

Nursery Policies and Procedures for Paid Caregivers



The nursery is open from 8:45am until 12:45pm every Sunday, year-round. The UUC Church Nursery is open to all children ages 1 mon-35 months, and membership in the church is not required.

Supervision

- Nursery Caregivers are paid staff members of the UUC. They are managed by the Director of Religious Education for Children and Youth (DRECY).
- Substitutes must be approved in advance by the DRECY, and must comply with all policy requirements.

Membership Requirements and Background / Reference Checks:

- Because Nursery Caregivers are not volunteers, they do not need to be UUC members.
- All adult applicants are screened by a computerized criminal background check. The DRECY has the option of checking references. References will be checked on teens who are unknown to the DRECY.

Age Requirements:

- While two adult Caregivers may work together on a shift, two teens may not. The routine schedule pairs a teen and an adult. An adult is defined as anyone 18 years of age or older.
- Teen Caregivers must be in high school or the equivalent.

Training Requirements of Caregivers:

- All Caregivers and subs are required to attend an annual orientation with the DRECY to review safety policies and procedures. Updates and reminders are emailed periodically.
- Caregivers are strongly encouraged to: become certified as Red Cross babysitters (teens); take CPR/First Aid training; and take advantage of other applicable learning opportunities.

Two Person Rule:

- Two Caregivers must be in the room with the children at all times – except in special situations such as the use of the small toilets in the RE wing by a child or the need to contact RE staff.
- Parents should stay with their child until there are 2 Caregivers present.
- Caregivers should contact RE staff if there are more than 8 children under 18 months in the nursery at any one time. Additional help will be provided.

Drop Off and Pick Up:

- All children left in the nursery **MUST** have a parent on site responsible for them.
- All children must be signed in on the designated sheet before the parent may leave. The parent's cell phone # must be provided, if available.
- Parents should be asked to sit in the back of the sanctuary so they are easy to find if needed.
- Parents should be asked to leave a diaper bag if their child is in diapers or has special needs, such as a sippy cup.
- The only people allowed to pick up children from the nursery is/are the parent(s) who signed them in. The exception is when a parent gives verbal permission to the Caregivers for someone else to pick up her/his child that day. This is discouraged.
- All children must be signed out on the attendance sheet and their departure noted by a Caregiver.

Parents in the Nursery:

- Parents are always welcome to stay in the nursery with their child if they deem it in the child's best interest. It can be noted to the parents that most children calm down after they leave. A Caregiver should contact the parent of a child who simply cannot calm down.

Registration:

- Parents are asked to complete a Nursery Registration form for their child after three visits. This will aid Caregivers with the check-in process and help meet the child's needs once in the room.
- Forms are available in the CYRE Office if there are no copies in the Nursery.

Illness / Accident:

- In order to keep everyone healthy, parents are asked not to bring their children to the nursery if the child has any of the following conditions: a fever within the past 24 hours; colored discharge from the nose or eye(s); upset stomach, vomiting or diarrhea.
- If a child arrives in class with any of the above symptoms, a Caregiver should ask the parent to take the child out of the class to avoid contamination.
- There are two first aid kits located in the copier room on the counter and the CYRE office. In case of anything serious, the parent should be contacted.

Emergency Evacuation Procedure:

- In the case of an emergency, the Caregivers are to exit out the main entrance to the right and go directly to the Memorial Garden.
- Parents should not try to get to the nursery but should go directly to the Garden.
- If the two Caregivers can exit easily, they will pick up the children and do so.
- If there are too many children, they are to use the double stroller and rope. One Caregiver will be on one end of the rope and one on the other end.
- If both the DRECY and RE Asst are in the office, one will come assist.

Playground:

- If there are four or fewer children and all are able to walk without assistance, Nursery staff may choose to take them to the "Twos Playground" to the left of the Memorial Garden. When this happens, staff needs to post a sign on the Nursery door.

Visibility:

- The Dutch-door to the nursery shall remain open at all times.

Suspected Abuse:

- Nursery Caregivers operate under the same policies as volunteers and Church staff. As such, they are required to report any suspicions of child abuse to the DRECY.