

## PARENT INFORMATION

*Dear Parents,*

*We welcome you and your children to the Parkside Church Nursery. We are delighted to have you as a part of our children's ministry. We hope this information will be helpful in making the nursery an enjoyable experience for you and your child.*

*The nursery coordinators and workers are volunteers from Parkside Church. All nursery workers 18+ years of age are asked to complete a background check. All new workers are also required to attend an orientation where the basic guidelines of nursery care are reviewed. For the safety of children & workers, Parkside Church adheres to a two-adult rule in all areas of children's ministry.*

*Your adherence to the following guidelines enables us to provide children with the good care you want them to have and we want to give. Also, in order to adequately staff the nursery, parents who regularly utilize the nursery ministry are asked to consider serving on one of the rotating teams.*

*It is our desire and prayer that every child will some day come to faith in Christ. The nursery staff shares this desire and recognizes that, in caring for these little ones, we are showing them the One who made and loves them. If you have a suggestion for enhancing this ministry, please let us know. We welcome your comments.*

***We encourage you to save this booklet for future reference.***

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### COMING & GOING...

The nursery workers begin welcoming children 20 minutes before each service.

### DROP-OFF (SIGN-IN)

Please form a line to sign in your child. Workers can only admit one child at a time. Complete the sign-in sheet on the counter, identifying your child's personal information as well as your whereabouts during the service. Please label all cups, bottles, and pacifiers with your child's first and last name. While we recognize that many babies are on specific feeding/napping schedules at home, it is not feasible for our workers to follow rigid schedules in the nursery ministry. We thank you in advance for your flexibility. Toddlers will be offered a small cookie/cracker snack unless you indicate otherwise on the sign-in sheet. Pink-colored tags may be attached to your child's numbered tag to indicate food allergies.

If it is necessary to feed your child solids, please remove him/her from the nursery room. Also, if your child is eating a snack on the way to church, make sure the snack is finished prior to entering the nursery. This avoids upsetting the other children and possibly exposing a child with allergies to a food he/she should not have.

You will be given a numbered security tag to identify you with your child. Should your child need you during a worship service, this number will be shown on the digital display over the doors at the front of the auditorium. If you are in a class and your child needs you, the nursery coordinator will come to the class and display your child's name and number. You will need this tag to pick your child up from the nursery.

### **IF CALLED TO ASSIST YOUR CHILD**

When you are called to the nursery to assist your child, please do not enter the room behind the sign-in counter. This helps ensure the security of all the children in our care. You may comfort your child in the room at the counter or sign him/her out and comfort outside the nursery room.

After leaving your child in the nursery, please do not return to the room before you are ready to sign your child out unless you have been called to the room by the nursery staff. This is disruptive and upsetting to your child and the other children.

### **PICK-UP (SIGN-OUT)**

In consideration of those serving in the nursery, please pick up your child immediately following the service and then fellowship with others. Nursery workers can only release one child at a time. Please do not reach over the counter to get your child or remove your child's tag.

For the protection of our children, a child will be returned ONLY upon presentation of the proper security tag by the parent. If a tag is lost, a child will only be released with a pastor's or elder's approval and the appropriate identification (driver's license that matches the name of the person on the sign-in sheet). Your help and cooperation in this matter is greatly appreciated.

Please do not send an older child to pick up your baby as nursery children will only be released to adults.

### **DIAPER BAG CHECKLIST**

- \* Extra diapers (preferably disposable ones)
- \* A complete change of clothes from skin out
- \* Bottles, pacifiers, cups — **labeled** with first and last names
- \* Alternative snack (cookie or cracker) if food allergies require—labeled with first and last name & noted on sign-in sheet

## **FOR THE HEALTH & SAFETY OF ALL CHILDREN...**

In order to maintain a reasonably controlled environment and in the event of an emergency, we adhere to the following worker/child ratios:

0 - 11 months old: 1 worker / 2 children

12 - 36 months old: 1 worker / 3 children

If we have more children than can be accommodated with these ratios, you may be asked to serve for that particular service. This enables us to receive additional children.

In case of emergency (e.g., fire), the nursery workers will evacuate the children. **PLEASE DO NOT COME BACK TO THE NURSERY**. You will be able to pick up your child outside the building at Pole A.

***For the convenience of our families, a quiet and private room for nursing mothers is provided inside Room 102.***

## **A WORD ABOUT ILLNESS...**

For the health of all children and workers in the nursery, please do not bring your child to church if he/she is ill. Your child should remain at home if he/she:

- \* is less than 24 hours after the end of a fever
- \* has been vomiting or had diarrhea within 24 hours
- \* has a cold or colored discharge from the eyes or nose
- \* has a skin rash (other than diaper) or evidence of lice
- \* has had a culture taken and you suspect strep. Do not bring your child to church until the lab results are known. If positive, keep the child at home for 24 hours after treatment has started.

In regard to other childhood diseases, consult your pediatrician who will know when the illness is no longer contagious. Please note that our nursery staff is unable to administer any medications.

A health care professional is available each week. If there is any question of illness when your child arrives, the staff may contact this professional who will determine whether the child may remain in the nursery. Should your child become ill or have an accident while in the nursery, the medical professional will be called and you will be notified promptly.

***Again, we thank you for the privilege of serving your family through our Nursery Ministry.***