

# Nursery Policies & Procedures

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We encourage your help and cooperation in insuring the smooth running of the Nursery!

## **General Nursery Procedures**

Make sure all items brought to the Nursery are labeled with your child's name (bottles, pacifiers etc.)

Pick up a pager from the nursery worker. ( If pager is provided)

Complete the provided name tag for your child, placing the larger part on the child's back and the smaller part on the diaper bag.

Hand your child over the door to the Nursery Worker.

When picking up your child from the Nursery, return pager to the Nursery worker if pager was provided.

## **PLEASE LET US KNOW OF ANY ALLERGIES.**

If you are new to the church please fill out the green registration card that is on the tables outside the rooms.

## **Nursery Health Policies**

In order to insure a safe and healthy environment for your children and the Nursery workers, please do not bring your child if he/she has had any of the following symptoms within the past 24 hours:

Diarrhea, illness, food or medication induced, Vomiting, Fever (100 or above), Undiagnosed rash, Open sores, Runny nose (anything but Clear), Discharge in and around the eye(s),

## **Nursery Cleanliness**

Every crib sheet, blanket and burp cloth is changed before and after each use. All toys are washed, disinfected and checked to make sure they are not broken. All tables, chairs, doorknobs and diaper changing areas are also disinfected. The first Sunday of every month every toy from the infant room through the two year old classrooms are washed in a bleach solution to insure the utmost safety for our children and the prevention of the spread of germs and diseases. Our Church is dedicated to providing a safe place for our children.

## **Diaper Changing Procedure**

Special care is taken with diaper changing and disposal:

Have two adults present in the room during diaper changes.

Wash your hands & put on put on gloves.

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Place clean disposable diaper on the changing surface.

Place disposable paper (wax paper) over the clean diaper.

Put a folded paper towel on top of the wax paper.

Remove the soiled diaper and wipe child's bottom from front to back with diaper wipes until clean. Do this in order to prevent urinary tract infections. (Pay particular attention to and cleanse the skin creases).

When removing the soiled diaper, fold it inward, wrapping the diaper in its own plastic liner and the wax paper.

Place the soiled diaper in a plastic bag along with your gloves. Close and knot the bag and throw it in the trash after finishing with the diaper change.

Put the clean diaper on the child and remove child from the changing area.

Disinfect the changing area.

Wash your hands!!! (Soap and water) If you are changing more than one child's diaper one right after the other you may use the sanitizing wipes.

When finished you must use soap and water.

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