

ABUSE PREVENTION FOR ALL NURSERIES

VOLUNTEERS

1. All adult volunteers must complete an application before serving in a nursery.
2. There must be one attendant for every three children in the infant nursery (birth to one year), and one attendant for every five children in the toddler nursery (one year to three years old).
3. Ordinarily, minors (fifth grade through high school for the purposes of this section only) may serve in the nursery, if an adult is also serving with them. However, if an adult is not available, a minor may serve in the nursery, but only with the written consent of a parent or legal guardian whose child or children are in that minor's care. Ninth graders and older may assist with infant nursery. Fifth through eighth graders may help care for toddlers.
4. ECRC prefers that all persons who desire to serve in the nursery have regularly attended ECRC for six months or be members of ECRC for six months, with a completed Application on file. However, adults or minors (members and non-members) may serve if they have an Application on file.
5. Nursery workers serving at the same time should not all be from the same family. In the event that no other volunteers but members of the same family are available, a parent or legal guardian must mark the box on the sign-in sheet permitting these family members to care for their child.
6. Nursery workers are to arrive fifteen minutes before the function begins.
7. No nursery worker will be allowed to take a child from the nursery to another part of the church.
8. The Nursery Director will provide regular in-services for all nursery chairpersons to review ECRC's policies regarding safety and abuse prevention. These chairpersons will then provide their staff with the appropriate information. The chairpersons are to inform nursery parents of the church's policy on discipline at this age level whenever necessary.

ARRIVAL AND DISMISSAL

1. All parents must register their children before leaving them in the nursery for the first time. Registration materials will be available at the nursery.
2. Parents will only drop off their child(ren) at the locked half doors. Parents will be allowed in the nursery only if their child is upset and needs to be calmed down.
3. A nametag is to be placed on each child. All diaper bags, bottles, pacifiers, etc. must also be labeled with the child's name.
4. Parents must sign in their child. If a child has special care instructions, they should be given to a nursery attendant each time that child is brought to the nursery.
5. Parents will be given a card with a number or letter on it.
6. Parents must present the card to an attendant at the half door in order for their child to be dismissed. No child will be dismissed without a card or proper identification.
7. Two attendants will remain in the nursery until all children have been dismissed.
8. Parents of nursery age children need to remain on church grounds during nursery time and/or be attending an ECRC ministry for which a nursery is being provided.

RESTROOM ASSISTANCE

1. Diapers or clothes will be changed only in the sight of another adult nursery worker.
2. Nursery workers will not be allowed to change diapers or assist with toilet needs if a parent has requested to be contacted and wishes to assist their own child.
3. Children may only use the restroom in the Toddler Nursery.
4. The attendant will leave the restroom door open while helping a child in the restroom.
5. Even if a child does not need assistance, the attendant will escort him/her to the restroom and will wait outside the open restroom door.

OBTAINING PARENTS

1. The parent should be notified immediately when a child is inconsolable, ill, injured or disruptive to others in the nursery.

2. A nursery attendant will go to the parent and return with them rather than bringing the child to the parent.

DISCIPLINE

1. Corporal punishment (slapping, hitting, and pushing) is not permitted.
2. Abusive verbal discipline (yelling, hurling insults, and threatening) is not permitted.
3. Whenever possible, try to avoid having to discipline a child. Instead distract him/her with another activity or move the child to another area.
4. Time-outs can be used but should not last longer in minutes than the age of the child.
5. Concerns about a child's behavior should be reported immediately to the program supervisor.
6. Upon mutual agreement between the teacher and the program supervisor, the parent(s) will be notified of their child's disruptive behavior, and the child will be removed from the nursery, if necessary.

