

**Westminster Presbyterian Church**  
1500 Scio Church Road, Ann Arbor, MI 48103 734-761-9320

**Welcome to our Nursery!**  
*Birth through 4 Years*

The Children's Ministry Team's goal is to help instruct children and facilitate fellowship within families. We provide Child care on Sunday mornings, some Wednesday evenings, and other special occasions throughout the year for children from birth through 4 years.

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 (grandparents) and caregivers of Westminster. You are encouraged to help your child feel comfortable in the nursery. We welcome you stay in the room as long as necessary and to share any specific concerns you have with the Nursery coordinator.

All caregivers follow the Children and Youth Safety Policy approved by the Session of Westminster, including a criminal background check. Most are trained in first aid and CPR.

**General**

1. Rooms will be open 15 minutes prior to Sunday School until approximately 15 minutes after the end of the worship 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 or leave their cell phone number for the childcare staff. This is for the safety of everyone.
2. 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 or text.
3. All children cry at times 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 for an extended period of time, we will notify you. This will become less common with regular attendance.
4. Children will only be released to a parent or grandparent, unless you have informed us that another authorized person will pick up your child.
5. 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. One 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, bottles, cups and other personal items **MUST BE LABELED** with the child's full name. Please include a change of clothing, extra diapers, wipes 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	Green or yellow runny nose
Diarrhea	Excessive coughing
Questionable rash	Any communicable disease
Discharge in or around the eyes	
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. No medication will be given to any child. Please administer them before leaving or return to administer.
4. 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 types of 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 Nursery Coordinator 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 your child's diaper or have them page or text you to change your child's diaper.
2. In our changing station area we provide a changing pad and latex gloves. Diapers and wipes should be provided by the family and in your diaper bag.
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.

4. 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.
5. If you and your child use sign language or another unique system for indicating bathroom needs, please explain this fully to the childcare 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 4 years old and younger. If you have any concerns about toys or equipment, please tell us.

### **Fire Safety**

If there is a fire in the building, caregivers will take your children to the corner lot 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.

**Please sign and date the attached Family Information Form and turn in  
the signature page #4 to the Nursery Coordinator/Staff.  
Please retain pages 1-3 for your information.**

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**Nursery Policy/Family Information Form**

I/We, \_\_\_\_\_ and \_\_\_\_\_, the (grand) parents of the child(ren) listed below, have read and understand this Nursery Policy. As information changes for our child we will keep the staff informed and sign a new form when necessary.

Parent(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

Email Addresses \_\_\_\_\_, \_\_\_\_\_

Name of Nursery-Aged Children:	<u>Birth date</u>	<u>Age</u>	<u>Allergies</u>
_____	_____	_____	_____
_____	_____	_____	_____

Do any of your children have any allergies or special needs we should be aware of? (Indicate which child)  
\_\_\_\_\_  
\_\_\_\_\_

Besides us, the following individual(s) have permission to pick-up our child(ren) from the Westminster Nursery:

1. \_\_\_\_\_, Relationship \_\_\_\_\_
2. \_\_\_\_\_, Relationship \_\_\_\_\_
3. \_\_\_\_\_, Relationship \_\_\_\_\_
4. \_\_\_\_\_, Relationship \_\_\_\_\_

I do / do not (circle one) grant Westminster Presbyterian Church, Ann Arbor, permission to publish photos or videos of the child(ren) listed above on the Westminster web site and/or Facebook© page. I understand that web site photo subjects are not identified by name, and that photos are used to enhance the communication and ministry of our congregation by enlivening descriptions of church activities such as worship, Christian education, mission trips, youth events, Vacation Bible School, and other regular or special events.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_