

NURSERY MANUAL



Christian Life Fellowship

600 7th Street

Port Edwards, WI 54469

715-887-3565

nursery@clfkids.org

www.clfkids.org

GENERAL GUIDELINES

Dear Parents:

I would like to take this opportunity to welcome you and your child to our nursery. Your child's comfort, safety, social, and spiritual growth are important to me as well as the nursery care givers.

Each time you bring your child to our nursery, you can be assured that he or she will receive quality care. You can go into a class or the morning worship service confident that he or she is being cared for, loved, prayed for, and instructed in the things of God.

We strive to provide top quality care for each child. Our nursery is a cooperative program involving every parent. We ask that you serve with others no more than once a month during a Sunday morning service. If each parents takes part, we can maintain an above average ratio of adults to children which increases the ministry value and the quality of individual care given.

This booklet will help you understand how the nurseries operate here at Christian Life Fellowship. If you have any questions or concerns, please call me at (715) 887-3565. I am here to serve you.

God bless you,

PASTOR JASON RHODE

Pastor Jason Rhode
Children's Pastor

- No unsupervised minor will serve in a nursery room. Children under eighteen years of age who minister in our nurseries will always serve with an adult present.
- No unscheduled teens or adults will serve unless cleared by the appropriate nursery coordinator.
- From time to time a parent wishes to stay with his or her child to assist the child in in the new environment.
- No over-age children are allowed in the nursery area without the direct supervision of a parent or grandparent.
- Children must be checked in and out of the nursery by an adult.
- Upon an infant or toddler's birthday, he or she will be promoted to the next appropriate Sunday morning class or nursery. NO EXCEPTIONS.

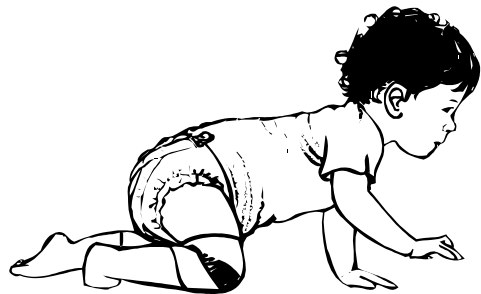
Jesus said, *"Whatever you do to the least of these my brothers you have done unto me."* Treat every child and parent the way you would treat Christ. Handle every child in a way that promotes his or her spiritual growth. Speak in pleasant tones. Teach in a gentle, firm manner. Pray for each child and parent.

"Listen, I tell you a mystery: We will not all sleep, but we will all be changed..."
1 Corinthians 15:51 (NIV)



Once potty trained, be sure to check with each child to see if they need to use the bathroom. Be sure they thoroughly wash their hands once finished.

17. Some toddlers experiment with clothing. Do all you can to insure that each child is fully clothed while in the nursery.
18. Be sure to inform parents if a child was without something he or she needed
19. Before leaving, be sure all toys are put away and the carpets are swept. There is a hand sweeper in each nursery.
20. YOU ARE IN THE NURSERY TO WORK WITH THE CHILDREN. DO NOT CONFINE YOURSELF TO ROCKING CHAIRS. BE WITH THE CHILDREN. PLAY WITH THE CHILDREN. SPEAK TO THEM IN A CALM, RESPECTFUL WAY.
21. Be sure age-appropriate snacks are given to the child. (ie: Ritz crackers or Cheerios for baby nursery. Chocolate cookies, etc. are not appropriate for infants).
22. During Sunday morning nursery, infants and toddlers are NOT to be taken outside. There may be a necessity from time-to-time to walk a child outside the room. However, ALL CHILDREN need to remain inside the building.



MEET OUR COORDINATORS/NURSERY TEAM

Chris Wefel

Sunday Morning Infant Coordinator

Chris is the mother of four, including an infant and has served in the nurseries of CLF for many years. She knows from first-hand experience the needs of infants.

Chris coordinates the scheduling of all parents and volunteers in our cooperative Sunday morning infant nursery ministry. She also insures that equipment, snacks, and toys in our Sunday morning infant nursery are clean and in order. Chris can be contacted at: 423-7911 or at: chrisw@clfkids.org



Mary Lou Hamilton

Sunday Morning Toddler Coordinator

Mary Lou is the mother of three and has extensive experience ministering to children at CLF. She really has a burden to see toddlers understand God's love for them. Mary Lou also serves on a full-time basis as church secretary.

