

James Island Presbyterian Church

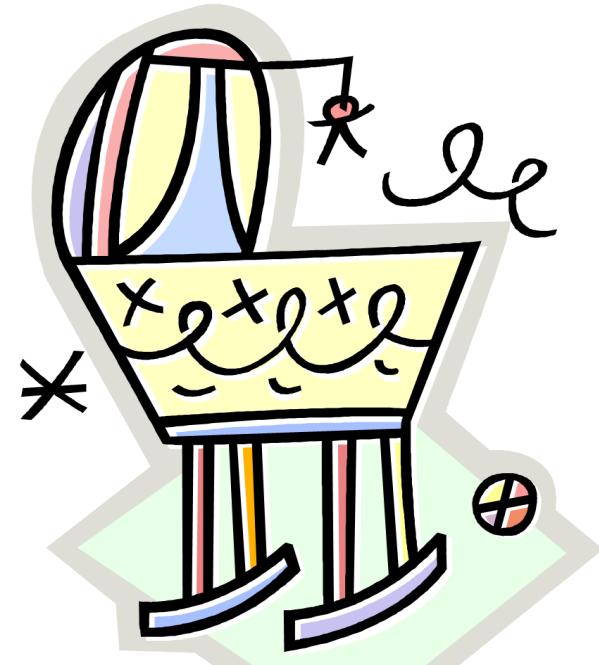
# Nursery Handbook

*Updated: March 2012*



**James Island Presbyterian Church**  
1632 Fort Johnson Road  
Charleston, SC 29412

If you have any questions, please call 795-3111



*“...Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs.” Mark 10:14*

## Philosophy and Mission of the JIPC Nursery

At James Island Presbyterian Church (JIPC), we believe Christian education begins with an infant's caregivers at home, daycare, and church.

The trust children develop in their caregivers later transfers to trust in God. A concept of self worth also begins at an early age. A positive self image will later transfer into a belief that each person is a unique and special child of God.

Each experience the child has with JIPC, beginning in infancy, will shape the child's attitude towards church and God. Our mission, therefore, is to provide a positive, Christian environment each time your child is in our care.

## Sunday School and Worship

The nursery at JIPC is open and fully staffed for both worship services (8:30 am and 11:00 am) each Sunday, during Sunday school classes which begin at 9:45 am, and on Wednesday nights from 5:00-9:00 p.m. The nursery is available for infants, toddlers and preschoolers.

Sunday mornings and Wednesday nights are a time for both parents and children to grow spiritually. Caregivers in the nursery model Christian values to foster the faith development of our youngest members. From infancy, children are encouraged to share, show love to others, and to give thanks. Age-appropriate toys, equipment, and activities are available for infants, toddlers and preschoolers.

We also encourage parents to join an adult Sunday school class and engage in Wednesday Night Live. You will find great support from other parents in these classes. By attending Sunday school and other Bible studies yourself, you model the importance of being a lifelong learner of God.

## Evening and Weekday Nurseries

Parents will be contacted immediately if a child becomes sick while in the nursery. Please do not return your child to the nursery until they have been symptom free or on antibiotics for a full 24 hours. Please inform caregivers of any chronic medical conditions.

## Fire Safety Plan

The nursery has a fire safety plan to ensure the safety of our youngest members in the event of a fire. Caregivers receive annual training regarding the fire safety plan.

## Volunteers

Parents are encouraged to volunteer in the nursery as Volunteer Nursery Leaders. They are responsible for one service a month on a rotating basis. We also need volunteers who will agree to be substitutes.

If you are unable to participate on your assigned Sunday, it is your responsibility to find a replacement and switch duty with another volunteer from the phone list provided. Please notify Allison Hubbard about any changes in the schedule via phone or email.

As volunteers, you help provide a loving, nurturing and Christian atmosphere for our children.

*We look forward to having you and your children become a part of our nursery program at James Island Presbyterian Church!*

equipment are washed and disinfected frequently. Staff follows DHEC daycare guidelines.

#### Toilet Training

We will be happy to support your toilet training efforts. Please inform us when your child is being trained. We suggest that you have your child wear pull-ups or diapers while in the nursery during this transition time. A urine accident on the floor can present a health hazard for other children. Please be sure to include a complete change of clothes in your child's bag.

#### Discipline

We try to keep staff/child ratios low to reduce conflicts. When a child does act out, we first try redirecting the child to another activity or area of the room. When hitting, kicking, biting, or hair pulling occurs, we may use time-out with toddlers and older children.

