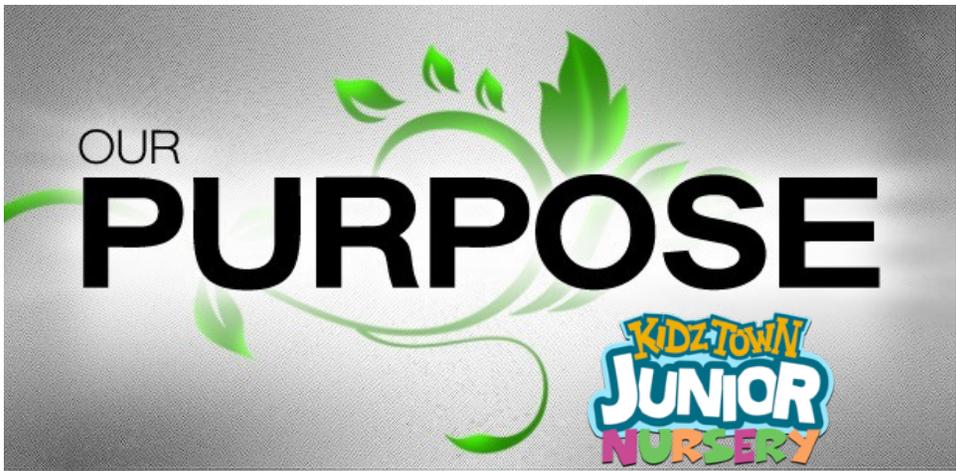


KIDZ-TOWN JUNIOR NURSERY 0-3yrs



POLICIES & PROCEDURES

EVANGELtemple
ASSEMBLY OF GOD



OUR PURPOSE



KIDZ-TOWN JUNIOR NURSERY

This church recognizes the importance of the early years, when first impressions of the church are being formed. The purpose of the nursery is to provide for each child's physical, emotional, social, intellectual and spiritual needs, so by coming to our church your child will have a pleasant experience. We wish to share the responsibility with each parent of training the child in Christian concepts. Together, we can lay the foundations of faith, trust and prepare each child for the experience of the new birth.

CHILD SAFETY at EVANGEL TEMPLE IS A PRIORITY

All persons (including paid staff and volunteer workers) who are engaged in the care, supervision and/or custody of minors on behalf of ETAG will be required to complete a signed authorization for a Criminal Offender Record Information check. Any person with a past criminal record involving children, shall not work in or even be in any area of the church where ministry to children is being conducted at any time. Our Security Staff will enforce this policy at all times!



CHILDREN'S MINISTRIES PASTOR
EVANGEL TEMPLE ASSEMBLY of GOD
5755 RAMONA BLVD. JACKSONVILLE, FL 32205 904-781-9393
PastorKeithBurrows@gmail.com www.KidzTownET.com





INFORMATION FOR PARENTS

- 1) **Please provide the following items in your child's diaper bag:**
 - a. Bottle or cup labeled with the child's name
 - b. 3 or more disposable diapers
 - c. Complete change of clothing for your child
 - d. NOTHING containing anything with peanut butter or nuts due to allergies
 - e. Please attach the Evangel Temple plastic label tag to the diaper bag

- 2) **You will be asked to sign-in your child when leaving him/her.** You will be given a numbered identification tag. If for some reason your child needs you during the service, the number on the tag will be posted on the nursery screens located in the front of the sanctuary to the right and left of the large screens. Additionally, you will need to present this card when picking up your child from the nursery. No one will be able to pick up the child unless they have the numbered tag given at sign-in.

- 3) **Please do not enter the nursery rooms when dropping off or picking up your child.** This will prevent traffic and disturbance. Please present child at door to nursery workers.

- 4) **Please make sure children are fed properly before coming to church.**

- 5) **Snacks are provided for the children.** Snacks usually consist of water and Goldfish crackers. If your child has any food allergies, please indicate this on the sign-in sheet and alert the nursery workers.

- 6) **Please do not place your child in the nursery if he/she appears ill** (see nursery health standard policy).

