

Our Mission

Psalm 127:3 states, "Children are a treasure from the Lord."

We desire to provide the best care for our children in an environment that is safe, healthy, and clean. Our mission is to provide a foundation for our children's developing faith through loving care, Bible stories, music, and guided play.

We desire to staff our nurseries with volunteers who labor side by side, not comparing their gifts, but investing them in ways that complement, encourage, and strengthen one another and the Body of Christ.

We pray that our children will experience God's love from our staff and that they will be grounded in the Word of God. We trust that parents will feel comfortable leaving their children in the nursery while they worship, fellowship, and grow in their faith.

Caregiver Procedures

Please wear your nametag! Out of consideration for some staff and children who have allergies, please refrain from wearing perfume or cologne when serving in the nurseries. Thank You!

Infants and Children (age 6 months to 36 months).

1. Caregivers should be in the nursery 15 minutes before the service begins.
2. Have parents sign in their child and fill out a registration form if they are visitors.
3. Attach the child's tag to her back.
4. Remind the parents to label all belongings. Check child for signs of illness. If child appears to be ill, refer the parents to our "Well Child" policy. Store the diaper bag in the correct bin.
5. Each child's diaper should be checked during each service. Refer to Diaper Changing Policy.
6. Eagerly greet the child and parents when they arrive and help the child say good-bye to Mom and Dad. Get the child interested in a toy or activity or introduce the child to another child already in the room.
7. Follow instructions for the child's care as stated on the sign-in form.

For parents

What To Bring

A minimum of two disposable diapers or pull-ups.

Please label all belongings.

Staying With Your Child

Your child may cry when you leave, but that is not unusual. It is natural for the child to prefer the parent.

It seems to help all the children if you leave quickly and do not noticeably check on them during the service. Most children will become involved in an activity and crying will subside. The crying will become less common with regular attendance. Every attempt will be made to console and comfort your child and to meet his/her needs. If this cannot be done, you will be phoned.

Check-In Procedures

Prior to placing your child in the nursery, please check the diaper to ensure that it is fresh and clean. You may use the diaper-changing area if it is not.

1. Sign your child in on the attendance sheet noting any special instructions for the day.
2. Your Nursery Caregiver will give your child a nametag. Provide a diaper bag with supplies listed above. **Please label all items.**
3. Give the diaper bag and your child to the Caregiver.

Check-Out Procedures

1. Please send an adult to pick up your child.
2. Please ask friends or relatives to wait in the main hallway while you claim your child.
3. Please be patient. Allow the Caregiver to assist each parent individually to be sure that all the diaper bags, papers, and other belongings are going home with the right family.
4. Please do not enter the room to collect your child.
5. In consideration of your child and our volunteers, please be prompt in picking up your child.

Feeding Children

- We will provide snack: goldfish and juice for your child.
- We do have cups to provide a drink of water, but you may provide a sipper cup if you prefer.
- Only parents are allowed to give medicine to their child. Do not put medicine of any kind in bottles prior to or while your child is in the nursery.

Well-Child Policy

We wish all of our children and staff would remain healthy, but we know we all become ill occasionally. Our "Well Child" policy is designed to provide guidelines so parents know whether their child can be placed in the nursery or not. We hope that by following these guidelines we can decrease the spread of communicable illnesses among the children and staff.

Please do not bring your child to the nursery if these symptoms are present:

- **Fever** -If a child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- **Measles**
- **Mumps**
- **Diarrhea/Vomiting** -If a child has vomited or has had diarrhea, the child should stay home until 24 hours after the last episode.
- **Cough**
- **Impetigo**
- **Nasal Drainage** that is not clear. "Clear" meaning allergy-related only-teething may not be used as an excuse for a runny nose.
- **Questionable rashes**
- **Conjunctivitis (Pink Eye)**
- **Active Chicken Pox**
- **Antibiotic Treatment** -If a child has a communicable illness that requires treatment by antibiotic, he/she may not come into the nursery until 24 hours of medication has been taken.

If your child has a continually clear, runny nose or rash due to non-contagious allergies, please let the caregiver know. If it is an ongoing allergy, please indicate that on the child's registration form. If a child becomes ill during a service, the staff will page the parent.

These guidelines also apply to staff. If they become ill, they are still expected to trade with someone else on the schedule and notify the checker of the trade.

If a child comes down with a contagious condition other than those mentioned, such as more serious infections or head lice, the parent should notify Milana or Irina Bakay. She will then inform other parents whose children may have been exposed.

