

Nursery Policies for CUMC

These policies are for the health and safety of our children and our workers

1. ALL nursery care provided for and during CUMC programming is to take place ON-SITE.
*CUMC is not responsible for any off-site nursery service. *
2. Nursery care is provided for children from infancy to those presently in Kindergarten.
3. Before children arrive, nursery workers must make at least one crib with a fresh sheet.
4. All children must be signed in by their parents in the notebook provided. Parents are to note where they will be while their children are in the nursery and their cellphone number, in case there is the need to contact them.
5. Children's bags and bottles must be labeled with the child's name this will be done by a nursery worker. This will be done on Sundays and Special Services
6. Nursery workers are *not* to receive guests while working.
7. Children are strongly discouraged from bringing toys from home. Exception - if the item is a blanket or special "comfort" toy, nursery workers will use their discretion if the item is to be held or put in a child's bag.
8. Eating must be done at the table. No food or cups allowed in the cribs or common areas.
9. Due to potential allergy concerns, children will only receive snacks provided by CUMC or the parent.
10. When a child is extremely upset, the parent will be contacted.

11. Each time a child is changed the nursery worker will follow this hygiene policy
 - Use a fresh pair of changing gloves
 - Change the child's diaper and place diaper and gloves in the diaper pail.
 - Clean the changing surface with the sterilizing wipes provided.
 - Wash hands thoroughly.
 - Soiled diapers are to be disposed of in the diaper trash can. Before leaving the trash (diapers, wipes etc.) must be collected and taken to the outside trash can.
 - Soon after arrival, each child in diapers is to be checked and changed accordingly; then checked hourly and changed accordingly thereafter.

12. There must be two nursery workers in the nursery at all times.

13. There should be NO pictures taken of children while in the nursery, nor should pictures be posted on a personal social media site. (*Per CUMC Child Protection Policy.)

14. Cell phone use: for emergencies or to contact a parent that is in the building.

15. After children leave, nursery workers must clean and sanitize all surfaces and place toys in the provided bags, and placed in the designated office or if that location is unreachable the toys are to be placed in the conference room, then put supplies away leaving the room clean for the next use.

16. Nursery workers may not come to work with their own children unless they have received prior permission from the Child Care Coordinator.

17. Changes in scheduling are to come from the Child Care Coordinator, *not* a fellow co-worker.

18. When leaving employment all keys are to be returned directly to the office manager or the program director.

April, 2017