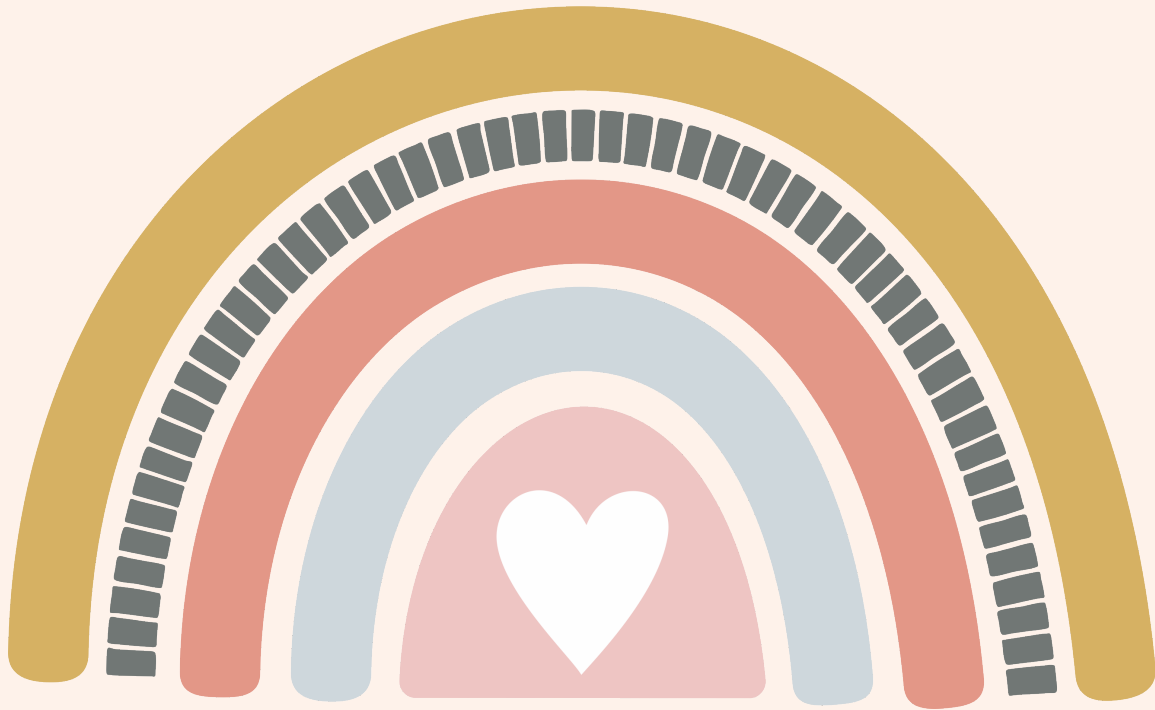


*Jesus said, 'Let the little children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these.'*

Matthew 19:14



Community Presbyterian Church

Nursery

Parent/Caregiver Handbook

communitypresnursery@gmail.com

Welcome to the CPC Nursery!

Welcome! The nursery at Community Presbyterian Church serves the youngest children of the church (ages birth through two), ensuring that they are well cared for in a loving, nurturing, and safe environment on Sunday mornings during Sunday School and worship and at any other time nursery care is provided.

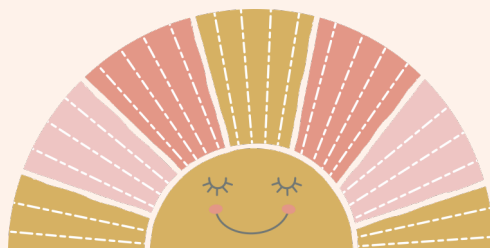
As Community Presbyterian Church navigates the Covid-19 pandemic, we feel it is in the best interest of our congregation's safety that we meet for worship in the gym at this time. Our current nursery room is located directly across from the gym at the end of the short hallway.

As childcare providers, we are sensitive to the feelings you encounter when taking that first step toward leaving your child in the care of others. We strive to make you and your child feel as comfortable as possible in a safe and loving environment where children are well cared for. Essentially, we want our children to know and enjoy the love of God through our care for them. During their stay in nursery, children will hear a Bible story, listen to/sing songs, and have a short prayer time.

