

<p>Niceville Assembly of God 108 Highway 85 North Niceville, FL 32578 nicevilleag@nicevilleag.com</p>	<p>Nursery/Childcare Policy</p> <p><i>Printed Copy Valid for Reference Only</i></p>	NUMBER: NAG-NCCP-002	REVISION: - 002
		PAGE: 1 of 6	DATE: 07-27-2009
SUBJECT: Niceville Assembly of God Nursery Childcare Policy			
Prepared By:	Cliff Troxell	Date: 07-27-2009	
Approved By: Board of Directors as represented by the Secretary & Treasurer	Cliff Troxell	Date: 07-27-2009	
Approved By: Senior Pastor <i>Required for Policies only</i>	Phil Daniels	Date: 07-27-2009	

1.0 Purpose

The purpose of this policy is to establish clear standards and guidance for the operation of the Niceville Assembly of God's Nursery/Childcare Ministry. The Nursery exists to provide high quality childcare and ministry during as many church functions as possible.

2.0 Scope

This policy applies to all individuals, staff, volunteers, children, parents and guardians who either work or utilize the Nursery and/or Childcare provided by Niceville Assembly of God. Our Nursery consists of two departments:

1. Infants/toddlers 0-47 months
2. Preschool age 4 & 5 years old and not yet in kindergarten

3.0 Administration

The Children's Pastor, for the purpose of overseeing the Nursery operations, scheduling, and maintenance shall be responsible to hire a Nursery Coordinator.

3.1 Staffing- The Nursery shall be staffed by paid, volunteer, and assistant workers. Preschool age 4 & 5 department volunteers, in addition to the two approved adult workers, can include approved minors in ministry.

3.2 Nursery Coordinator- The Nursery Coordinator shall oversee the Nursery operations, scheduling, and maintenance. This position shall report

to and take direction and assigned responsibilities from the Children's Pastor.

3.3 Nursery Coordinator Assistant(s)- Nursery Coordinator Assistant(s) will be hired by the Children's Pastor if paid or appointed by the Nursery Coordinator if volunteer. This position shall assist the Nursery Coordinator with operations, scheduling, and maintenance. This position will report directly to the Nursery Coordinator.

3.4 Nursery Staff- Paid Nursery Staff shall report directly to the Nursery Coordinator and shall fulfill their duties as assigned by the Nursery Coordinator. Paid Nursery Staff shall be required to have a minimum of six hours of nursery training per year to include CPR and CPT. Paid Nursery Staff must be approved workers and official members of the church.

3.5 Volunteers- Volunteer workers shall report directly to the Nursery Coordinator. Volunteer workers must be approved workers, official members of the church, and CPR certification is recommended and encouraged.

3.6 Parental Nursery Workers- Parents of children who utilize the Nursery regularly shall be expected to work during at least one service per month. They shall be directly responsible to the Nursery Coordinator. Parents may be excused from official membership at the church, but must be approved workers. The Church reserves the right to excuse any person from nursery duty. In such cases, the Church shall provide the same quality ministry and care to children of those persons which are given to all attendees.

3.8 Worker Eligibility- No person shall work in the Nursery who has not been approved in accordance with the church Child Protection Policy.

The church may occasionally hire a qualified baby-sitting service to supplement the children's child-care in unusual circumstances. All babysitting services hired by the church shall have implemented worker-screening procedures, which meets or exceeds those of the church Child Protection Policy. The decision to hire an outside baby-sitting agency shall be made by the Nursery Coordinator. Workers from baby-sitting agencies shall be bound by all applicable church policies.

4.0 Safety

4.1 The Nursery Coordinator shall ensure a safe Nursery environment. Safety considerations shall include fire evacuation procedures, maintaining adequate worker to child ratios, number of children per room, cleaning of toys, conducting inspections for potentially harmful objects, and ensuring all potential hazards are remedied in a timely manner.

4.2 Check in System- The Infant/Toddler Nursery has implemented a parent paging system to contact parents/guardians in the event they are needed for the well being of their child. The preschool age department has implemented an ID badge system. The pagers or ID badge must be surrendered when the child is released from the nursery. A child may only be released to a parent/guardian designated on the sign in sheet. No child shall be released to a minor, even if the minor is a sibling of the child. Exceptions shall not be made without the express permission of the Nursery Coordinator, Nursery Coordinator Assistant, or a Pastor.

4.3 Admittance- Only the following people may enter the nurseries during the times of their operation:

- Nursery Coordinator
- Nursery Coordinator Assistant(s)
- Nursery workers on duty
- Pastors
- Children under the care of the Nursery
- Others approved by the Nursery Coordinator

4.4 Medicines- Nursery workers shall not administer any medication of any kind to any child. Medication may only be administered by a child's parents/guardians. If nursery workers discover a child's unreported rash, then the parent/guardian shall be contacted to determine the rash's severity and the next course of action. The nursery shall not stock or supply any diaper ointment or powder.

