

First Baptist Nursery Handbook



First Baptist Church, Springfield

525 South Ave.

Springfield, MO 65806

417.866.7202

Stacy Adamson, Children's Minister

August 18, 2011

Dear Parents,

We read in Psalm 127:3, "Children are a gift from the Lord." Just as children are a rich heritage for their parents, so are they a heritage for the body of Christ. Both parents and members of the body play an essential role in making God's love real to the youngest of our church family. It is our desire to come alongside parents in nurturing the faith of their children.

As you invest time in reading these pages, we pray that the partnership between you and the body of Christ at First Baptist will be strengthened so that together we will spread the passionate love of God for generations to come.

Partnering with You for Christ and His Kingdom,

Stacy Adamson, Children's Minister

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Why a Ministry? Isn't basic babysitting enough?

Throughout the Bible, God shows His love and concern for the little ones. The Bible tells us that Jesus said, "Let the little children come to me, and do not stop them; for it is such as these that the kingdom of heaven belongs." (Matthew 19:14)

This is why we take ministry to children very seriously. We hope to provide care for children with teaching them timeless biblical truths vital to life. We understand that by ministering to children, we minister to you, the parents as well. The following policies and procedures help us to ensure the safety of your child as well as to make us better capable to meet the biblical principles that guide us.

Our Mission

Our mission in the children's ministry department is Believe, Become, Belong. We desire each child to believe in Christ as the only way for salvation, become more like Him, and belong to a loving church family. In the nursery and preschool areas we lay the foundation for that mission.

Our Vision

Our vision is that for generations to come the lives of our children at First Baptist will be shaped by God and that Jesus Christ will be their greatest Friend and Treasure forever.

- Our vision is to equip parents in their calling of "train up a child in the way he should go".
- Our vision is weekly volunteers and staff who work side by side in serving children, **teaching AND modeling** Biblical truths.
- Our vision is the Word of God dwelling richly in children's hearts and not merely in their heads. We long for them to step into adulthood secure in their conviction and grounded in the Bible with unshakeable faith.
- Our vision is that children will walk throughout life with the principles modeled here and spread the gospel of Jesus Christ so that many will know our Savior.

Our Staff

The nursery falls under the supervision of the children's minister, currently Stacy Adamson. All decisions are prayerfully made by church staff and the Preschool Committee.

On Wednesday and Sunday evenings we are staffed by paid workers who are under the supervision of the Nursery Staff Director, currently Corrie Davis. All workers, volunteer or paid, have undergone a background check and are qualified to care and work with children.

If you have any questions, concerns, or suggestions, please contact Stacy Adamson. Please do not confront others in leadership about rules or procedures that are out of their control. They are supporting the ministry by following proper procedures outlined in this handbook.

Nursery Hours

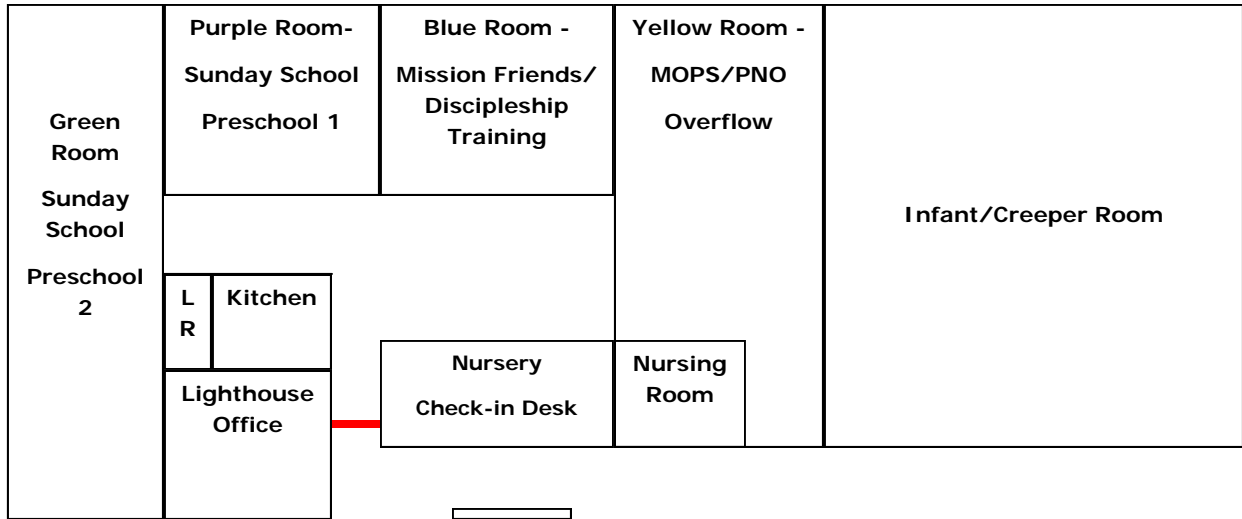
Childcare is provided in the nursery during Sunday morning Sunday School and Worship, Sunday evenings, Wednesday evening activities including choir, and any other church activities in which parents will be attending. Childcare events that are scheduled outside these main service times must be approved by the Children's Minister. Our policy is that we must have the participation of at least 3 families and five children for such events.