We want you to feel relaxed about leaving your child in our care. When you are relaxed, your child will also feel less apprehensive about your leaving. We also want to get to know you as we get to know your child. Please feel free to reach out to the nursery coordinator and/or the children's ministry director if you ever have any questions or concerns about your child's care, or just need some advice or a listening ear! Our children's ministry team desires to come alongside you as you navigate this season of parenting.

If you have a specific issue with a nursery volunteer, parent, or any incident that may occur while your child is in nursery care, please reach out to the nursery coordinator and children's ministry director in your communication.

communitypresnursery@gmail.com



CPC Children's Ministry

Vision & Mission Statement

The Children's Ministry of Community Presbyterian Church exists to glorify God by assisting families through Equipping, Encouraging, Engaging, and Evangelism that makes known to all generations the covenant promises of God, in prayerful hope that our children would come to know God and enjoy Him forever. We strive to accomplish this by purposefully submitting to the absolute authority of Scripture, which teaches the good news that the sovereign Triune God of the universe has graciously chosen to save a people for Himself and to have a relationship with them.

Our Vision

Equip

God has ordained the family unit to be the primary source for teaching and discipling children. The CPC Children's Ministry seeks to come alongside parents to assist them in this essential role. As such, equipping comes in several forms, including practical application, resources, opportunities for training, and teaching through a biblical worldview that reflects our Reformed/covenantal beliefs. Through this biblical worldview, we seek to glorify God, always pointing to Jesus, and living in a manner worthy of the gospel.

Encourage

We understand that because of humanity's fallen nature, parenting is difficult. As brothers and sisters in Christ, we are part of a covenant community, united through Christ, each with our own unique gifts and graces to be used for the edification of others. The CPC Children's Ministry strives to partner with and encourage parents in the "...raising of their children in the discipline and instruction of the Lord" (Ephesians 6:4b). In addition, we also seek to teach children the importance of "obeying your parents in the Lord, for this is right. And to 'Honor your father and mother', which is the first commandment accompanied by a promise, namely 'that it will go well with you and that you will live a long time on the earth'" (Ephesians 6:1-3).

Encouraging parents, uniting together in love, is a beautiful and vital part of the covenant family. We agree to undertake the responsibility of assisting parents in the spiritual nurturing of their children.

Engage

In order to equip and encourage, the CPC Children's Ministry, as well as the church leaders, agree that we must be willing to engage with both parents and children on topics and conversations that are hard and uncomfortable, yet also meet people where they are as they navigate today's world and culture. We also connect with parents and children by sharing in the joys and triumphs! As we participate in the sorrows and joys, we do so through the lens of our biblical worldview, giving glory to God in all circumstances.

Engagement does not come without relationship, and it is our desire to be involved in the lives of families so that we can know, love, and point to Jesus. This is done through corporate worship, the teaching of God's Word during Sunday School and Wednesday night activities, personal and corporate fellowship, and serving together.

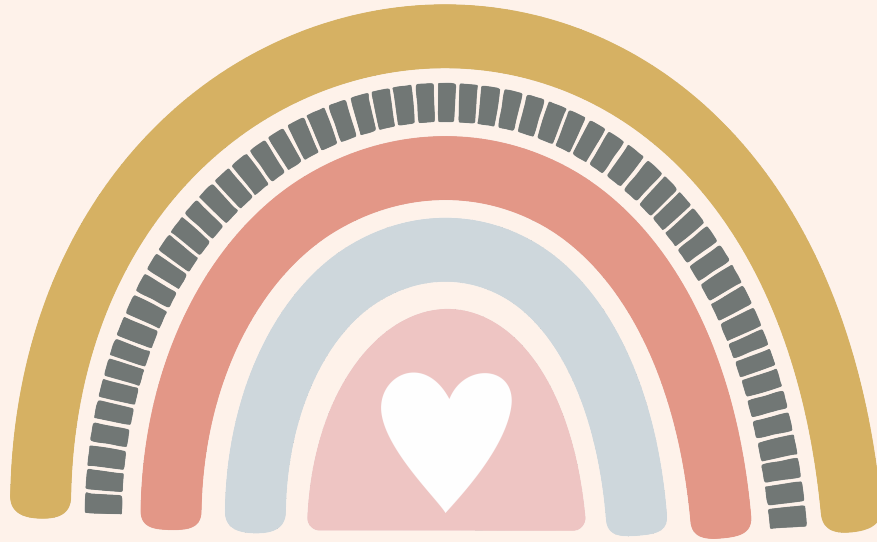
Evangelize

The CPC Children's Ministry is committed to actively helping parents disciple their children. Simultaneously, we recognize that we are commanded to go into the world and make disciples of all nations (Matthew 28:19-20). As such, it is our desire to see our children equipped and encouraged to engage the world and current culture to actively proclaim the good news of Jesus Christ.

