

WELCOME TO FBCM 2021 NURSERY TRAINING





Nursery Committee

Kristin Chen-Co-Chair

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Today's Overview

1

- Our Mission

2

- Our Policies

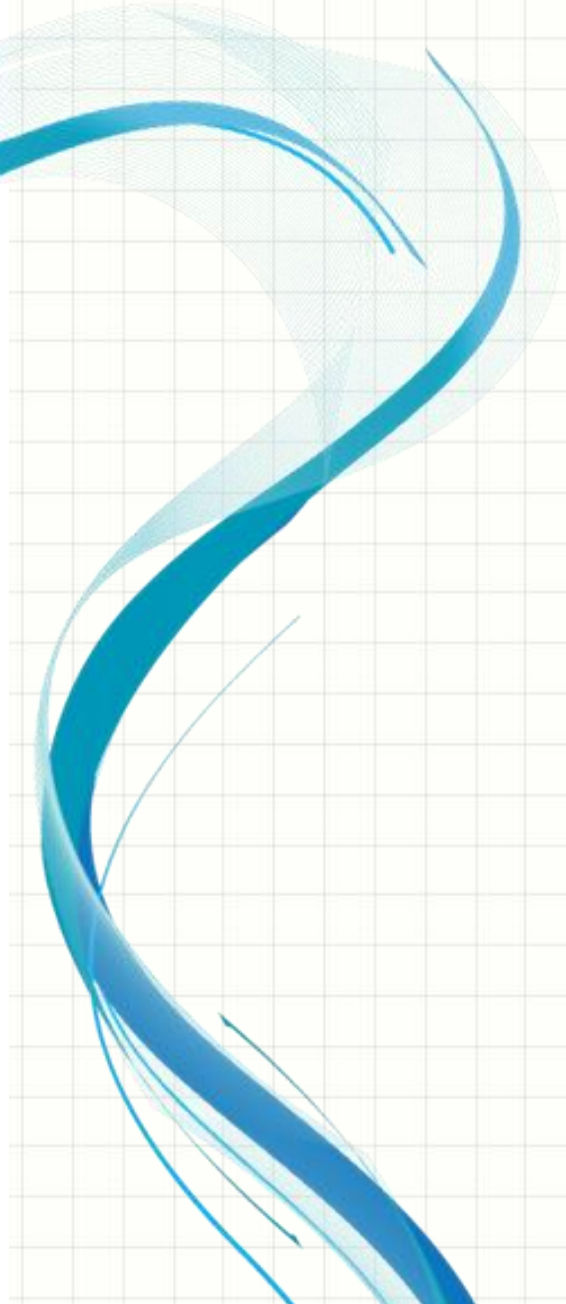
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- Questions/ Discussion

Our Mission



- Bring children to Jesus
- Create and maintain a safe environment for children to learn
- Provide children with positive Christ-like role models



