



GOD'S LOVING CARE

NURSERY MANUAL

at Camelback Bible Church

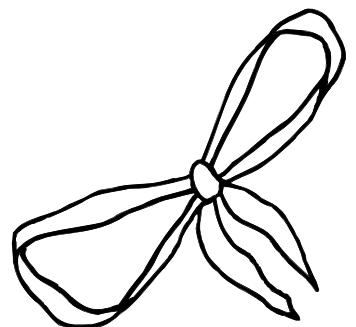
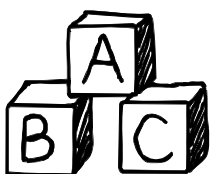
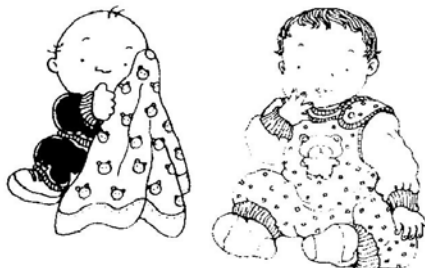


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MISSION STATEMENT

We, in the Nursery, are dedicated to three goals:

- 1) To provide a caring environment permeated by Christ's love.
- 2) To provide a safe, faith-nurturing place for your child.
- 3) To leave parents confident in our child care so that they are free to worship and study.

PROCEDURE FOR ARRIVALS

1. Have the parent sign in (“Exhibit A”) and if new, fill out a nursery check-in form (see attached “Exhibit C”).
2. Give Parent a Child Safe ID Badge with number (see attached “Exhibit B”). Clip the same Child Safe ID Badge number to back of child and a corresponding one on their diaper-bag.
3. Only mothers of infants are welcome in the crib nursery to provide privacy for nursing mothers.
4. Visitors are welcome to view the nursery before leaving children.
5. Hand pagers out if needed (See “Paging System” document) and be sure to write the pager number on the Nursery Check-In/Check-Out Sheet (Exhibit “A”).
6. In order for us to be aware of each child’s specific needs, please have the parents complete a “Nursery Registration Sheet” (“Exhibit C”). These should be updated twice a year.

PROCEDURE FOR DEPARTURES

1. A child can only be picked up by the parent or person listed on the information sheet who has the Child Safe Badge.
2. Gather the child’s belongings with corresponding Child Safe Badge. Make sure to collect all three (3) badges, and pager (if given one) before child leaves.
3. If the parent has misplaced the badge they will have to show

other appropriate ID and verification by Nursery Co-ordinator.

PAGING SYSTEM

1. When you hand out a pager push the switch to the middle position. (The pager should beep and vibrate once when you turn it on.) This is the vibrator setting. If you push the switch all the way over it will beep when paged. We do not want this to happen during the service.
2. Tell the parent that they are to leave the switch in the middle position. When they feel the vibration they are to push down on the switch. This will deactivate the pager. They can leave the switch there or turn it to the off position at this point.
3. When you want to notify a parent punch in on the transmitter the parent's 2-digit code followed by another number. Then push "transmit". For example, if Mrs. Smith has pager 21, punch in 21 plus any other number to transmit.
4. If the parent does not show up in an adequate amount of time, press cancel on the transmitter and repeat step #3 above.
5. When the parent shows up, be sure to press cancel on the transmitter to free up the system.
6. When parents return their pagers, be sure to turn them off and place them in the holding case with the switch side up.
7. Help us try to retain each pager by making sure it is returned when the child is picked up. Then general rule is; No beeper, no child.

FEEDINGS

NURSING BABIES

1. Follow mother's special instructions. If baby is unable to be quieted, call mother.
2. Use only pacifiers provided by the parent.
3. Do not try to pacify the baby by putting your fingers in its mouth.

BOTTLE FEEDINGS-BABIES

1. Wash your hands.
2. Warm bottle in a bowl of hot water.
3. Check the bottle temperature by putting a few drops on the inside of your forearm to make sure the milk or formula is not too hot.
4. Double check that the bottle is for the right child. The name on the bottle should be the same as the child you are feeding.
5. Hold the child in a slightly upright position while holding him or her securely in your arm. Tilt the bottle so the nipple is always full. If it's Playtex or other sack bottle, press gently on sack to expel air before feeding.

6. After a baby has satisfied his or her initial hunger, try to burp the baby, using a cloth (provided by parent) or paper towel on your shoulder. Then go back to feeding.
7. Pray for the child that you are feeding.