Summary

The Children's Ministry of Community Presbyterian Church is committed to being intentional in covenantal discipleship that is informational, relational, and transformational, that by this we will reflect God's glory through the unity we have in Christ.

“Now may the God of peace who brought again from the dead our Lord Jesus, the great Shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do His will, working in us that which is pleasing in His sight, through Jesus Christ, to whom be glory forever and ever. Amen.” Hebrews 13:20-21



Our Nursery

We strive to provide a safe, well-supported environment for our nursery children and volunteers. Every effort will be made to staff the nursery with the following volunteers each week:

- * One adult (age 18 or older)
- * One teen (age 14-17)
- * One young helper (age 4th grade or older)

We will make every effort to have at least one adult and one teen volunteer during both Sunday School and worship.

Each child in the nursery will have an information sheet on file that lists the child's name, parents' names, parents' contact information, allergy information, medical conditions, modes of comfort, permissions, etc. Visitors or guests will be asked to fill out one of these sheets prior to drop-off.

Check-In/Check-Out Procedure

When dropping off your child in the nursery, first sign your child in using the check-in sheet posted on the wall outside of the nursery room door. On this sheet, you should list your child's name, your name, your contact information, and any special needs for your child for that day. You can also verbally communicate any needs to our nursery volunteers. When you pick your child up, check him/her out on this sheet as well.

Due to space issues, we ask that only one parent/caregiver drop off and pick up your child from nursery. Please do not congregate in the hallway when dropping off or picking up. We ask that only parents, not older siblings, pick their children up from nursery. Please be prompt in pick-up so that our nursery volunteers can also pick up their own children.

To help make the transition easier, please make your "goodbye" to your child as quick as possible. We know that this can be a hard time and it is very normal for your child to cry when you leave them. Usually, the crying doesn't last long. A hug and kiss to ensure they know you'll come back helps make for a smooth departure.



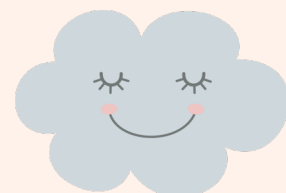
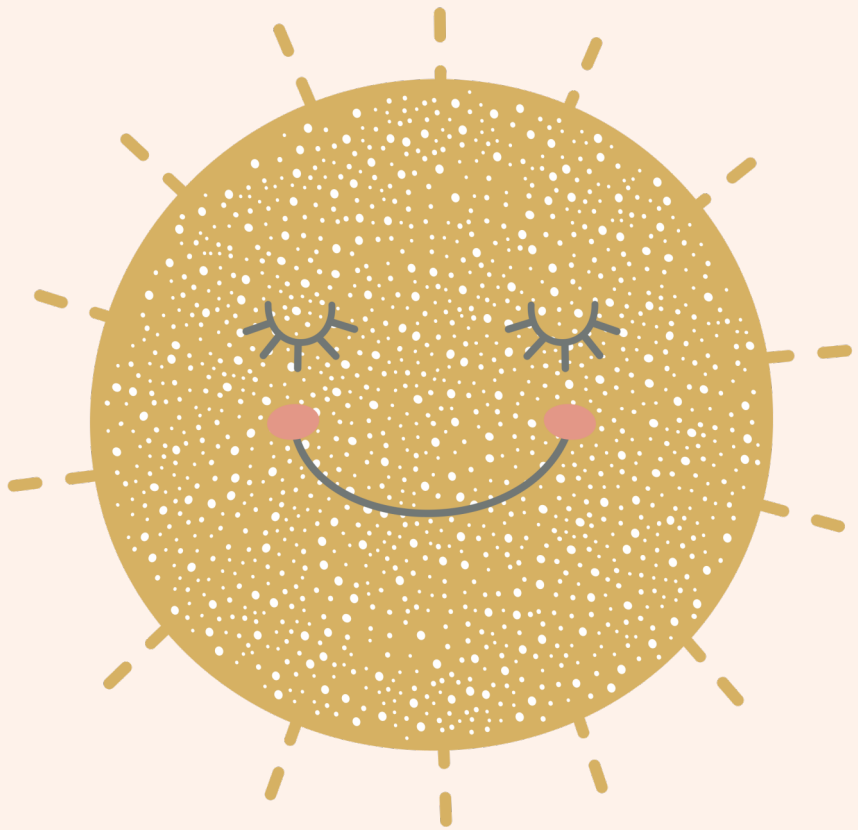
First-Time Visitors & Guests

If you are a first-time visitor or guest to CPC, be prepared to spend a few moments filling out an information sheet for your child before dropping him/her off in nursery.