4.4 Evacuation- When an evacuation is necessary the Nursery workers shall evacuate all children to a designated meeting area.

5.0 Abuse Prevention

5.1 All Nursery workers shall support and enforce the church Child Protection Policy. All abuse of children shall be reported to the proper authorities in accordance with the laws of the State of Florida. In accordance with the church's Child Protection Policy, Nursery Workers shall never physically punish children. Physical punishment includes, but is not limited to, practices such as:

- Throwing
- Pushing
- Shoving
- Squeezing
- Pinching
- Striking

Nursery Workers shall not tolerate and shall immediately report all observed breaches of the church's Child Protection Policy to the Nursery Coordinator or the pastoral staff. Workers shall refer to the church Child Protection Policy for more guidance on this topic. At least two approved adult workers shall be present with minors at all times. This rule protects minors by reducing the risk of abuse, and protects workers by reducing the risk of false accusations. Diapering stations shall not be moved without the permission of the Nursery Coordinator. Diapers shall only be changed at diapering stations. Nursery restroom doors shall be half-doors.

6.0 Health Restrictions

6.1 In order to protect all children and workers, Nursery workers shall not accept at check in a child who is sick. Nursery workers shall not accept children who have any of the symptoms listed below (adapted from source: *Florida Department of Children and Families*, chapter 65-C-22.004, "Communicable Disease Control".)

- Severe coughing, causing the child to become red or blue in the face
- Difficult or rapid breathing
- Runny nose with cloudy or green drainage
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Temperature of 101 degrees fahrenheit or higher
- Conjunctivitis (pink eye)
- Exposed, open skin lesions

- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other unusual sign or symptom of illness

If in doubt, the worker shall contact the Nursery Coordinator or Nursery Coordinator Assistant(s) for a final decision concerning admittance of the child.

7.0 Eligibility for Using the Nursery

7.1 Regular Service Times- (Sunday mornings and Wednesday evenings) only children ages 0-3 years with a parent/guardian in attendance of a church function are eligible for childcare in the Nursery. Exceptions may be made under certain circumstances at the discretion of the Nursery Coordinator.

7.2 Non-Regular Service Times/Special Functions- By pastoral directive coordinated through the Children's Pastor and the Nursery Coordinator, and based on the availability of adequate staffing, the Nursery may provide childcare for children age 0-6 years during non-regular service times. When available, care for children ages 7-11 years shall be provided by reservation only. The Nursery Coordinator reserves the right to require reservation cards for all ages. Reservation cards must be received at least one week in advance of the function. When special functions are off campus, the parent/guardian must have a current Hold-Harmless Agreement Form on file with the church office for all minors.

7.3 Outside Organizations- Nursery facilities shall not be available for the use of organizations outside the church. Nursery facilities shall not be available for non-church functions, such as weddings, funerals, and showers.

8.0 Guidelines

8.1 Check-Out- Parents/guardians shall pick up their children as quickly as possible following services or functions for which Nursery services are provided. When child is picked up from the Nursery, the parent/guardian shall place his/her initials on the form provided. Nursery workers shall not release a child without receiving the proper pager directly from a parent/guardian. The parent/guardian is responsible for the pager if lost or damaged.

8.2 Diapering- Due to concern for cleanliness in the Nursery, workers shall not change cloth diapers or underwear. When a child is discovered to be wearing cloth diapers/underwear and needs to be changed, the parents/guardians shall be called to tend to the child.

8.3 Food- Nursery workers shall not prepare food, formula, or drinks. Parents may pre-mix bottles of formula or other drink for their child and provide those to the Nursery workers. Church-provided crackers, cookies, and juice shall be available for nursery children. Parents are discouraged from bringing special foods for their child.

8.4 Behavior Correction and Discipline- Nursery Workers may utilize "time outs" wherein a misbehaving child is required to sit at a table or in a chair for a short time.

8.5 Children Who Repeatedly Harm Others- We desire that all young children participate fully in our Nursery Ministry. If a child repeatedly behaves in a harmful manner towards others, the Children's Pastor and/or Nursery Coordinator may meet with the parents/guardians to discuss what may be done to change the child's undesirable behavior. If a child bites another child or worker, then that child shall be removed from the nursery for the remainder of that service. If the child's behavior does not change, then the child may be restricted from the nursery for a period of two full weeks, the purpose for this action is to keep others from being harmed, and to provide an opportunity for the child's behavior to be modified. After the restriction period, the child is welcome to return to the Nursery.

9.0 Attachment

None

10.0 References

NAG-CPT-007 Child Protection Policy

Florida Department of Children and Families, chapter 65-C-22.004,
"Communicable Disease Control"

11.0 Revision History

<u>Revision</u>	<u>Date</u>	<u>Reason for Revision</u>
001	04/12/06	Change format
002	07/27/09	Change verbiage from APT to CPT & from Abuse Prevention Policy to Child Protection Policy