

Dropping Off and Picking Up

- Parents should sign in your child on the clipboard in the nursery area and note where they will be (Sunday School, Worship, Bible Study, etc.). If it is your first time signing in to the nursery, you should complete the Nursery Registration Card which includes notating any allergies which the staff should be aware of.
- Parents will receive a beeper which will be used to signal them if the staff feels that they are needed to return to the nursery.
- With smaller children, parents are asked to hand the child over the Dutch door to a staff member to allow us to keep the door closed to prevent a child from slipping out, and to safeguard against tiny fingers getting pinched.
- With older children, we encourage parents to let them walk in on their own to a staff member being mindful of other children around the nursery door when opening and closing. Prolonged farewells from parents are discouraged as this often makes small children more upset. Upon arrival, children will be welcomed, comforted and encouraged to play at their own pace.
- Beeppers should be returned to the nursery at pickup time following the same procedures. Parents are asked to be prompt in picking up their children; the nursery staff appreciates parents' consideration in picking up their children in a timely manner.

Train up a child in the way he should go;
even when he is old he will not depart
from it. Proverbs 22:6



Event/Meeting Nursery Requests

Additional Nursery Care may be provided as needed for church sponsored events and meetings by special request with prior reservations with the



Nursery director. The ministry team or group responsible for the meeting or event should submit a request to the Nursery director a minimum of 2 weeks prior to the meeting time to confirm tentative room and staffing availability.

All ministry groups are encouraged to schedule their meetings/events when staffing is already available and childcare has already been scheduled to help stay within our budget. If meeting times are outside of regularly scheduled staffing, the groups will be made aware of the cost of childcare and may be asked to support our efforts to be good stewards of our funds and resources.

Once approved by the Nursery director, a completed Childcare Reservation form should be completed by the group and submitted to the Nursery director a minimum of 2 days prior to the event/activity. A child will not be permitted in the childcare area unless they are listed on the reservation roster for the specific event or there is space available.

Last minute cancellations for use of the nursery-care facility should be made as soon as possible by calling the Nursery director.

***Understanding unforeseen circumstances may arise on occasion, last minute requests for childcare will be considered up until 5 pm one day prior to the event. Any approved last minute requests will be notified if the nursery IS able to accept the reservation.*



No same day requests for childcare will be accepted.



NURSERY POLICIES

Informational Guide for Parents of Infants & Toddlers



First United Methodist Church

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Welcome...

Welcome to First United Methodist Church!

We are very pleased that you have chosen to join us. This brochure is designed to answer some frequently asked questions about our Nursery Ministry program, and to help you to feel confident in your decision to entrust your child in our nursery staff's care.

Our nursery is happy to provide care for children from infants to 2 years of age. It is our philosophy for each child to be shown love and security and it is our goal to provide a safe, loving, nurturing Christian environment for those entrusted to our care.

In accordance with our Safe Sanctuaries Policy, our staff members are carefully screened prior to employment. All leaders who volunteer are required to have an active relationship in good standing with EFUMC for at least 6 months, must agree to a background check prior to beginning to work in children's ministry, and are required to complete a Safe Sanctuary training session.

If you have any questions or concerns regarding the nursery, please call the church office, 334-347-3467 to speak with our Nursery Coordinator, Dana Cappadoro. We look forward to working with you in caring for your children as we lead them in their walk with God, and we grow them up together at First United Methodist Church.



General Nursery Policies

- Nursery Care will be provided routinely on Sunday Mornings from 8:15 am - 12:15 pm during Worship/Sunday School Hours and on Wednesdays 2:45 pm-8:00 pm to service midweek activities.
- Parents with children in our nursery-care facilities must remain on the church campus at all times, unless prior approval has been made to accommodate an off-site church function.
- Parents/guardians must sign in their child for nursery care and take a beeper.
- All personal items (diaper bags, bottles, pacifiers, "lovies", etc.) must have the child's first and last name permanently marked.
- Please do not bring any toys from home other than a blanket or other "lovey" that the child may need for security.
- The only rooms that may be utilized for nursery-care are those pre-approved by EFUMC Children's Ministry Team Nursery, Weekday Ministries or staff as safe and appropriate for the age of children to receive care.
- Children age three years and above may only be released to parents/guardian or a sibling age twelve(12) or above with a matching nametag. No infants or toddlers will be released to siblings.
- Once a child has been checked into the nursery, only a qualified Nursery-care staff member or the parent/guardian of the child will be allowed to change diapers.
- Any nursery care provided by EFUMC requires 2 paid nursery-care staff in the room to comply with our Safe Sanctuaries Policy for a 2 hour minimum.
- Parents should not request to "promote" their child from one class to another. Appropriate age groupings have been established and will be administered by the Children's Ministry directors.

Wellness Policy

In our church nursery/preschool programs we strive to maintain a healthy, clean, and safe environment at all times. Children should be kept at home and not allowed to attend the program if they exhibit any of the following symptoms:

- ◇ Diarrhea (in the past 24 hrs)
- ◇ Vomiting (in the past 24 hrs)
- ◇ Temperature above normal
- ◇ Sore throat
- ◇ Rash of unknown origin
- ◇ Skin infections
- ◇ Pinkeye
- ◇ Green colored nasal discharge



If a child is brought to the nursery and appears to be sick, the Nursery director reserves the right to contact the parents/guardians and ask them to take the child home.

The nursery staff and volunteers do not administer medicine to children. In the event of an emergency, nursery staff will administer allergy pens. Parents should fill out the registration card for each child and notate any allergies.

No snack items containing peanuts or peanut butter are allowed in the nursery/preschool area as many children are allergic to these foods.

Parents/guardians should notify the Nursery director if any child is diagnosed with a communicable illness within 24 hours of utilizing the nursery-care facility to allow proper notification to be made to other families as soon as possible.

Age Grouping Chart

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| • NURSERY | Birth - 16 months |
| • TODDLER ROOM | 17 mos—24 mos |
| • TWO YR OLD ROOM | 2 Years by Sept. 1st |
| • THREE YR OLD ROOM | 3 Years by Sept. 1st |
| • PRE-K ROOM | 4 Years by Sept. 1st |
| • KINDERGARTEN ROOM | Enrolled in Kindergarten |

Promotion Sunday is scheduled in August annually.