

# NURSERY HANDBOOK



ST. NICHOLAS EPISCOPAL CHURCH  
FLOWER MOUND, TEXAS

*Jesus said, "Let the children come to me, ...because  
the Kingdom of heaven belongs to such as these."*

**Matthew 19:14**

**Dear Saint Nicholas Family Member or Visitor,**

**Welcome to St. Nicholas Episcopal Church. We are glad you and your family are worshipping with us. The nursery is provided for your children so that you may fully participate in worship, education classes, and other special events.**

**This booklet will explain the operating policies and procedures of our church nursery. These policies and procedures may change as we continue to improve and update our staff and facilities.**

**We have made every effort to insure a safe, nurturing, and Christian environment for your children, but we are always a work in progress. We welcome your questions, concerns, and suggestions.**

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*People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. If I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, put his hands on them and blessed them. **Mark 10: 13-16***

## Child Care Policies and Procedures

Child-care is an important part of each child's total church experience at St. Nicholas Episcopal Church. The care that is provided for our children helps to lay the foundation for their faith. When children come to spend time with us, they are going to church, and thus, the following guidelines have been set concerning the creation of a suitable environment to foster and promote the Christian education of the young child.

### **HOURS AND DATES OF OPERATION:**

- Child-care will be provided while parents are engaged in church activities. Parents must be on the church campus and easily accessible at all times should their child need them.
- The **nursery will be open 15 minutes prior to the church function and will promptly close 15 minutes after the end** of the church function.

### **HEALTH/SICKNESS POLICY**

For the protection of your child, other children, and the caregivers, children who show any signs of illness will not be accepted into the nursery. If symptoms develop after the service/event begins, it will be necessary for your child to return to your care immediately. No child will be allowed into any of the children's programs if he/she currently or within the last 24 hours has

- **Felt sick**
- **Not behaved as usual**
- **Had a fever of 100 or above**
- **Had any vomiting or diarrhea**
- **Runny nose or sore throat (even without a fever)**
- **Croup or a bad cough**
- **An ear infection (until after 4 doses of antibiotic)**
- **Pink eye or any eye infection (even on medication)**
- **Any skin infection—impetigo, boils, ringworm, etc. (even on medication)**
- **Any skin rash except diaper rash (unless diaper rash is excessive or open)**
- **Any childhood disease such as measles, mumps, Rubella, scarlet fever, or chickenpox.**

If your child has been exposed to chickenpox, please do not bring your child into the nursery between 11 and 21 days after exposure to avoid infecting other children. After breaking out, a child may return to the nursery only after the scabs have crusted.

In essence, the nursery is meant to be a safe and healthy environment. Please remember to be courteous of others and do not at any time bring a sick child to the church.

## **FACILITIES**

The nursery is located just off the lobby (Narthex) of the church and serves:

- **Infants: Birth – 12 months**
- **Toddlers: 12 months – 36 months**

### **CHILD DROP-OFF:**

- Complete all information on sign-in sheet.
- Take a pager, noting the pager number on the sign-in sheet.
- Be sure all child's belongings are labeled, and place them in a cubby.
- Complete a name tag and place on child's back.
- Parents are always welcome to accompany their child into the room.
- Many children experience separation anxiety as a parent leaves and may cry.
- Take comfort in knowing if your child cries for 10 minutes we will page you.

### **CHILD PICK-UP:**

- **Children will be released only to parents** unless prior written permission has been left with the nursery workers.
- Return pager
- Sign child out.
- Take all child's belongings from cubby
- Say goodbye to your nursery workers and have a blessed week.

Remember, the nursery closes 15 minutes after the end of the church function.

**ENVIRONMENT:**

- The Nursery rooms are inspected regularly to ensure children's safety.
- No glass containers are allowed at any time.
- Toys and activities are provided that are appropriate to the age of the children present.
- Toys are cleaned with a bleach/water solution after each function.
- Gloves are to be worn when changing diapers and the changing table is to be disinfected after each diaper change.
- Crib linens are to be washed after a child has used the crib.
- If a child is injured in any way while in our care, the worker must complete an accident report. A copy of the report will be given to the parent, the Nursery Coordinator, and the Director of Children's Ministries.

**PAID ADULT CHILD CARE WORKERS**

- The nursery workers are scheduled to work by the St. Nicholas Nursery Coordinator.
- The nursery workers will open the room 15 minutes prior to the church function and promptly close the room 15 minutes after the end of the church function.
- The nursery workers will maintain a safe classroom environment. This will include housekeeping (helping the children to put toys on the shelves, cleaning changing table, etc.) at the end of the session.
- The nursery workers will place the Sign-in Sheets in the tray at the Nursery entrance in Orand Chapel at the close of each child-care session.

**REQUEST FOR CHILD CARE SERVICES:**

- The Coordinator must receive requests for childcare services at least ten (10) days in advance of the scheduled event.
- Any questions or concerns regarding the Policies and Procedures should be directed to the Director of Children's Ministries.

*He took a little child and had him stand among them. Taking him in his arms, he said to them, "Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me." **Mark 9:36-37***