Our Policies

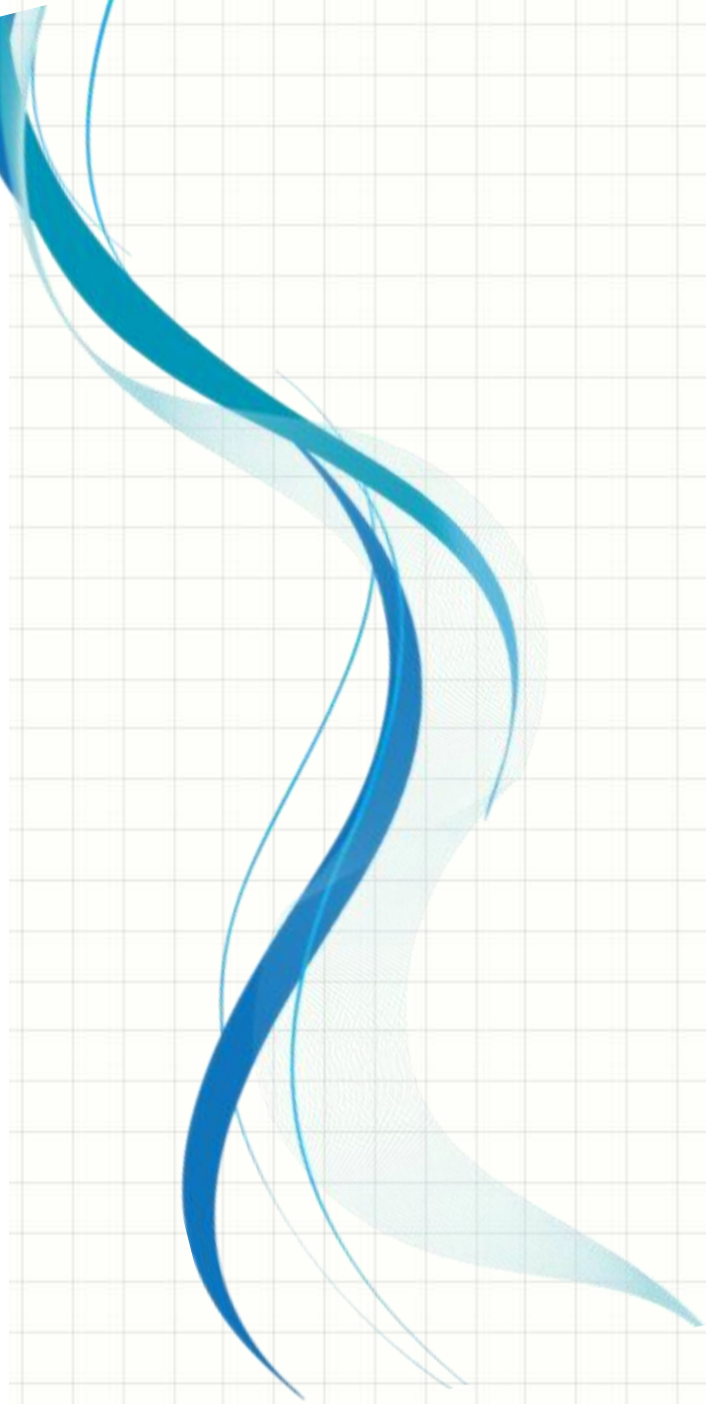


Arrival Times

Volunteers in the Rooms

- Wash hands and wear masks
- Remove shoes if in blue
- Check boards for important updates on your children
- Activities
- Clean-up






Snacks

WELCOME DESK RESPONSIBILITIES





Drop-off Policy

Nursery Check-in
Newborn (Blue Room)
Parents: Please Check Appropriate Information!

Child's Name (First & Last)	DOB	Please feed baby at:	I will feed baby:	Last diaper change:	Baby naps at:	Ok to feed him/her snacks ?	Pacifier?	Here for Sunday School	Here for church service	Parents Name and location	Tag #	Comments/ Allergies	Signed Out
Felicity Clements	1/8/18					No	Yes			Adam & Cassie Clements		breastfed	
Owen Kline	3/1/18		10:15			No	Yes			Matthew & Brandy Kline Couples Group		breastfed	
Gavin Powers	10/1/17		10:30		11	Yes				Paul & Rebecca Powers Couples Group		Eczema, scratches shoulders breastfed	
Sophia Zawadzki	4/13/18					No	No			Bob & Tamika Zawadzki		Bottle and breastfed	

Date: _____
 Caregivers for Sunday School: _____
 Caregivers for Church Service: _____



Welcome Center Responsibilities

- Be ready to receive children at 10:15 AM. (15 mins before service begins)
- Greet parents and children.
- Kindly stop people who should not be entering wing (anyone not teaching during that service) -this rule applies to everyone.
- Make sure parents complete sign-in sheet and location especially.
- Have new children fill out "All About Me" sheets and take them back to the nursery workers.
- Tag child and give parent bracelet tag.
- Label all food, bottles, cups, bags.
- Do not let any food into the rooms that are not on the Peanut-Free Zone list (babies are the exception to this).
- Give visitors packets, diaper bag tag, and show them the room.
- Direct visiting parents to an appropriate class.
- Write any special instructions from the sign-in sheets on sign-in sheets in each room after initial check-in period had ended (about 10:40 AM).
- Help nursery workers if needed.
- Get parents from service for upset or injured child.
- Help fill out incident form for injury.