- 7) **Never leave the church grounds when your child is in nursery care.**

- 8) **This is a cooperative nursery. If you use the nursery, you will be asked to volunteer to help out one service per month.**

- 9) **If you can NOT work your scheduled time, please contact Meredith Brewer as soon as possible** to let her know and arrange another time that month that you're able to work.



The nursery opens 15 minutes before service begins, provided we have volunteers in place. Please pick up your child immediately after the service. **IF SERVICE RUNS LONG, PLEASE BE MINDFUL OF OUR VOLUNTEERS.**

SUNDAY

Early Service

8:00am-9:30 am

Morning Service

10:30am-12:15pm

Evening Service

WEDNESDAY

Evening Service

7:15pm-8:45pm

NURSERY ROOMS

#1- BIRTH - 6 MONTHS

#2- 6 MONTHS - 12 MONTHS

#3- 13 MONTHS

(or walking) - 24 MONTHS

#4- 2 YEARS OLD

#5- 3 YEARS OLD

KIDZ TOWN JUNIOR

4 & 5 YEAR OLDS

NURSERY STAFF

The nurseries are staffed by parents and volunteers. In order for us to effectively minister to our children, we need the cooperation of parents and other adults who are willing to serve. **Each parent is expected to volunteer one service a month. Husband and wife teams are welcome.** However, it is the church's policy that no man be permitted to work in nursery without his wife. **Additionally, men are not allowed to change diapers or take children to the bathroom.**

Girls age 12-14 are welcome to help in **the Nursery** with an authorized adult.

Only nursery coordinators, nursery volunteers, parents or designated adults are permitted to stay in the nursery area. This is for the children's safety.

GUIDELINES FOR ALL NURSERY WORKERS



- 1) Please arrive at least 15 minutes before the service begins to help prepare the room and receive the babies.
- 2) Please dress modest, clean and appropriate for working in the nursery.
- 3) Please make sure that all children are signed in correctly and that the parent is given an ID tag for their child. Remember that **NO ONE** is allowed to get a child if he/she does not have the correct tag.
- 4) Please assist all visitors and go over procedures with them when they drop off their child. Please remember to inform them to be aware of the call boxes at the front of the sanctuary in case they are needed. **PARENTS SHOULD KEEP THEIR PHONES ON SILENT BUT IN VIEW IN CASE WE NEED TO TEXT THEM**
- 5) Please do not allow anyone except nursery personnel into the room.
- 6) Never accept a baby who is sick and **never** give medication to a child in the nursery.
- 7) Please make sure the children are your **FIRST** priority at all times. Please interact with them during the entire nursery time. We would like you to sing to them, play with them, read to them, pray for them and teach them about Jesus.
- 8) If a child cries for 10 – 15 minutes after being dropped off or during the service time, please alert the Nursery Coordinator.
- 9) A dry diaper is imperative. Please make sure the children are clean and dry.
- 10) Wear gloves while changing diapers. Please change your gloves and the changing table paper after every diaper change.
- 11) If a child is hurt during nursery time, please notify the nursery coordinator immediately.
- 12) Never leave a child unattended on the changing table.
- 13) Never leave children alone in the room.
- 14) Do not allow children to chew on the same toys. Place dirty toys in container to be cleaned / disinfected.
- 15) Do not put different babies in the same bed. After the service, please remove sheets if bed was used. Place the sheets in the dirty clothes hamper for the Nursery Coordinator to wash.
- 16) Speak softly, do not hurry the children, do not allow grabbing, biting or kicking. Do not allow children to crawl under or on the tables.
- 17) Only discipline children by using time out. This is only used as a last resort. If time out is not working, you should notify the Nursery Coordinator and she will notify the parent.
- 18) When giving snacks, please make sure to bless the food and have the children sit down. They should not be allowed to walk around while eating.
- 19) Please pray for the ministry of the church nursery. God can use the nursery to begin the spiritual growth of the youngest members of our church.
- 20) Please refer all complaints and concerns to the Nursery Coordinator.



