and returned by a volunteer or the director. Play dough, crumbs, and any trash should be removed from floor. A battery powered carpet sweeper is located in the kitchenette for this purpose along with a mop for spills.
- *These policies/procedures are to be followed each time a child is left in the PGBC Nursery: Sunday, School, Morning Worship, Wednesday Evening Service, and Special Services.*