Age of Nursery Children

The nursery is provided for children birth through Kindergarten. Children in 1st grade or above are not allowed beyond the nursery lobby and must attend church services with parents. Children are divided by age in three different classrooms, and promotion is decided by staff and teachers with parental input. Promotion Sunday is in September, but children may be moved during other times of the year if in the best interests of the individual child and the other children in the classroom.

Nursery Floor Plan

Below is a floor plan for our nursery. We have security cameras in every room for you to see how your child is doing, but we ask that you do not go past the check-in desk (marked with a red line) without an escort.



The nursery is located on the first floor of the Eastham Building (the one with the steeple) across from our church library. Any member would love to assist you in finding an appropriate Sunday School class or to show you to our worship center. Please don't hesitate to ask.

Emergency Evacuation

In case of fire all children will be taken to the playground area. In case of a tornado, we will move all children to the Fellowship Hall and assume the "duck and cover" position. In each case, babies will be placed in rolling cribs to move as quickly as possible. Please remember to follow sign-out procedures—this is especially important in crisis to ensure that each child is safe and accounted for.

Lighthouse Child and Family Development Center

Lighthouse Child and Family Development Center is a faith-based daycare that is run independently from First Baptist Church. If you have any questions regarding the center, whether enrollment or volunteering, please call the center's director, Linda, at 417.862.1378.

Safety and Security

Our nursery is equipped with video surveillance in every room with the monitor behind the front desk. Please make use of this video system when observing programs in progress. We also require background checks on every worker and recheck periodically. We ask that you do not go past the check-in desk or enter the infant room without permission and a confirmed background check. We will only release nursery children to adults. **PLEASE DO NOT SEND SIBLINGS TO RETREIVE ANY CHILDREN FROM NURSERY!** They will not be allowed to pick them up. Currently our nursery is small enough to know most parents by sight, but we reserve the right to check ID to ensure the child is released to the proper person.

Safety Guidelines and Expectations for Parents

- The safety of each child is of utmost importance. We have initiated a safety program that must be adhered to by ALL participants.
- NEVER drop your child off prior to the teacher's arrival. Ms. Lois has other duties and is not able to care for groups of children safely. Bring your child no earlier that 15 minutes prior to any church activity.
- We will release your child only to adults. DO NOT send siblings to pick-up children from any of the nursery rooms. They will not be allowed to retrieve children.
- Please do not bring any personal toys to the nursery. In addition to the danger of losing or breaking, they may be a safety hazard to other children. (Examples: choking hazard or possibly having allergens like peanut butter on the toy.)
- Expect to be informed about your child's experiences (both positive and negative) during the child's stay in the nursery. Any feedback is given with the intent of making the nursery safe and comfortable for all children.
- **AT NO TIME ARE CHILDREN ALLOWED IN THE NURSERY WITHOUT A PARENT/GUARDIAN ON CHURCH GROUNDS!!**

General Information

- Please sign your child in and fill out all requested information.
- All items brought to the church nursery must be labeled clearly.
- Please bring diapers as well as a change of clothes for infants, toddlers, and those being potty-trained. Other than special needs, disposable diapers are preferred.
- You must provide all bottles and formula. For infants and crawlers we will only feed your child what you provide in their bag with **written** instructions as to when and how much to feed them. Please feed your child a "meal" before attending church. It helps us to provide a peaceful, happy time if they come to church with a full stomach.
- For walkers and above we will occasionally provide snacks. These usually consist of goldfish/animal/graham crackers or Cheerios. Please notify the teacher if your child has any food allergies.
- Any instructions concerning special needs must be given to nursery caregivers in **writing** by the parent. It must be dated and signed. (Such needs include but are not limited to: food allergies, dietary needs, **PHYSICIAN-DIAGNOSED DYIGNOSED** disabilities, or any other special concerns you may have.)
- Please take a pager and keep it with you at all times. Return promptly to the nursery if requested.

