

# North Shore Fellowship Nursery Staff Guidelines

One of the most important ministries at NSF is our Nursery ministry. We want to make every effort to ensure that this ministry will glorify God in every detail. To do this, we must try to make each child feel comfortable and happy, loved and wanted, secure and unhurried. At all times, we must remember that each child is the most important child attending.

Please read the following guidelines and procedures. We ask that you become familiar with them and implement them when you are working in the Nursery ministry. Thank you in advance for your attentiveness to these important details.

## I. Personal Guidelines

- When you are working in the Nursery ministry, you represent the NSF Children's Ministry staff. Please observe the following:
  - Arrive on time.
  - Dress appropriately to allow freedom to interact with children.  
**(Check necklines & waistlines)**
  - Your conduct and conversation should honor God.
- **Cell phones** should be on vibrate and not answered in the classroom. If a message comes that presents an emergency, you may excuse yourself from the classroom and follow up on the emergency situation.
- Call the Director (ASAP) if you are unable to come to work so that arrangements can be made for a substitute.
- Give the Director at least two weeks notice if you will be unable to continue working.

## II. General Hygiene Guidelines

- **Hand washing** is the single most important activity to prevent the spread of germs and infections. Hand washing is the best way to protect both child and caregiver. Always wash your hands upon arrival to NSF. Use hand sanitizer often as you interact with children.
- **Wear disposable gloves** when changing diapers, helping a child use the toilet, cleaning a child who has vomited or spit up, wiping a child's nose and handling soiled clothing or other contaminated items.
- Use hand sanitizer on each child's hands before beginning snacks. Teach children to wash hands after toilet use.

### III. Guidelines for Interacting with Parents and Children

- Greet children and their parents **enthusiastically**.
- Assure parents that we will not let their children cry for an extended period of time.
- Reassure parents that we will contact them if we need them. If a child has been crying for 15 minutes without break, please page the parent through our paging system.
- Use **soft voices** and “**please**” and “**thank you**” with the children. Use positive reinforcement and redirect a child towards desired behavior. Tell the child what you want him/her to do rather than always saying, “don’t”.
- Please provide care for all children equally, not just one or two.
- Please play with the children, sing, read books, or play games. **Get involved**. Our responsibility while we are here are to the children, not to relax and visit with each other.

### IV. General Guidelines

#### A. Healthy Children

- Only children who are healthy are to be accepted into your classroom.
- Children with a cold, colored runny nose or other symptoms of illness should remain with their parents until symptoms are gone or treatment is received.
- Children must be fever free for at least 24 hours prior to participating in the nursery at NSF.
- Allergies often present symptoms similar to colds, pink eye, and other viruses. Please use discretion and be sensitive to parents’ claims in these cases.
- If there is any question or concern about a child’s health status, please refer the parent to the Director.

#### B. Sick or Injured Children

- Please page parents for children who show any signs of illness. Indicator of illness include: colored runny nose, diarrhea, excessive coughing, excessive crying, unusual rash, unusual tiredness, fever, pink irritated eyes, child is simply not acting like usual self.
- If a child has vomited, remove child and classmates from the area. Clean child as much as possible. Wear gloves! Page parent immediately. Please notify the Director so that it will be cleaned immediately.

### C. Furnishings and Toys

- Do not allow children to stand on the chairs or climb on the tables. Likewise, workers should not sit on tables or counter tops as this set a bad example.
- Teach children how to play appropriately with toys.
- Remove any broken, damaged or dangerous toys or furniture from the classroom. Inform Director of such items.

### D. Crib Use and Diaper Changing Procedures

- Put clean sheets on mattress as needed. Use clean sheets for each child.
- Check and/or change diapers for each child **at least once** for each “shift” that you work in the nursery.
- When changing diapers, **always wear disposable gloves**. A new set of gloves is required for each diaper changed. A box of gloves is available at each diaper changing station.
- All diapers should only be changed on a **diaper changing station**.
- **Do not leave a child unattended on a diaper changing station at any time.**
- Before changing a diaper, place a new sheet of disposable paper on the changing station.
- Gather all supplies needed (diaper, gloves, etc.) before placing a child on the changing station.
- Place dirty diapers in the “diapers only” covered trash can.
- After removing child from changing station, place used disposable paper in trash container. Remove gloves last by rolling inside out, so that any residue remains inside the gloves.

### E. Potty Use / Potty Training

- Schedule at least one bathroom break during each “shift” that you work in the nursery.
- Please be sensitive when assisting children with use of potty. Honor the child’s request for privacy or for help.
- Wear gloves when needed!
- Instruct children in proper bathroom etiquette—flushing, learning to zipper or snap, etc.
- Insist that all children wash their hands with soap & water following use of bathroom.
- Please do not insist on potty use with a child until their parent has requested that their child do so. This should only occur following a period of potty training at home.