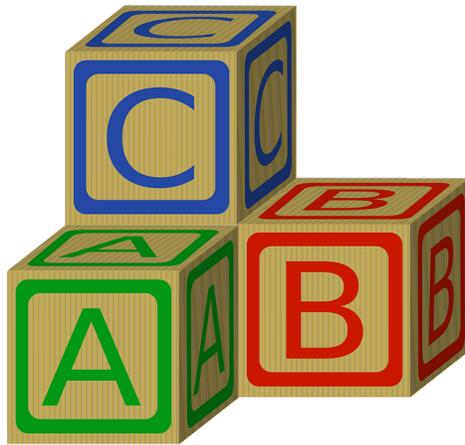


Welcome to
Upper Arlington
Lutheran Church



Nursery
Parent Handbook

Revised October 2015

Letter of Welcome

Dear Parents,

We would like to welcome you and your child(ren) to the Upper Arlington Lutheran Church Nursery. The Nursery is a place for children to play and interact with other children while their families' are involved in various church ministries. Our hope is that you will feel comfortable with our staff and with the program that we have developed for you and your child.

This handbook was written for you. It contains information regarding procedures and policies for our Nursery. Please read it and you may need to refer to it again as necessary

If you have questions regarding this handbook or the information included in it, please feel free to contact the Nursery Coordinator, Elizabeth Lake at nursery@ualc.org.

Sincerely,

The Nursery Staff at UALC

Our Mission

The Nursery Ministry strives to reach out to the needs of young families in our church and in our community. We provide a loving and caring environment in which young hearts can be fed spiritually, emotionally, and physically, while parents are being ministered to through their involvement in various activities.

Our mission is “to be and make disciples of Jesus Christ.”

We will provide a safe, fun, nurturing Christian environment that will foster each child’s relationship with each other and with Jesus.

We will guide children toward open communication when conflict arises. Together we will find respectful, peaceful solutions. As adults caring for the children, we will model this same behavior among ourselves.

Ages Cared For

The nursery cares for children 3 months to 5 years old during the week, Monday through Saturday.

On Sunday mornings, we care for children 3 months to 3 ½ years old. At 3 years old, each child is eligible to attend Kids’ Church (Sunday school) and will be required to leave Nursery care by age 3 ½ unless special arrangements have been made with the coordinator.

We will enforce these age limits for the safety and comfort of all of the children in our care. We understand that each child grows and matures at different rates, but we must also be prepared to receive new children into

our care who are too young for any other offerings. We hope to support the educational nurturing of each child by exposing them to organized Sunday school education.

The nursery staff opens the nursery 15 minutes before the scheduled event begins; however, please refrain from dropping off your child until a few minutes before your event begins. It takes a few minutes for the nursery staff to open the room, sign in, set-up computers, and be fully prepared to welcome your child(ren) into the nursery. The nursery then remains open until 15 minutes after the event ends for cleaning and sanitizing. Please be prompt when picking up your child to ensure that the staff has ample time to clean and disinfect the playspace before the shift end. We appreciate your cooperation in this matter.

Registration

Every child that enters the nursery must be appropriately checked in at each visit. For most ministries, our computer check-in system (Community Church Builder Check-in) is available. This is an online paging and account system that allows us to print name tags and a parent pick-up label and also gives us the capability to text message the parent should they be needed while their child is in nursery care. A staff member can assist any parent who does not yet have a CCB online account. At other times, a written label will be used with a portion given to the parent for pick-up identification. With written labels, a vibrating pager is assigned to each parent.

Please help your child wash his/her hands with hand sanitizer upon entering the nursery. A bottle of hand sanitizer is kept on the nursery counter for your convenience. Also, prior to entering, it is a requirement that your child be wearing socks and/ or shoes. We thank you for your cooperation.

If your child is not content for as much as 10 minutes, you will be paged and asked to assist in helping assess the situation as it relates to your child. If calming your child is not possible, you may be asked to remove him/her for the rest of the hour and encouraged to try again another day.

Safety/ Ratios

Each nursery at Mill Run campus has a gate (partial ½ wall) that blocks the entrance/ exit of the room. At Lytham Road, parents walk their child into the nursery. You will be asked to bring your child through the doorway and then a Nursery staff member will assist you in bringing your child, diaper bag, etc. into the nursery. Please DO NOT allow older siblings to enter the nursery and begin to play as the space is designed for smaller children only. Parents, please exit the nursery as soon as your child is safely inside. This will reduce the amount of confusion inside the nursery during drop-off and pick-up and will ensure that your child is leaving with an authorized adult.