Diaper Bag
Tags

Visitor
Name
Tags

All About Me

Toddlers (Yellow Rooms)

My Full Name is: _____
You can call me: _____
I was born on: _____
My Parent's Names are: _____
My address is: _____
My Phone number is: _____

Potty Training:

- I am Potty Training (see special instructions for training instructions)
 I am not Potty Training

Snack(s):

- I may have a Snack (see special instructions for any restrictions)
 I may not have a Snack

Drink(s):

- I may have a drink (see special instructions for any restrictions)
 I drink from a regular, uncovered cup
 I drink from a covered, sippy cup

Special instructions

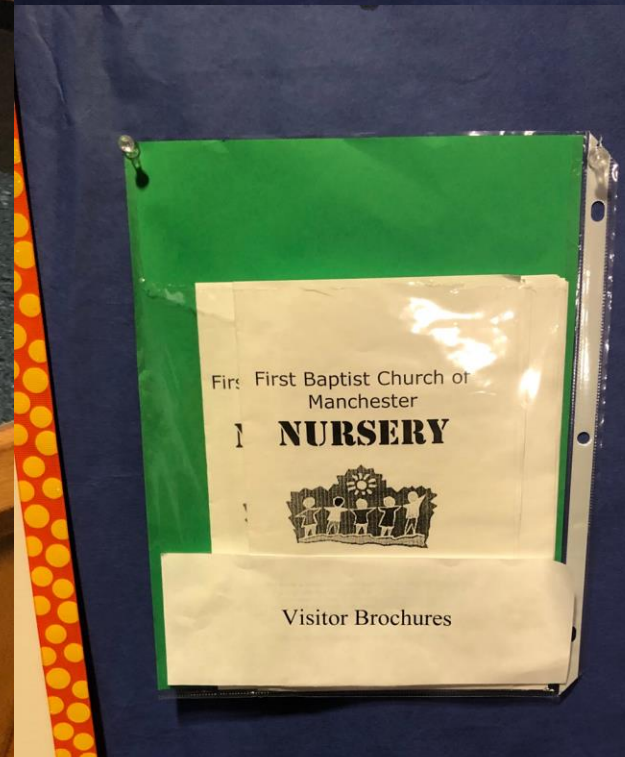
I need to be brought to the potty every... (minutes, hours): _____
I am allowed to have the following snack(s): _____
I have the following allergy(ies): _____
I have the following medical condition(s): _____

Other comments we should know about your Child

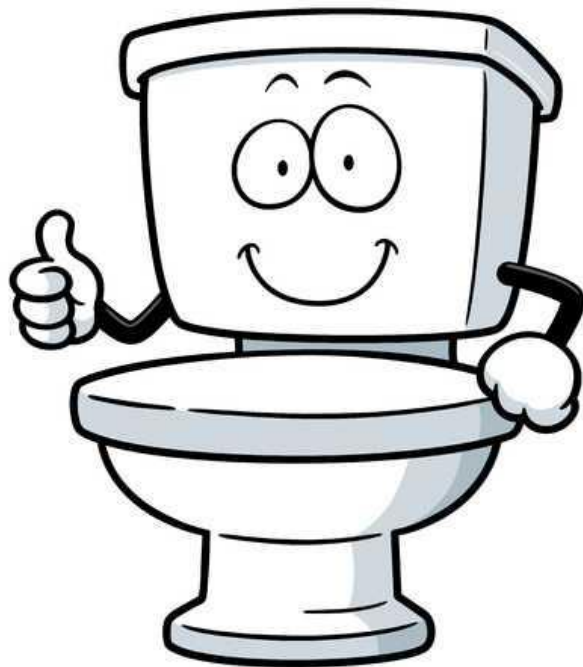
PARENTS:

Please label all
Bags and cups.

This is very helpful
to volunteers - and
a good measure
during flu season. ☺
Thx.



