

# NOAH'S ARK NURSERY-TODDLER MINISTRY

Revised: March 2007

## NURSERY-TODDLER MINISTRY

- We provide a Nursery Staff along with volunteers to ensure that nursery facilities are adequately staffed, regularly cleaned, bleached and maintained.
- We offer three separate rooms filled with age – appropriate toys and furnishings.

## OUR MISSION

Children are our special responsibility, entrusted to our care by God. It is the mission of the Nursery staff here at the Buford Church to provide a place where young children are loved, nurtured, and cared for. In our Nursery; Infants, Pre-Toddlers and Toddlers have their first introduction to their church home. Here they learn from loving caregivers what Jesus taught the children. God loves you!

*“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” Mark 10:14*

## AVAILABILITY

The nursery is available from:

- 9:20 a.m. - 12 noon on Sunday mornings,
- 5:50 p.m. - 8 p.m. on Sunday evenings (to age 3)
- 7 p.m. - 8:15 p.m. on Wednesday evenings
- In addition, there may be nursery care provided for those participating in most meetings, music rehearsals and special events. Please contact CP for more info. For the health and safety of all our children, we would ask that when bringing children to our nursery you follow the guidelines listed below.

**\*\* Rooms are not available for use other than approved times and no unsupervised children allowed for safety concerns!**

## **AGES & ROOMS**

The Buford Church provides three nurseries, located in the main building in rooms to provide care for children of different ages:

Infants: Newborn to 18 months (room 207)

Pre-Toddlers: 19 to 29 months (room 208)

Toddlers: 30 to 47 months (room 209)

Sunday Evening: Newborn – age 4 (room 207 & 208)

Transfer of children to an older class will be based on maturation. Nursery staff in consultation with the Nursery Coordinator or assigned person and parents makes transfer decisions.

## **PROMOTION**

Children turning four are promoted into the Sunday school program in August of each year with a four-month grace period until December for those children born after August.

## **STAFF**

Any comments or concerns may be directed to the Children's Pastor Richard Smith (678-377-1865), Church Office (770-945-4901 ext 4); Nursery Coordinator:

## **DISCIPLINE POLICY**

One of the goals of discipline is to teach children controls, which will help them grow in a healthy, safe manner. Through discipline, they learn self-control. As caregivers, we want to create a trusting, caring environment and provide a safe and stimulating atmosphere.

We will remove children from situations when they are hurting others or may hurt themselves. Re-directing will be used and time-out used only as a last resort.

Any kind of negative physical reaction to a young child's behavior is NEVER appropriate. Each child will be treated with respect, love and kindness.

## **DROP OFF & PICK UP**

1. To avoid crowded conditions, please leave and pick-up your child at the door. Please do not enter the children's area. We understand that occasionally a child will need to be assured by you. You may need to come in, however the Nursery Staff is better able to insure the safety of the children if those working are in the Nursery.
2. Sign your child in at the door and record how we can best meet their needs (when they last had bottle, when they may want a nap, if they are potty trained, and where you will be during Sunday school and services).
3. Our Nursery staff will hand you a number tag, which will correspond to the tag on your child's bag or cubbie. Please check to be sure that you know your number. If you are needed during the time you are away, you will be summoned or paged on the electronic number board located on the left wall of the sanctuary stage. Please respond promptly.
4. Don't slip away from your child. Tell him/her in a kind, but firm voice that you are going, but will be back soon. Leave immediately. If your child continues to be upset, you will be paged. It is not necessary to check on your child during the service (this often upsets the child again). However, you are welcome to discreetly see how your child is doing.
5. Parents are asked to call for their children immediately at the close of the service or event in which they are participating. Most of our Nursery staff is members of the congregation and on days when the church has special activities planned, they wish to participate with their families. Therefore, your promptness in picking your child up from the Nursery on these days will be especially appreciated.
6. When returning for your child, please wait at the door. A staff person will bring your child to you as soon as possible. This helps reduce traffic inside the nursery and insure the safety of our little ones. Please give this person your number/pager.  
*Children in the Nursery will only be released to a parent or other adult listed and possessing the correct number (pager). Please do not send older children.*

## **NURSERY WELLNESS**

If your child is sick we ask that he/she will be more comfortable at home. Please do not expose other children and the Nursery staff unnecessarily to infection. If your child exhibits any of the following symptoms, we *ask* that you please do not bring them to the Nursery.

