

# Nursery Policies and Procedures for Parents



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

## **Staff**

- 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.
- While two adult Caregivers may work together on a shift, two teens may not. The routine schedule pairs a teen and an adult.
- 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, or the need to contact RE staff.

## **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 should be noted that most children calm down after the parent leaves. A Caregiver will 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 from nursery staff.
- If parents have a child in both the nursery and CYRE Program, they must complete separate registrations for each child.

## **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 stay with their child until two Caregivers are present.
- Parents are asked to sit in the back of the sanctuary so they are easy to find in case of a problem with their child.
- If the child is in diapers or has other special needs, such as a sippy cup, parents are encouraged to leave these items in a diaper bag, labeled with the child's name.
- 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.

## **Illness / Accident:**

- Parents are asked not to bring their children to the nursery if the child has any of the following: fever; colored discharge from the nose or eye(s); upset stomach, vomiting or diarrhea.
- If a child arrives in class with any of the symptoms mentioned above, a Caregiver will ask the parent to take the child out of the class situation to avoid contamination.
- Caregivers know the location of the nearest first aid kits. In case of anything serious, the parent will be contacted.

## **Emergency Evacuation Procedure:**

- In the case of an emergency, 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.

## **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 will post a sign on the Nursery door.

## **Visibility:**

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