

## **Nursery Procedures and Policies for Parents**

Our nursery is a ministry. The following guidelines have been established by Orchard View Alliance Church for the operation of our nursery. The purpose of these guidelines is to provide for the needs of every child and to provide you (the parent) the opportunity for full participation in the life and activities of the church. In order that we may keep things in order and running smoothly, we ask that you observe the following guidelines.

### **The Nursery Age Limit Is 0-3 Years of Age:\***

If your child is three and you would like them to participate in the activities of children's church, please keep your child with you until the children are dismissed from the morning worship service.

*\*If there are certain circumstances where your child up to the age of 5 years needs nursery care please talk to either the Nursery Director or Discipleship Director.*

### **No one Is Permitted In the Nursery Except The Nursery Staff and the Children:**

This is a policy that we feel is very important and we ask that you please respect. Other visitors in the nursery may be a distraction to the children and staff. Moreover, visitors may unintentionally violate safety, health, or housekeeping procedures.

### **Sign Your Child In At the Door; Along With Special Instructions to Our Staff:**

There will be a clipboard near the door of the nursery for you to sign your child in. If there are any special instructions for your child, please be sure to write them down so that our staff can properly meet the need(s) of your child.

### **Label All Personal Items:**

This includes items such as diaper bags, bottles, and cups. Please include enough diapers for changes.

### **Please Bring Extra Clothes:**

Even if your child is potty trained, if an accident does occur, this will enable us to keep your child in the best of care at all times.

## **Potty Training**

Please indicate on the sign-in sheet, if your child is potty training.

## **Please Do Not Feel That You Must Check On Your Child During The Service or Sunday School:**

Please remember that you are leaving your child (ren) in safe hands. Qualified workers are individually ministering to, your child (ren). We want you to enjoy the opportunities given you. If an emergency should arise, you will be notified. If in case of an emergency where we would need to leave the premises, please avoid coming to pick up your child. You will be reunited with your child once we are out of harm's way.

## **Please Leave Toys At Home:**

This will prevent personal items from getting lost among toys provided by the church.

## **No Child Will Be Accepted Into The Nursery With Any of The Following symptoms:**

- A fever over 100.1, currently or for the past 24 hours.
- Vomiting or diarrhea, currently or for the past 24 hours
- Common colds, from onset through one week.
- Runny nose with any colored discharge due to infections.
- Croup
- Any unexplained rashes
- Any pink eye or other eye infections
- Skin infections, boils, ringworm, or impetigo
- Any symptoms of childhood diseases such as chickenpox, mumps, measles, rubella, scarlet fever, whooping cough, etc.
- Head Lice (child should be free from all nit)

If a child does have one of the above symptoms, the nursery staff will not accept the child into the nursery. If the child develops a fever or other symptoms of illness while in the nursery, they will be separated from other children until the parents are notified to come and take the child home.

## **Nursery Children Will Only Be Released To Their Parents:**

Our nursery staff are instructed to return the children to the care of their parents. Please do not send older children to pick up infants and toddlers. At drop off, your child will receive a sticker with a number on it. You will receive a sticker with the same number so that at pick up, nursery staff can match up numbers.

## **Pick Your Child Up From The Nursery Immediately After The Close Of The Service:**

This courtesy requires the support of ALL parents. After church, many of the nursery staff have children of their own to retrieve. In addition, the nursery is straightened by our staff for the next service and this cannot be done until all children have been released. Please support this request by your promptness.