All Saints’ Episcopal Church

All Saints’ Nursery Policy   
Rev. Approved 3/03/2022

**Welcome to All Saints’ – We’re so glad you’re here!** At All Saints’ it is our goal to provide a safe environment, a place to nurture and support our children's spiritual formation. The following policies and procedures aim to maintain this environment through practices that will benefit the families of our church body. We serve all families, regardless of race, social, economic or LGBT status and care will be taken to accommodate all children’s special needs. All our childcare workers have been trained in child abuse prevention and have had full background checks. ***If you have questions or concerns, please contact our Family Director Melissa Simpson*** [***mleasimpson@gmail.com***](mailto:mleasimpson@gmail.com) ***or Bill Parton at*** [***wparton@atu.edu***](mailto:wparton@atu.edu)

**Part I. Guidelines for Nursery**

1. Childcare is provided in the nursery from 8:45 AM-12 Noon on Sundays for children aged 0-5 years. There may be additional times childcare is needed for special events. Sufficient notice will be given to see if childcare provider and volunteers can be present.
2. Parents must sign children in and out of the nursery and, if possible, leave a cell number so that nursery care providers may call or text in case of concern or emergency.
3. At least one parent/guardian must remain on the church campus while their child is in the nursery.
4. Parents are also encouraged to inform all childcare workers of any special needs (including allergies, autism, behavioral challenges or other medical conditions). Do let us know of any special concerns you have regarding your child, and we will do our best to help.
   1. Parents and childcare providers are asked to be considerate of the health of childcare providers and children in the nursery. Parents are asked to keep sick children (if they suspect the illness to be contagious) We ask that children be free of fever, diarrhea or vomiting for 24 hours. Volunteers are asked not to serve in the nursery when they are sick.
   2. If a child becomes sick while in the nursery, parents/caregivers will be asked to take the child home.
   3. Diaper bags, sippy cups and bottles should be labeled with child’s name, phone number, and parent’s name.
   4. No outside food is permitted in the nursery, except for bottles of milk/formula. All bottles should be premixed and poured by the parents. A midmorning snack will be provided to the children.
5. To ensure the safety and well-being of all our kids, there are a few simple ground rules for behavior in the nursery:
   1. No running or rough-housing in the nursery or classrooms;
   2. Children are asked to treat toys, books and other classroom materials with respect;
   3. No violent (including pretend weapons or fighting) or inappropriate language;
   4. Children will be expected to be respectful of others (other children and childcare providers and volunteers).
   5. Incidents will be documented with a report by the childcare provider or volunteer. Reports need to immediately be given to the Family Director and discussed with parent/caregiver to resolve any issues.
   6. Childcare providers and volunteers are mandated reporters and will also be required to make necessary reports to the Arkansas Child Maltreatment hotline, 1-800-482-5964 if necessary. An incident report will be required for every hotline call.

**If behavior is a problem the parent/caregiver will be texted to retrieve their child until they are able to play calmly. If they are unable to return and play calmly parents/caregivers will be asked to keep their child with them during the remainder of the service. Thank you for your cooperation with this.**

1. Diapering and Restroom Policies
   1. Diapering should be done only in the diapering station in the nursery and in close proximity to the other care provider(s).
   2. It is not appropriate for diapering to occur behind closed doors or isolated areas.
   3. Never leave a baby unattended on a changing table.
   4. Caregivers must wash hands before and after diapering a child.
   5. A provider or volunteer must accompany all children age 2 though kindergarten to the rest room, assisting the child only if necessary but otherwise not going in the rest room with the child and leaving the door open.
   6. Place all diapers in diaper pail. Empty pail after each Sunday to trash outside.
2. Fire Safety
   1. A diagrammed fire escape route is posted in the nursery. The location of the gathering point is clearly marked.
3. Severe Weather
   1. A diagrammed severe weather route is posted in the nursery.
4. Nursery Furnishings
   1. Any donations to the nursery should be approved by Melissa Simpson.
   2. After every use of the nursery, wash the crib sheets in hot water with a small amount of bleach and dry them on a hot setting.
   3. Wipe bed rails with a mixture of 1-part bleach to 10 parts warm water. Use this same mixture to clean toys, changing table, etc.
   4. Use disposable changing pads on the change table and discard pad after every diaper change. If disposable pads are not available, wipe down changing pad with sanitizing solution/spray after each diaper change.
   5. Regularly disinfect toys that have batteries with a with cleaning spray after each Sunday. Air dry the toys. Other toys should be placed in a plastic tub and left to soak overnight with bleach. Check for broken parts and throw away any broken toy.
   6. Clean any chairs, tables, etc that children sit in.
   7. The refrigerator needs to be cleaned weekly. All items need to be marked with date.
   8. Caregivers should wash their hands before and after changing diapers, or any use of the rest room facilities. Gloves need to be worn when handling food.

