

Welcome to **WESTMINSTER'S NURSERY**

Birth through 3 years

We provide care on Sunday mornings and Wednesday evenings, and other special occasions.

We believe your child is a special gift from God, so we want to lovingly provide the best care possible. The purpose of this policy is to promote unity and understanding between the children, parents and caregivers of Westminster. You are encouraged to help your child feel comfortable in the nursery by staying in the rooms as long as necessary, and are welcome to share any specific concerns you have with the Director of Children's Ministries.

All caregivers follow the Children and Youth Safety Policy approved by the Session of Westminster, including a criminal background check done yearly. They also are trained in first aid and CPR. Our caregivers have and/or are going through some form of education for elementary and early childhood education.

In order to facilitate communication and safety, we have a paging system. Please check out a pager during the sign in process.

General

1. Rooms will be open from 15 minutes prior to first service until approximately 15 minutes after second service. There will always be a minimum of two caregivers present and parents should be the only visitors entering these rooms. Please enter and exit through the first door only. Sign in and fill out appropriate information concerning your child. You may stay as long as needed to ensure you and your children are comfortable. Upon leaving the nursery, we ask that all parents take a pager; this is for the safety of everyone.
2. It is suggested that only one parent drop off or pick up their child.

This will save confusion at the classroom entrance and too many big feet in the room . . . leaves very little room for tiny feet.

3. Parents should indicate on the sign-in sheet where they will be during all classes and services. This will expedite finding you in case of an emergency if you do not respond to the pager.
4. All children cry sometimes when being left by a parent, even ones who attend daycare on a regular basis. We understand and expect it. In most cases, crying stops a few moments after you leave. If your child continues to cry after fifteen (15) minutes, we will notify you. This will become less common with regular attendance.
5. Children will only be released to a parent, unless you have informed us that another authorized person will pick up your child.
6. No children above nursery age will be permitted in the nursery rooms for safety reasons. If you see older children in the nursery at any time, please notify appropriate staff. The only exception would be a nursery volunteer back up who has no alternative but to have their older child in the room.

Clothing and Equipment

1. Diaper bags, clothing, and other personal items **MUST BE LABELED** with the child's full name. Please include a change of clothing, extra diapers, and a plastic bag for soiled items.
2. Changing table and toys are wiped down with a sterilized solution after each use.
3. We ask that your child leave personal toys or other possessions at home unless it is a "security" item (pacifier, blanket, etc.).

Health Guidelines for all Family Members and Caregivers

1. We want to provide a healthy environment, so we ask you to keep your child home if you have observed any of the following within the past 24 hours:

Fever/vomiting
Diarrhea
Questionable rash
Excessive coughing

Discharge in or around the eyes
Green or yellow runny nose
Any communicable disease

2. If your child is being treated with an antibiotic, he or she should have received treatment for at least 24 hours before coming to church.
3. If your child becomes ill while in our care, you will be notified promptly.
4. No medication will be given to any child. Please administer before leaving or return to administer.
5. Parents should report any allergies to the caregivers.

Food

1. If your child has a food allergy or a special need related to food, please let us know.
2. For infants, we prefer you, the parent, to feed your baby before leaving the nursery. However, if this is not possible please leave instructions.
3. We provide various type crackers, dry cereal, and water for children who eat solid foods and indicate they are hungry. You are welcome to provide a snack for your child (please make sure it is labeled). Please indicate on the sign-in sheet if you approve of your child receiving a snack from us.
4. Nursing mothers, if you need a more private area to nurse, please let the Director of Children's Ministry know ahead of time. We will gladly create an area for you.

Diapering and Toileting

1. Parents have the option to have a caregiver change a child's diaper or have them page you to change your child's diaper.
2. In our changing station area we provide a changing pad and latex gloves. In the green frog container on the upper shelf above the sink are disinfectant wipes for wiping down the changing area.

Diapers and wipes should be in your diaper bag. However, we do have wipes, disposable diapers, plastic bags, and various clothing items just in case you forgot.

3. The nursery staff is willing to cooperate with parents while potty training their child. Please inform us when you start this process. Per our Children and Youth Safety Policy, we shall take the child to the bathroom, waiting at the door for the child. If the child needs assistance in the bathroom, the caregiver shall provide the assistance necessary, first encouraging the child to handle as much of the process as he or she can. We also ask, however, for safety reasons, that parents take their child to the potty before leaving them in the nursery. It is important that you as the parent show your child the bathroom at church and have them go through the motions. It is also helpful to have your child say the word your family uses to indicate “potty” to the caregivers.

