



PARENTS' MANUAL

Dear Parents:

I would like to take this opportunity to welcome you and your child to Promiseland, our early childhood wing at CLF. 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 facility, 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 care for, loved, prayed for, and instructed in the things of God.

We strive to provide top quality care for each child. Our weekend early childhood ministries are a cooperative program involving every parent. We ask that you serve with others no more than once a month during the weekend services. If a parent 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 Promiseland operates 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 RHOE

Director or Children's Ministries

MINISTRIES OFFERED

Saturday Evening:

We provide infant nursery ministry (for children birth – 2 years of age) 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 birth – 2 years of age) 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.

Parents with children in our nurseries are asked to serve no more than once a month in the 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 child's classroom, being assured that their infant is being well taken care of.

Wednesday Evening:

We provide infant nursery ministry (for children ages birth – 2 years of age) during our Wednesday night kids clubs. Parents can attend a class, teach in a child's classroom, or participate in choir being assured that their infant or child is being taken care of by knowledgeable and caring volunteers.

BASIC INFORMATION

Facilities:

There are three nursery rooms available for your use.

Room 103 is reserved for newborns to age 1. All equipment, toys and visual materials are designed with these children in mind.

Room 103 has direct access to room 101 which is a quiet sleeping room for infants. Room 103 had direct access to room 102 which is a designated nursing mother's room, and is there for your private use when needed to nurse your child.

A changing center is available in room 103 along with hot tap water. This room is cleaned after each use.

In room 104 we care for children 13 months through 24 months of age during the Weekend services and Sunday evening C.E. This room has a private rest room with a sanitary diaper changing area.

In room 105 we care for children 24 months to 3 years of age during the weekend services. During Sunday evening C.E. and Wednesday evening, kids clubs are held for this age group in this room. This room has a private access to a restroom with a sanitary diaper changing area.

Children ages 3-5 years meet in various rooms based on ministry time and class size.

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 appreciation for your child's teacher 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.



What you are expected to bring:

Please bring a diaper bag containing the following items:

- ✓ **Sufficient diapers and wipes**
- ✓ **A full bottle**
- ✓ **If your child is no longer using a bottle please bring a spill proof cup, we don't want your child having to go without.**
- ✓ **A blanket or pacifier if needed**
- ✓ **A extra change of clothing**

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 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 it to your child's clothing.

Illness:

We are concerned for the safety and health of every child, and we do our 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. You should keep your child home if he or she is running a fever or has vomited in the last 24 hours. If you have any questions on whether or not you should bring your child to the nursery, please call the church to obtain the appropriate coordinators phone number.

General Information:

- As a parent if you feel the need to stay with your child to help him or her become accustomed to their classroom, please feel free to do so.
- No over-aged children are allowed in the nursery area without the direct supervision of a parent or guardian.
- Children must be checked in and out of the nursery by an adult or sibling over 16 years of age.
- No minor will serve in a nursery room without an adult worker being present.
- A child who has had a birthday is promoted to the next nursery room at the end of each quarter
- Sunday night classes promote at the beginning of the school year and again in January.

Check-In Procedure:

When you and your child arrive at the check-in desk, You will be assisted in filling out a nursery check-in label for your child. The large part of the label will be placed on the child's back while the small sticker is to be placed on your child's bottle or cup. We also ask that your diaper bag be labeled. You are to retain the back of the nursery label. This indicates your child's check-in number for the day.

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)*

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This Diaper Bag Belongs To:	Child's Name (First & Last) _____	Parent's Name (First & Last) _____
_____	_____	_____
_____	Child's Birthdate _____	Parent's Location During Nursery Stay? _____
_____	<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"/> Potty Training _____ <input type="checkbox"/> Blanket
_____	<input type="checkbox"/> Allergy _____	<input type="checkbox"/> Other _____
_____	<input type="checkbox"/> Medical Alert _____	<input type="checkbox"/> Security Alert _____
Please fill out the label to the right & place it on your child's back. You must present the stub when you pick up your child. Children are released to parents or guardians only. © churchnursery.com, 2002		

Paging System:

We have been blessed with a paging system. This paging system is used to notify parents should their child need them during his or her stay in the Promiseland. When checking in your child, if you feel he or she may need you during his or her stay in Promiseland, please ask for a pager. Your pager number is noted on your child's check-in label. Should you be needed during the service you will be paged. The signal from the pager 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 Promiseland to assist the staff in caring for your child. You can enjoy the service, knowing that you can be easily contacted in the event your child should need you.