**Part II. Guidelines for Childcare Providers**

1. Volunteers: To ensure a safe and secure environment for our children, we ask that those who volunteer in our children’s ministry meet the following basic requirements:
   1. Be at least 15 years in age.
   2. Be an active member at All Saints’ for a period of at least 6 months
   3. Complete a state background check with Praesidium.
   4. Complete a Central Registry check.
   5. Complete the Safeguarding God’s Children training online with Praesidium Academy. This program is provided from The Episcopal Church.
2. Paid childcare providers must:
   1. Fill out an application and provide references
   2. Complete an interview with the Family Director and representative from the church.
   3. Complete a background check.
   4. Complete a Central Registry Check.
   5. Complete the Safeguarding God’s Children training online with Praesidium Academy. This program is provided from The Episcopal Church.
   6. Sign Acknowledgement and Code of Conduct forms.

\*It is the rector’s responsibility to give final approval for all childcare providers (and hence, to ensure that those who work with our children have met the foregoing guidelines).

1. There should be at least two unrelated childcare providers, at least one whom is 18 years of age or older present with children at all times. Depending on the number of children present, a volunteer from the church body may be necessary. We will have no fewer than 1 adult for every 4 children in the nursery.
2. Providers and volunteers should be active, take initiative with children and interact with them. This is not the place to sit back and “watch” the children. Providers and volunteers are expected to model for the children kind and loving Christian behavior.
3. Childcare providers are asked to be mindful about choice of language and topics of conversation when in the presence of children. Please be sure your words are appropriate for the ears of small children.
4. Providers or volunteers will not give medicine to children.
5. Providers and Volunteers should not make or receive personal calls, texts or visits while on duty, except in cases of emergencies.
6. Childcare workers should arrive at 8:45 am unless otherwise arranged with the clergy or Family Director.
7. A volunteer may be asked to serve if there are more than 8 children present in the nursery or if a regularly scheduled worker does not show up.
8. We ask that childcare providers (both paid and volunteer) help us with the work of keeping our childcare space organized, clean and inviting. Please be sure that you leave the room clean and tidy. If there are none, or very few children present in the nursery, please use this time to organize and sanitize any toys used and the furniture in the nursery space. Cleaning materials are available for this purpose.
9. Childcare providers and volunteers are asked to give 48 hour notice if they cannot work/volunteer for their shift.
10. Childcare providers are required to turn a sign in sheet each Sunday to our office, detailing who was present, hours worked, activities, and supplies needed for the following Sunday.
11. To provide our children with a warm welcome, love, and living out our baptismal covenant, our paid childcare providers have been charged with the responsibility of directing classroom/nursery activities. Volunteers are asked to assist in the work and, where necessary, to be willing to take the lead.
12. Caring for Children with Special Needs
    1. Don’t be afraid to ask straightforward questions regarding the special needs of a child. Ask what activities they enjoy, what activities should be avoided.
    2. Determine if the special needs are so great that you cannot provide quality care to the child. Find out if there are any special equipment needs.

All Saints’ Nursery Policy Acknowledgement Form

This form is to be completed and returned Melissa Simpson.

I have read and understand the policy requirements for the All Saints’ nursery.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Parent/Guardian/Provider or Volunteer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Child(rens) Names

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Reviewed By Date