

IMPORTANT CONTACTS

- Laurie Guidry—HOME Group Staff Contact
Cell phone—586.943.5740
From Nursery phone dial the number 1 & then full phone #
Office—248.689.4713 x221
From Nursery phone just dial 221
- Joceyln Jarvis—Class Day Coordinator
Cell phone—248.904.0473
From Nursery phone dial the number 1 & then full phone #
- Vivien Phillips—FLC Office Manager
Office—248.689.4713 x244
From Nursery phone just dial 244
- Faith Main Office 248.689.4664
From Nursery phone dial the number 1 & then full phone #



Nursery Handbook

Faith Lutheran Church
37635 Dequindre Road
Troy MI 48063-5709
248.689.4664 Nursery x222
www.faithtroy.org

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VOLUNTEER PERSONAL BELONGINGS MAY BE STORED IN THE CLOSET.

CHECK-IN PROCEDURE FOR GREETER OR TEACHER

- Greet parent and child in a friendly, loving way.
- Tell new parents about the doorbell.
- Cubicle and pager number is pre-assigned on Attendance Sheet.
- Guide parents through our check-in procedure.
- Medications, including personal diaper cream, cannot be administered.
- Check to see if child is bringing in any unsafe item such as coins, gum, candy, sharp toys, etc.

Observe child for signs of illness such as:

- Rash, fever, runny nose, flu-like symptoms
- Yellow or green nasal discharge
- Sore throat or trouble swallowing
- Frequent or severe cough
- Diarrhea
- Red, irritated and/or draining eye
- If the child has any signs of illness (*see above*), ask parent to explain.
- Only runny noses caused by teething or allergies are acceptable.

PARENT WILL:

- Write pager number and name on name tag.
- Lists any allergies on neon sticker.
- Label bottles, pacifier, cup, etc. with masking tape.

CHECK IN PERSON WILL:

- Place the child's belongings in the corresponding cubicle.

After check-in is complete:

- Take child by hand and help them into the Nursery room (room w/window) - All kids begin in one room.
- Carry the infant or small child into the Nursery room.
- Find an adult to help child transition.
- Mention the child's name when entering Nursery room.
- When all kids arrive, close and lock both doors by check in

FIRST AID:

- When a child becomes ill or hurt, display the compassion of Jesus to them with comforting words and actions.
- Notify Laurie Guidry of all incidents.
- If necessary, remove the child from the group and contact the parents.
- Use the First Aid Kit or the "Upset" bags located in a cupboard by the sinks. Go to Welcome Desk & ask for a custodian to clean up.
- When handling bodily fluids, wear latex gloves.
- Place paper items with minor bloodstains in the trash.
- Remove latex gloves and place them in the trash.
- Wash and sanitize your hands.
- Teacher will contact 911 if necessary.
- To call 911 for emergency help use a land-line: pick up receiver and push 9 for an outside line then dial 911—contact Laurie Guidry after calling.
- Ask Laurie Guidry for an Incident Report if significant injury . (*Visible bruise, bump, cut, scrap, etc.*)

FIRE SAFETY:

- Teacher leads children to predetermined exit.
- Do not stop for coats or belongings.
- Check bathroom to make sure everyone is out.
- Bring sign-in sheets to make sure everyone is accounted for.
- If weather is bad, bring Emergency Back Pack located in the Nursery closet.
- Supervisor leads children to predetermined, safe, outside area.

TORNADO SAFETY:

- Teacher leads children into unobstructed interior wall. (Kitchen or baby room)
- Check bathroom to make sure everyone is out.
- Assistant brings sign-in sheets to make sure everyone is accounted for.
- Assistant brings the Emergency Back Pack.
- Seat children facing the wall and cover their heads.

SAFETY

- Nursery doors remain locked to prevent walk-ins.
- Gate by exit door in purple room must be in place since children can open this door.
- Two adults or more will be present in each room of the nursery.
- Toys that children put in their mouth need to be placed in the labeled dishpans to be washed after the session.
- Ratio of Adults to Children:
 - Infants and Crawlers: 1 Adult : 2 Children
 - Walkers and Toddlers: 1 Adult : 4 Children

DIAPERING PROCEDURES:

- Diaper at the changing table—procedures are posted.
- Put on latex free gloves.
- Always keep at least one hand on child (*when reaching for items from diaper bag or counter*).
- Use wipes to clean child.
- Place “*changed with love*” sticker on front of clean diaper.
- Let the child rejoin the group while the adult cleans up.
- Wrap soiled diapers and wipes in plastic grocery bag & dispose of in the diaper pail.
- Bag the soiled diaper, spray it with diaper spray, place in diaper pail.
- Sanitize changing table.
- Pull clean paper onto changing table.
- Remove latex free gloves and place in diaper pail.
- Wash and sanitize your hands.
- Always use fresh gloves for each child changed.