In the Event of Emergency

If a fire or other situation requires evacuation of the building, all nursery children will be escorted out of the nursery to the east parking lot (the wooded parking lot near the Family Life Center). Please do not return to the nursery when the alarm sounds.



NURSERY HEALTH STANDARDS

Many babies and toddlers receive care in our church nurseries. It is important to carefully protect the health of babies and nursery workers. It is in our best interest that we only accept well children. We do not have the facilities or staff to give the separate, special care to a sick child. If a child has any of the following symptoms, we can **NOT** accept him/her in the nursery.

- 1) Fever over 98.6 degrees.
- 2) Vomiting within the last 24 hours.
- 3) Diarrhea within the last 24 hours. Any change in color, odor, consistency or frequency of stools is considered diarrhea.
- 4) Skin rashes or eruptions of unknown origin, including impetigo, measles, chickenpox, etc. If your child contacts any of these; please notify the Nursery Coordinator.
- 5) Coughing associated with respiratory infection, including the common cold, bronchitis, etc.
- 6) Runny nose with yellow or green colored discharge or congestion associated with a cough or fever.
- 7) Conjunctivitis (pink eye), which may also have a colored discharge or drainage.
- 8) Parasites, any form of lice, mites or ringworm. These are not common, but when present, are very contagious. Once diagnosed, staff and /or children will not be allowed back without a physician's note.
- 9) Draining ears usually are infectious and contagious. Therefore a child who exhibits this symptom will not be allowed in nursery care.
- 10) We cannot give any medication to a child in the church nursery. Medicines needed for an infection indicate that the child may still be contagious and should not be in the nursery.

Information & Enrollment Cards

All children should have an information/enrollment card on file. These will be provided to you or you can pick one up from the nursery coordinator desk. Please answer all questions and provide any additional information that you feel will help us to better care for your child. Should you have any changes (ex. address, phone, special instructions or needs), please let us know so the information can be updated.

WE ARE NOW INSTITUTING COMPUTERIZED CHECK-INS FOR NURSERY. EACH CHILD & PARENT WILL RECEIVE A NAME TAG. PLEASE BRING YOUR PARENT TAG WITH YOU WHEN YOU CHECK YOUR CHILD OUT.

Biting

If an incidence of biting occurs, the child who bit will be immediately removed from the room and parents called to pick him/her up. The bite will be cleaned by the on duty nursery coordinator and then the parents will be called to let them know of the incident. To protect the child who bit, his/her identity will NOT be revealed. If there is a situation of a child biting repeatedly, after the 2nd offense, the mother will be required to stay with the child in the nursery for a period of 2 weeks to supervise. If a 3rd offense occurs, the child will not be allowed to stay in the nursery for a period of two

TEEN HELPER MINISTRY DESCRIPTION



- 1) Your specific duties as nursery teen helpers are to grow personally by praying for guidance in your effort.
- 2) To understand your task by reading nursery policies, asking the teacher how she wants you to help, learning from effective teachers what toddlers like and cooperating with other nursery teachers and helpers.
- 3) Care for toddlers by paying friendly attention to each toddler, talking to toddlers in pleasant tones, avoiding roughhousing that could hurt toddlers, showing toddlers how to use the toys in good ways, helping toddlers participate in lesson activities and playing in ways that are OK for toddlers to imitate.
- 4) Become dependable by arriving at the requested time to minister in the nursery, cooperating with other workers, being present when you are scheduled to help and notifying LAURA HICKS when you must miss.
- 5) Manage facilities and resources by helping to clean the room at the end of service and take out all trash.



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****ALL TOYS ARE SANITIZED TWICE A WEEK
**NURSING MOTHERS- A SPECIAL ROOM IS AVAILABLE FOR NURSING
PLEASE SEE A COORDINATOR IF YOU NEED TO USE IT.**

NURSERY COORDINATORS

**Laura Hicks 904-403-0215
Sherri James
Pat Devereaux
Margie Baer
Tabbatha Taylor
Idalys Maldonado
Lynn Diel
Danielle Dumas**

EVANGELtemple
ASSEMBLY OF GOD

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