



HARBINS
Community Baptist Church

Nursery Policies and Procedures

Modified March 2021



Vision and Mission

At Harbins Community Baptist Church (subsequently referred to as HCBC), we believe that children are a gift from the Lord (Ps 127:3) and it is one of the main duties of Christians parents to raise their children in the fear and instruction of the Lord (Eph 6:4). Jesus himself had a particular care for the children he interacted with as a model of Christian faith and posture toward God (Matt 19:14).

HCBC Children's Ministries seeks to invest in the lives of our children and support parents by holding to these *core values*:

- We will maintain a safe and secure environment for our children.
- We will support and encourage parents who are primarily responsible for teaching biblical truths to their children.
- We will model Christian character and strive for obedience to all that Jesus Christ has commanded in the Scriptures.
- We will create a culture of warmth, belonging, and hospitality where everyone is welcome, just as God welcomes us into relationship with Him.
- We will treat all children, parents, and volunteers with dignity and respect, always assuming positive intent and the best in others
- We will pray for and nurture our children, that one day they may trust Christ as their savior, fully participating in the life of the church as a covenant member

It is our prayer that every child and volunteer who participates in our nursery ministries will be protected and cared for to the fullest extent possible. It is recognized that HCBC cannot absolutely guarantee that no harm will befall a child entrusted to its care. However, HCBC can, through adherence to this Policy, make meaningful efforts to protect both the children and volunteers through eliminating potential liabilities, clarifying expectations, and communicating prudent best practices surrounding our nursery procedures.

Volunteer Screening, Schedule, and Operations

Screening Procedures

- Volunteers must be active members of HCBC
- Volunteers must be female
- Volunteers must complete a background check
- Volunteers must watch and/or read relevant nursery training materials provided by the Nursery Coordinator



- The HCBC leadership holds the right to dismiss anyone from service in the nursery ministry as well as report any occurrences or signs of abuse to the respective authorities.

Schedule Expectations for Volunteers

- To the best of our abilities, the Nursery Coordinator will schedule volunteers at least *two Sundays before the start of a new month*.
- To the best of their abilities, volunteers will communicate dates they are unable to serve to the Nursery Coordinator *three Sundays before the start of a new month* using the “Nursery Schedule Request” form
- To the best of their abilities, volunteers will seek to find a replacement volunteer for scheduling conflicts that occur after the schedule has been created. If unable to find a replacement, the volunteer will inform the Nursery Coordinator immediately by e-mailing children@harbinschurch.org
- In instances where the volunteer does not have reasonable foreknowledge due to family illness or emergency situations, the volunteer is expected to contact the Nursery Coordinator to communicate the situation immediately

Volunteer Operations

- Each classroom should have at least two unrelated volunteers at all times (relatives may serve together in the presence of a third volunteer)
- In the instance of one volunteer being alone with children, the top half of the door should remain open and the volunteer and children should be visible at all times
- At least one volunteer in each room must be an adult (over 18)
- Teen volunteers must be age 15 or older
- Children and teens under age 15 are welcome to help their parents in the nursery, but they must be accompanied by their parent or guardian at all times
- No unauthorized photos of children may be taken

Room Ratio Policies

Age Range	Staff:Child Ratio	Maximum Group Size
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Nursery		
0-2 years	1:3	6
2-4 years	1:5	10

- If the ratio is exceeded, the nursery coordinator should be contacted immediately to request an additional volunteer
- Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

Arrival and Departure

Arrival and Departure Times

- Volunteers are expected to be ready to accept children 15 minutes prior to the start of any session (9:15AM for Sunday School volunteers and 10:30AM for Worship Service volunteers) and must remain until every child has been checked out by a parent or guardian OR until both replacement volunteers have arrived
- Sunday School teachers may leave once all children have been properly escorted to the appropriate nursery room (see “Sunday School Dismissal” for more information)

Check-in Procedures

- All children must be checked in by a parent or guardian
- Check in procedures include:
 - o Child’s name and designated pickup person (if someone other than parent) on clipboard roster
 - o Child sticker on his/her back including: name, parent’s cell phone number, and allergies
 - o Name sticker on diaper bag and cup/water bottle if not already labeled

Check-out Procedures

- All children must be checked out by a parent or guardian OR the designated pick up person indicated at check in
- Child’s name should be noted as “checked out” on clipboard
- Children may NOT be taken out of the nursery room by a nursery volunteer

Sunday School Dismissal

- Sunday School teachers must follow check-out procedures for children who are picked up prior to Sunday School Dismissal



- At 10:35, toddler Sunday School teachers will escort children through the connecting door (NOT into the hallway) to the appropriate nursery room
- Sunday School teachers must give the class roster to the nursery room volunteers and ensure that all bags have been transferred to the new room
- Sunday School teachers may be dismissed at 10:35 (as long as there are the appropriate number of volunteers in the room)

In the event of an emergency that would result in neither parent/guardian being able to sign out the child at the end of a session, the child will be released into the care of one of our pastors.

General Operating Policies

Healthy Child Policy

Children will not be admitted to our nursery rooms or children's programs if they have experienced any of the following symptoms (with no medication) within the last 24 hours:

- Fever
- Vomiting or Diarrhea
- Sore throat with Fever
- Severe Coughing
- Scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Croup
- Lice
- Any unexplained rash such as boils, ringworm, impetigo
- Open wounds with drainage
- Pink eye or eye infection
- Jaundice
- Any other communicable disease or foodborne illness such as but not limited to E. Coli, Salmonella, Hepatitis A, Shigella, or norovirus

Please show discretion in bringing children to the nursery with nasal drainage. Nasal drainage is common due to allergies in the different seasons. Please be mindful of nasal drainage with excessive color or the presence of any other symptoms.

