



## **Our Nursery Guidelines and Policies**

### **Nursery Experience for Families with Young Children**

#### We Strive To Be a Safe and Welcoming Nursery:

- Our nursery caregivers provide gracious care and nurturing to children during Sunday morning worship services and other services and events as scheduled.
- There are never fewer than two nursery caregivers present in the nursery when children are present.
- We strive to have only age appropriate toys in the nursery.
- The door to our supply closet is kept shut in the presence of children and a child safety gate marks the entrance to our nursery from the office and Common Room of the Parish House.
- We avoid stuffed animals.
- Infants sleep only in carriers or portable cribs provided or approved by their parents. Older children who choose to rest may do so on a yoga mat or rug.

Welcome to Our Nursery! We enthusiastically welcome children to our sanctuary as well as our nursery at St. Andrew's. All parents (and primary caregivers) will be asked to sign-in on arrival, share their cell phone contact information and any pertinent information so that our nursery caregivers can offer their child the best experience possible. We encourage parents to register their child on-line with us if they plan to worship regularly at St. Andrew's. Parents may stay and observe as they choose but we ask that they not come and go as that can be disruptive for the children in our care.

Bathroom and Diapering Policies: Parents initial as they sign their child into the nursery on each visit that they understand we expect children to have a fresh diaper and/or to have used the toilet immediately prior to their

arrival. In keeping with the Episcopal Church's child sexual abuse prevention program, Safeguarding God's Children's, children who use the toilet cannot be physically assisted in the bathroom unless two pre-screened adults are present. For this reason, we strongly encourage parents to escort their child to the bathroom immediately before coming to the nursery.

Diapering by our childcare staff will be conducted in our diapering area.

Wellness Policy: Parents initial as they sign their child into the nursery on each visit that they understand we expect children to be feeling well and not contagious at drop-off. Parents of children who appear to be feeling poorly, running a fever, or displaying obvious symptoms of illness (e.g. a green, runny nose) will be retrieved from worship to pick up their child, minimizing the potential for contagion exposure to other children and the our nursery caregivers.

Food and Drink: We do not offer a regular snack when children are with us to minimize the risk of food sharing, allergen exposure and the potential for the spread of illness. There may be times that we can offer bottles, sippy cups, and a snack provided by parents. Anytime a child in our nursery is eating or drinking, they do so settled at the table or on a snack mat. Only in special circumstances (e.g. childcare during an extended special event, e.g. the St. Andrew's Auction) can we supervise children eating full meals while in our care. We encourage parents to plan accordingly. All are welcome to our Coffee Hours that follow both services during the school year and the 10 am service in the summer.

Picking Up Children: Parents initial that they have picked up their child when they take them from our nursery.

## **Nursery Environment**

Ratio: 1 adult to 3 infants. 1 adult to 4 toddlers. 1 adult to 5 children who are 3 years and older.

Physical Environment Visualization and Access: Nursery child safety gates, doors and the windows integrated in them will be kept uncovered so that visual access to all childcare areas may be made at anytime. The two doors in our nursery area that lead directly outside may be kept locked to prevent easy egress by children. When locked, parents can knock to alert the staff to

their presence or approach the nursery through the front door of the parish house and signal their presence at the child safety gate.

When children are present, incidental or casual passage through the nursery for purposes unrelated to caring for those children present is not permitted. Nursery caregivers will redirect those needing to access other areas of the Parish House to the front or second floor entries.

#### Our Guidelines for a Clean Nursery:

- All toys handled by children are cleaned by nursery caregivers as part of the closing routine in the nursery.
- Toys handled by children who appear to have colds or may be ill are cleaned immediately after use.
- Cleaning supplies are kept on the high shelf in the rear room of the nursery. We use a soap and hot water wash for visible dirt followed by thyme oil-based (thymol) spray or wipes. A link to the bactericidal quality of these products can be found at the EPA website at <http://www.epa.gov/oppsrrd1/REDS/factsheets/3143fact.pdf> and further comparative information is available at [http://www.education.nh.gov/instruction/school\\_health/documents/disinfectants.pdf](http://www.education.nh.gov/instruction/school_health/documents/disinfectants.pdf)
- Nursery carpets were professionally cleaned in July 2015 and August 2013. Our small space rug is used only at 'Circle Time' and is, otherwise, rolled up and kept out of general foot traffic.
- Our nursery furniture, door handles, and baby gate are sprayed or wiped down with thymol-based solution weekly by our nursery caregivers.
- Dirty doll clothing, cloth napkins, changing table covers, tent coverings, cleaning rags etc. are given to the Minister for Children and Youth (MCY) weekly when washing is required.
- Nursery caregivers wash their hands upon entering the nursery, prior to the arrival of children, when preparing or handling food, and as appropriate through the nursery session.