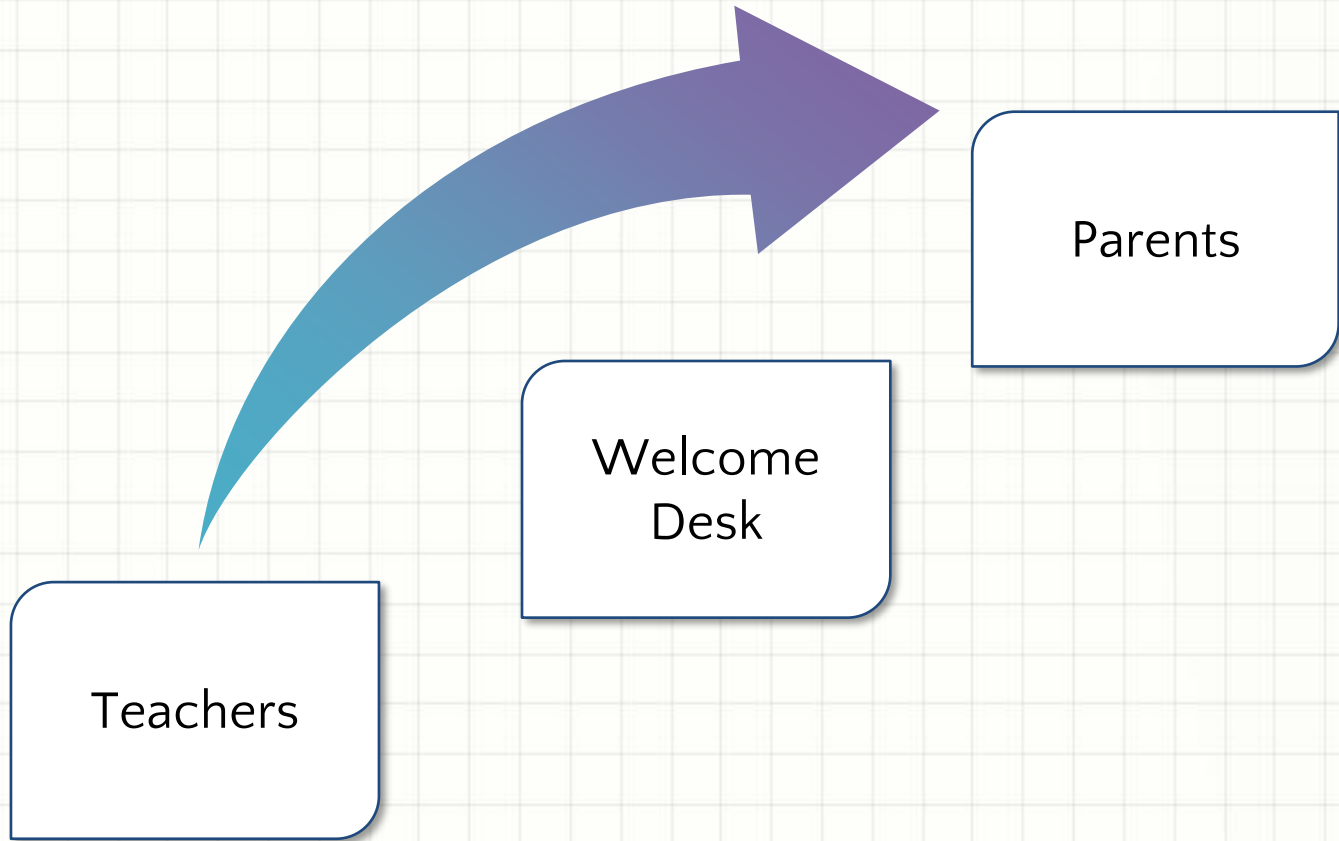
Diapers and Potty Policies



Child and Teacher Protection Strategy

- “Two Adult” Rule
- “One Female” Rule
- 6 month membership
- Background Check
- Age restrictions
- Masks must be worn

Emergency Evacuation Procedures

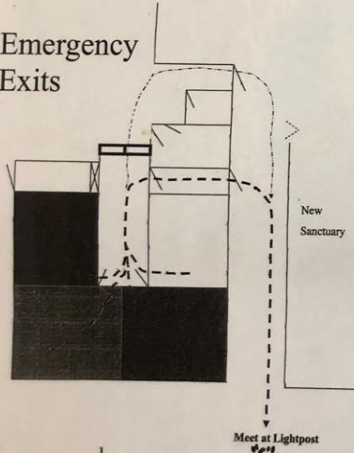


Emergency Evacuation Procedures

Yellow and Blue Room Procedures:

1. There are two cribs in the blue room with large wheels for evacuation. Load ALL children in yellow and blue room into the two cribs.
2. If it is cold weather, grab all coats, blankets, etc. and put into cribs over children.
3. GET CHILDREN OUT OF THE BUILDING and to safety before stopping to put coats, etc. on.
4. REMEMBER TO CHECK BATHROOMS.
5. With children in cribs, go down the hall, exiting through side door before fire doors.
6. Once outside, cross the parking lot and wait by the light post. Make sure all children are out of parking lot and in the grass, so they are not in the way of fire trucks / safety vehicles.
7. DO NOT RELEASE CHILDREN to their parents until after attendance has been taken by the Welcome Center leaders.

