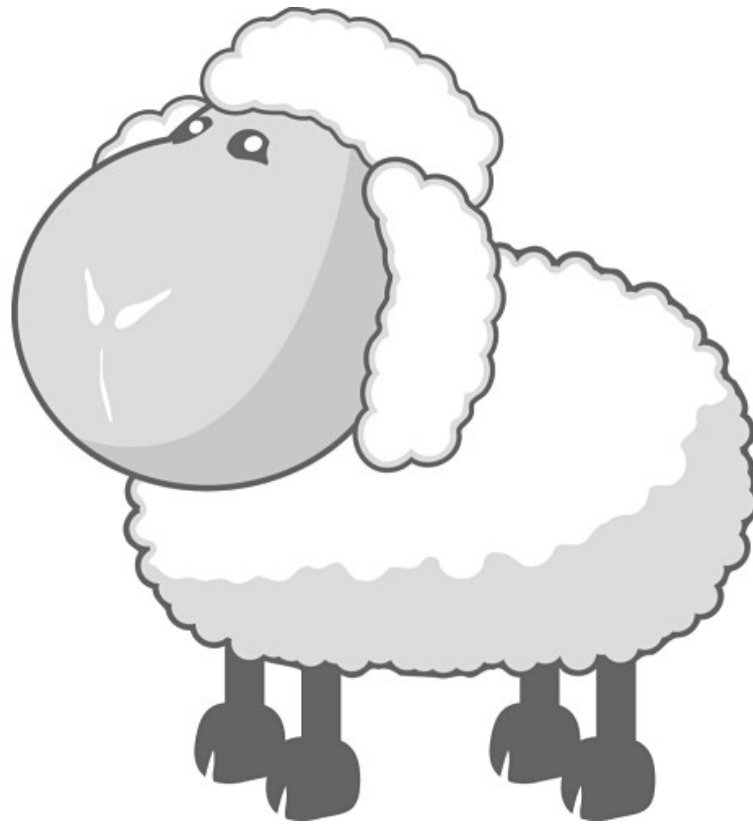


# **Nursery Guidelines and Information For Parents**



**Immanuel Presbyterian Church**  
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520-296-2253  
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## Welcome to our Nursery!

We welcome you and your children to our church. It is the goal of Immanuel Presbyterian Church to provide a safe, comfortable and nurturing environment for your child. We want you to feel secure about your child's well being while you attend services and activities at Immanuel.

Please take the time to read the following guidelines. This short booklet will answer most of your questions and introduce you to the policies we have put in place to safeguard all of the children in our care. Your understanding and cooperation are deeply appreciated. Please let us know if you have any comments or questions.

## Nursery Team

The goal of the Immanuel Presbyterian Church Nursery is to offer quality care for your child while you attend church functions. Each Nursery Staff member maintains current CPR and First Aid training. Our nursery team consists of at least one adult Nursery Staff in each nursery and one or more adult or youth volunteers in addition. If there are fewer than two childcare providers in each nursery, the adjoining door between the two will be left open. All Nursery Staff/volunteers are trained to be familiar with the nursery facilities, IPC childcare policies, and child safety. They also strive to make your child's earliest church encounters loving and nurturing experiences.

## Infant Nursery

This nursery is available for newborns to 12 months (or until they are able to walk) during our Sunday morning services. During weekly Bible Studies or church events the infants may be combined into the Toddler Nursery, depending on the number of children present. The Infant Nursery is staffed only with women so that nursing moms can feel comfortable to use this nursery with some privacy to nurse their babies during services. The minimum age for volunteers to help in this nursery alongside adult staff is 16.

## Toddler Nursery

This nursery is for walkers to age three. The toys and activities in this room are tailored for children this age, including centers such as a play kitchen, reading corner, building blocks, dress up, toy animals for creative play, etc. There is also an adjoining bathroom to accommodate children who are potty training. The minimum age for volunteers to help out in this nursery alongside adult staff is high school freshmen.

The fall quarter after a child turns three is when children are encouraged to stay with their parents for the beginning of worship until the Children's Sermon, after which they are invited to participate in Time Together (for children ages three to first grade) for the

remainder of the service. Sunday School is also available for children age two and older during the Sunday School hour. You may take your three-year-old child from the nursery to Sunday School in Room 3 or vice versa, depending on which service you attend.