#### Sunday Morning Opening Safety Check and Routine:

- Visually check floors for choking hazards such as: coins, marbles, safety pins, jewelry, buttons, crayons, pen caps, nails, screws, etc.
- Ensure plugs and door handles have safety covers.
- Confirm all necessary equipment and supplies are on hand.

- Set-up nursery to welcome children.
- Display signage.
- Wash hands upon entering nursery and prior to children's arrival.

#### Closing Our Nursery After Caring for Children:

- Check and clean toys, furniture, surfaces, and doorknobs and other nursery items before departure.
- Update coloring clipboards in the sanctuary.
- Notify the MCY of supply needs and laundry to be washed.
- Communicate any joys or concerns regarding children in the nursery's care to the MCY and/or parents as appropriate.

### **Nursery Personnel**

Staffing and Personnel: Only screened church personnel, hired and volunteer, may work in the church nursery. Unscreened friends or family of nursery personnel are not allowed to assist in the nursery without going through the application process. We have two nursery caregivers on staff and have an arrangement with Colorado Nannies, Inc. for substitute care as needed. Per Colorado law, nursery caregivers are considered 'at will' employees and may be terminated at any time without cause.

Safeguarding God's Children Training: All nursery caregivers complete training every four years, equipping them to be alert to the signs of child sexual abuse and how to foster environments where the potential for such abuse is minimized.

Ongoing Supervision: The MCY oversees the care of our youngest worshippers. S/he conducts random spot visits to the nursery averaging once per month and spends at least 10 minutes observing the program. When appropriate, feedback is offered directly to nursery caregivers to ensure the finest nursery care possible. These observations are also documented and kept on file.

Nursery caregivers participate in an initial review at 3 months of employment and annually from their hire date. These mutual reviews include written reflection by the caregiver and the MCY, discussion, and documentation of any items for follow-up. Documentation is kept in each caregiver's personnel file.

### Nursery Hours of Operation:

On Sundays, nursery caregivers arrive by 8:30 am, preparing the space and themselves to welcome children in anticipation of our 9 am worship. They will remain there and be prepared to receive children who may arrive as late as 11:30 am and provide care until the last child has been picked up. During our summer schedule, the hours shift to 9 am-12 pm. Nursery caregivers are guaranteed a minimum payment of three hours compensation on Sunday mornings even if the nursery has no child visitors at one or both services and they are expected to be able to be present in the nursery as late as 1pm should care be needed.

There may be a period of time between worship services when the nursery has no children present. When that is the case, one nursery caregiver may be asked to assist with Godly Play space management or may choose to attend our fellowship time in the Undercroft. Should childcare then be needed during this time, the absent nursery care provider will return immediately to the nursery to ensure proper staffing.

Evening Catechumenate care begins at 6:45pm with caregivers arriving by 6:30 pm to prepare themselves and our multi-use space for the presence of children. They fill out time sheets that reflect the hours worked each week and are compensated accordingly.

### In Case of an Emergency in Our Nursery:

- A phone located in the nursery or personal cell phone can be used to call “911” and the Minister for Children and Youth. Those numbers are located on the phone.
- Fire Extinguishers are located the main nursery door and review of their use occurs and is documented annually.
- Intruder situations are verbally role-played at orientation and periodically with nursery staff.
- Our nursery caregivers meet with the Minister to Children and Youth at least annually to update policies and ensure best practices.
- Injury is unlikely in a safe nursery environment but our care providers are required to have basic child first aid and CPR and will contact parents and/or call 911 immediately.
- Sheltering in place and emergency egress with children in our charge are unlikely possibilities. There are three doors out of our nursery and four exits directly out of the building. Our primary evacuation

meeting site is St. Andrew's north parking lot, marked "Good Parking" bordered with blue parking pylons. Alternative sites may need to be chosen on a case-by-case basis.

Reporting Concerns: Concerns about the Nursery should be reported to Sally Thomas, the Minister to Children and Youth or The Rev. Elizabeth Randall, Rector (303) 296-1712.

St. Andrew's Nursery Policy: Our current policy is available on our website as well as in print in our nursery. It is reviewed annually and updated with the input of the nursery care providers, parents, and other resources.