

# **Nursery Handbook**



**Epworth United Methodist  
Church**

# Welcome

Dear Parents,

Welcome to our nursery at Epworth United Methodist Church. We are committed to provide a loving and Christian environment that is safe, secure, and clean. Baby and Toddler Nursery care is offered during all Worship Services and Sunday School Classes.

It is a blessing to care for your “little one” because we believe that children *are* a gift from God.

We hope this handbook will be of assistance to you. Please take time to review and understand our policies. If you have any questions or suggestions, call me at 334-298-3186.

Love in Jesus,

Letha Parker

Director of Children’s Ministries

# Epworth United Methodist Nursery Handbook

## General Policies

1. The nursery opens 10 minutes prior to services and other scheduled events.
2. Children are to be brought to their age-appropriate room by their parents and will only be released to their parents when they present their numbered pager (beeper).
3. Parents should pick up their children immediately after the service or scheduled event.
4. Please label everything that belongs to your child – diaper bags, bottles, clothing, jackets, pacifiers, etc.
5. Please bring four to six disposable diapers for your child.
6. Please leave toys at home.
7. Please follow nursery rules, especially when it comes to sick kids.

# Registration and Safety Policy

All parents are asked to fill out a Baby/Toddler Information Card. This only needs to be done the first time your child is in the nursery. We ask that you update the card as needed.

When you bring your baby/toddler to the nursery, you should sign your child in on the Nursery Registry, be given a pager (beeper) with a number on it, write your child's name on the sticker with the coordinating number, and then give your child to the caregiver. The caregiver will check to make sure your pager (beeper) number and the number on your child's sticker are the same.

When signing in your child on the Nursery Registry form, it is important that the information is complete and accurate. For example, be sure to write the first and last name.

We are asking that only parents and caregivers be in the nursery, no older siblings please. This way we can assure that babies will be handled safely and properly.

When you return to pick up your child, return your pager (beeper) to the caregiver and the caregiver will give your child to you. We ask that parents remain at the door of the baby nursery. This will help maintain our security procedure by prohibiting free entry into the nursery.

It is our goal to provide a safe, secure, and clean nursery, staffed with loving and nurturing caregivers for our members and visitors to bring their children.

God Bless You,

Letha Parker  
Director of Children's Ministries

# Food Policies

1. All bottles of formula need to be pre-mixed and prepared by the parent. All drinks, including milk, juice or water, need to be provided in plastic bottles, not glass.
2. Toddlers will be served a snack of Goldfish Crackers and/or Animal Crackers unless nursery caregivers are told otherwise by the parent.
3. Medications cannot be given by the caregiver or the nursery staff.
4. Nursing mothers have a special room available next to the Chapel, off the Narthex.

# Health Policies

1. For the protection of your child and other children, parents are requested not to bring a sick child/baby to the nursery. This includes:
  - Fever – currently or within previous 24 hours
  - Vomiting or diarrhea
  - Persistent nasal drainage which is green or yellow in color
  - Any symptom of a childhood disease
  - Common cold
  - Sore throat
  - Unexplained rash or skin infection
  - Pink eye

If a child is brought into the nursery displaying any of the symptoms mentioned above, we reserve the right to remove them from the nursery in order to protect the other children.

2. We will not administer any medication.
3. If your child develops an infectious disease (chicken pox, etc) after being in the nursery, contact the church at 334-298-3186 or the Director of Children's Ministries so we can notify other parents of their child's exposure.
4. Toys used by the children are washed at the end of each session, and as necessary.

If more information is needed, contact Letha Parker, Director of Children's Ministries, between 9:30am and 1:30pm Monday – Thursday at 334-298-3186 or email her at [letha.parker@epworth-pc.org](mailto:letha.parker@epworth-pc.org).