

WRPC Nursery Check-in Check-out Procedure

WOODRUFF ROAD PRESBYTERIAN CHURCH NURSERY CHECK-IN/CHECK-OUT PROCEDURE

Dear Parent:

Before bringing your child to the nursery, please label anything that you will be leaving in the nursery with your child (e.g., sippy cup, pacifier, diaper bag). *Note:* We have diaper bag tags available at the reception desk. Also, please allow enough time to take your child to the nursery before the worship service and/or Sunday school starts.

The nursery check-in and check-out procedures are as follows:

1. Bring your child to the reception area and sign in your child using the sign-in/sign-out sheet. Please fill it out completely. These forms are kept and used for the census of our children in nursery.
2. Obtain a pager. (If you have more than one child, please take only one pager and use the pager number for each of your children; obtain a security card for any other children you are placing in the nursery, and write the pager number on the security card.)
3. Obtain a label for each child. Complete each section of the double-label. Remember to place any pertinent information on the “special instructions” section (e.g., feed bottle, needs to nap, potty training, allergy to . . .). Place the labels on the child’s diaper bag and on the child’s back. **DO NOT** assume everyone knows you or your child – volunteers change during the services and/or may be moved around according to need while you are away.

4. Your child will be admitted into their designated nursery room *only* if the above procedures have been completed. This is for the safety of your little one. Once you and your child arrive at your designated nursery room, inform the nursery worker of the pertinent information (if any) you have placed on the label that is now on your child.
5. Please either hand the child over the dutch door or open the dutch door to let the child walk in. It will be better for your child and for the children in the nursery room if you exit quickly and decrease adult traffic.
6. Snacks and juice are provided in the crawler, one-year and two-year-old nurseries during Sunday morning worship. If you would prefer that your child not receive a snack, or receive only a snack for home, please include this information on the sign-in sheet and on the “special instructions” section of the sticker that is placed on your child. Also, please tell this information to the nursery worker when bringing your child into their designated nursery room. Infants are fed only bottles, juice, or a small snack, and only under the specific direction and provision of the parent.
7. Please respect the workers and be prompt in picking up your child from the nursery at the close of each service. For security reasons, **ONLY** a parent or another adult (over age 18) who has been specified on the sign-in sheet may pick up a child.
8. At the time you pick up your child, you must hand your pager to the nursery worker before receiving your child, as this is in the best interests of your little one from a security standpoint. (If you have more than one child in the nursery, hand in your pager for one child, and for any other children hand in one security card per child). Please remember that workers change during the Sunday school hour or may be moved around according to need while you are away.
9. Only well children are admitted to the nursery area. If you are unsure about bringing your child to the nursery, see the section on illness below.
10. A room is available for nursing moms in the back of the infant room.

ILLNESS

Children are **not admitted** to the nursery if in the previous 24 hours they have had or currently have:

- Fever
- Vomiting
- Diarrhea
- Undetermined rash
- Respiratory problems
- Any signs of conjunctivitis or pink eye
- Any signs of a cold with runny nose, cough, or nasal discharge
- OR if they have been on an antibiotic less than 72 hours
- Infants under 6 months are not admitted to the nursery with any type of illness

1. If a child exhibits signs of illness while in nursery, he or she will be taken out of nursery, and the parent will be paged promptly.
2. Nursery volunteers and Sunday school teachers shall not administer any oral or prescribed medications of any kind to a child.

Thank you for adhering to the above guidelines. We are honored to care for our covenant children, and we hope you are excited by the changes in our nursery procedures to best care for your precious little ones.

The Nursery Committee
Woodruff Road Presbyterian Church