If your child is having a difficult time separating from you, you may help to transition them for a moment and then leave the nursery. We ask that no parent, grandparent, sibling, or guardian stay with their child while in the nursery. We take great pride in having the best caregivers who meet requirements of our Safeguarding Children Policy (copies are available in the literature racks). Often times, prolonging the good-bye causes more problems than just a quick good-bye hug and kiss. Assure your child that you will be back to get them and we will lead them to a fun activity to help them feel at ease.

The parent or guardian that checks the child into the nursery must also return to pick-up the child. All nursery participants must be checked in and

out by a parent or guardian who has proper identification and is at least 18 years of age.

The nursery follows UALC's Safeguarding Policy and closely observes the following child/staff ratios:

3:1 for 3 months- 6 months
4:1 for 6 months- 12 months
8:1 for 12 months- 24 months
10:1 for 24 months- 36 months

At least 2 nursery staff members will be present at all times that the nursery is open and in use.

Medication

The nursery staff cannot administer any medication or diaper rash ointment. If a child needs medication, the parent or guardian must return to administer the medication.

If your child is in need of medication, they may be more comfortable at home instead of in the nursery.

If your child has allergies, please be certain to enter this information into your CCB account. The allergy information will be printed on the name label that your child wears into the nursery. If the allergy is severe or life-threatening, we ask that the parent verbally alert and remind our staff upon entering with the child.

Food and Snacks

Bottles and diaper bags brought from home must be labeled with your child's name. When checking in the parent has the option to print more than one name tag label, these additional labels can be used to stick on bags or bottles if needed. If your child uses a pacifier, it must be attached to a pacifier clip. Infant bottles and/or cups are fine to bring into the nursery and can be distributed by our staff as directed. We DO NOT allow snacks to be brought in from home because of an increasing number of children with allergies; however, on occasion, Gluten Free Original Cheerios are offered to help with hunger on longer shifts.

Changing Diapers/ Bathroom

The nursery staff does change diapers. **Please bring extra diapers, wipes, and an extra change of clothes for each child you bring to the nursery.** The nursery diaper supply is meant to be used as backup in the event that a diaper is forgotten or multiple changes are required for a child while in the nursery. Please supply your child with the diapers that he/she will need. We wear vinyl gloves while changing your child and the changing table surface is cleaned after each use with an anti-bacterial spray.

If your child is being potty-trained please let us know. All attempts will be made to help your child in a timely way. If your child needs assistance in the restroom, the door will be left half open for everyone's safety and protection.

Toys

The nursery provides toys for children while they are in the nursery. Toys from home are not permitted. Toys, tables, countertops, and chairs are cleaned daily and toys that are mouthed will be disinfected and sanitized in the dishwasher.

If a personal item is left in the nursery, it will be placed upon the nursery counter. Please return as soon as possible to claim your item. If after 4 weeks the item has still not been claimed, it will be donated.

Technology

Occasionally, a DVD or CD will be played during nursery hour. All DVD's are Christian based films and G-rated and the CD's are praise songs. The nursery staff has observed that playing music or showing a movie can be very calming and comforting for the children and these resources are used as necessary.

A child is not permitted to bring his/her own form of technology into the nursery. Ipads, Ipods, phones, disc players, handheld gaming devices, etc are all prohibited within the Nursery. This rule is for the privacy and protection of all children that are cared for within the nursery. If a device is found, we will place it upon the nursery counter to be picked up by the parent or guardian at the end of the shift.

Behavior

We hope to create an atmosphere that is fun and stimulating for your child. We realize that there may be times when our staff will need to use redirection to deal with behavioral issues. If the redirection does not work, the child may be removed from the activity and the other children in the

form of a time out. One minute for each year of age is appropriate. At no time will physical force ever be used.

If an accident happens while your child is in our care, the witnessing staff member will complete an incident report documenting all of the details of the situation. The nursery coordinator will sign it and keep the form on file. A copy will be made and given to the parent if desired.

If serious behavior issues arise, you may be asked to remove your child from our care. These issues will be documented and, if necessary, the parents will be asked to meet with the Nursery Coordinator.

Illness

Children are to be free of communicable disease, which includes diarrhea, vomiting, colored drainage from nose, eye, or ear. Any temperature of 100 degrees or higher will require immediate removal from the nursery. Staff members may also contact a parent if the child seems uncomfortable.

The nursery will provide documentation of exposure to any disease or condition that we are aware of.

Closing

Again, we thank you for entrusting your precious children to us. It is our hope and prayer that we have created a safe environment that your child will enjoy and a place to begin to better know our Lord and a place where you, as their parents, trust that they are being cared for in the best possible way.

This manual will be updated as needed. Any comments or suggestions are welcome to make your child's experience more comfortable.

Thank you.