- If a child shows signs of sickness (such as listed above), a female volunteer is to remove the child from the program area and contact the parent or guardian.
- HCBC leadership and volunteers hold the right to refuse admittance of any child at check-in or request a child for pick-up by parents in the occurrence of signs of illness

COVID Prevention



In an effort to slow the spread of COVID-19, we will follow the following guidelines in our nursery rooms:

- All children age 2+ must sanitize hands at check-in
- Cups will be kept in bags or out of reach when not in use to avoid the spread of germs
- Snack time will be closely monitored to avoid the spread of germs
- Toys will be sanitized at the end of each session
- All children must have a parent signed COVID waiver on file before participating in our programs

Food and Drink Policy

- Volunteers may not bring food into the nursery rooms. Please limit beverages to water in a sealed cup.
- All children will be given an allergen friendly cereal and water for snack
- If a parent requests for a child to eat a snack from home, please ask permission to only give the nursery provided snack. If child must have a personal food item, a volunteer must closely monitor the child while eating.
- Volunteers will only give bottles to infants under the direct instruction of the parent. Parents must fill out a "Bottle Instructions" form at drop off if they would like their child to be given a bottle. Parents may also check their children out temporarily to feed them at any time.
- All sippy cups and water bottles must be labeled with the child's name at drop off and should be returned to their bag after snack time or after they have a drink (do not allow children to keep their cups with them during play time)

Diaper Policy

- Only adult volunteers may change diapers (over age 18)
- If possible, diapers should only be changed when there is more than one volunteer in the room
- Changing table should be lined with paper before a diaper change begins
- NEVER leave child on changing table unattended
- Disposable gloves must be worn
- Soiled diapers should be discarded in a plastic bag in the garbage receptacle
- Discard liner and clean table pad with provided disinfectant wipes immediately after the diaper change
- Volunteers are not responsible for changing cloth diapers or for changing children who are over the age of four.

Restroom Policy

- Children in the nursery should only use the toddler restrooms available in the nursery
- Only adult volunteers may supervise potty-trained toddlers in the restroom



- Please show discretion in allowing privacy for the child in the bathroom while providing necessary assistance and supervision

Crying Child Policy

- If a child is inconsolable for longer than 15 minutes, the parent must be notified via text with a message such as: "Hello! ___ has been crying for 15 minutes. We are more than happy to continue comforting ___! But if you would like to come pick ___ up or check on ___, feel free to do so."
- If there are not a sufficient number of volunteers to tend to crying children, the Nursery Coordinator should be contacted for support.
- If the adjoining nursery room is empty, a volunteer may take a crying or sleepy child into the empty room to calm down as long as the half door remains open.

Appropriate Discipline

- Correct child verbally and remove child from situation/problem if behavior persists
- Explain the problematic behavior to the child, pray for them, and redirect to new activity
- Encourage child to reconcile with offended children when appropriate
- If a child persists in disobedient or disrespectful behavior, a brief timeout may be used. Timeout should be in a chair within the nursery room and should be no more than one minute for each year of the child's age.
- If a child's behavior is uncontrollable, the child does not respond to the acceptable means of discipline indicated above, or the child is endangering other children, volunteers should contact the parents to remove the child immediately. Once the behavior has ceased, parents may return the child to the nursery if desired.

Cleaning

- After all children have been checked out, spray all used toys with the provided cleaning spray
- Sweep/vacuum any crumbs

Accident and Emergency Procedures

- In the instance of any medical or environmental emergency, do not hesitate to call 911.
- In the instance of any injury, all volunteers must fill out an Accident Report Form.
- In the instance of a missing child, immediately contact the Nursery Coordinator and the Pastoral Staff.

Fire Procedure

In the instance of a fire:

1. All classroom volunteers will use classroom rosters to do a headcount
2. Volunteers will lead the class out the closest side door that is safe to exit



3. Volunteers will do another headcount and mark children on the rosters.
4. Volunteers must remain with children until parents or guardians arrive

A Live Threat

A live threat includes a shooting or some other type of security hazard.

Step 1: Volunteers and Staff Evacuate Children

- If it is safe to do so, the first course of action should be to evacuate the building. Refer to the evacuation procedures above.

Step 2: Volunteers and Staff Communicate the Danger

- When it is safe to do so, whoever sees or hears the live threat should notify staff or deacons.
- Staff, deacons, pastors, or volunteers should call 911. Give the following information:
 - o Location and the nature of the threat.
 - o If shots have been fired, tell police we have an “active shooter.”

Step 3: Hide

- If running or evacuation is not a safe option, hide in the safest place possible
- Close and lock all doors.
- Stay out of direct sight of windows
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds.
- Turn off the lights.
- Silence all electronic devices.
- Maintain silence.

Step 4: Staff or Volunteers engage Live Threat (Last Resort)

- If neither running or hiding is a safe option, as a last resort, when confronted by a shooter or some other danger, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as a fire extinguisher or chairs.

In the instance of a live threat, all volunteers and children must wait until notified through a deacon or pastor that the threat is no longer active.