

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Nursery Committee	Policy Number 028	Page: 1 Of: 3
Yearly Elected Committee Members	Date of Review/Revision: 10/29/2017	Level of Revision: 4

### I. Purpose

The Nursery Committee serves to provide care for children from birth to age two.

### II. Definitions

Nursery Committee – is composed of members of Flat Springs Baptist Church selected by the Nominating Committee and approved by the Church membership.

### III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. The head of the Nursery Committee sets the schedule for the parents/volunteers at the beginning of the church year for the entire church year.
  - a. List is posted in the nursery
  - b. Copy is given to church secretary who prints in the church bulletin weekly
- C. There are to be two Sunday School teachers in the room during the Sunday school hour and two teachers (parents/volunteers) during the worship service hour.
  - a. There should be one alternate assigned 18 years or older available during worship service.
- D. There should be at least two adults over the age of 18 years in the room. Any child under the age of 18 years in the nursery should be accompanied by their parents only on their assigned Sunday.
  - a. Any child under the age of 18 years should not hold, handle, or care for infants/toddlers.

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- E. A telephone is to be kept in the nursery at all times in case a 911 Emergency needs to be placed.
- F. The bathroom door and the nursery door must be kept closed at all times.
- G. A picture of each child is made and kept in the room in case of an emergency.
- H. Each child is to have their own storage space to hold their diaper bag, personal belongings, etc.
- I. Crib sheets and blankets are provided and should be changed after each use. They are to be placed in the appropriate dirty clothes hamper for washing.
- J. The diaper changing area must be wiped down with a sanitizer after each diaper changing.
- K. Dirty diapers must be disposed of in the bathroom and hands should be washed after each diaper change.
- L. The nursery toys/books/videos are to be put away after each use (i.e. the room is to be cleaned up).
- L. The Nursery Teachers/Volunteers are to remain in the room until every child is picked up by the appropriate parent/guardian.

#### IV. Responsibilities

- A. The responsibility of the parents/volunteers is to find a substitute if they cannot make their assigned Sunday to keep the nursery.
- B. It is the responsibility of the parents and teachers to make sure an "Information Card" is completed on each child that uses the nursery. This card is important because it lists the child's medical issues/concerns (i.e. allergies).

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- C. It is the responsibility of the parents to have a cell phone which will allow text messages in case of a need that may occur with their child during the Sunday school hour or the worship service.
- D. It is the responsibility of the parent to notify the nursery volunteers of any medical concerns of their children.
- E. The responsibility of the parent is to provide the diapers and bottles of water needed during the child's stay in the nursery.

V. Related Documents

VI. Supersedes Document

### Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 6-13-04	
1	9/11/11	Nursery Committee
2	7/2013	Reviewed by Committee
3	12/13/2015	NWC – Reviewed & Revised
4	10/29/2017	NWC - Reviewed