## Nursery Availability

The nurseries are available for all worship and Sunday School services. The nurseries will begin accepting children 15 minutes prior to the scheduled start of the service or Sunday School. Please pick up your child as soon as the service or Sunday School concludes. The nursery will close at 11:15am on Sunday morning if no children are signed into the room.

When there are additional gatherings or church functions, the nursery is available on an as-needed basis. If the church function is family oriented, such as a potluck, you are encouraged to have all of your children with you. For such functions as congregational meetings or evening Bible Studies, the nurseries will be available to you. If you are unsure whether childcare will be provided at a function, please call the church office to inquire about or request childcare.

## Check-In/Out Procedures

There is a child sign-in sheet at the front of each nursery. Please make sure you fill this out each time you drop off your child and include any special instructions for the staff. You may also take a pager with you. Please sign out when you pick up your child. We also ask that you fill out a Church Child Registration Form (even if you are a visitor) and keep it updated as needed.

It is common for children in the nursery to suffer from separation anxiety. Please tell your child “good-bye” when leaving him or her in our care and exit the nursery. It is not unusual for a child to cry when you leave. Normally, the child will calm down in just a few minutes. If your child continues to be upset for 10 minutes (or less by your request) with no sign of calming down, a nursery staff member will page you or come and get you.

Both of our nursery doors have windows next to them. Please feel free to peek in on your child during the service. We do ask that you try to not be noticed by the children when you do so as it may cause them to become upset when you don’t come in to play with them.

Children are released only to their parents (or guardians) unless the parents inform the nursery staff otherwise.

## Child Illness

If your child becomes ill or injured during their time with us, one of the nursery staff will page you or come and get you. For the health and safety of all children and nursery staff and the peace of mind of our children's parents, children who have had the following symptoms within the last 24 hours will not be admitted to the nursery:

- a. Fever
- b. Diarrhea
- c. Vomiting
- d. Yeast Infection, thrush
- e. Impetigo (infected wounds), boils, untreated ringworms
- f. Runny nose with green or yellow mucus discharge
- g. Communicable eye infections, conjunctivitis (pink-eye)
- h. Contagious skin rash
- i. Cough, croup (except in the case of allergy)
- j. Any symptom of usual childhood disease such as mumps, measles, chicken pox

\*Both nurseries are cleaned and sanitized regularly to help reduce the spread of germs and illness.

## Medication

Our nursery staff may not dispense any type of medication to your child. If your child requires medication, please come to the nursery at the appropriate time to administer it.

## Feeding

Food allergies are important to us. If your child has food allergies, please note this on the sign in sheet. For the safety of your child, we ask that you also specifically tell one of the nursery staff that your child has food allergies so that all nursery staff will be aware. The staff keeps on hand simple snacks such as animal crackers for the children. Feel free to request to check the labels to make sure the current snack is okay for your child. We do maintain a nut-free nursery and we ask that parents do not bring any snack containing nuts at any time.

## Diapering/Potty Training

Our staff maintains a clean and dry diaper for your child when in the nursery. They follow sanitary protocol in diaper changing, including using a non-porous surface that is sanitized between each changing. Please let the staff know if you have any special requests such as applying diaper rash cream or if your child is potty training and how often he/she needs to be taken to the potty.

## Essentials Bags

Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the parent or child (labels are available in the nursery). All of the items in the bag should also be clearly labeled with the name or initials of your child. If you have any special items that your child may need, please point them out to the nursery staff.

Your essentials bag may need to contain the following items:

- a. All items required for a change (diaper, creams, ointments, salves, wipes, etc.)
- b. Extra diaper(s)
- c. Bottle/formula, or cup if needed
- d. Pacifier (clip on type is preferred) or another item your child may find comforting
- e. Change of clothes
- f. Snack if there is something particular that your child will need to eat during his/her time in the nursery besides the regular snack provided by the nursery.

## Comments, Questions and Concerns

Please feel free to contact us to address any and all comments, questions, and/or concerns you may have regarding the Immanuel Presbyterian Church Nursery program. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have!

## Contact Information

Immanuel Church Office: 520-296-2253

Nursery Director: Grace Kelly

Email: [nursery@immanuelpc.org](mailto:nursery@immanuelpc.org)