Mary Lou coordinates the scheduling of all parents and volunteers in our cooperative Sunday morning toddler nursery ministry. She insures that equipment, snacks, and toys in our Sunday morning toddler nursery are clean and in order. Mary Lou can be contacted during the daytime at: 887-3565, evenings at: 886-3062, or at: marylou@clfkids.org



Sharon (Shari) Morrison

Sunday Evening/Wednesday Evening Infant Coordinator

Sharon is a mother, grandmother, and veteran of infant ministries at CLF. In her over 40 years of ministry to children, she has gathered a wealth of knowledge on how to meet their individual needs.

Sharon coordinates our Sunday evening and Wednesday evening infant ministries. She insures that equipment, snacks, and toys in our Sunday evening and Wednesday evening infant nurseries are in order. Sharon can be contacted at: 423-6910 or at: sharim@clfkids.org



MINISTRIES OFFERED

SATURDAY EVENING

We provide infant nursery ministry (for children ages birth-24 months) during our Saturday evening service. Parents can worship freely, being assured that their infant is being taken care of by knowledgeable and caring volunteers.

SUNDAY MORNING

We provide infant nursery ministry (for children ages birth-24 months) during both of our Sunday morning worship services. Our nurseries are a cooperative effort of parents and volunteers to provide a loving and safe environment for the youngest members of our church family.

Parents with children in our nurseries are asked to serve no more than once a month in the Sunday morning nursery in which their child participates. This cooperative effort ensures that our nurseries are properly staffed and keeps the burden of ministry light for all those involved.

SUNDAY EVENING

During our Sunday night Kids Christian Education time we offer a special infant nursery class, as well as age-specific classes for children from ages 2 thru 6th grade. Parents can attend a class or teach in a kids class freely, being assured that their infant is being taken care of by knowledgeable and caring volunteers.

WEDNESDAY EVENING

We provide infant nursery ministry (for children ages birth-24 months) during our Wednesday night kids clubs. Parents can attend a class, teach in a kids class freely, or participate in choir being assured that their infant is being taken care of by knowledgeable and caring volunteers.

head lice is discovered all parents will receive a warning note and information on how to handle this hazard. Please notify the appropriate nursery coordinator if this occurs.

11. Check periodically for wet or soiled diapers. Each child should be in a clean diaper when he or she leaves the nursery. A pen is available to write on the diaper sticker the time of the last diaper change (Example: changed at 11:53) Use latex gloves with each diaper change. Please read the instructions posted above the changing table and wash your hands after each child is changed.
12. If the parent gives special instructions, be sure all workers understand them and that they are written legibly on the triplicate form.
13. Sleeping children should be checked often. If in a crib, the side **MUST** be up at the highest level. Babies should not be laid on their stomach or put to bed with a bottle.
14. Occasionally a child will exhibit anger, frustration, or other problems. If a child is having a bad day or has been known to bite, hit, or injure other children, take necessary precautions. (Example: separate the child from others, keep close to the child when he or she is socializing, or give the child a time-out period.) **UNDER NO CIRCUMSTANCES WILL CORPORAL PUNISHMENT BE ACCEPTABLE!** No child, even your own, will be spanked or hurt in any way while you are on nursery duty. If a child harms another, separate him and if warranted, advise both sets of parents. **ALL DISCIPLINE WILL BE HANDLED IN A CHRIST-LIKE, LOVING MANNER, IN ACCORDANCE WITH THE "CLF Kids Ministries Discipline Policy."**
15. It is important in any nursery room to contact the parent if a crying child cannot be pacified. Do all that you can to minister to that child prior to calling the parent.
16. Be sure each child ages birth thru three is changed, has a clean face and hands, and is dry prior to the parents arrival.

times, they say and do things that they are sorry for later. Your Christ-like response at these times will help bring peace to the parent and child.