On this sheet you will list the child's name, parents' names, parents' contact information, allergy information, medical conditions, modes of comfort, permissions, etc.

This information will let us know how to best serve your child in nursery and how to communicate with you if needed. This sheet must be filled out before you can sign in your child and drop him/her off in nursery.

To ensure a safe check-in/check-out process, you and your child will each receive matching stickers at drop-off. Upon pickup, the nursery volunteer will check your sticker against the child's sticker before releasing the child to you. For the safety and well-being of the children, please label all items brought into the nursery, including diaper bags, sippy cups, bottles, pacifiers, and comfort items.



Nursery Guidelines & Best Practices

We will adhere to the following guidelines in order to provide a safe and positive environment for our nursery children. If you have any questions or concerns about any of these practices, please don't hesitate to reach out to the nursery coordinator for more information.

Interaction

- * Children will be spoken to respectfully at all times.
- * Positive reinforcement will be used to encourage good behavior.
- * Volunteers will share their time equally among all children.
- * The CPC nursery is an eye-contact environment. We all kneel down face-to-face in our conversations with children as a sign of care for the children.

Safety

- * Children will not be allowed to stand or climb on the furniture.
- * Children will be instructed on how to take care of toys and how to play with them correctly as well as how to clean up toys after using them.
- * No riding toys will be allowed inside the nursery room.
- * Children will always be supervised in the proper use of crayons and related items.
- * Children will remain in the nursery room only. If you grant permission, we may take the child outside in the stroller or to the toddler playground if feasible.
- * Children will never be left unattended at any time when in the care of our nursery volunteers.
- * Children will never be allowed to cry for an extended period of time; parents will always be contacted in a timely manner if we need them.
- * Nursery volunteers have been instructed on the steps to follow in the event of an emergency situation, such as fire or severe weather event.

Nursery Guidelines & Best Practices

Discipline

- * Any discipline or behavior issues will be handled in an age-appropriate manner.
- * If disruptive behavior is ongoing or in extreme situations, the nursery coordinator and/or the children's ministry director will communicate this to parents privately and will work together with parents, prayerfully considering the roots of the child's behavior and walking gracefully with parents as they navigate this frustrating time.
- * Nursery volunteers will never spank a child. CPC does believe spanking is a principle sanctioned in Scripture, but it is the parents' responsibility to carry out such punishment if they so choose.

Cleaning & Sanitation

The cleanliness of the nursery is very important to us always. Each time the nursery is used, all high-touch surfaces, toys, and books are disinfected and sanitized before their next use.

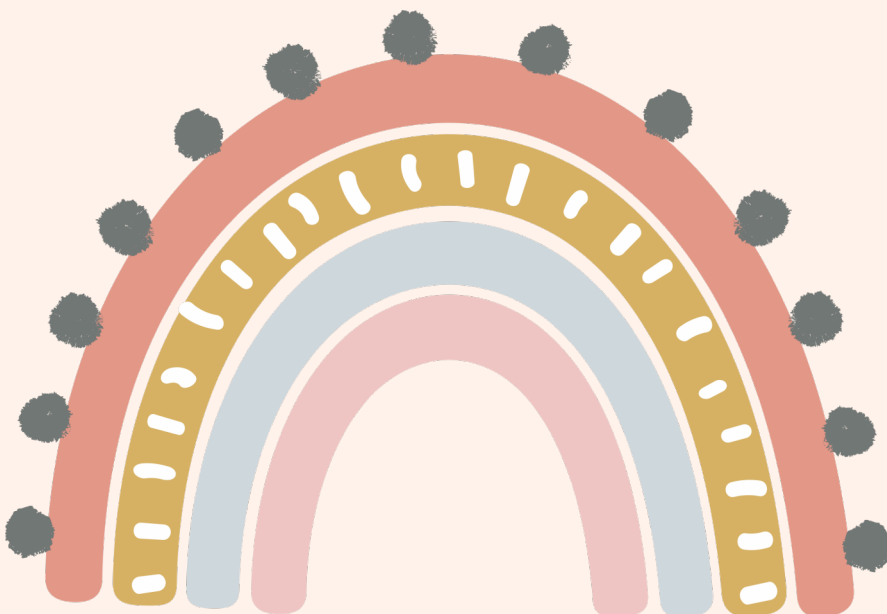
During cold and flu season and surges in Covid-19 cases, the nursery may go through additional deep cleanings.