BOTTLE FEEDINGS-TODDLERS

IN ADDITION TO THE ITEMS LISTED UNDER “BOTTLE FEEDINGS-BABIES”:

1. Avoid letting a child wander about the room with a bottle.

SOLID FOOD

1. Clean the child's hand with pre-moistened towelettes.
2. Crackers and water may be offered to toddlers unless parents specify otherwise.
3. Do not give crackers to babies under six months of age.
4. Use this opportunity to pray with the child before they eat. Talk about how God gave us this food. It's your example that will teach.

10 STEPS TO CHANGING DIAPERS

1. Check or change each child's diaper at least once an a. hour.
2. All necessary supplies are located at the changing table.
3. Follow any special instructions written by the parent.
4. Wash hands and put on gloves.
5. Strap the child in, if there is a strap attached to the table.
6. Place disposable diapers in a plastic bag before disposing of them in the proper waste receptacle. Place cloth diaper in a bag and return it to the proper diaper bag. Any wet clothes should also be changed.
7. Never leave a child unattended while on the changing table.
8. Clean the changing pad after each diaper change with a disinfectant provided.
9. Remove gloves and place in a wastebasket.
10. Wash your hands after handling each child.

TOILET TRAINING

Some toddlers in your care may have begun toilet training. Some toddlers will indicate to you that they are aware of a need to use the toilet. For children this age, find out from the parents whether or not it is necessary to take the child to the toilet.

Request that toddlers who are being toilet trained always be brought to the nursery in diapers or in disposable training pants.

Diaper changing and/or bathroom supervision: Diaper changing should always be done by a female unless the father of the child chooses to change the child.

When an older child needs to use the bathroom:

2years-4years old: A female worker should accompany child to bathroom, leave door open and help wipe and wash hands. It is suggested you verbally state what you are doing, "Do you need help snapping your pants? I'll help you snap them." The only exception to this should be if the child's father chooses to take the child to the restroom.

SLEEPING

1. Stacking cribs and full size cribs are available for sleeping children. Be sure sides are securely in place, and the stacking crib bars are down in place. Do not put babies that can roll over in stacking cribs.
2. Always check the crib for hazards and sharp ends before leaving a baby to sleep there. Avoid placing pillows or large stuffed animals in cribs.
3. Any toddlers that need naps will be put down in the crib nursery.
4. Strip beds and put on new linens with each new occupant.
5. Place babies on their back to sleep.

PLAYING

YOUNG BABIES

1. Only toys marked for infants can be played with. All toys will be washed periodically.
2. Infants are to be kept separate from toddlers.
3. All toys are to be washed after service.

OLDER BABIES AND TODDLERS

1. Only toys safe for toddlers can be given to toddlers.

SUNDAY EVENING NURSERY
ROOM 101-102

1. All instructions included in the manual should be followed.
2. Have free play inside or out. If there are children outside **please** make sure there is an adult outside to **supervise at all times**.
3. Bring children inside for story time and a snack. Books are kept in the cabinet below where the pagers are kept.
4. Have a time to play with play-doh or coloring a picture. There are reproducible materials and crayons in the cabinet.
5. Play music and have a sing-along-time.
6. A few minutes before time is up, start to clean the room, putting the toys away, etc.

STAFF

1. First service workers should be in the nursery from 8:45 – 10:20. Second service workers from 10:10 – 12:00 or until all children are gone.
2. Follow all procedures
3. Find a substitute when you are unable to serve.
4. One teen per room will be allowed to assist and must have parental approval.

DISCIPLINE AND HEALTH RULES

Discipline

If an unacceptable behavior should occur (pushing, biting, hitting, and screaming) remove the child and tell him/her “no, no!” and try to distract him/her with another toy or activity. Though biting is unacceptable, it is not uncommon. Please keep a close eye on the “biter” and the “bitee.” Also, notify the parents of these children as discreetly as possible. Do not spank the child. We feel that that is the parent’s responsibility.

Supervision

We have tried to select safe and appropriate equipment, but it should never substitute for constant supervision and proper use of equipment.

Health Rules

NO DIARHEA

NO CLOUDY MUCUS

If the child should develop these symptoms, or any other symptom (i.e. fever, vomiting, listlessness...), please notify parent to remove the child from the nursery as soon as possible. If a child is on an antibiotic, we require that he/she be on it for 48 hours prior to coming to the nursery.