Emergency Exits

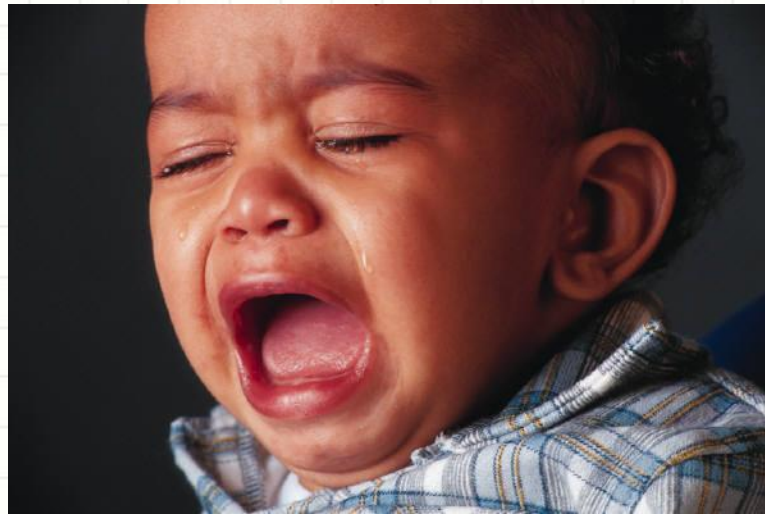


- ☐ = Fire Door
- ☒ = Locked Door
- = Primary Route
- - - = Secondary Route

The fire window acts as an Emergency Backup/Secondary exit. Upon exiting the window, please meet at the designated lightpost.



Crying



Discipline



Medical Emergencies



Attention Parents:

Please remember that our Nursery is a **well nursery**, which means that if your child has any of the following symptoms he/she should not be put in the nursery.

Fever greater than 100 °

Runny Nose

Questionable rashes

Coughing

Diarrhea

Vomiting

Conjunctivitis (Pink eye)