3. If a child is crying when he or she comes in, take an interest in the child with toys, books, etc. This will help the child and parent feel at ease.
4. Please be in the nursery fifteen minutes prior to the time you are serving!
5. If, for some unforeseen reason, you are unable to minister in the nursery at your scheduled time, trade with another parent or friend and let the appropriate nursery coordinator know of the change. This is very important as we are relying on each person to fill their scheduled time.
6. Name tags are worn while serving in the nursery. This identifies you as a worker to the parent.
7. Explain the security system to each visitor. Make sure they understand their number and the check-out procedure. Give them the yellow slip that they have filled out to be returned when the child is picked up.
8. Be certain you receive the security slip from the parent before releasing a child to his or her custody. If they do not have the slip, be sure to ask for identification. **DO NOT RELEASE ANY CHILD WITHOUT ONE OF THESE TWO ITEMS!**
9. If a child becomes ill or is injured while you are on duty, immediately call the parent out of the service. Any item used by the child should be disinfected before being placed back into the general use. An accident form should be completed by the person volunteering or those who saw the incident. Accident forms are in each room in the attendance folder.
10. If a child is discovered to have head lice, isolate that child from the others and immediately call the parent out of the service. If

BASIC INFORMATION

FACILITIES:

There are three nursery rooms available for your use. Room 1 is reserved for newborns to age 2. All equipment, toys, and visual materials are designed with these children in mind. Room 1 has a quiet sleeping room for infants. A changing table is available and is cleaned after each use. A microwave is also available to warm formula, etc.

In room 2, we care for 2 and 3 year-olds during the Sunday morning services, and 2 year-olds during Sunday evening C.E. This room has a private rest room and access to sanitary changing tables. Please notify our nursery workers if you are potty training your child.

In room 3, we care for 3 year-olds during our Sunday evening C.E. and Wednesday evening kids clubs. There are age-appropriate toys and other manipulatives in this room. There is access to a private rest room.

Consent must be obtained from the church office to use any of the nursery rooms at times other than regularly scheduled services.

WHAT TO BRING:

Please bring a diaper bag containing the following items: sufficient diapers, a full bottle or cup, and a blanket or pacifier if needed. Please make sure that these items, including the diaper bag, are clearly labeled with your child's name.

SNACKS:

The church provides snacks for all baby and toddler rooms. Snacks provided are healthy and age-level appropriate. Please let the nursery worker know if your child should NOT have snacks. If your child is allergic to any snacks, please complete an "allergy label" and attach to your child's clothing.

HOURS OF SERVICE:

Child care is provided in our nurseries beginning 15 minutes prior

to any given service or Sunday school. We ask that you show your love for your child by promptly checking him or her out immediately after the close of the service.

Child care is provided for some special meetings or events. Check with the church office if there are questions about child care for a special event.

FIRST-TIME VISITORS:

The first time your child is placed into the nursery, you will need to fill out an information card to give the nursery workers some background information on your child which will aid them in ministering to him or her. This information card will be kept on file in the nursery for future reference. (see figure 1 below)

Nursery Information Card — Side 1 fig. 1

Child's Name: First _____ Last _____

Child's Birthday: _____

Parent's Name(s) _____

Parent Location: Sun. AM _____

Sun. PM _____

Wed. PM _____

May we give your child a snack? _____

What is the best way we can comfort your child? _____

How long should we allow your child to cry before we call you? _____

Nursery Information Card — Side 2

What are your child's feeding times? _____

If your child has a specific nap time, please indicate here: _____

How does your child like to fall to sleep? _____

How does your child like to be fed? _____

Does your child have any allergies we should know about? _____

What are your child's favorite playtime activities? _____

Special instructions: _____

ILLNESS:

We are concerned for the safety and health of every child and we do our very best to provide a clean and germ-free environment for all children. If your child has been exposed to any illness, please use your judgment in determining whether your child's illness can be contagious to other children. If you have questions on whether or not you should bring your child into the nursery, please contact the appropriate nursery coordinator.

PROCEDURES FOR SERVING IN THE NURSERY

You have one of the most important jobs in our church. You are helping to lay a firm foundation of faith in the lives of the babies and toddlers you will be caring for. When you hold, cuddle, change, feed, talk to, and play with these children, they will learn that church is a friendly place where children are loved.