**Camelback Bible Church
Child Safe I.D. Card**

Sanctuary Nursery

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NURSERY REGISTRATION SHEET



Child's Name: _____ Nickname: _____

Birth Date: _____ Today's Date: _____

SIGNIFICANT OTHERS

Mother: _____ Father: _____

Services usually attended: _____

Where will parents be: _____

Siblings Names & Ages: _____

Address: _____

Home Phone: _____ Work Phone(s): _____

OTHER SAFE ADULTS Who I Can Go Home With:

MY FAVORITE THINGS

Blanket: _____

Pacifier: _____

Toy: _____

Game/Song: _____

Other: _____

SNACKS

Are OK: _____

Do not give: _____

Allergies: _____

In diaper bag: _____

Concerns: _____

Diaper Size: _____

Outside Play OK? _____

When I'm sleepy: _____

When I'm crying: _____

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Child Protection Safety Policy

Camelback Bible Church Youth & Children's Ministries

SAFE

for Children

Youth/Child Protection Policy

Securing

A

Faithful

Environment

I. INTRODUCTION

Why a Child Protection Policy?

In a day and age such as ours, sadly marked by occurrences of physical and sexual abuse of children even in the church, it is vitally important that a church have a child protection policy. Such a policy will aid the church in remaining “faithful” to the following callings:

Faithful to our calling to care for the children. Psalm 82:3-4 tells us to “Defend the cause of the weak and fatherless, maintain the rights of the poor and oppressed. Rescue the weak and needy, deliver them from the hand of the wicked.” Children in many ways are weak and needy. Therefore, it is

our duty as a church to protect them from any kind of physical or sexual abuse. The church must be a safe place for our children. To this calling we must remain true.

Faithful to our calling to support our staff. Jesus warned his followers to be “as shrewd as snakes and as innocent as doves”. In light of the potential that one of our staff members could be suspected or falsely accused of inappropriate behavior toward a child, it is incumbent upon us to set up and maintain procedures that will protect them from such an occurrence, and will help them know how to conduct themselves wisely. This is a vital way the church can faithfully serve its staff.

Faithful to maintain the unity and integrity of the body. In Ephesians 4:3 Paul tells believers to “make every effort to keep the unity of the Spirit through the bond of peace.” It only takes one incident of abuse to bring tremendous trauma to the church. An accusation of one member toward another can result in deep conflict as members take sides. Such conflict can lead to other crippling results such as loss of confidence by members, the departure of members, and financial liability due to lawsuits. The church must steadfastly protect itself from such difficulty.

Faithful to guard the honor of our Lord Jesus Christ. Jesus said in Matthew 5:16 : “Let your light shine in such a way that they may see your good works and glorify your Father who is in heaven.” As a church we must be resolute to uphold the glory of our God. Again a single incidence of child abuse can do much to harm the name of our Lord. The church

must be known by the world to be a loving and safe place for all who enter its doors. Such a testimony brings great honor to the God who lives among us and empowers us to live in newness of life.

Faithful to submit to governing authorities. The apostle Paul instructs believers in Romans 13 to “be in subjection to governing authorities” who are ordained by God as an “avenger who brings wrath upon the one who practices evil”. That means, as a church, we must support the efforts of local authorities as they seek to fulfill their God-given task of administering justice. This support should never nullify the revealed will of God in any way, and does not preclude the church from dealing with issues of repentance, forgiveness and reconciliation which the church is specifically designed to handle.

How do we make our ministry SAFE for Children?

When children are dedicated at Camelback Bible Church, the church body often stands as a symbol of unity of purpose, and pledges itself to the care of these children. Certainly part of that care is providing a SAFE environment for children, free from abuse of any sort. In light of this, the elders, pastors and members of the church are committed to providing ministry that promotes the safety and welfare of all children entrusted to their care. The following procedures have been adopted to ensure this. (Note: a fuller explanation of these procedures can be obtained by contacting the church office.)

Screening: Screening efforts will include an application process, checking of references, performing of background checks, interviewing of potential staff, gaining elder approval,

and requiring candidates to attend CBC for at least six months. The level of screening required will be determined by the nature of the involvement the worker has with the children.

Supervision: Supervision of staff will include enforcing a 2 worker rule (having 2 adults working with children whenever practicable), an open window policy (activities in the rooms always observable from the outside), and specific guidelines that outline appropriate staff behavior, and implementing check-in / check-out procedures when appropriate.

Training: All staff will be required to receive training that will assist them in being able to identify major signs of abuse, know how to conduct themselves in potentially compromising situations (taking a child to the bathroom), know how to protect themselves from false accusations, and know how and when to report suspected incidents of abuse. Parents will also be provided with information that can be helpful as they carefully instruct their children about abuse.