We will ensure that all children use hand sanitizer or wash their hands, especially before and after snack times and bathroom breaks. Volunteers are trained in using sanitary practices and will always wash/sanitize hands before/after changing diapers, serving food, wiping noses/faces, etc.

Food/Snack

When dropping off your child in nursery, please let us know when and how they should be fed during the time they are with us. We will happily give bottles to babies!

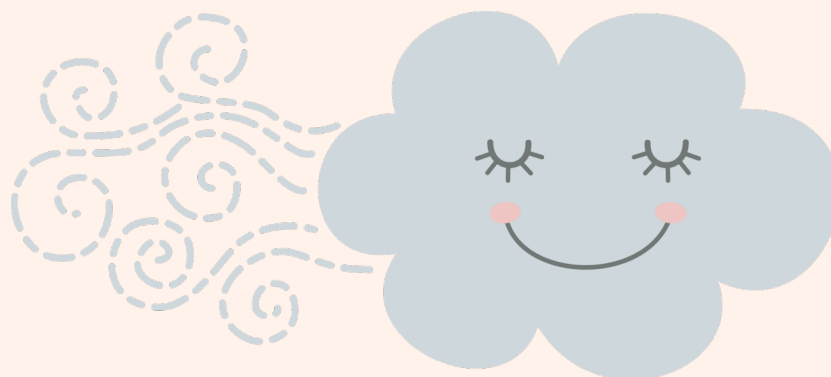
If you need to nurse your child at any point while he or she is in nursery, please feel free to come get your child to do so. We will direct you to an area where you can nurse comfortably and privately.



We will provide snack once during nursery to those children who are old enough (walkers/toddlers). These snacks are Goldfish, Veggie Straws, or Animal Crackers. However, you are welcome to provide an alternative snack, if desired.

*** If your child has an allergy to any of these items, please let us know!**
Communicate this to the nursery coordinator as well as verbally to your child's nursery volunteers.

For the safety and well-being of the children, please label your child's bottles or cups that you send with them to nursery. We ask that you not send soda or sugary drinks; water is preferred.



Sickness & Health

It is important to us that our young friends stay well! We try to do our part by cleaning, sanitizing, washing hands, and looking out for the wellness of our nursery volunteers.

Children must be free of the following symptoms for at least 24 hours before coming to nursery:

- * Fever over 100 (without fever-reducing meds)
- * Runny nose
- * Cough
- * Rash
- * Diarrhea
- * Vomiting

If a child develops any of these symptoms while in our care, we will notify parents to come and pick the child up and take him/her home.

Other symptoms that should be resolved before bringing your child to nursery:

- * Pink eye
- * Sore throat
- * Abscess

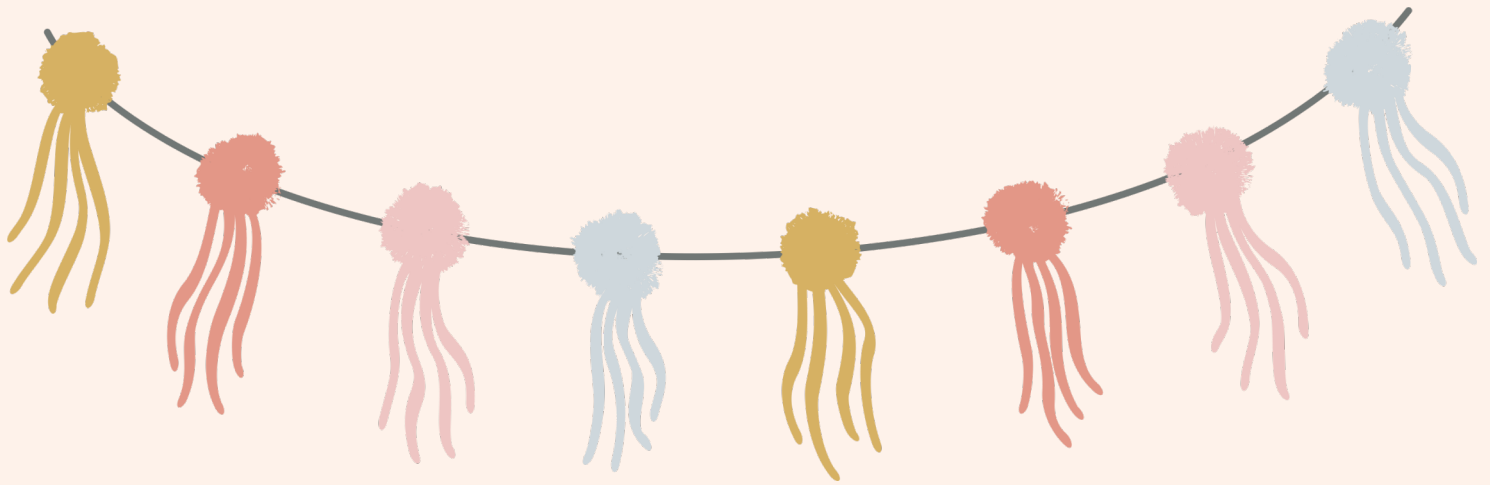
- * Draining sores or burns
- * Headache or head pain
- * Head lice
- * Poison ivy
- * Excessive irritability
- * Unusual passivity

If anyone in your household has the flu or stomach bug or has tested positive for Covid-19 or other respiratory virus, please keep your child at home until it has passed.

Injuries

For your child's safety, our nursery is stocked with toys and equipment appropriate to the age of your child. In the case of an injury, it will be reported when the child is picked up unless it is an emergency, in which case you will be notified immediately. Any head injury will result in an immediate call to parents.

No medication may be given to a child unless it is related to a life-threatening condition.



Discipline Procedures

Sometimes our young friends get overstimulated and just need a little break.

We handle all disciplinary measures age-appropriately and with discretion.

In most cases, steps will be taken by the nursery volunteer to redirect the behavior problem.

1. A warning will be given to the child.
2. The child will be placed in timeout with age-appropriate time limits.
3. The child will be sent to the nursery coordinator and/or children's ministry director.
4. Parent will be contacted to come pick up the child from the nursery for that day.

If the child develops disciplinary issues (biting, crying excessively, etc.) the parents will be notified and a meeting will be scheduled between the parents, the nursery coordinator, and the children's ministry director to create a plan of action for meeting the child's needs.

Crying

If a child is upset and has been crying for 15 minutes and all methods of calming have been tried (diaper change, rocking, being held, being fed, change of scenery, etc.) the parent will be called.

Clothing & Personal Items

Every child needs to have a seasonally appropriate change of clothing in their bag in case of accidents or spills.

Personal items (i.e., pacifiers, blankets, lovies, etc.) are welcome, especially for our littlest ones who need those comfort items. For toddlers, we do ask that personal items be minimal. While it's okay to bring a small, age-appropriate toy with your child, just remember that the nursery has plenty of toys for children to play with and bringing toys from home isn't necessary. Any personal items will be kept in the child's bag per nursery volunteer discretion.

Potty Training

If your child begins potty training while he/she is still coming to nursery, please let the nursery coordinator know so that that information can be communicated to all nursery volunteers who will be taking care of your child.

Keep in mind that oftentimes our young friends that are potty training may struggle at church or away from home. This is not at all uncommon and should be taken into consideration in potty training expectations.