Whenever possible, discipline is stated in a positive manner. Physical force or the threat of physical force will never be used to discipline a child in the nursery. When a child has a chronic behavior problem, we will notify a parent.

#### Illness

Please do not bring sick or contagious children to the nursery as we strive to keep our nursery a safe, healthy place for all of our children. Signs of illness include, but are not limited to:

- Severe or persistent cough
- Frequent sneezing
- Yellow or green discharge (from nose, eyes or ears)
- Temperature over 100 degrees in the last 24 hours
- Vomiting
- Diarrhea
- Contagious or unidentified skin rash



James Island Presbyterian provides a free nursery for all church-wide functions unless otherwise noted. The exception to this rule is weekly Bible studies.

In the event that a nursery needs to be scheduled, we prefer one week's notice so that we can make arrangements with appropriate staff. To help ensure that proper nursery procedures are carried out, the nursery always needs to be staffed with at least two adults, one being a trained nursery staff member. Arrangements can be made for school-aged children during special events by contacting the church office.

Our nursery is divided into four rooms during worship: infants, toddlers, 3 and 4 year olds, and K5/1st grade. Children age three and older are encouraged to come into the Sanctuary with their parents until they are dismissed after Children's Time. They will be divided by age and taken to their respective rooms by two nursery workers and parent volunteers. Children over age three are invited to join Preschool Pray and Play on Wednesday nights and Sunday School on Sunday mornings.



#### Who Works with Your Children?

Both employees and volunteers serve in the nursery, but at least one trained nursery staff member must be on duty. There are always two adults at any given time. All paid employees have had a background check and there is always an employee present with training in infant and child CPR.

Church members may volunteer their time to work in the nursery. Parents with infants and toddlers are encouraged to volunteer in the nursery on a rotating basis on Sundays. Teenagers interested in working with children may also be added to the rotation of Sunday morning volunteers.

If there are not enough caregivers in the nursery for a particular service, we will request an additional volunteer from the congregation during announcements.

All persons working in the nursery have read and understand the Nursery Handbook and enjoy working with young children.

## Nursery Procedures

### Child Profile Sheet

A child profile sheet must be updated annually for each child using the nursery. This sheet includes allergy information and any health or behavioral concerns.

### Sign In

All children must be signed in by a parent or guardian when they arrive at the nursery. In the event of a fire or other emergency, we need a quick way to make sure everyone is accounted for. We also want to make sure the caregiver knows your child has been left in your care. Older siblings will not be allowed to drop off or pick up your child.

### Easing the Transition for Your Child

You are welcome in our nurseries; however, some children may be upset when they see you “peek in,” and it is normal for children to go through various stages of separation anxiety. If your child cries and is inconsolable for more than ten minutes, we will let you know. Parents may wish to be contacted via their cell phones set on “vibrate” when in the sanctuary. We also have several pagers available in the nursery.

### Labeling

All bottles, cups, and diaper bags should be labeled before they are left in the nursery. **DO NOT LEAVE THIS UP TO THE CAREGIVER.** The nursery gets very busy, and it is easy to forget what belongs to each child very quickly.

### Beverages

Please provide a beverage for your child during their stay in the nursery. All bottles of breast milk or pre-mixed formula and juice cups must be labeled with your child’s name. Please let us know if your baby’s bottle needs to be warmed.

If at all possible, we encourage toddlers to bring cups with lids rather than bottles. Many of the children are weaning off the bottle, and they have a hard time when another child has a bottle. Nursing mothers are welcome in the nursery at all times, and there is a rocking chair and screen available for privacy. .

### Food

The church provides a snack for children during both services on Sunday. Snacks offered include graham crackers, cheerios and animal crackers. Due to possible allergies, snacks given cannot contain peanuts, chocolate, or red dye.

A child's snacks brought from home may not be shared with another child. Please alert caregivers if your child has a food allergy. All parents must complete a child profile sheet that includes information about food allergies.

### Diapers

Your child's diaper bag should contain the following items:

3 to 4 Diapers	A bottle or sippy cup
Wipes	A change of clothes

Caregivers are required to follow strict guidelines when handling and changing diapers. They wear disposable latex gloves, place fresh paper under children, spray with disinfectant after each diaper change, and place all waste in sealed trash cans.

### Sanitation

All surfaces are washed with disinfectant after each use. Fresh sheets are placed on the crib mattress before children are placed in a crib. High chairs, swings, and tables are disinfected after each use. Toys and