

CHILDREN'S RECORDS

When leaving your child in the nursery:

- Fill out a nursery registration card (1st time), which will be kept in the nursery and children's ministry files.
- Sign in each child, listing any special instructions and location of parents in the church.
- If someone other than the individual signing in the child is to pick up the child, this needs to be indicated at the time of signing in.
- Pick up a pager and return when picking up your child.
- Clearly mark all items belonging to the child with the child's name.
- Keep personal toys to a minimum.
- Pick up a Nursery Informational Packet (1st time).

EMERGENCIES

Safety is first and foremost in an emergency situation. In the case of an emergency (i.e. fire alarm), nursery staff will lead the children outside as quickly as possible.

Please do not pick up your child from the nursery in the event of an emergency, nursery staff will account for every child. Emergency numbers and procedures are posted in the nursery at all times.

Parents should not leave church grounds unless an Emergency Medical Care Form has been completed.

NURSERY POLICY

Charlotte Christiansen
Nursery Coordinator
charlottechristiansen07@yahoo.com
(913) 262-1040



We appreciate your trust in taking care of your child/ren. If you ever have questions, feedback or concerns please feel free to contact either the Nursery Coordinator or Director of Children's Ministries.

Charlotte Christiansen (Nursery Coordinator)
charlottechristiansen07@yahoo.com

Annie Collins (Director of Children's Ministries)
Annie@oldmission.org

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913-262-1040
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NURSERY EXPERIENCE

In providing childcare, it is our goal to create a:

Safe

Caring

Loving Environment

The nursery experience will enhance the self-esteem, self-expression and social interaction skills of children. Each child will know that they are cared for and loved.

Nursery staff work with children in a positive manner:

Praise

Smiles

Positive Words

Personal Interaction

NURSERY STAFF

All nursery staff must be 18 years of age or older and have completed and been "certified" through Safe and Sacred Child Protection Training.

Youth (16-17 years old) may work in the nursery only when a "certified" adult is in attendance.

Parents may be asked to volunteer on a monthly basis. If you wish to volunteer in the nursery please notify the Nursery Coordinator.

FACILITIES AND EQUIPMENT

- Minimum nursery staff/child ration is 1:2 for infants (up to 18 months) and 1:4 for toddlers (18 months-3 years).
- All children are within sight and sound of nursery staff at all times.



- Only age appropriate toys and equipment are allowed in the nursery.
- Toys and equipment are cleaned, as needed, and put away at the end of nursery use.
- Changing tables are cleaned after each diaper change.
- Any broken equipment is reported to the Nursery Coordinator or Director of Children's Ministries.

NUTRITION

Bottles should be prepared at home and marked with child's name. Nursery staff will not be responsible for preparing bottles. Children will be held when bottle fed. No child will be allowed to sleep with a bottle.

Group snacks (animal crackers and vanilla wafers) are served during the nursery experience.

Allergy concerns need to be reported to the Nursery Coordinator or Director of Children's Ministries.

ILLNESS

Children need to be symptom free of the following when left in the nursery:

Runny ears/eyes

Discolored mucus from nose

Temperature 100 degree or more

Children need to be symptom free of the following for 24 hours when left in the nursery:

Vomiting

Diarrhea

Parents will be notified of any exposure to communicable disease.

Any evidence of neglect, abuse or unusual injuries will be noted and reported to the Pastors and Director of Children's Ministries.

TIME GUIDELINES

In order to best serve each child's interests, children may not be left in the church nursery over 4 hours, unless approved by the Nursery Coordinator/ Director of Children's Ministries.

The church nursery is only available for church sponsored activities. If a church sponsored activity occurs off the church ground premises an Emergency Medical Form must be completed.