

Northbrook Baptist Church Childcare Policy Handbook

Welcome to the NBC Childcare Policy Handbook. This handbook is designed to help our parents and caregivers give a safe environment for infants and preschoolers by means of practical information to learn about God's love. The contents of this handbook will apply to all workers in our Sunday morning, Sunday evening and Wednesday evening programs. The handbook also contains information for parents of our infants and preschoolers. Thank you for being a part of this important ministry.

Northbrook Baptist Church
Nursery and Preschool Purpose and Mission Statement:

1. To provide a safe, quiet, Christian environment for infants and preschoolers.
2. To meet the emotional, mental, physical, social, and spiritual needs of each child.
3. To enlist cooperation on the part of the entire church to better meet the needs of our children.
4. To promote understanding between parents and teachers.
5. To encourage active participation by parents in worship, Bible study, and fellowship.

Northbrook Baptist Church Nursery and Preschool Information for Parents

Northbrook Baptist Church welcomes all parents/guardians to our Nursery and Preschool Department. We consider it a privilege to serve your children. The following is our mission statement:

6. To provide a safe, quiet, Christian environment for infants and preschoolers.
7. To meet the emotional, mental, physical, social, and spiritual needs of each child.
8. To enlist cooperation on the part of the entire church to better meet the needs of our children.
9. To promote understanding between parents and teachers.
10. To encourage active participation by parents in worship, Bible study, and fellowship.

Nursery service is provided for infants through 2 years of age and for our 2 and 3 year olds during our scheduled church services. In order to assist us in taking care of your children, we ask that you look over this list of rules for our nursery and preschool rooms. The safety of your children was our primary focus in making these rules.

1. If the child does not have all personal items labeled (pacifier, cups/bottles, diaper bags, etc), please do so when the child is dropped off. Tape and nametags are available for this purpose.
2. All children should be signed in by a parent or guardian on the nursery sign-in sheet. All information on that form should be completed.
3. Medication may not be administered to a child by nursery or preschool workers.
4. If your child is being potty-trained, please inform us if it is permissible for your child to be taken to the bathroom by a worker. Also, let the workers know the name or signals that indicate your child needs to be taken.
5. No child will be admitted in the nursery who has:
 - Had a fever within the previous 24 hours
 - An undiagnosed rash
 - Red, swollen, or crusty eyes
 - Thick green/yellow nasal discharge
 - Diarrhea/Vomiting
 - Severe cough
 - Any other obvious signs of illness

If you have any questions, concerns or complaints, please contact the nursery director. Thank you for letting us care for your children.

Northbrook Baptist Church
Nursery Workers' Responsibilities and Guidelines
For Infant and Preschool Rooms

6. All children should be signed in by a parent or guardian on the nursery sign-in sheet. All information on that form should be completed. This makes the transition of information from Sunday school to Church workers much easier.
7. If the child does not have all personal items labeled (pacifier, cups/bottles, diaper bags, etc), please do so when the child is dropped off. Tape and nametags are available for this purpose.
8. If the child is a visitor, be sure to get the parent's name(s) in case we would need to find them during the service.
9. Be sure to ask the parent or guardian if the child has any special needs/allergies.
10. When a child needs to use the restroom, a female caregiver should take that child to the restroom. They should be accompanied by a second child of the same gender or, if no other child of the same gender is in the nursery, by a second child of the opposite gender. When possible, two workers should continue to supervise the preschool room.
 - a. If an adult female caregiver is working in the preschool room, she should take the children to the restroom. Before she leaves, the workers should either open the top half of the door to the infant nursery or, if a nursing mother would prefer that door remain closed, one of the workers from the infant nursery should step into the preschool nursery until the other worker returns from the restroom. (In the latter case, the presence of the nursing mother in the infant nursery would satisfy the two-person guideline.)
 - b. If the toddler nursery is staffed by an adult male caregiver and a teenage female caregiver, either (1) the teenage female caregiver should take the children to the restroom, or (2) the preschool room workers should knock on the door to the infant nursery and an adult female caregiver from the nursery should take the children to the restroom; while she is gone, the top half of the door between the two rooms should be left open unless there is a nursing mother present who would prefer it closed. If there are no workers in the infant nursery (for example, if infant nursery is not provided during an evening service or Wednesday prayer meeting), the teenage female caregiver should take the children to the restroom and the door to the classroom should remain open until they have returned from the restroom.
 - c. The only instance in which an adult male caregiver may take a child to the restroom is if the child is his own.
11. Workers must wash hands thoroughly after changing each diaper and wiping a runny nose.

12. Workers must follow the guidelines posted for diaper changing: use wax paper under each child and wipe down the changing table with disinfectant after each use. Latex gloves are available if you choose to use them.
13. Medication may not be administered to a child by nursery or preschool workers
14. First aid supplies are available in the nursery and preschool rooms: band-aids, disinfectant wipes, etc.
15. No child will be admitted in the nursery or preschool who has:
 - Had a fever within the previous 24 hours
 - An undiagnosed rash
 - Red, swollen, or crusty eyes
 - Thick green nasal discharge
 - Diarrhea/Vomiting
 - Severe cough
 - Any other obvious signs of illness
16. Be aware of any toys that children put in or near their mouth. Please wash these toys with soap provided and leave to air dry.
11. When working in the nursery room:
 - Use a different crib for each baby
 - Clean high chair trays after use
12. Remove any sheets and blankets so they can be laundered.
13. When working in the preschool room please clean off the tables at the end of your shift.
14. If you are sick or have a cold, please do not work in the nursery. Please find a substitute or contact the nursery director.
15. Workers should arrive 10 minutes before the start of the service.
16. Please inform the nursery director if any supplies are low or you find any broken/unsafe toys.
17. A child is never to be left alone in the nursery/preschool rooms under any circumstances.

