

Parent/Volunteer Handbook



Nursery

“...Growing in the knowledge of God.”
Colossians 1:10



Parent/Volunteer Handbook

First Presbyterian Church
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Evelyn Penkert
Early Childhood, Nursery through 2nd Grade
Director

Dear Parents and Volunteers:

First Presbyterian Church's Children's Ministry is here to provide a warm, accepting environment for the children entrusted to our care. We strive to love, nurture, and help your child develop their relationship with Jesus by teaching Biblical truths and principles, through age appropriate means, in an unconditionally loving environment. We are very excited to have your child take part in our program and we are looking forward to loving and serving your child and you. Thank you for sharing your child with us. We want our ministry to be a positive and exciting experience for everyone as we all learn and grow in God's Love.

This handbook has been prepared to assist everyone participating in nursery. Whether you are a parent or volunteer, this book is to keep everyone informed of the policies and procedures for our nursery. Please keep in mind that our first priority is the safety and care of your child, not to inconvenience you in anyway. The policies and procedures are set to protect all who come to God's House and are entrusted to our care. Please keep this book handy for quick reference.

In His Service,

Evelyn Penkert

Hours of Operation

Sunday	8:15am- 12:15pm
Wednesday nights	6:00- 8:00pm

Open 15 minutes prior to any other scheduled event(for which a nursery is to be provided) and close 15 minutes after the event.

Holidays - Easter, Thanksgiving and Christmas

Bible Study - dates should be submitted to the Early Childhood Coordinator in writing.

Presbyterian Women - dates should be submitted to the Early Childhood Coordinator in writing.

Thursday Bible Study - reservations requested

This list is subject to change by Senior Minister or Executive Minister. All other requests should be submitted in writing to the Early Childhood Coordinator.

Expectations

A parent can expect:

A warm, secure and safe environment for their child

Parents are expected to:

- Volunteer one hour per month.
- Bring their child at a early age and be consistent in attendance.
- Provide items a child might need during their stay in the nursery.
(i. e. pacifiers with clips, diapers, wipes, a change of clothes and any other item a child may need.)
- Sign child in/out of the nursery.
- Label all personal items for a child.
- Not to expose others to any illness (see Healthy Child).

The Nursery

The nursery rooms (Rooms 217 A- D) are located in the McKoy Education Building (also known as the Red Brick Building). Each room is equipped with a refrigerator, microwave, sinks, changing areas, cubbies for diaper bag storage and most importantly, age appropriate toys. The rooms meet all applicable fire and safety codes.

Nursery Staffing

The nursery uses a combination of paid staff and volunteers. **There must be at least two workers (includes volunteers) at all times, one who must be CPR certified. A worker must never be left alone.** If two workers are not available, the nursery will be closed.

Paid Staff

Each paid staff member is there for consistency and to ensure the safety of our children. They have completed first aid training and are CPR Certified. These individuals must go through a FBI fingerprint clearance, police check, have three references and be approved by the Director of Children's Ministry, Christian Education Committee and the staff committee. Each must sign a nursery employee responsibility agreement before starting work.

Volunteer Staff

It is expected that any parent whose child participates in the nursery program volunteer one Sunday per month. Volunteers serve one service per month. God calls all of us to serve him. What better way than to his youngest children.

Your volunteer Duties:

- Greet and assist parents in a friendly and courteous manner.
- Make sure each child is signed in and that the parent takes a pager.
- Play with children.

Curriculum

Children in each room are taught about the love of Jesus using age appropriate material.

Health and Safety and Security Matters

We strive to provide a clean, healthy environment for our children. Please make note of the following policies and procedures. We put these in place for the protection of everyone!!

General Health Issues

Toys and equipment are cleaned and sterilized at least once a week.

Bedding is to be changed after every use.

Child to worker ratios:

- Infants 3:1
- Toddlers 4:1
- Preschoolers 8:1

A well child is a child with:

- no fever in the past 24 hours
- no runny nose (except those who are teething or have allergies and the fluid is clear)
- no diarrhea in the last 24 hours (no more than 5 loose stools in 24 hours)
- no cough or cold
- no crusted, mattered eyes
- no unusual rashes

Please keep sick children home, no one wants to share any illnesses!!

Diapering Policies

- Diapering area is to be kept clear at all times except for those items needed to change a diaper.
- Workers are to wash their hands before and after each diaper change.

- Disposable gloves are to be worn when changing a diaper. Gloves are to be changed each time a diaper is changed.
- Changing pad disposable paper is to be changed after every diaper change. If disposable paper is not being used, then the pad is to be sprayed with disinfectant located on the shelf.

Accidents and Injuries

Every effort is made to locate a parent when a child has a special need, or an injury, requiring the parent's attention.

A First Aid kit is located in each room in the cabinet above the sink.

Most injuries are minor and typically need to be treated with a cool cloth, a Band-Aid and loving attention. An "Ouch Report" will be completed for any injury.

