

Name \_\_\_\_\_

## **Expectations for Paid or Volunteer Nursery Staff**

First Presbyterian Church is committed to providing a warm, loving and safe nursery. It is important that all children, parents and nursery staff feel comfortable and welcome.

Nametags will be provided and should be worn by all nursery staff at all times.

Stand and greet each child and parent as they arrive and leave. Upon arriving, ask parent if there are any special instructions, and when leaving, give parent a report of anything special that happened, etc.

Parents will be asked to sign in and out their children. Staff may have to remind parents.

Nursery doors are to be closed at all times, so children cannot get out. Parents will be asked to keep the nursery doors closed, but staff may have to remind parents not to stand in the doorway or keep the doors open.

Nursery children will never be left unattended for any reason.

Staff must be willing to interact with children while giving them their undivided attention and providing a loving and nurturing environment. You are responsible for the care and well-being of all children in your classroom. Sitting in rockers should be kept to a minimum unless rocking a child.

During Sunday School the nursery is for infants – 3 year-old. After the Children's Moment in Worship, children younger than 1<sup>st</sup> grade may come into the nursery. Children 1<sup>st</sup> grade and older are invited and encouraged to experience the Worship Service.

Near the end of each service, check all children's diapers and change any that are wet or soiled. All children are expected to leave the nursery with a clean diaper.

Absolutely no food or drink is allowed in the nursery except during a designated snack time. Staff are welcome to have a snack with the children during this time. Parents will be asked not to bring in cookies, donuts or other snacks unless there is enough for everyone. Water, juice, and snacks will be kept in the designated space. Staff may keep their drinks on the counter. Children should not be allowed to walk around the room with food or drinks. After snack time, food and open cups need to be removed. Children with sippy cups and bottles can keep them.

Weather permitting, children may spend time on the playground. Water and hand washing should be provided after play.

Staff should be in the nursery and ready for families to arrive on Sunday Morning by 8:45 AM. Staff should make sure the nursery is clean and welcoming for families.

Before the staff leave, all trash needs to be in the trashcans, and all toys and books sanitized and put away.

Nursery work board will be checked monthly and appropriate action taken as directed by the nursery time table.

If there is any issue or emergency in the Nursery, notify the Director of Christian Education immediately, even if Worship or Sunday School is in session. If the Director is not available, find the closest Elder or the Pastor. The Director of Christian Education will handle any major disciplinary issues, or will notify parents with the appropriate action.

If any supplies are needed, please let the Director of Christian Education know.

Suggestions, comments and feedback are always welcome. Every effort will be made to support the nursery and provide what is needed to make this a great place for our children growth and development.

Thank you for your help! We appreciate you!

Christian Education and Mission Committee & Director of Christian Education

Signature \_\_\_\_\_

By signing this, I understand and will perform all duties depicted in this document.