GUIDELINES FOR PARENT SIGN-UPS

Each parental unit is asked to serve no more than 3 times per quarter in the Sunday morning nursery that their child is a part. (ie: once per month)

No parental unit with children in both nurseries and/or Super Church will be asked to serve more than once a month.

1. Please pray before you come to minister in the nursery. Ask God to help His love flow through you to every child and parent you meet. Jesus' love can shine through you, making the church experience a positive one for these families.
2. Your speech, attitudes, and manner represent Christ. Smile, act friendly, and treat every parent and child with respect. Parents often come to the nursery exhausted and in a hurry. At

knowing that you can be easily contacted in the event your child should need you.

Instructions are posted in the nursery regarding operation of the pagers for volunteers. The instructions cover every possible aspect of the pager operation. Contact the nursery coordinator with any further questions.

NURSERY MINISTERS:

Our nursery is for the most part a cooperative ministry. We have dedicated volunteers who teach and care for children each Sunday during the morning services, each Sunday evening during the Christian Education time, as well as each Wednesday evening during kids clubs.

Parents joyfully serve on a rotation basis during the church worship time. Each parent should serve at least three times every three months. If each does a little, none will be overburdened. We also have volunteers from the congregation who do not have children in the nurseries. These servants minister on a regular basis, making the load lighter for the parents. We appreciate our volunteers!


At the end of each quarter, parents of children in our nurseries are sent a sign-up preference sheet for the upcoming quarter. You have the option to note a service preference (8:30 or 10:30) and indicate any Sundays when you are not available to serve. The sign-up preference sheet then needs to be returned to the church office. If you do not return your sign-up preference sheet you will be assigned a time to serve. Each parent will then receive a schedule from the appropriate nursery coordinator indicating when they are scheduled to serve. Once scheduled, you are responsible to fulfill your ministry obligation. You may switch with another parent if needed.

If you forget to sign-up or have any questions, you can call Chris Wefel at 423-7911 or Shari Morrison at 423-6910 (Infant Nursery); or Mary Lou Hamilton at 887-3565 (Toddler Nursery) and arrange a time for you to minister in this cooperative effort.

CHECK-IN PROCEDURE:

When your child arrives in the nursery, a nursery minister will assist you in filling out a nursery check-in label for your child. We also ask that your diaper bag and any incidentals also be labeled. You will retain the bottom stub of the nursery label, which indicates your child's check-in number for the day, as well as your pager number.

When you return to pick up your child, this stub **MUST** be presented, or you will be asked to present a driver's license or other picture ID. We are protecting the safety of your child. No child will be released without the correct security slip or identification. (See below for an example of the security label)

	100	Child's Name (First & Last) _____	100
	Pager # _____	Parent's Name (First & Last) _____	Pager # _____
CLF Church Really Loves Your Kids!	Child's Birthdate _____	Parent's Location During Child's Nursery Stay _____	
Please fill out the label to the right & place it on your child's back. You must present this stub when you pick up your child. Children are released to parents or guardians only.	Please Check All That Apply:		
	<input type="checkbox"/> Visitor	<input type="checkbox"/> Nursing	<input type="checkbox"/> Diaper Bag
<input type="checkbox"/> Bottle, Time _____	<input type="checkbox"/> Cup, Time _____	<input type="checkbox"/> Pacifier	
<input type="checkbox"/> Allergy _____	<input type="checkbox"/> Medical Alert _____	<input type="checkbox"/> Blanket	
<input type="checkbox"/> Security Alert _____	<input type="checkbox"/> Potty Training _____	<input type="checkbox"/> Other: _____	

PAGING SYSTEM:

We have been blessed with a paging system in our infant nursery. This paging system is used to notify parents should their child need them during his or her stay in our nursery. Each parent checking is given a pager when checking in his or her child. This pager number is noted on the parent's check-in stub, as well as on each child's check-in label. Should the parent be needed during the service, he or she will be paged. The signal from our paging system is currently capable of reaching any pager on our church grounds.

If you are paged, your pager will vibrate. Simply push the "blue button" to stop the vibration, and go immediately to the nursery to assist the staff in caring for your child. You can enjoy the service,