

## Calvary Baptist Church Nursery Volunteer Guidelines

- 1. All volunteers must complete and turn in an Application for Children/Youth Work.**
2. Nursery workers must be 15 years or older. Adults (18 years and older) are to care for all infants. No one under 15 years old is to work with infants unless approved by nursery coordinator.
3. No unmarried couples in the nursery unless approved by Pastor.
4. There are to be 2 workers in the nursery at ALL times during every scheduled service. At least one adult 21 or older is required. Helpers can be 15 or older for toddlers, 18 or older for infants. At NO time should the nursery workers leave the children in the nursery unattended.
5. Please check your calendar and then sign up for a date or dates and times that will work best for you. To sign up you may call or stop in the church office Tuesday-Friday or stop in the nursery on Sunday the schedule book is on the counter. If you are scheduled to be in the nursery and will not be able to make it YOU are responsible to find a replacement and notify the church office of the change.
6. When possible, please make arrangements for your older children to sit in the service.
7. The Nursery provides care for children ages birth up to age 4. Children age 4 will be “promoted” to Sunday School in March and September.
8. No children that have had a fever within the last 24 hours, currently have a fever, runny nose, cough or other signs of illness are to be left in the nursery.
9. NO HOT BEVERAGES are allowed in the nursery.
10. Workers should be in the nursery 10 minutes before the start of the service.
11. Nursery workers need to sign in on the Nursery Volunteer Sign In sheet.
12. Child Identification-have the Parents/Guardians fill out and tag each child with a bracelet and place it on your child’s wrist or ankle. The bracelet should include child’s first and last name. Allergies should be noted on the child’s bracelet. Bracelets should also have the number off the sign in sheet on it so the parent can be contacted by number from the sound booth during the service. Parents/Guardians must make 1 bracelet for themselves with all their children’s names and numbers on it and present the bracelet when picking up children. Please have the parents fill out the Nursery Child Check In form.
13. Lights are to remain ON at all times in both rooms.
14. For safety reasons children may need to be split into 2 groups. Infants in the room with the changing table and close the door. Ideally we would like to have at least 2 non related adults with each group of children.
15. Snacks may be given to children who have permission to eat them. Check the Nursery Child Check In form first to be sure that is OK and check the Nursery Volunteer Sign In to see when the kids may have last had a snack. Please wash the tables and kids hands before and after giving them snacks.
16. When placing a child in the swing, exersaucer, bouncy seat or beds, please line the unit with a fresh receiving blanket. Used blankets should be placed in the laundry basket.
17. Toys that have been in a mouth should be placed in the laundry basket so that they do not end up in another child’s mouth and can be disinfected before being put away.
18. Women only are to change diapers unless a father changes his own child. We do have sanitary changing clothes and rubber gloves on the changing table, clean gloves and changing clothes should be used for each diaper change.
19. Please leave the nursery clean. All used toys are to be disinfected and put away. The garbage is to be taken to the kitchen and put in a large can. Sunday morning after the last service the garbage will be picked up.