- Fever, diarrhea, vomiting, of within the last 24 hour period  
(Our Nursery is equipped with a Thermoscan Thermometer)
- Rash not associated with diapering, heat or allergies
- Discharge from the child's nose not clear in color

If your child exhibits any of these symptoms while in the Nursery you will be paged to pick them up. Your cooperation on following these guidelines will keep our Nursery a safe environment for all who use it. Nursery staff cannot give any medication to children. Bedding is washed after each Sunday and toys are disinfected weekly and cleaned twice a month.

## **YOUR CHILD'S NEEDS**

Please understand if we do not keep your child on their daily schedule. There are too many variables in our rooms to do that successfully. Infants will be given bottles according to their needs unless you give the staff specific instructions. A special area is provided so that nursing mothers may nurse their child at any time in privacy.

We try many things to comfort your child. If your child has a particular item that helps, please send it (pacifier, blanket, doll). Unless your child is allergic to disposable diapers, we *ask* that he/she will need to wear them while in the nursery.

On Sundays, a snack and water will be offered in the nursery rooms. If your child has food allergies, please make our Nursery staff aware of it. It is not possible for the Nursery staff to feed children meals. Please make sure your child is fed their meal before they arrive.

## **YOUR CHILD'S BELONGINGS**

There are many items brought to the nursery that are alike. We want to be sure that your child's items are used by them and go home with them. Please label in a visible place everything your child brings. Include diaper bags, carriers and car seats, changes of clothing, cups, pacifiers, bottles, etc.

Our nursery is well equipped with blankets, burp clothes and toys. We *ask* that while your child is in the Nursery, that you allow us to use these things we have. This will reduce our lost and found basket.

## **DONATING ITEMS**

We will be happy to accept donated equipment and toys. We reserve the right not to use and will discard these items if they are broken or have missing pieces and/or are unsafe for use in the Nursery. Contact the Nursery Coordinator or assigned person through the church office if you have any donations.

## **NURSERY RESERVATION POLICY**

In order to properly staff the Nursery, events that are not regularly scheduled will require parents to sign-up for Nursery care on a sheet posted on the bulletin outside the infant room ( ). Any department or groups planning an event for which they wish to provide a nursery (newborns – 36 months) or older, will need to contact the Nursery coordinator or assigned person preferably one month in advance so that she can coordinate staffing for the event. Fees for staff *are* paid by parents of child (ren) or department. Sign-up sheets will be posted as soon as possible and reservations taken up to one week in advance of the event.

## **VOLUNTEERS**

Because as parents you have so much to offer the Nursery, **you are asked to join our** Volunteer List. If you volunteer, you will be asked to volunteer occasionally, usually on Sundays. You will be in a room with a regular Nursery staff person and will be asked to help them with the children in their care on that service. This may be coloring, reading stories, holding babies, or giving bottles.

We also wish to extend the invitation to those who may not have children in the Nursery to volunteer. What a wonderful way to share the gifts God has given each of us and to get to know that littlest members of your church family. You will find the Nursery to be a rewarding place. Please contact the Nursery Coordinator or assigned person if you are interested in being placed on our volunteer list.

Volunteers with children older than assigned room are asked to put them in assigned room. Other kids who are related to volunteers or not in Children's Church or not permitted in N-T rooms unless approved by N-T Coordinator / Children's pastor. This policy needs to be strictly enforced.

## **EMERGENCIES**

We have posted in each Nursery room both fire and severe weather emergency plans. Please know that your child will be taken care of if these situations should arise.

Parents coming to the Nursery to get their children will add to any confusion there may be. If there is a fire, your children will be evacuated to a assigned area. Please allow us to evacuate them.