



Children's Ministry

NURSERY PARENT GUIDE



GRACE
COMMUNITY CHURCH

Note from Children's Ministry

Hello Parents,

We want you to know what a great blessing it is for us to serve you. The biblical responsibility of evangelizing our children, encouraging our families, and edifying our servants is one we take very seriously.

If you have any questions, comments, or suggestions, please call 818-909-5631.

In Christ,
Children's Ministry



Purpose of the Nursery

Our nursery exists to serve parents and children. We serve parents by providing excellent childcare during ministry events so that parents can devote their entire attention to worship. We serve children by providing a safe and enjoyable environment where Christ and His Word are exalted. Please let us know how we may better serve you and your child during his stay in the nursery.



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What to Expect

The nursery at Grace Community Church is a safe and loving environment for your child from infancy through three years old. You can expect your child to receive excellent care during his stay in the nursery. Our mission is simple: To serve you and your family so that Christ is glorified and you are encouraged.

Each day our nursery prepares age-appropriate Bible lessons, songs, prayer, hands-on activities, and snacks for your child. Each room is well-stocked with age-appropriate toys and furniture. There is a nurse on duty on Sunday morning and evening, as well as Wednesday evening.

To help us serve you better, we've also adopted the following policies.

- The nursery opens 15 minutes before services.
- Worker-to-children ratios
 - Birth–5 months: one worker for every three children (ideal)
one worker for every four children (max)
 - 6–13 months: one worker for every four children (ideal)
one worker for every six children (max)
 - 14–29 months: one worker for every six children (ideal)
one worker for every nine children (max)
 - 30 months–3 years: one worker for every eight children (ideal)
one worker for every twelve children (max)



- No food will be given to children with identified allergies (unless otherwise instructed).
- A medical release must be on file for every child using an Epi-pen.
- We will make every effort to engage an unhappy child through activities and attention. If a child is inconsolable (10 minutes of non-stop crying), we will contact his parent.
- Medications will not be given by our nursery workers. Please do not put any medications in your child's bottle.
- We have a zero-tolerance policy for inappropriate contact of any kind.

The following, additional policies apply to men serving in the nursery.

- Men will not carry a child around the nursery for extended periods, but just long enough to provide comfort for those who are crying before putting them down. (Exceptions will be made for infants.)
- Men will not allow children to sit on their laps, but will have children sit next to them on the floor while they play or read to them.
- Men will not provide piggyback rides, place children on their shoulders, or be involved in wrestling or roughhousing.
- Men will not change diapers or go into the bathroom with any child; only women may change diapers or assist children in the bathroom.



Your Child's Health

We desire to provide the safest possible environment for your child.

Therefore, we operate a well-baby nursery. For the protection of all the children in our ministry, we ask that you keep your child out of the nursery if he displays any of the following symptoms.

- Runny nose
- Cold (symptoms in last 24 hours)
- Fever
- Rash
- Persistent cough
- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Pink eye (conjunctivitis)
- Communicable diseases (like chicken pox)
- Any other sign of illness

If your child has non-contagious symptoms, please obtain a note from your doctor to help us properly care for him as well as others. Thank you in advance for helping us keep our nursery a healthy environment for all.

At times children will become ill suddenly. Should your child exhibit any signs of illness, we will isolate him from the other children and contact you immediately. We will also notify the nurse on duty if we feel your child would benefit from additional care.

Severe Allergies

If your child has allergies or uses an Epi-pen, please notify the Sunday School teacher in his classroom. They will inform you of our severe allergy policy and procedure.

Accident/Injury Procedure

1. Isolate child
2. Call Nurse
3. Text parents
4. Complete incident report

If your child has allergies or uses an Epi-pen, please notify the nursery supervisor in his room. This information will also appear each week on your child's identification tags when you check him in at the Children's Center.

The health and well-being of your child is very important to us. That is why we strive to make our nurseries the cleanest rooms in the church. Listed below are the steps we take to ensure the cleanliness of the nursery. If you see something that needs attention, please let us know.

- All hand toys are cleaned with disinfectant weekly and after any event.
- Crib sheets are changed after every use.
- All spills are cleaned up immediately.
- Workers use disinfectant to sanitize their hands after each diaper change or wiping a nose.
- Non-latex gloves are provided for nursery workers' use.
- The nurseries are cleaned weekly and after each event.

