

Immanuel Baptist Church

Childcare Policies and Procedures

Childcare Hours and Requests

Childcare is provided for infants and children through fifth grade during Sunday morning services and children three years through fifth grade during Sunday and Wednesday evening services. Any other requests for childcare service need to be arranged by the coordinator of the church event. The coordinator must contact a member of the Children's Team at least 30 days prior to the event.

After the service or event is over, children are to be picked up promptly at the Check-in Center.

Adult/Child Ratios

Every effort needs to be made to keep the ratio of two adults to up to four infants through age two, two adults to every eight children ages three through five, and two adults to every ten children first through fifth grade. At least two volunteers shall always be on duty.

Volunteer Qualifications

At least one volunteer on the children's hall shall have current CPR/First Aid Training. A list of the CPR certified volunteers will be taped to the front of the first aid kit located in each classroom.

Child Identification System

All children must be checked in at the Check-in Center. For any child new to the Childcare System, the parent/guardian must fill out a Child Information Sheet, which will provide the child's full name, allergies, special feeding instructions, and any other relevant health information. Each child will be assigned an ID number, which will remain the same until they change classrooms. At the Check-in Center, the parent/guardian will receive an ID bracelet that will correspond with their child's ID number. The parent/guardian then must bring the ID bracelet they were provided with to the Check-in Center to pick the child up. The child can only be released to an adult on the approved list with the corresponding number on their ID bracelet. The Child Identification System must be used during all church functions.

Safety

Childcare door gates should remain closed/locked during childcare session.

Childcare volunteers must accompany the children when they leave the classroom (i.e. going to the restroom or getting water from the water fountain). Under no circumstances should the children be left alone for any amount of time. They are to always be directly supervised by sight *and* hearing, even while they are sleeping.

During pick-up, the children must remain in their classroom until the parent/guardian is at the Check-in Center with their corresponding ID bracelet.

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For their safety, all children must be supervised by a parent/guardian when on church site while not in class.

If an injury occurs to an infant or child, an incident report must be filled out and signed by the childcare volunteer and the parent/guardian. Make a copy of the report. Give one copy to the parent/guardian and the other will be kept on file.

Infants

Infants are in the earliest stage of development, and to foster this development, infants should not be restricted to one area (piece of equipment) or activity for long periods of time. Activities such as swings, lying/playing on blankets or mats on the floor, and looking at books and toys are acceptable and encouraged.

Infants will be held while given bottles. When warming baby bottles, simply heat with tap water only. Diapers need to be checked hourly and soiled diapers need to be changed immediately.

When placing babies in the cribs, they are to be placed on their backs only (remember: BACK TO BED). Nothing should be in the cribs aside from the fitted sheet (i.e. toys, stuffed animals, and blankets).

General Policies and Procedures

Illness Policy - Children and infants who are known to be ill may not be brought to the Childcare rooms to protect the health of other children and volunteers. If a child becomes visibly ill while in a Childcare room, he/she should be removed from the Childcare room (in the care of a childcare volunteer) and the parents should be notified immediately.

Inconsolable Children - Volunteers should make every effort to engage unhappy children in play or rock them. Sitting on the floor with the children is very effective and calming. If a child is inconsolable (fifteen minutes of non-stop crying), the parents are to be notified immediately. Under no circumstances should you let a child "cry it out".

Discipline - The safety of all the children in the Childcare rooms must be maintained. No throwing, hitting, biting, or kicking can be allowed. If children express this behavior and redirect them in a kind voice of the appropriate and expected behavior and remove them from the source of the conflict. If the behavior continues, it is appropriate to place them in a time-out chair for no more than one minute for each year of their age. Yelling at the children is absolutely prohibited. Also, under no circumstances shall the use of physical force or the threat of physical force be used. If a child is unmanageable after efforts have been made to correct the situation, then contact the parent. If a parent wishes to spank their own child, then they need to do so out of the Childcare rooms to avoid the appearance of childcare volunteers spanking the children and to prevent frightening the other children.

Notifications - If a parent/guardian needs to be notified during the Worship Service, the security number matching their ID bracelet will be shown in the lower right-hand corner of the overhead projector screen. The parent/guardian will then go to the Check-in Center.

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Food/Drink - Due to allergies, no outside food or drink will be permitted in the classrooms.

Toys - To minimize distraction and prevent items from being broken, children will be asked to leave personal toys at home. If they bring them in the classroom, the volunteer worker will put them away until after the class is over.

Cleanliness

The Childcare rooms should be the cleanest rooms in the church, which is for the safety of both the children and volunteers. The guidelines below will help facilitate this:

All equipment surfaces (i.e. walker trays, swings, mats, tables, and chairs) and toys that have been handled and mouthed must be cleaned with the provided Clorox Wipes, or equivalent, at the end of each childcare session and put away in their proper places.

All used blankets and sheets must be washed after each childcare session.

Spills should be cleaned up immediately.

Volunteers must follow the general handwashing guidelines posted in the bathrooms and sink areas in the Childcare rooms. Volunteers should wash their hands after each diaper change or cleaning any bodily fluids, such as wiping noses. Volunteers should ensure that children wash their hands after toileting. Volunteers and children must wash their hands with soap and water or hand sanitizer upon entering and leaving the room.

The diaper pail and any trashcan with food in it must be emptied into the outside trashcan at the end of each childcare session.

Room Preparation and Departure

Prior to each childcare session, all rooms should be checked for orderliness, cleanliness, and safety.

Nursery Room Preparation

1. Pens and labels should be available for putting names on bottles.
2. Have all diaper changing materials ready for use.

Departure

Check to make sure the outside door is locked. All lights should be turned off.

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Appropriate study, research, and consultation with the members of the Children's Ministry Committee have been instrumental in compiling these Policies and Procedures, and the following sources are gratefully acknowledged:

Lexington United Methodist Church Nursery Policies and Procedures [HYPERLINK](#)

"<http://www.lexumcsc.com/storage/nursery/nurserypolicies01-10.pdf>

"<http://www.lexumcsc.com/storage/nursery/nurserypolicies%2001-2010.pdf>

*First United Methodist Church of Gonzales, Louisiana, as per its Nursery Policies and Procedures posted on their website at [HYPERLINK http://firstumngonzales.org/nurspolc.html](http://firstumngonzales.org/nurspolc.html)
www.firstumcgonzales.org/nurspolc.html*

*Disciples Home Missions, as posted on its website at
www.homelandministries.org/FamilyandChildren/nursery.htm*