

nursery

POLICIES & PROCEDURES

Nursery Care Guidelines:

- Always have at least two HK servants present in a classroom. If there is no one to fill-in the second position, merge with another class. Signs will be provided to post on the door to advise parents in the event their child has been moved.
- HK nursery servants must be over 18 years of age. Our parents are under the impression that all nursery care-takers have a background check on file (which cannot be administered before 18). This is to promote peace of mind and consistency amongst servants and information given to parents.
- The nursery door code is to be kept confidential by HK servants. Do not share with parents or children. This is for the safety and security of the kids in our care, as well as the accountability of our servants.
- Only HK servants scheduled to serve are to be admitted to nursery classrooms. (Except in the event of filling in for absent servants). Random interruptions during services lend inconsistency to the routine and atmosphere of the classrooms. Anyone who visits without being on the schedule will be asked to leave.
- Incident reports are to be filled out for any accident or injury incurred to children while in our care. The report should be filled out immediately following the incident and signed by all witnesses. Pictures of any injury should be taken at the time of the event to have on record. Once the form is completed, contact the HK Director so that the parents of the child(ren) involved can be promptly communicated to in person with all the available information.
- Spouses and parent/child teams should not serve in the same classroom without a third adult present. This is for the protection of our servants in the event that childcare incidents are called into question.
- The goal is that when babies are picked-up at the end of service, their diapers are dry. All babies should be checked 10 minutes before the scheduled ending time of services.
- Every time a baby's diaper is changed, place the provided diaper label on the front of the diaper. This helps parents know what care was provided for their child.

Future Additions:

- 1/2 doors added to the Infant & Toddler classrooms. This will decrease traffic in and out of rooms and allow us to monitor who is admitted. Children and their bags/belongings will be passed over the door at drop-off & pick-up. There will be a designated area for parents to line-up as they wait their turn without blocking hallways.
- Nursing mother's area. The Kids Ministry Team is working on a suitable area to offer this convenience to mother's and their babies.