Children who are actively potty training must wear pull-ups (not diapers or “big kid pants”) while in the nursery until it is determined that he or she is fully potty trained. It is important to remember that even though a child may be “fully” trained at home, it often takes a little longer at school or church where there are more distractions. If children are not quite ready for “big boy” or “big girl” pants and have accidents in the room, you will be called to clean up your child for safety reasons. This type of circumstance requires the caregiver to provide extended time cleaning up the area that has been contaminated, contacting you the parent, and keeping other children from the area. Accidents are understandable and expected at first, but these measures will help benefit both the child and the caregivers. If your child has more than two accidents in a short period of time we may ask you to place your child in pull ups while at church.

The following are the signs to look for in determining a child’s readiness for toilet training:

- Your child stays dry at least two hours at a time during the day or

is dry after naps.

- Bowel movements become regular or predictable.
- Facial expressions, posture or words reveal that your child is about to urinate or have a bowel movement.
- Your child can follow simple instructions.
- Your child can walk to and from the bathroom and undress themselves with little assistance.
- Your child seems uncomfortable with soiled diapers and wants to be changed.
- Your child asks to use the toilet or potty.
- Your child asks to wear “big kid” underwear.

If you and your child use sign language or another unique system for indicating bathroom needs, it must be in writing and explained fully to the care staff.

Discipline

First, it is imperative to understand that “discipline” at any age level is not “punishment of bad behavior.” Indeed, the very word discipline means “teaching” – the very kind of teaching Jesus did with His disciples! Discipline is a door of opportunity: opportunity to teach children appropriate ways to meet their needs. Such teaching of these ways will be twofold: first, to immediately stop inappropriate behavior (behavior that might hurt a child, destroy materials or disrupt the group); second, to help the child find another, more appropriate way to behave.

We will do this by making sure the nursery rooms are set up to be safe and “trouble-free.” Young children need to be able to explore with as little restraint as possible. We have organized the rooms appropriately for children 3 years old and younger. If you have any concerns about toys or equipment, please tell us.

We will set clear limits by using the word “no” as little as possible and by redirecting behavior. Instead, we may say (for example), “The

truck is for rolling. We don't hit Jeremiah with it. It will hurt him. The truck rolls on the floor. See?" Or we may offer another activity. "Here is a ball. We can roll the ball." We may also talk through the problems (describing what we see and how children are reacting) to help solve any problem situation going on. "Jeremiah wants the car. Janna wants the car. What can we do? Here is another car. Here is a truck. Which one would you like, Jeremiah?"

We will acknowledge feelings by using words, "Jeremiah, I see you fell down. You hurt your knee. You feel sad." Acknowledging what we see shows the child we understand and helps the child begin to make sense of his or her emotions.

Of course, the most important part of this opportunity to teach is found in the way we adults behave. As we model caring, respectful behavior and follow the above guidelines, we are helping children make sense of their world and to solve their own problems. This also shows children that their caregivers are loving considerate people who want to help them. And that is the essence of showing God's love to little ones!

Fire Safety

If there is a fire in the building, caregivers will take your children to the corner of Greenview and Barnard streets, where all children will remain until you the parent can pick them up. Please make sure the caregivers or teachers in charge know you are taking your child.

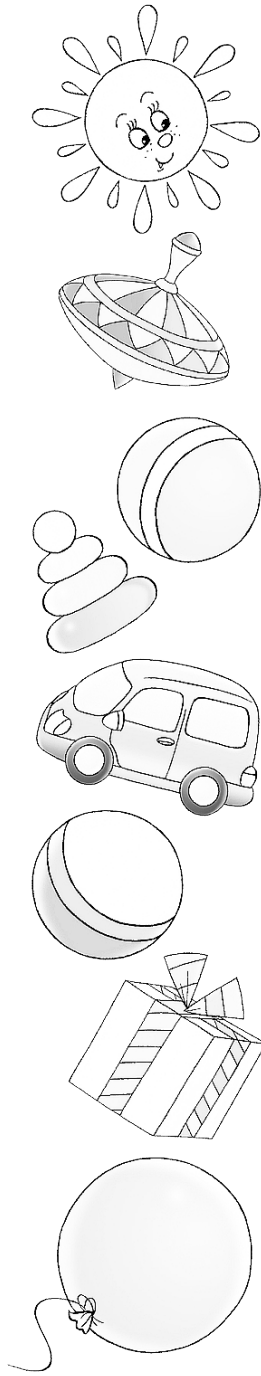
Tornado Safety

If there is a tornado, your child will be taken downstairs to the lounge area past room 45 where all children will be taken. We will comfort all children until you the parent come to be with them.



Westminster Presbyterian Church

1500 Scio Church Road, Ann Arbor, MI 48103
(734) 761-9320 | wpcoffice@westpresA2.org
www.westpresA2.org



I/We have read and understand the Westminster Nursery Policy. As information changes for our child we will keep the staff informed.

Signed: _____ Date: _____

Signed: _____ Date: _____

NURSERY POLICY

WESTMINSTER PRESBYTERIAN CHURCH, ANN ARBOR, MICHIGAN

