

MBC NURSERY STAFF POLICIES AND PROCEDURES

Check in – There are two separate check-in areas.

FIRST - is the security check-in area in the entry area of the MBC Kids wing. Families need to get their child's nametag for their child and parent tag.

SECOND - is the clipboard in each nursery room. This is for other important communication for the nursery staff, like snacks, nap, pager number and cubby number, etc. This also is a way for staff to have the list of kids who are in the nursery and they can cross children off the list as they leave and change the whiteboard too.

Contacting parents –

Children should have their parents' phone numbers on their sticker if you need to contact them. We have purchased an IPAD and placed it in the nursery so we don't need to use nursery workers' phones. **The MBC Nursery texting number is (717)-685-8379**

To page a parent using the paging system in the nursery entry, enter the number of the pager and the # sign to transmit. If the parent doesn't come in the next few minutes, try again.

If after 2 attempts the parent still does not come, there is a walkie talkie in the nursery entry that you can use to contact the welcome center and the deacon on duty. Please let them know who you are trying to contact and they will help you contact the parent.

Cubbies – Instead of names on each cubby when a child is dropped off, parents put their child's bag in a cubby and write the cubby number on the sign-in sheet.

Diaper Changes

1. After each diaper change, be sure to place all soiled wipes inside the diaper before depositing in the diaper pail.
2. Diaper changing pads should be wiped using sanitizing wipes after every diaper change.
3. Wash your hands after every diaper change.

Emergency/ Safety Procedures

Emergency Procedures/Evacuation Sheets - There are evacuation routes and emergency procedures in each of the rooms which contain medical/evacuation /fire procedures. Please make yourself familiar with these procedures.

Lif Vac - - If a child is choking, we have a Life Vac in the 3 first aid areas. The lost and found/medical closet in the lobby, downstairs supply room and the kitchen.

Nursery Binders – There is a notebook in the nursery entry that contains important child information. These sheets should tell you important information about the individual children. Information includes: allergies, parent's location, who is allowed to pick up the child, and other details.

Walkie Talkie - In case of emergency and you need to contact a deacon/ welcome center staff please use the walkie talkie in the nursery entry.

White Boards - Each classroom has a whiteboard to keep a count of children in the nurseries. Please update this at the beginning of each service and when a new child comes into the nursery.

First Time Guests

Please make new families feel welcome. The following items should be covered with new families.

- All parents need to register their children in the check-in area so they can print a nametag for their child and a parent tag. The parent tag can be split in half so both parents can have a parent tag.
- Give the parent a copy of the Nursery Brochure.
- Tell them to sign their children in and ask if their child has a bottle or cup and if they may be fed snacks.
- Issue the parent a pager if wanted.
- Place the child's diaper bag in an open cubby and mark that on the sign-in sheet.

Greeting Parents and Children- Please make sure to greet all parents and children warmly as they arrive.

Infant nursery:

1. All sleeping infants should be laid on their backs, unless a parent specifies differently.
2. No blankets should be used with sleeping infants, unless a parent specifies differently.
3. Pack-n-play sheets should be changed after each use. There is a clothes hamper in the back room for used sheets.

Illness- If a child is noticeably sick with cough, running nose, fever, etc., please let parents know it would be best for their child not to be in the nursery to prevent further spread of illnesses to other children and staff.

Nursery Ministry Brochure- There is a Nursery Ministry Brochure for nursery parents. Please read over this parent brochure so you are familiar with it.

Parent/Child tags –Our check-in system prints child and parent name tags. Parents must bring their child's tag with them when they pick up their child(ren). There is a number on the child's tag that matches the number on the parent tag. The child's sticker also has their parent's phone number, allergies and parent location. A child should only be returned to the person with the parent tag that matches the child's ID tag. Please ask the parent to show their parent tag when they pick up their child.

Personal Items Hot beverages are not to be brought into the nursery; this is to prevent burning a child, should it spill. Please store beverages and personal items in the nursery entry.

Potty training - We have potty training stickers if a parent lets you know their child is potty training. Please use the bathroom in the nursery entry area for the child who is potty training.

Preteen/Youth helpers in nursery-

We ask that children be in at least 5th grade to serve with a parent in walker nursery and 9th grade to serve in the infant nursery. 9th – 12th grade high school students can also serve in the nursery even if a parent is not serving with them.

Scheduling - We are very grateful for your service. If you are sick or need to switch your week, please post on the nursery Facebook page. If you have called around and still can't find someone to serve in your place, please contact the nursery coordinators so they can either keep looking for someone or fill your spot. The easiest thing would be if you could find your own replacement and let the coordinators know of the switch.

Please arrive 10 minutes early by following the schedule below.

1st Service shift: 8:20am – 9:40am

Sunday School Shift: 9:35am – 10:55am

2nd service Shift: 10:50am – 12:05pm

This allows you to receive important information from those who served before you. It also allows those before you to leave for their own class or to head into the service.

Sleeping Rooms/Baby Monitors - There are two sleeping rooms in the infant nursery for children who need to take a nap. There is a monitor in each sleeping room so you can monitor the children while they are sleeping. The receiver is connected to both monitors and is located next to the changing pad in the infant nursery. If you move it please remember to return it at the end of your shift.

Snacks - We have Cheerios and animal crackers available for the children if you would like to give a small snack during the service in which you are serving.

Staff Bathroom – There is a staff bathroom available located directly across from the nursery entryway.

Staff Nametags – When you come in, please put on an MBC Kids Staff nametag to indicate you are serving. We are looking to have clip-on nametags and stickers for staff to wear while they are in the nursery.

Supplies – Please use the bottom half of the nursery white board to communicate “nursery needs.” These things include needing more diapers, wipes, snacks, toy sanitizing spray, or anything else you notice.

Video Intercom - We have a video intercom in the walker nursery. If the bell rings, please check the monitor. To talk to the person at the doorbell press the speaker icon and then talk. To unlock the door into the children’s ministry wing press the key button. This will unlock the door for five seconds. **Parents must show their parent ID card before you give them access to the MBC Kids wing.**

THANK YOU

Last, but certainly not least, we want to thank you for your willingness to serve. You are a blessing to us and the entire church. Your service helps make our jobs easier. If you have any questions, please feel free to contact either of us.

Blessings to you,
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Acknowledgement Form

By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Millersville Bible Church Nursery Policy and Procedures Handbook effective September 2024.

Volunteer Signature Date

Volunteer Printed Name