**** Parents who are members with nursery-aged children are expected to work six (6) Sundays a year during morning worship.**

Sign-In Procedures

Please do not drop off your children any earlier than 15 minutes before an activity begins. Prior to leaving your child in the nursery, you must properly sign-in your child/children and take a pager. **NO CHILDREN ARE TO BE DROPPED OFF WITHOUT A PARENT OR GAURDIAN!** For infant and crawlers, sign-in first at the desk then proceed down the hallway and give the teacher specific instructions. For walkers and above, check in at the desk and allow our Sunday School coordinator, currently Lois Dean, to walk your children to the appropriate class.

Once you have signed in and said good-bye to your child, hand your child to our caregiver with a smile. It is normal for little ones to cry when leaving a parent, but this does not usually last long once attention is redirected. You will be reassured to know that, in most cases, we will not permit the child to cry longer than 10 minutes before paging a parent.

Pick-Up Procedures

Please be sure to pick up your children promptly after the worship service or Sunday School class ends. Please wait to socialize with your friends until after you have picked up your child. Many of our nursery volunteers have children of their own but cannot leave until all children are picked-up. Children should be picked up no later than 10 minutes after service.

It is not uncommon for children to cry when parents return. Most have played hard, are tired/hungry, and need a parent's attention. If this happens, please do not assume they did not enjoy their time in the nursery. A teacher will page you if a child is struggling.

Nursing Mothers

We provide a private room in the nursery for privacy during nursing. Please see floor plan or ask caregivers to show you the location.

Distraught Children

When an infant child is distraught and crying, our caregivers are instructed to do the following:

- Pray for the child
- Change diaper if needed
- Offer bottle or page nursing mother
- Comfort and try to distract with toy or picture
- Walk around the room talking/singing
- Ask help from another worker
- Seek guidance from Nursery Coordinator
- Page the parent

When a parent is needed, we attempt to locate as quickly as possible. For this reason, it is important to indicate your location and have your pager always with you. Again, **NEVER LEAVE THE CHURCH GROUNDS WITHOUT AT LEAST ONE PARENT ON CHURCH PREMISES!**

If a child should have difficulty adjusting to the nursery, we advise patience and persistence. Most often a baby will adjust once the room is familiar and the occurrence becomes routine. If the problem persists, one parent may be asked to serve in the same room as the child for a few weeks and then gradually taper off until the child becomes acclimated to the nursery. In this way we can help change behavior patterns so both the parents and child's nursery experience are positive. (Before serving in a nursery room all parents must fill out an application and complete proper screening. Please read expectations of caregivers.)

Discipline

Discipline for infants and toddlers (less than 24 months): If there are behavior problems with children younger than 24 months, we simply remove them from the situation and redirect their attention to a new activity. However, if a toddler is harming another child (i.e. hair pulling, biting, pushing) we may firmly say “no, no” to them in love. If any behavior that puts other children at risk becomes a recurring problem, the parents will be asked to keep the child out of the nursery until the behavior can be controlled.

Discipline for preschoolers: (2 and 3 year olds): When discipline of a child’s behavior is needed our first step is 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. If the behavior is repeated a second time we use the “time out,” method in the “thinking spot” (for children over 24 months). This gives a child time to calm himself and to think over a different approach to his play. We use this time to explain why he is in the “time out” and we try to find a better way to deal with the problem behavior next time. A child is left in “time out” 1 minute per year of age. For example, a 3 year old child would be given a 3 minute “time out.” We do not spank children. If there are problems with behavior requiring parental attention we will communicate with the parents; if immediate attention is necessary, we will call the parent to the nursery. It is our desire to partner with parents as they strive to bring their children up in the love and admonition of the Lord.

*****Note: If at any time you question or disapprove of the discipline of your child, please contact the children’s minister at 417.894.0640.**

Well Child Policy

If your child is exhibiting any of the following symptoms keep him/her home. Caregivers in all departments are authorized to turn away ill children for the sake of other children and caregivers present. These symptoms can indicate a contagious illness:

1. temperature over *100* degrees within the last *24 hours*
2. vomiting
3. diarrhea or abnormally loose stools
4. any undiagnosed rash other than mild heat rash or common diaper rash
5. unusual tiredness, pale complexion, irritability, or restlessness
6. discharge that is yellow or green in color or is clear but a continual flow from the nose or eyes (guideline: wiping a child's nose more than twice in a ten-minute period)
7. a congested or wet cough - one that produces yellow or green discharge
8. an eye infection (draining)
9. a fresh cold or signs of coming down with one (Colds are most contagious the first day.)

