

Fellowship Presbyterian Church

# Nursery Guidelines For Parents

version 1.0

Fellowship Presbyterian Church  
1105 Old Spartanburg Rd  
Greer, SC 29650  
(864) 877-3267

# Welcome to our Nursery!

We welcome you and your children to our church. It is the goal of Fellowship Presbyterian Church to provide a safe, comfortable and nurturing environment for your child. We also want you to feel secure about your child's well being while you attend services and activities at Fellowship. We feel that we accomplish this goal in two ways.

- We provide you, the parent, with the information you need to know about our nursery program: how it is run, the rules that we have crafted to ensure a safe environment, and contact information you may use to have your questions answered.
- We provide your child with an environment that is safe for them. Your child is safe to explore the room – it is properly childproofed. The room will also be properly staffed to ensure that there is always enough individual attention paid to your son or daughter.

Please take the time to read the following guidelines that we have prepared for you. This short booklet will answer most of your questions as well as introduce you to the policies that we have put in place to safe guard all of the children we care for. Your understanding and cooperation are deeply appreciated.

Thank you!

This is a quick rundown of the policies that we have adopted to provide a safe environment for your children. Each entry in the Quick List will have a more detailed explanation in the sections following.

### **Quick List!**

1. Children from infants up to and including age three are accepted for care in the nursery.
2. Children above nursery age are not allowed in the nursery.
3. The nursery is regularly available for Sunday School, Sunday morning and evening services and Wednesday night activities. Fellowship Presbyterian Church may also provide nursery care for other special occasions. Announcements of those occasions will note the availability of care.
4. Nursery volunteers will not accept children that are currently ill, or have been ill within the last 24 hours.
5. Nursery volunteers will not give medication to children.
6. Parents are required to sign the attendance form when dropping off and picking up their children. Please be respectful of our Nursery Volunteer's Time. Children Should Be Picked Up Immediately After the Service.
7. There will always be a minimum of two nursery volunteers present.
8. Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the parent or child.
9. Children will only be released to a properly identified and preauthorized adult.

## **Age of Care**

Child age Infant through age three are accepted for care in the nursery.

## **Safety**

For safety reasons, please do not allow children above nursery age to enter the nursery rooms at any time. If you see older children in the nursery at any time, please ask them to leave or notify a nursery volunteer. The only exception would be a nursery volunteer working to ready the room.

Older children do not always understand the care and maintenance of a room for small children and infants. They can leave small objects that could be choking hazards, unplug safety devices, etc.

In the event of a fire, children will be escorted out of the building to the playground equipment.

## **Nursery Availability**

The nursery will begin accepting children 15 minutes prior to the scheduled start of the church activity. Please pick up your children as soon as the service concludes.

## **Child Illness**

If your child becomes ill or injured during the service, one of the nursery volunteers will quietly come to you during service and bring you back to the nursery. For the health and safety of all children, nursery volunteers and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours will not be accepted:

- a. Fever
- b. Diarrhea
- c. Vomiting
- d. Yeast Infection, monilia, thrush
- e. Impetigo (infected wounds), boils, untreated ringworms
- f. Runny nose with green or yellow mucus discharge
- g. Communicable eye infections, conjunctivitis (pink-eye)
- h. Contagious skin rash
- i. Cough, croup (except in the case of allergy)
- j. Any symptom of usual childhood disease such as mumps, measles, chicken pox
- k. Use of antibiotics for 24 hours or less.

## **Medication**

Our nursery volunteers are not adequately trained to dispense any type of medication. If your child requires medication, please come to the nursery at the appropriate time to administer it.

## **Sign In (Members & Regular Attendees)**

There will be a child sign-in sheet at the front of the nursery. Please make sure you fill this out. In addition to you and your child's name, please list any food allergies or other special attention your child may require.

## **Sign In (Visitors)**

We are thrilled that you have chosen to visit Fellowship Presbyterian Church and that you trust us to care for your children. Because we don't yet know your family, and your child's safety is of great concern to us, we ask that you fill out a Nursery label to place onto your child's back. You as the parent must supply the matching stub before your child will be released.

## **Drop Off and Pick Up (All Parents)**

Nursery volunteers request that only one parent drop off or pick up the child. This will help keep the area clear and avoid congestion and/or confusion. It is common for children in the nursery to suffer from separation anxiety. Please tell your child "good-bye" when leaving him or her in our care and exit the nursery. It is common for children to cry when you leave. Normally, the children will calm down in just a few minutes. If your child continues to be upset for 15 minutes (or sooner by parent's request) with no sign of calming down, a nursery volunteer will come to find you.

Our nursery doors have windows. Please feel free to peek in on your child during the service. We do ask that you try to not be noticed by the children when you do so as it may cause them to become upset when you don't come in to visit with them.

## **Pick Up**

Our nursery volunteers have been instructed to only allow children to be picked up by those you have designated on the attached form.

## **Feeding**

Food allergies are one of our top concerns. If your child has food allergies, please note that on the sign in sheet. For the safety of your child, we also ask that you specifically tell one of the nursery volunteers that your child has food allergies so that all nursery volunteers will be aware.

## **Nursery Volunteers**

The goal of the Fellowship Presbyterian Church Nursery is to offer quality care for your child. We will always have a minimum of two nursery volunteers on duty. Parents: If you are not a volunteer in the nursery, please exit quickly once your child has been properly checked in. Too many big feet can leave too little room for the little feet.

## **Essentials Bags**

Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the parent or child. All of the items in the bag should also be clearly labeled with the name or initials of your child. If you have any special items that your child may need, please point them out to a nursery volunteer.

Your essentials bag may need to contain the following items:

- a. All items required for a change (diaper, creams, ointments, salves, wipes, etc.)
- b. Extra diaper(s)
- c. Bottle or cup as needed
- d. Pacifier (clip on type is preferred) or other item your child may find comforting
- e. Change of clothes.

Please do not bring toys, books, candy, gum or other personal items. Nursery volunteers will not give any of these items to your child if they are in the essentials bag.

### **Comments, Questions and Concerns**

Please feel free to contact any of the people listed below to address any and all comments, questions and/or concerns you may have regarding the Fellowship Presbyterian Church Nursery program. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have.

### **Contact Information**

Fellowship Presbyterian Church  
1105 Old Spartanburg Rd  
Greer, SC 29650  
(864) 877-3267  
Administrative Assistant: Wendy Richards  
Nursery Coordinator: Angie Frengel  
Fellowship Presbyterian Church

# Parent / Guardian Signature Sheet

I have read, understand and accept the nursery guidelines set forth by Fellowship Presbyterian Church.

I agree to abide by the guidelines set forth in this booklet.

I realize that the nursery volunteers on duty are there for all of the children entrusted to their care. Nursery volunteers have the authority to interpret and implement the guidelines.

I understand that any concerns or disagreements that I have may be brought to the attention of the Fellowship Presbyterian Church Nursery Coordinator and that my concerns will be heard and responded to.

The following individuals are approved to pickup my child / children.

_____	_____	_____
_____	_____	_____
_____	_____	_____

## Special Instructions for Nursery Volunteers

_____	_____
Child Name	Allergies, Special Instructions, etc

_____	_____
Child Name	Allergies, Special Instructions, etc

_____	_____
Child Name	Allergies, Special Instructions, etc

\_\_\_\_\_  
Parent Name (printed):

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

Date: \_\_\_\_\_