Classroom Evacuation

- It is imperative that parents stay on the church campus while their child is in Sunday School. Parents need to be readily available in the event of an emergency.
- Should an emergency occur and an evacuation be necessary, all children will be escorted by Children's Ministry volunteers to the southeast corner of the parking lot. In the event of an evacuation, parents may go to the southeast corner of the parking lot to pick up their children. Each classroom will be identified with individual signs marking the room number, class division, and alphabet breakdown.
- In an effort to protect the children, please keep in mind that normal checkout procedures will apply. Please be patient as we work for the safety and security of the children.

What to Bring

When packing a diaper bag for your child, please include the following items.

1. Two or three diapers and wipes.
2. Pacifier or blanket, should your child need it for comfort.
Please include a pacifier attachment so that the pacifier cannot be easily shared with others.
3. A complete change of clothes.
4. A bottle of milk, formula, juice, or water. Please mark all personal items with your child's first name before coming into the nursery. Please note that if you bring in a bottle of breast milk, you will need to come back and take your baby out to feed him.



Snacks

Please note that Children's Ministry strives to be a peanut-free zone. Cookies are served to all children unless otherwise requested. A list of ingredients can be found in each room. If your child has a food allergy, please inform the room supervisor when you drop him off. If you would rather your child not partake of our cookies, please notify the room supervisor and provide an alternate snack (finger food). We will be happy to feed your child the snack you provide.

Snacks are provided for children 14 months and older. If you choose to bring your child a snack, please avoid snacks with nuts. If you would not like your child to have a snack, simply inform the Sunday School teacher of your desire.

Nursery Check-In and Pick-Up

You will check your child in at the Children's Center before dropping him off in the nursery. Once checked in, please put one of the identification tags on your child in a visible location. Another tag may be used to label any personal items. Please label all of your child's belongings.

Once you arrive at the classroom, the room supervisor will greet you and will help you complete the check-in process. The room supervisor will receive your diaper bag and any other personal items. The name tag, bag tag, and roster tag you receive at the Children's Center all contain information vital to caring for your child. If there is any additional information that will help



us care for your child (e.g., feeding times, sleeping times, potty trained, etc.), please write it down on the “Notes” section of the roster. If your child needs you during the service, you will receive a text message on your cell phone. **Please keep your phone on vibrate during the service.** If you do not have a cell phone, you may request a pager from the room supervisor.

When you check your child in at the Children’s Center, you will also receive a security tag. You must present this tag when you return to your child’s classroom after the service. After the room supervisor verifies that the security code on the child’s name tag matches your security tag, we will return your child to you. You are free to give your security tag to another person (16 or older) to pick up your child, if needed. We are very careful to release a child only to the person with the correct security tag. You are responsible for who has your child’s security tag!

Please do not reach over the counter or gate to pick up your child before the nursery supervisor checks him out.

Please make sure that you have all of your child’s personal items before you leave the classroom. Lost and found items will be kept on the counter of each room for pick up the following week. Please call 818-909-5633 for additional help.

Please consider those volunteering in the nursery and pick-up your child within 15 minutes of the close of the service.

It is imperative that you not leave the church campus while your child is in our nursery. You need to be readily available in the event of an emergency.

More information about the check-in/pick-up process is provided in the Children’s Ministry Kiosk Guide.



Saying Good-Bye

After your child has been checked into his room, simply wave a quick good-bye and leave for the worship service. It is normal for little ones to cry when a parent leaves. This does not usually last long, and separation becomes easier as you develop regular attendance routines. Our leaders will immediately try to create interest in a toy or activity and give assurance that you will return after the worship service. If we are not able to console your child after an extended period of time (10 minutes of non-stop crying), we will contact you.

Behavior/Discipline

Behavior issues will be handled with gentleness and grace. We will not punish (physically, verbally, or emotionally) children for disobedience. Correction will only be given to maintain classroom safety and order. If we are unable to control your child, or his actions are threatening the safety of other children, we will contact you during the service.



Nursing Mothers' Room

The nursing mothers' room is located in the Brides' Room (C122), behind the Chapel. Please do not bring your stroller into the room with you, as space is limited.

Promotion to Sunday school

Three-year-olds who are potty trained are promoted to Sunday School at regular intervals throughout the year.

Parent Dedications

Parent dedications are offered three times a year. This is an opportunity for parents to commit themselves to raising their children according to biblical principles. Please contact the Children's Ministry secretary at 818-909-5631 for more details or if you are interested in participating.





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