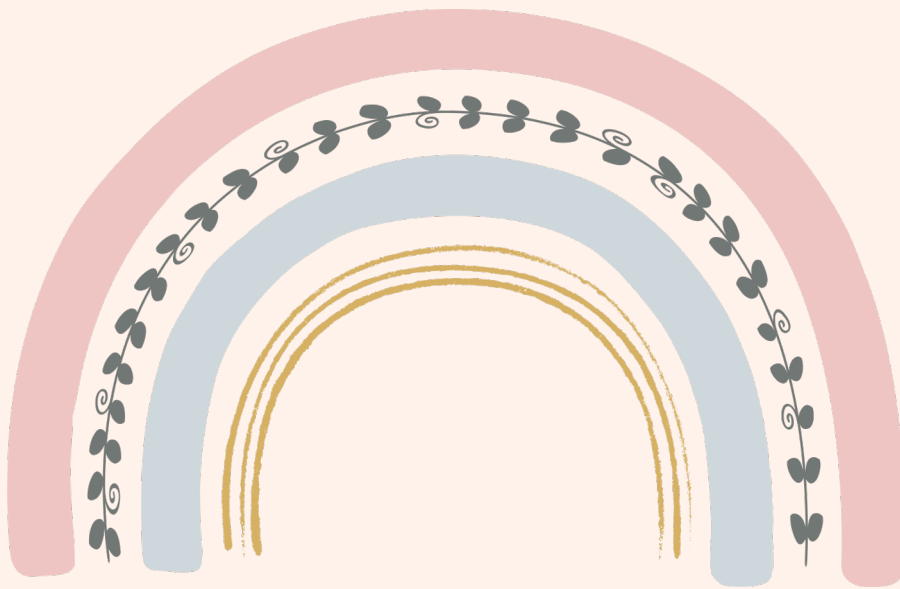
We would ask that if you desire to send your child to nursery in underwear, they must:

- * Have pooped in the toilet at home
- * Have three days at home completely dry
- * Have three days at preschool/daycare/MDO/away from home completely dry (if applicable)

We certainly want to support your potty training efforts in any way we can. Please speak with the nursery coordinator (communitypresnursery@gmail.com) about any concerns or guidelines that you have for your child concerning potty training. Also, be sure to pack another set of clothes in your bag in the event of a potty accident.

Special Needs

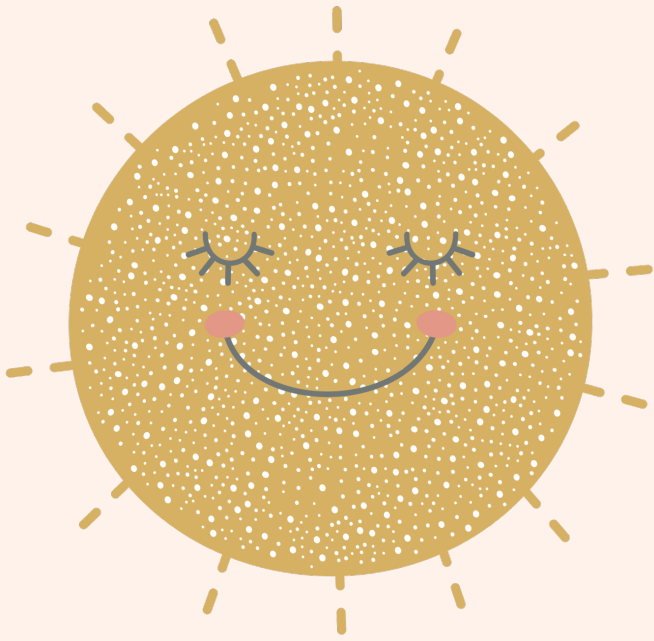
Due to lack of qualified personnel, the CPC nursery is not designed or staffed for children with significant social, behavioral, or mental problems, as well as special needs or certain learning disabilities. We do our best within our means to partner with you for the best scenario for your child if something arises during our care for your child. Our facility is designed to provide care for children who require no special physical settings or provisions.



Protecting Your Child

We strive to take every measure possible to ensure the complete security of your child while in our nursery.

- * We screen all adult nursery workers, which includes background checks;
- * We ensure a minimum of two volunteers are present in the nursery at all times;
- * A nursery coordinator is present on Sunday mornings who ensures all security measures are upheld;
- * A check-in/check-out system ensures that children leave only with their parents/caregivers;
- * Community Presbyterian Church has a Child Protection First child abuse prevention policy in place.



Final Thoughts

We trust that this handbook of our nursery policies is informative and helpful for your family and will be used by God to establish an excellent nursery environment at Community Presbyterian Church. If you have any questions or concerns, please don't hesitate to reach out so we can work together for the glory of God and the care of your precious children.

communitypresnursery@gmail.com

Children's Ministry Contacts

Missy Lowery: *Children's Ministry Director*

Jennifer Coffey: *Nursery Coordinator*

Kelly Fisher: *Children's Ministry Team Member*