Northbrook Baptist Church Nursery and Preschool Discipline Policy

In order to keep our environment safe and secure for all our children and workers, we have some guidelines for discipline.

1. Children should be made aware of the consequences for violation of the rules in the classroom. Workers should try to handle minor problems themselves. If problems escalate, it may be necessary to talk with parents. If such a conference is necessary, a pastor should be notified. The following consequences can be part of the plan:
 - Verbal warnings that the child is violating class rules.
 - Time Outs or Separation from the class: There should be adult supervision. (1minute/age is appropriate)
 - Deprivation of Privileges: Children may not be allowed to participate in fun and interesting class privileges.
 - Conference with parents.
2. If parents are contacted, it should be with a positive purpose. “Your child is creating a problem” will probably create defensiveness or anger. “We are having a problem in class and need your help to figure out what to do” has a better chance of working. Seek to make the parents your ally.
3. Be fair and consistent in carrying out discipline. Children should know the acceptable boundaries so they can adjust their behavior.
4. The best defense against discipline problems is a well-planned and well-executed ministry. Boredom or confusion tend to escalate behavioral problems. Children who are absorbed, interested, and active have less time to misbehave.
5. Enlist proper support and help. There may be a time when personal attention to one child is needed. Someone has to be able to do this while another continues to lead the class.
6. Caregivers must never use physical contact (i.e. spanking) or yelling as a form of discipline.
7. Rewards for good behavior can be effective, if used properly. Children who are doing well should be encouraged and honored.

Northbrook Baptist Church Nursery Director Guidelines for Scheduling

There are several guidelines for the Nursery Director/Committee when making the schedule for workers:

1. There must be two workers scheduled for both the infant room and the preschool room. Workers should arrive 10 minutes before the service begins.
2. One worker must be an adult age 18 or older in the toddler room.
3. Only adult females should work in the infant room. (Most parents prefer to have only adults working with small infants. Modesty is also a concern for nursing mothers.)
4. Any teenager, 14 or older, may work in the toddler room as long as an adult is present. Any teenager younger than 14 must be approved by the preschool committee.
5. When a child needs to use the restroom, a female caregiver should take that child to the restroom. They should be accompanied by a second child of the same gender or, if no other child of the same gender is in the nursery, by a second child of the opposite gender. When possible, two workers should continue to supervise the preschool room. (Please see #5 under Workers Responsibilities and Guidelines)
6. Family members (spouses) or those who are dating should not be scheduled to work together for legal reasons.
7. Those working together should be either female/female or female/male.
8. Workers need to be members or regular attenders of NBC six months before working with children.
9. All workers need to fill out a worker waiver form and have a background check as permitted by church funds..

If we need to hire paid help for our nursery (Christmas children's program, cantata, etc.), the following people have been previously hired:

Maria Johnson and Gaby Torres	393-0570
Ellen Kephart	362-3038

The standard pay is \$10/hour per person.

Northbrook Baptist Church Responsibilities for Nursery and Preschool Committee

The following is a list of responsibilities for the committee:

1. To produce a schedule of workers for all services, for the nursery and preschool rooms, according to the set guidelines. Give a copy of the schedule to each worker, the office staff, and post one in each room.
2. Perform background checks on volunteers as funds permit.
3. Clean carpets in both rooms (usually twice a year).
4. Sanitize both rooms and evaluate condition of all toys on a regular basis as determined by the committee members.
5. Keep snacks stocked for both rooms. Snacks should be “simple” without known allergens- i.e. peanut butter. Recommended items are plain crackers, Cheerios, and Goldfish crackers.
6. Check to make sure workers arrive for their shifts.
7. Check to see if there are dirty linens after each service and the trash is removed from the infant nursery.
8. Keep supplies stocked:
 - Diapers
 - Wipes
 - Wax paper
 - Latex gloves
 - First aid supplies
 - Soap
 - Disinfectant spray
 - Kleenex
 - Paint
 - Play-doh
 - Markers
 - Crayons
 - Paper
 - Toys

Northbrook Baptist Church
Application for Childcare/Youth Ministry

PLEASE NOTE: ALL INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE USED BY THE CHILDCARE OR YOUTH DIRECTOR AND PASTOR. THIS INFORMATION MAY BE USED FOR A BACKGROUND CHECK.

PERSONAL INFORMATION:

Name: _____
 LAST FIRST MIDDLE

DOB: _____

STREET ADDRESS: _____

SS NUMBER: _____

How long have you attended NBC? _____

If you have attended NBC for less than one year, and have previously been involved in childcare/youth ministry at another church, please list the church name and information below:

CONFIDENTIAL INFORMATION:

Please answer as yes/no/would like to discuss:

Have you ever been convicted of or pleaded guilty to a crime? _____

Have you ever been a victim of abuse? *(Most victims of abuse abhor this behavior, but there are some who may have a hesitancy to report suspected abuse)* _____

Have you ever been accused of, participated in, pleaded guilty to or been convicted of child sexual abuse/neglect or other crimes against a minor? _____

Information Verification:

I have read and understand the NBC Childcare Handbook. I understand that my information will be kept confidential, but I may be required to submit to a background check to protect those under NBC's care. I understand this release and am signing it as my own free act.

SIGNATURE: _____

DATE: _____