If your child comes down with a contagious condition (such as chicken pox, measles, pin worms, lice, etc.) and was in the nursery area just before or at the onset of the illness, please call the children's minister, Stacy Adamson at 417.894.0640, and let her know. She can then inform other parents whose children may have been exposed. A notice may be handed to parents of children in the nursery that your child attends.

When a child is getting over a contagious illness, please call the children's minister for guidelines to determine when he/she is well enough to return to the nursery or Sunday School.

Prayer Ministry

We would love to pray specifically for your child and family. Our nursery prayer requests are given to pastors, staff members, and prayer teams—all committed to praying for our children and their families. Each nursery counter has prayer request cards available. Or you may call the children's minister if there is a specific prayer request you would like to share. Our heart's desire is that God would get the glory, and those prayed for would receive encouragement and love!

To share a prayer request contact Stacy Adamson at:

Phone: (417)894.0640 Email: sadamson@firstspringfield.com

How Parents May Support the Nursery

- Pray for the nursery caregivers, teachers, and children.
- Volunteer to work during Sunday morning worship.
- Volunteer to teach Sunday school, missions, or discipleship training. (Members only)
- Share your outgrown, clean, and durable toys. (Please speak to the children's minister regarding all donations.)
- Share constructive suggestions for improving the nursery with the children's minister or nursery coordinator... (then be willing to be part of the improvements).

Nursery Staff/Caregivers

Children's Minister: Stacy Adamson

Sunday School Director: Lois Dean

Infant Sunday School Teachers: Anna Mae Baker and Diana Penrose

Toddler Sunday School Teacher: Beth Jones

Preschool Sunday School Teacher: Sherry Brock

Staff Nursery Director: Corrie Davis

Expectations of Caregivers

A caregiver (paid or volunteer) is expected to do the following:

- Complete background check and screening prior to working in the nursery
- Arrive 30 minutes before activity begins and be ready to welcome children 15 minutes prior.
- Introduce themselves to parents and make visitors feel welcome.
- Provide an atmosphere of trust for both parents and children.
- Use this time to show God's love: pray, sing, read Bible stories, practice sharing and other life skills.
- Teach, model, and live out Biblical truths.
- Be attentive to children's physical needs.
- Respect parent's concerns, needs, and wishes provided they do not contradict policy handbook.
- Be sure every child has a clean diaper when parents come. NEVER give a child back to parents with a soiled diaper.
- Release children to no one but parents unless specifically advised by the parents.
- Give a report to the parents and explain what was learned while at church. If concerns need to be addressed, sandwich it between two positive comments. (For example, "Joey enjoyed church so much this morning. We did have trouble with keeping our hands to ourselves and not hitting, but he did such a great job of listening to the Bible story." Be honest but not critical to parents.
- Make a list of all supply needs and submit to Sunday School Director or Nursery Coordinator.
- Do not serve if you have any illness within the past 24 hours. Find a replacement should you be unable to cover your scheduled time.

Expectations of Caregivers, cont.

After all children have left, the caregiver is to:

- Strip sheets and disinfect crib
- Disinfect all toy and mats
- Clean tables, sinks, high chairs, and bathroom areas.
- Empty trash—DO NOT leave any dirty diapers in trash. They never smell good but smell worse after a few hours!
- Place toys that have been in mouths in the dirty toy bag to be washed.

**Note: Report any and all suspected child abuse. Child abuse is the mistreatment or neglect of a child that results in harm or injury. Some red flags to look for are: parents seem unconcerned about the child, give conflicting stories about injuries, or become defensive when asked about the child's health. Children may talk of being abused—take what they say and any suspicions you have seriously. Notify children's minister immediately!

If you have any other thoughts, concerns, or feel an important piece of information has been forgotten, please call Stacy Adamson at 417.894.0640.

Parents, Staff, and Volunteers:

Please turn to the next page and sign that you have completely read and understood the handbook. Return sheet to check-in desk, and it will be kept on file at the church. **This sheet is required to have a child in the nursery.**

I have read the Nursery Handbook and understand its contents. I will follow all policies and procedures and discuss any problems, questions, or concerns with children's minister. I will treat all workers with respect and understanding even if I may disagree.

Parent 1 Signature

Parent 2 Signature

Date

Returned to church on _____ (date).