Diaper Changing

- EVERY child's diaper should be checked and changed, if necessary, during every nursery session. Every toddler should be taken to the restroom at least once during every nursery session.
- Keep babies and toddlers in full view while changing their diapers. NEVER, NEVER leave a child on a changing table unattended.
- Only adult women should change diapers or take a toddler to the restroom. An exception would be made for a father caring for his own child.
- Talk to the children as you change their diapers. Look into their eyes with a smile on your face and they'll know you are happy to be taking care of them.
- Put on a pair of disposable gloves when changing messy diapers.
- Do not use any creams or powders unless parents re-quest and provide them.
- Place the soiled diaper, gloves and wipes in a plastic bag and into the wastebasket.
- Put the baby or toddler down.
- Clean the changing surface with disinfectant solution.
- Wash your hands.
- **The youth person or the teenager are not allowed to change the diaper.**

Discipline

- For Infants and One-Year-Olds-If there is a behavior problem with a child younger than 24 months, we will simply remove him/her from the situation and redirect his/her attention to a new activity. If a child is harming another child (pulling hair, biting, pushing, hitting), we may firmly say "no" in love and remove him/her from the situation. Parents will be notified when they pick up their child. If any behavior that puts other children at risk becomes a recurring problem, parents will be asked to keep the child out of the nursery until the behavior can be controlled.
- For Two and Three-Year-Olds-Our first step would be to explain the inappropriate behavior to the child and communicate expectations in language that a preschooler would easily understand. We try to make eye contact with the child so it is clear to them what is expected. We do this in love and in privacy away from the other children. We do not spank children.
- If the behavior is repeated a second time we use the "time out" method by having a child sit down on a chair away from the other children. This gives the child time to redirect behavior and calm down. We explain why he/she is in the "time out" chair and we try to find a better way to deal with the problem behavior next time. We do not leave a child in a "time out" for more than three minutes. If there are problems with behavior requiring parental attention, we will communicate that to the parents when the child is picked up. If immediate attention is necessary, the parent(s) will be paged. We desire to partner with parents to help nurture the children in the love and admonition of the Lord.

Distraught Children

When one of our children is distraught and crying, our Caregivers are instructed to:

1. Pray for the child.
2. Change the diaper (or take to the bathroom) if needed.
3. Check the sign-in sheet or registration form for pertinent information.
4. Offer a bottle/cup or page a mother for nursing.
5. Comfort the child and try to distract him with a toy or picture.

6. Walk around the room and talk or sing softly to the child.
7. Ask for help from another Caregiver.
8. If the child hasn't calmed down or has been crying for a full 10 minutes, phone the parent.

Accidents or Medical

A stocked First-Aid kit is located in each room. The Caregivers will treat most minor nursery hurts with a hug and a Band-Aid.

If a child gets hurt more seriously, he/she should be treated with appropriate First Aid. Parents, Security, and Vera Tkachenko or Irina Bakay or Lena Sagan should be phoned.

There are a number of nursery and church staff who are trained in CPR and First Aid whose names are in Policy book. One or more of these will be summoned. If the situation is serious beyond the scope of their knowledge and expertise, the Nursery or Security staff may dial 9-1-1.

Once appropriate people have been notified, the Nursery Caregivers should seek to:

- remain calm and pray!
- reassure all the children, including the injured child.
- remove other children from the area as soon as possible.
- make a detailed written report of the accident, including all available information about what happened.

Cleaning Procedures

Our toys and equipment are washed and disinfected after each session. This results in a much cleaner nursery and healthier children. Our toys last much longer as a result of good cleaning and upkeep. Every caregiver is responsible to keep the nursery area clean.

1. Windows should be cleaned. This includes the small windows in the adult and children's doors and the see-through windows between the nurseries.
2. Carpets should be vacuumed.
3. Remove any crayon marks.
4. Remove trash (if not already taken care of).
5. Setting the bags of trash in the nursery hallway and relining the trash cans.
6. Putting the toys away in the designated cupboards; sanitizing them if necessary.
7. Vacuuming the room(s).
8. Sanitizing the counter(s), tables.

Donated Toys and Equipment

Our nursery does accept donated items that are brand new or gently used. Safety checks on toys and equipment are conducted on a regular basis by the committee members.

Some examples of items the nursery accepts are:

- books-(age-appropriate and in excellent condition)
- wood puzzles with pegs, ride-on toys, push/pull toys
- large washable crayons for the 2's and 3's,
- musical instruments, dolls, dishes, tools,
- stacking/nesting toys, shape-sorting toys,
- stacking rings, soft blocks, unbreakable mirrors,
- musical toys
- **We do not accept stuffed animals.**
- **Nursery caregivers must be members of Russian Baptist Church.**

Child/Caregiver Ratio

Any group of children, no matter how small, should be staffed by at least two caregivers, with one of them an adult female.

Our Infant Nursery should have the lowest staff-to-child ratio: one worker for every two or three babies, depending on the age of the infants. For the One-Year-Olds, it is best to provide one caregiver for every three to four children. For the Two's and Three's, we plan on one caregiver for every four to six children.

We will limit our rooms to sixteen children of 6 months to 18 months of age, to prevent overcrowding; and 24 children 18 to 36 months old. If more children are present in room than we plan, we will organize another room.

Older Children in the Nursery

Older children are NOT allowed in the Rooms.

Nursery Schedules

Nursery schedules are made up for One to two months at a time. Most volunteers serve one service a month; others serve one service every other month; some serve every service one month and then are off the following month. Schedule requests or changes should be made to Milana and Irina Bakay, who makes up the schedules.

Please pray for our Nurseries!