Mumps

Measles

Rubella

Flu

Hand Foot Mouth Disease

Active Chicken Pox

Impetigo

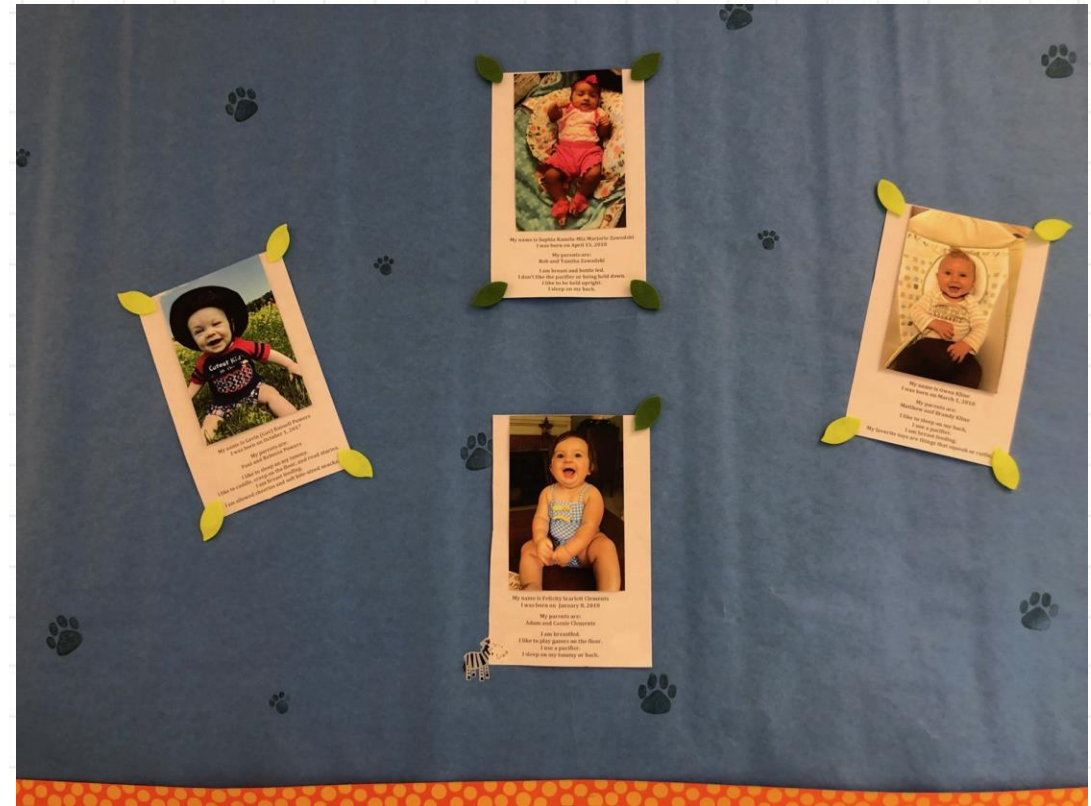
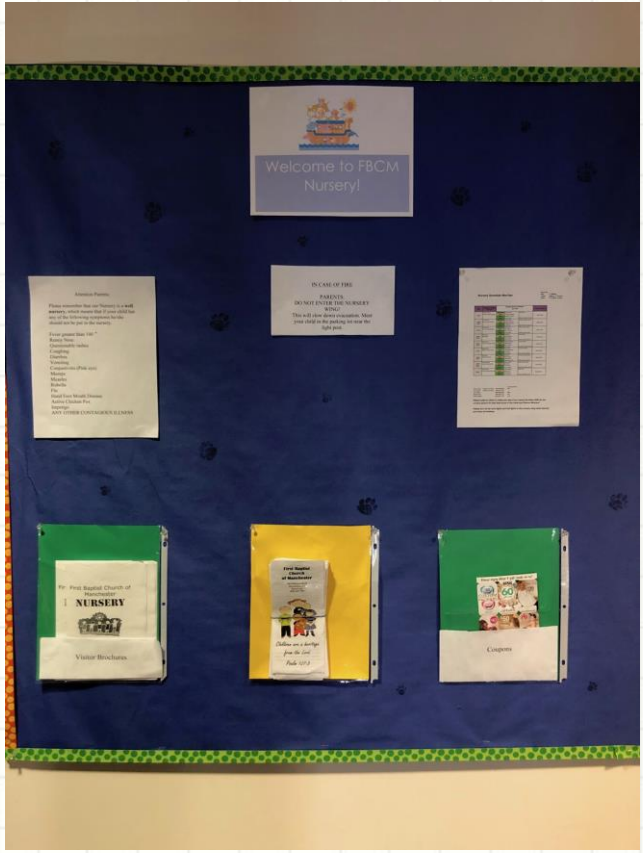
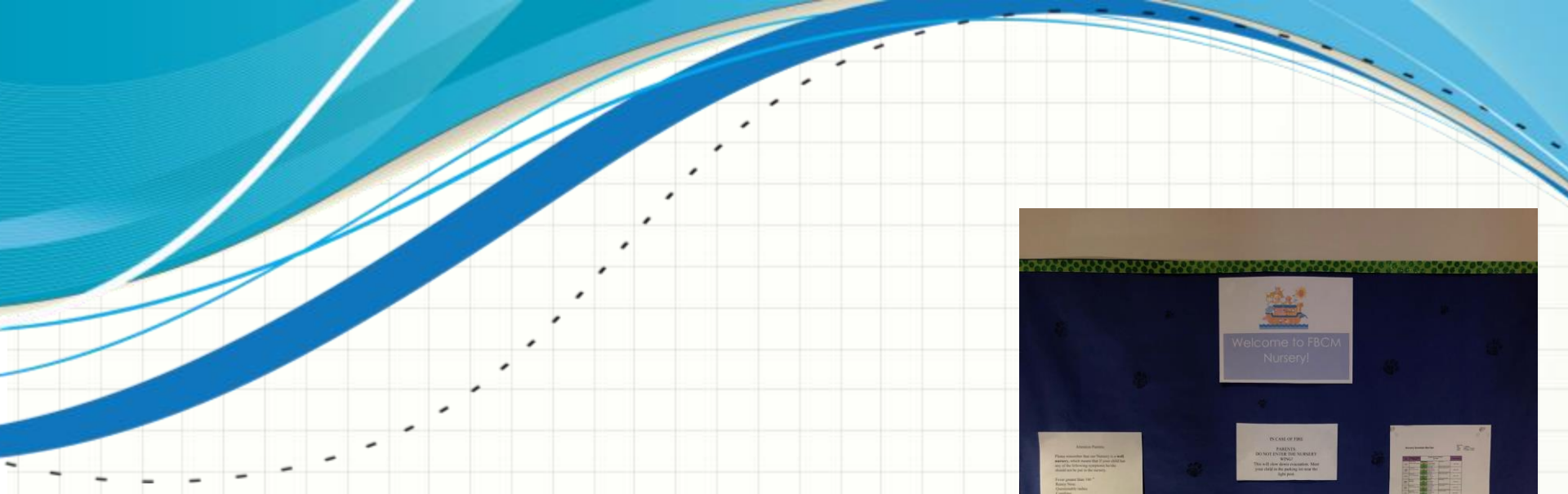
ANY OTHER CONTAGIOUS ILLNESS

