

## Nursery Training: Procedures and Key Tips

### 1. Arrival Times

- a. Please **arrive between 10:15-10:20 a.m.** if you are working the welcome center for morning worship services ... if you are late, there is not the necessary coverage because we no longer require workers for the entire Sunday School hour.
- b. Please arrive between **10:15-10:20 am** ... if you are late, it causes our Sunday School teachers to be late to service, and someone to come look for you

### 2. First Thing to Do:

- a. In Blue Room: remove shoes!
- b. Wash hands!!
- c. Check bulletin board for instructions on each child

### 3. Greeting Visitors

- a. The parents should complete an 'All About Me' sheet to give to the nursery room volunteers. These sheets let the nursery workers know important facts such as allergies, when children should eat, how they like to sleep, etc. They are found in the top desk drawer in a folder labeled "All About Me."
- b. The parents should be encouraged to view the nursery rooms to familiarize themselves with the facilities and help them to feel comfortable with dropping off their children. *Please explain that parents typically do not go back, but we want all visitors and new attenders to feel comfortable with the preschool wing, and the safety of their child.*
- c. First time visitors should be given a Visitor's Packet. Each of these items can be found in the top drawer of the welcome center desk, in a labeled file folder.

#### 4. Sign-in Sheets

- a. The sign-in sheet must be completed by room for each child being dropped off in the preschool wing. This procedure uses a single sheet per room with separate columns for the child's name, the parent's "sign-in" signature, location of parents during Sunday School, and any special care instructions, including allergies. There is also a place for the child's tag number. This is helpful if you are unsure of a child's name and they cannot tell you themselves.
  - b. The parent must sign the child in when leaving him or her at the room.
  - c. **At 10:50:** Sign-in sheets should be carried back to the individual rooms by the Welcome Center Workers for the Nursery Room Workers and left in the rooms until the end of service when parents start retrieving the children. This allows the workers to familiarize themselves with any special instructions written on the sheets.
  - d. **If a child is picked up early:** the sign-in sheet has a "Signed Out" column that should be checked off. All child tags should be re-paired returned to the box on the Welcome Center desk at that time.
5. **Wrist Bands/Tags (Infant, Walker and Toddler Room)** - Parent and child will receive identically numbered wristbands and/or tags. At pickup, the volunteer and staff workers will match numbered wristbands/tag of parent and child. Children will only be released to the parent or guardian with the wristband/tag that matches the child's tag.

#### 6. Snack Time

- a. Please provide snacks between 10:55-11:10.
- b. **In the yellow room,** make sure sippy cups stay out of reach when it is NOT snack time, and children are not drinking them, to ensure that children are not grabbing each other's cups. This also helps prevent spread of germs, and any allergy issues if one child has brought in something another should not have. **It's okay for the kids to have their cups whenever they want - but when they put them down,**

**they need to go onto the counter so that other children don't "share".**

- c. In the **green room**, some children have their own cups; those that don't should use the disposal cups. Fill cups less than half-way full, even though they are tiny cups. Most of the children are just learning to drink from a cup, and accidents are frequent. (This helps to minimize the mess.)
- d. If water spills, don't make a big fuss about it, just say something like "Uh-oh!" or "Oops" and clean it up. This is true even if the "accident" was intentional.

## **7. Appropriate Activities to Help Pass the Time**

- a. On the wall in the yellow & green rooms will be a sign posting "Activities for Nursery Time" which are age appropriate, and help to maintain order and fun in the room ... also helps to pass the time so that kids and adults don't start feeling antsy about parents arrival.

## **8. Diaper Changes & Potty Help**

- a. Lavatories have been installed directly in the preschool wing, for children located there so that they do not have to leave the wing while in the care of the nursery/Sunday School staff. If adult assistance is required in these lavatories, the lavatory door must remain at least **partially open** at all times, until the adult departs the lavatory.
- b. An adult assisting a child should leave the door ajar.
- c. Youth should not be doing diaper changes or assisting a child in the lavatory. This is adult responsibility.
- d. Diaper changing shall be performed on appropriate diaper-changing stations. There are diaper changing stations in the Blue, Yellow, and Green Rooms.
- e. There are special garbage cans for diapers under the sink in the Blue & Yellow rooms.
- f. There is a garbage can in the Green room.
- g. All trash should be tied up and placed in the restroom or carried out to the dumpster at the end of the day.

## 9. Garbage Removal

- a. One person from each room should be responsible to removing garbage and carrying out to the Welcome Center
- b. A Welcome Center Worker should carry all garbage out at the end of the parent-pick-up process. The garbage cannot remain in the room all week – it causes the rooms to really stink! 😊

## 10. Discipline

- a. The first line of discipline for young children should typically be “re-direction.” Direct them to a different toy or activities rather than just scolding them.
- b. Never use physical force with a child. Spanking or forceful actions are not permitted.
- c. If a child is hitting another child or doing something dangerous and cannot be redirected without returning to this dangerous activity, time-out is appropriate. For a timeout, this may involve an adult sitting next to a child to ensure they stay in their chair. (Physically restraint should **not** be used for time-out.)
- d. Never try to embarrass a child with discipline. Discipline is for their safety and the safety of others in the room. It should not be done in a way that would make a child not wish to return due to fear or embarrassment, ect.
- e. If the above approaches do not work successfully, a welcome center worker can be called in to retrieve the parents from the sanctuary. **This should really be a last resort.** If a parent feels they cannot worship without interruption or that their child is not welcome in the nursery, they may choose not to return.