"Ouch Reports": Each room has "Ouch Report" forms. All accidents are to be reported on this form. A copy is to be given to the parents and a copy is to be given to the Early Childhood Coordinator or the Director of Children's Ministry (to be filed in the church office.)

Workers are to wear disposable gloves when treating an injury where a child is bleeding.

All paid nursery workers have first aid training and are CPR certified. The Children's Ministry offers opportunities for volunteers to receive training as well.

Should an accident or injury occur:

- Keep everyone calm as possible. Speak calmly to the injured child and reassure him or her.
- Assess the severity of injury.
- Treat the injury if minor. If the injury is not minor,

please have someone locate the Early Childhood Coordinator or Director of Children's Ministry immediately.
DO NOT MOVE THE CHILD OR LEAVE THE CHILD!!

- Complete an ouch report and make copies in the church office for everyone's records.
- Phones are in each nursery room for emergency use.

Biting policy

The following procedure will be used each time biting occurs:

1. One volunteer will attend to the child who received the bite. The wound will be washed with soap and water. An ice pack will be applied along with comfort and care.
2. The second volunteer will attend to the child who bit. The following will be done immediately (within 30 seconds):
 - a. Say, "We do not bite our friends. Biting hurts people. Bite on this instead."
Give the child a small washcloth on which to bite.
 - b. Put the child in the classroom time out space. Two minutes of time out is recommended.
 - c. Minimize the negative attention given to the biter. Do not continue to talk about it.
When you return the biter to the group, do not mention the incident.
3. Record the incident on an "Ouch Report" and turn it in to the Early Childhood office after being signed by the parent. Fill out one form for each parent and



do not include the other child's name on the report. Give the parents articles on the subject and record which articles are given on the "Ouch Report." Give each parent a copy of the "Biting Policy."

4. Tell both parents it is best to avoid discussing the incident. Focusing on the Biting imprints the incident in the minds of the children and raises the possibility of reoccurrence.

5. Know that "This, too, shall pass."

Security/Checking In and Out

Children are to be picked up by their parents. A child will not be released to a sibling.

Each child is to be signed in on the registry form located by the door. It is important to fill this out completely, with your location. We need this information to locate you if there is a problem or emergency.

Traffic through the nursery to other parts of the building is prohibited.

Pagers are available in each of our nursery rooms for your use. We ask that you leave your keys when you take a pager.

Emergency Evacuation Plan

In every room there is a fire escape plan posted by the door. Please make sure you study the primary and secondary exits. If the fire alarm goes off you should exit promptly and orderly with your children. Keep your class together. We will re-enter the building when we are given the

signal. Parents make take their children after re- entering the building. Encourage them to stand with you and help with the other children.

Make sure you always know how many children you have in your class. Take your sign-in sheet with you.

The infants will be placed in the evacuation cribs to be moved out of the building to a pre- planned rally point. (no more than 4 infants per bed). The evacuation cribs are specially designed for use in emergency situations.

The Infant Room/Purple Room - Age birth to 7 months

The room has a sleeping area, an area for children who cannot crawl and an area for children who can crawl. These areas have been set apart from the rest of the room so that people do not walk where babies are playing and crawling. This keeps the area more sanitary and safer for these children. A nursing room is located off the infant room for our breast- feeding mothers.

Check In/Check Out Guidelines:

- Sign your child in on the registry located by the door and put a tag on the child.
- Take a pager.
- Place diaper bag in a cubby.
- Give your baby to one of the nursery workers.
- You must have your beeper when you come to pick up your child.
- Only one parent is allowed in the room to drop off and pick up the child.

Parent Guidelines:

- Remember to pack your child's diaper bag with diapers, wipes and any other personal items your baby may need while in the nursery (pacifiers with clips, bottles etc.)

- Refrigerators are available for storing any bottles a baby may need while in our care(make sure they are labeled).
- Do not walk into the carpeted area.
- Write down any special instructions on the registry.

Volunteer Guidelines:

- Aprons are provided to each volunteer to protect your clothes. You are required to wear the aprons for easy identification.
- ***Put on nametag and sign in.***
- Remove shoes before walking into the carpeted area. Shoes are not permitted in this area.
- ***Wash your hands as you enter the room.***
- Remember diaper procedures (see Health and Safety Matters/also posted in each room).
- Greet parents as they arrive and assist with checking in their children.
- Make sure parents picking up children give you the tag off their child before they leave.
- No child will be released to a sibling.
- ***Always place sleeping babies on their backs.***



Interaction Guidelines:

- Adult bonding is critically important to babies. Babies must feel safe before they will show new skills they have learned.
- Be sensitive to the tone of your voice. Newborns need soothing, steady sounds while the older babies need more animated sounds, in a medium tone.
- Babies love and need to be talked to.
- Older babies do not understand the concept of discipline. Correct aggressive behavior by letting them know what is expected of them (positive approach). Babies have very short attention spans. Be considerate of this. Aggressive behavior could be caused by fear, frustration, excessive energy, imitation, testing of limits or boredom. Be sure the child exhibiting aggressive behavior is not harming him/herself or others around them.

