

Christian Education Policies for the Nursery Ministry at the Evangelical Free Church of Lander 4/10

1. Every Adult working in the Nursery must have completed a background check with fingerprints.
2. No youth under the age of 12 may stand and hold an infant (0-4 month), and are not expected to diaper children.
3. Each child needs to be registered in order for the workers to know the child's name, age, special instructions & parents. The sheet with the picture of the child on the board is sufficient, but should be updated frequently. The parents of a new child must fill out a form before leaving their child in the nursery.
4. Record attendance each Sunday for the Sunday School and Worship Service Nursery. The sheets are located on the board.
5. Caretakers must locate the First Aid Kit, Fire Extinguishers, CPR help sheets, and the Poison Control number.
6. Caretakers must empty the trash and take it to the dumpster if a diaper was put in during their shift, and vacuum if necessary.
7. All toys that have been used will be disinfected with the Clorox spray between services.
8. It is suggested, disposable gloves be used when changing diapers, cleaning cuts or bloody noses or any time a caretaker comes in contact with blood, urine, feces or any other bodily fluid. You can wash your hands in the kitchen sink or in the bathroom. Hand sanitizer is also available in both nurseries.
9. *Please* have a lid on any hot beverages in the nursery.
10. Caretakers, please be very careful to keep the door closed when the children are under your care. Open the top half of the door if possible when toddlers are checking in and out.
11. An **optional** registration system is available for the safety of the children and to ease the worry of parents. Please advise parents of the identification stickers and inform them their child will be released when a family member turns in a matching tag. Remind parents to pick up their children quickly after the service.
12. Caretakers and parents shall be aware that we do follow the "Policies for Discipline" with our toddlers (developed by the Christian Education Ministry Team, of the Evangelical Free Church of Lander.)
13. If a caretaker is unable to work during their scheduled time, they are responsible to find a replacement from the **list of qualified caretakers**. If they cannot, they must let the Nursery Coordinator know as far in advance as possible.
14. The Nursery team will conduct an open and visible ministry that is above reproach. We welcome parents to "Feel free to look in on us at any time."

Could we send updates to you via email?

Email _____

I have read, understand and agree to abide with the above nursery policies of the Lander Evangelical Free Church.

Print Name _____ Date _____

Signature _____