

2023-2024 Guidelines for Childcare Volunteers

THANK YOU for your willingness to serve and show God’s love to our little ones! Your ministry responsibilities include greeting each parent and child with Christ-like love, playing with or directing the safe play of the children, providing for the physical needs of the children, and maintaining a safe environment.

SIGN UP:

- Confirm you have completed the necessary [background check form](#) and turned it into the church office.
- Use the link below to sign up for your volunteer time slot. Reach out to the nursery coordinator if you need assistance.
- You will receive an automated SignUp Genius reminder email and personal text from the Nursery Coordinator 2 days prior to your scheduled Sunday.
- If at any point you are unable to fulfill your responsibility, attempt to switch with another volunteer or approved substitute and either update the SignUp Genius or notify the Nursery Coordinator immediately.

<https://www.signupgenius.com/go/10C084CA5A928A3FFC70-nursery>



DETAILS:

***Childcare is provided to the following ages from 10:15-11:30am or until the worship service ends.**

Class Name	Age	Room	Directions
Bed Babies	*3 -24 months	Preschool 1	Located on the Preschool Hall in the Fellowship Hall Building.
2/3's	*2-3 years old	Preschool 3	Located on the Preschool Hall in the Fellowship Hall Building.
4-K's with Ms. Amy "Wonder Worship"	*4 years through Kindergarten * Placement is based on age/grade on Sept. 1. At the discretion of parents and teachers, children may advance to the next level if developmentally appropriate prior to promotion Sunday in September.	Preschool 6	Located in the Sanctuary Building beside the elevator. *Volunteer should meet in the classroom prior to the service and assist Ms. Amy in walking children into the sanctuary.

EXPECTATIONS:

Arrival:

- Volunteers should arrive **by 10:10 in transition from Sunday School to Worship** and prepare for parents to begin dropping off at 10:15am.
- Confirm a minimum of two ADULT, APPROVED volunteers are present to serve and contact the Nursery Coordinator if needed. Do not provide childcare alone.
- Confirm all parents adhere to the Check-in policy by signing their child in on the clipboard and providing appropriate contact information and special instructions (e.g., allergies, etc.).
- Once the worship service starts at 10:30am, the doors to the building will be locked. Volunteers should keep doors locked for safety purposes. Avoid propping open doors and use caution when opening doors for people to enter. There are always Security Volunteers on duty 10:15 through the conclusion of the worship service to assist anyone needing access to the nursery area after doors are locked.
- **NOTE:** If there are no children in your assigned area by 10:30am, please remain in the classroom for 15 minutes past the start of service to ensure that children are not in the sanctuary with their parents for the Children' Sermon or simply running late. Check with other volunteers in the other classrooms to confirm your assistance is not needed before leaving.

During:

- Keep all classroom doors closed, including those to the playground.
- Only the 4/K's – Wonder Worship group will be taken into the sanctuary by volunteers. Other classes will remain in the classroom.
- The playground may be utilized at the discretion of the volunteers, but children must be supervised at all times.
- No child should ever be left alone in a room at any time, even if asleep.
- Diapers should be changed as needed using the supplies provided by the parent.
- Older children may use the bathrooms attached to the classrooms and volunteers should assist as needed, keeping the door to the bathroom open for security.
- Volunteers and children should wash hands after diaper changing and bathroom use.
- The changing pad cover should be changed after each use.
- Diapers should be properly disposed of and not left in the classroom.
- Snacks should be limited to what each parent provides for their child and are completely optional. Volunteers should not share food items between children to avoid any issues with allergies, intolerances, or parent preferences.
- Report any accidents or incidents (e.g., biting, etc.) to parents at check-out. Report only what you **see**.
- First aid supplies are clearly marked in containers above the sink in each room.

Leaving:

- The building doors will unlock at 11:30am automatically.
- One volunteer should oversee the **check-out** process which includes standing by the door to confirm the **Parent/Caregiver signs out the child on the clipboard and all belongings go home with the child.**

- The other volunteer should monitor the other children. PLEASE LIMIT PARENTS IN THE ROOM OR ON PLAYGROUND TO PICK UP CHILDREN BECAUSE IT IS EASY FOR KIDS TO DART OUT OF THE ROOM.
- After all children leave, volunteers should clean and straighten the room.
 - The room should look the way you found it or better!
 - Table surfaces should be sprayed and wiped down.
 - Soiled items should be placed in the provided tubs (e.g., changing pad covers).
 - “Mouthed” items should be sprayed with disinfectant and allowed to air dry.
 - Broken toys or supplies should be disposed of and not left in the classroom.
 - Food or smelly trash should be disposed of in the dumpsters near the playground and not left in the classroom overnight.
- Replace any supplies used such as soap, paper towels, etc. Extra supplies can be found in the cabinets above the sinks. If supplies are out, please notify the office.
- Move the podium with the clipboard from the hallway into the room, cut off all lights, and close the classroom door.
- Report any concerns or ideas for improvement to the church office or Nursery Coordinator.
- Let Amy Galloway and/or the Nursery Coordinator know of any guests, so we can be sure to outreach them.

Thank You for being a part of this vital ministry to children and their families!!

Anna Armstrong

2023-2024 Nursery Coordinator

919-631-9138