The Bumblebee Room/Green Room

Age 8 months to 12 months

Check In/Check Out Guidelines:

- Fill out information tag and place on back of child.
- Take a pager, if needed.
- Give worker diaper bag.
- Give your baby to one of the nursery workers.
- You must have your beeper when you come to pick up your child.
- No child will be released to a sibling.

Parent Guidelines:

- Remember to pack your child's diaper bag with diapers, wipes and any other personal items your baby may need while in the nursery (pacifiers with clips, bottles etc.).
- Refrigerators are available for storing any bottles/cups a baby may need while in our care.
- Snacks are provided.

- Write down any special instructions on the registry.

Volunteer Guidelines:

- ***Put on apron, nametag and sign in***
- Wash your hands.
- Remember diaper procedures (see Health and Safety Matters/also posted in each room).
- Greet parents as they arrive and assist with checking in their children.
- Make sure to remove the tag from the child before they leave.
- Ask for pager back.

Interaction Guidelines:

- Get down on the child's level.
- Use positive statements when talking. (Avoid saying no. Example: Keep the playdough on the table. Not: Don't throw the playdough in the floor.).
- Always let the child know what is expected of them and what the limitations are.
- Let children do as much for themselves as they can. This teaches them independence.
- Children love to sing and dance.



The Bird Room/Blue Room
Age 13 months to 18 months

Check In/ Check Out Guidelines:

- Sign your child in on the registry located by the door.
- Take a pager, if needed.
- Give worker diaper bag.
- Give your child to one of the nursery workers.
- You must have your pager when you come to pick up your child.

Parent Guidelines:

- Remember to pack your child's diaper bag with diapers, wipes and any other personal items your baby may need while in the nursery (pacifiers with clips, bottles etc.).
- Refrigerators are available for storing any bottles/cups a baby may need while in our care.
- Snacks are provided.
- Write down any special instructions on the registry.

Volunteer Guidelines:

- ***Put on apron, nametag and sign in***
- Wash your hands.
- Remember diaper procedures (see Health and Safety Matters/also posted in each room).
- Greet parents as they arrive and assist with checking in their children.
- Remove tag from child before they leave.
- Remember to wear comfortable clothes.
- No child will be released to a sibling.

Interaction Guidelines:

- Be observant of the activities in the room.
- Get to know the children by name and be sure to use their names as much as possible.

- Communicate with the children. Talk, sing, read to them. Communicate God's love through your words, actions and touch.
- Let the children do for themselves. This gives them a great sense of independence and accomplishment.
- If you cannot understand what a child is telling you, ask them yes and no questions.
- Spend time one on one. Toddlers love being the center of attention.



The Butterfly Room/Yellow Room Age 19 months to 2- 2 ½

Check In/ Check Out Guidelines:

- Sign your child in on the registry located by the door.
- Take a pager, if needed.
- Give diaper bag to worker.
- Give your child to one of the nursery workers.
- You must have your pager when you come to pick up your child.

Parent Guidelines:

- Remember to pack your child's diaper bag with diapers, wipes and any other personal items your child may need while in the nursery.
- Refrigerators are available for storing anything your child may need while in our care.
- Snacks are provided.
- Make sure to write down any special instructions on the registry.

Volunteer Guidelines:

- **Put on apron, nametag and sign in**
- Wash your hands.
- Remember diaper procedures (see Health and Safety Matters/also posted in each room).
- Greet parents as they arrive and assist with checking in their children.
- Remove tag from child before they leave.
- Remember to wear comfortable clothes.
- No child will be released to a sibling.

Interaction Guidelines:

- Be observant of the activities in the room.
- Get to know the children by name and be sure to use their names as much as possible.

- Communicate with the children. Talk, sing, read. Communicate God's love through your words, actions and touch.
- Let the children do for themselves. This gives them a great sense of independence and accomplishment.
- If you cannot understand what a child is telling you, ask them yes and no questions.
- Spend time one on one. Toddlers love being the center of attention.
- Use curriculum material that will be provided to you each week in the plastic basket.

Nursery Graduation

Children are graduated from the nursery to the preschool department in August (Rally Day).



- Want to volunteer or find out what opportunities we have available,
- Need to report your substitute,
- Have an emergency and won't make it or will be late,
- Are having or just had a baby,
- Need to talk to someone in the nursery,

Call Evelyn Penkert at 235- 0496, ext. 263
or email: epenkert@firstpresgreenville.org

Mission

The mission of First Presbyterian Children's Ministry is:

- To weave the thread of spiritual growth into the child's world.
- To supplement the family and its primary role as chief cultivator in a child's development.
- To demonstrate to children of all ages that a relationship with Jesus Christ is an essential part of even a very young person's life.
- To prepare children to discover God's mission for their lives.

Vision

Our vision is to foster
within each child the desire
to discover God in a personal way,
leaving an eternal imprint
of God's love on his/her life.

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revised April 2005