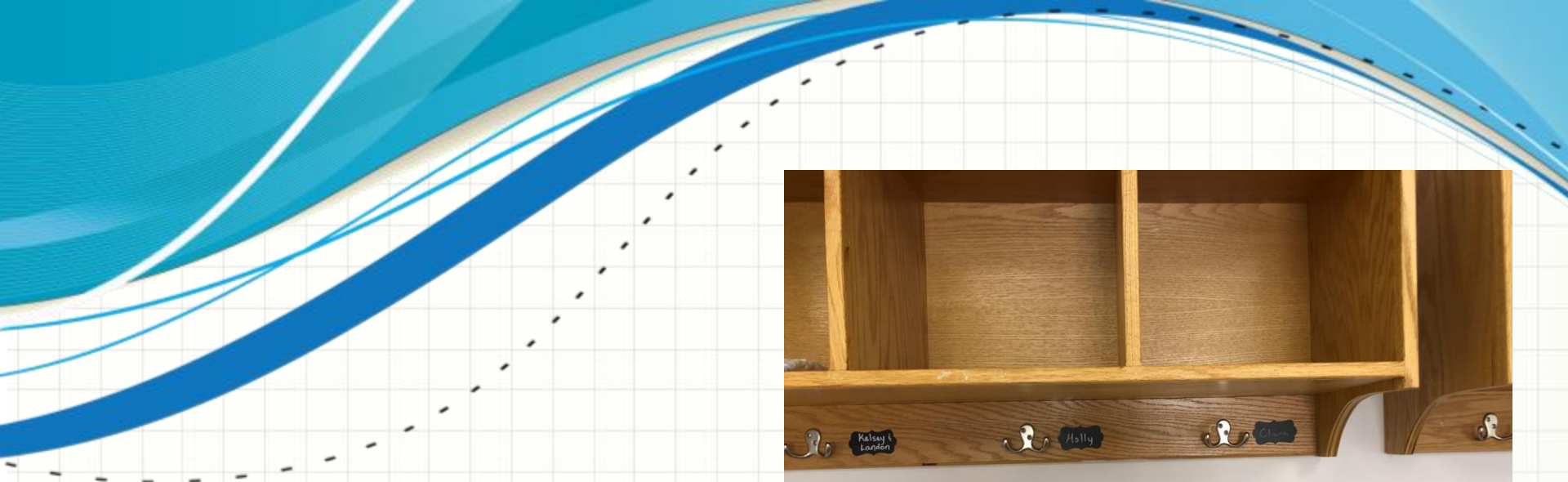
Trash

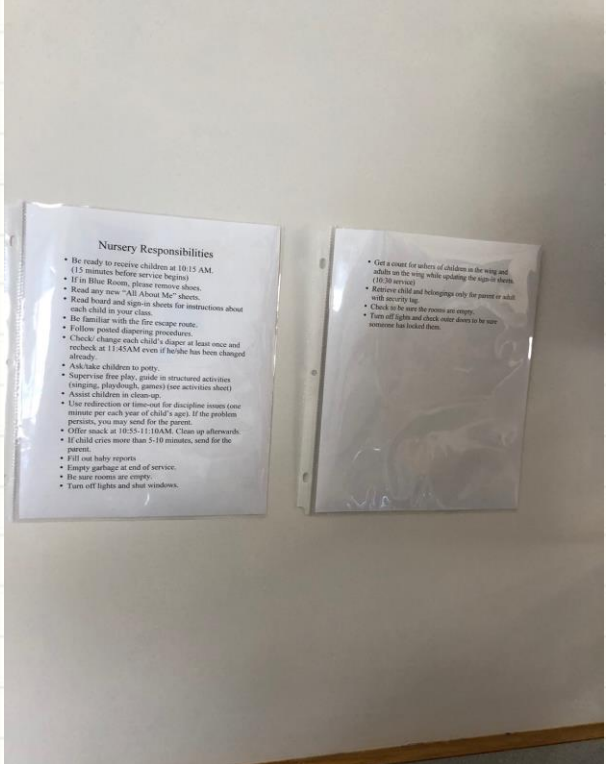


Odds and Ends...

- Bulletin Boards
- Shoeless Blue Room
- Cubbies
- Dirty Toys
- Laundry
- Scheduling/ Swapping days
- Clean Sheets





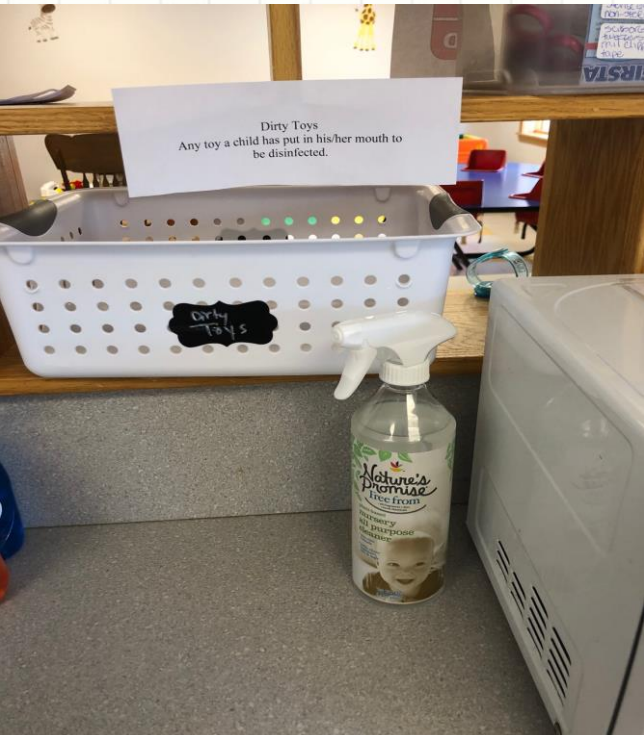


Nursery Responsibilities

- Be ready to receive children at 10:15 AM. (15 minutes before service begins)
- If in Blue Room, please remove shoes.
- Read any new "All About Me" sheets.
- Read board and sign-in sheets for instructions about each child in your class.
- Be familiar with the fire escape route.
- Follow posted diapering procedures.
- Check/ change each child's diaper at least once and recheck at 11:00AM even if he/she has been changed already.
- Ask take children to potty.
- Supervise free play, guide in structured activities (singing, playdough, games) (see activities sheet)
- Assist children in clean-up.
- Use redirection or time-out for discipline issues (see minutes per each year of child's age). If the problem persists, you may send for the parent.
- Offer snack at 10:35-11:00AM. Clean up afterwards.
- If child cries more than 5-10 minutes, send for the parent.
- Fill out baby reports.
- Empty garbage at end of service.
- The main rooms are empty.
- Turn off lights and shut windows.

Get a count for safety of children in the wing and adults on the wing while updating the sign-in sheets (10:30 service)

- Remove child and belongings only for parent or adult with security tag.
- Check to be sure the rooms are empty.
- Turn off lights and check outer doors to be sure someone has locked them.



Dirty Toys
Any toy a child has put in his/her mouth to be disinfected.



SHOELESS ENVIRONMENT

Please remove shoes before entering

Thank-you



COVID REVIEW

- Hand washing kids and volunteers upon entry
- Washing hands before AND after snack
- Limit to one snack time 10:30, disposable cups etc.
- Temperature check
- More cleaning/ fogging rooms
- More use of the outside playground (New tables and umbrellas)
- Masks worn inside by all kids over age 2 and all volunteers, except when napping
- Wrist bands designated for children and hung on the wall
- Use of blue/ yellow room and not green
- Streaming church service capabilities



**DISCUSSION/
QUESTIONS?**