CPR:

- An AED is available in the Gym Lobby.

Parents may only enter the Nursery if scheduled to work or to Nurse.

PAGER SYSTEM

- Pager number is assigned on Attendance Sheet.
- Place the child’s belongings in the corresponding cubicles.
- Instruct parent to clip the pager to their clothing, so they can feel it.
- Tell parent if pager vibrates, to return to Nursery & ring door bell.
- If pager is not working, call Jocelyn Jarvis to get the parent—248.904.0473

CHECK-OUT PROCEDURE FOR GREETER OR TEACHER

- 5 minutes before class ends, return to check in/out desk.
- Please use side exit door in snack area when children are leaving.
- Instruct parent to ring the doorbell and not enter the Nursery room.
- Parent must have pager for pick up.
- If parent has misplaced the pager, ask to see a driver’s license and compare it to the name on the child’s name tag.
- Give parent child’s items from cubicle.
- Get child from the room.
- Don’t let child hear the words “*Mommy*” or “*Daddy*”.
- Get the child as quietly as possible and whisper “*Somebody is here who loves you*”.
- Quietly leave through the door in the snack room.
- Share pertinent information with parent such as diaper changes, naps, feedings, behavior (*use discretion*).
- Remember to always say goodbye in a loving, kind way.

DURING CLASS:

- Keep all half-doors closed to keep toys in designated rooms.
- Walkers to play in purple room.
- Crawlers & babies in first room.
- Sleeping babies in baby room.
- If a child wants to change rooms, open the door & help them into the other room—close door behind.
- Supervise the children.
- Make sure to keep adult : child ratios in each room.
- Play and read books to the children.
- Change diapers, if needed, following the posted procedures.

AFTER 2ND HOUR CLASS

- Pick up toys, put snack away, clean tables & sweep snack area floor.
- Turn off all toys, swings, bouncers, etc.
- Spray toys with bleach water and dump out bleach water and leave the spray bottle in the container on top of the fridge.
- Gather together personal belongings from the Nursery closet.
- Place any soiled linens, towels, etc. in laundry bag and place bag under sink in the infant room.
- Wash any used cups or toys that have been in child's mouth.
- Turn out the lights.

NOTES FOR LEADERS IN TRAINING

- Students need to be trained before they are allowed to help in the Nursery.
- Please follow the requests of the adults.
- Assistants, 16 years and older, may carry children & change diapers.
- If a child wants to be held, you may hold the child on your lap when you are sitting on the floor or in a rocking chair.
- When a child enters or leaves the Nursery room, take them by the hand and walk with them.
- Sixth graders are old enough to help in the Nursery. Younger children may help only when their parent works.

CRYING:

- Comfort the child with reassuring words.
- Divert their attention
 - check the diaper bag for pacifier, blanket, bottle, sippy cup or stuffed animal. Suggest to parent to bring something that the child is attached to.
 - place young child in a swing or stroller (*may need a nap*).
 - with a toy or book.
 - sit with the child in a rocking chair or walk the child around in a stroller in the room (*not the hall*).
 - turn on a video or DVD.

Contact the parent if the child cannot be comforted.

GUIDING POSITIVE BEHAVIOR:

- Use positive discipline.
- If a child hits, "*Hands do nice, kind, and loving things*".
- If a child runs, "*Walk, walk, little shoes*".
- Give lots of positive attention – smiles, touches, words.
- Repeat the request once and help the child follow through. (*Example: If you ask child to sit, gently help him/her do it*).
- If a child takes someone's toy, give him/her another similar toy.
- Help a child find a toy no one else is playing with.
- Redirect them to another area.

RESPONSES NOT ALLOWED:

- Spanking, shaking, or yanking.
- Saying or doing anything to embarrass or degrade the child.
- Telling the child they are bad.
- Raising your voice.
- Using God's name in vain.

BITING:

- Notify Laurie Guidry of **ALL** biting incidents.
- A child usually bites out of frustration because they have not developed strong verbal skills to get what they want.

WHEN THE BITE IS SLIGHT OR LEAVES A MARK OR DRAWS BLOOD:

- **For the bitten child:**
 - wash off the bite and comfort the child.
 - if necessary contact the parent to comfort the child and provide further care.
 - fill out Incident Report—get from Laurie Guidry.
 - ask Laurie Guidry to speak with parent..
 - do not share the name of the biter with other parents.
- **For the biter:**
 - place the child in a chair away from the others.
 - tell the child that biting is not allowed and that they may not do it again. "*We use our words.*"
 - if the bite draws blood immediately contact the parent to take the child.
 - if no blood has been drawn, ask Laurie Guidry to inform the parent at time of pick-up.