



Christ Church Milwaukee | Nursery Policy

1. The nursery at Christ Church Milwaukee serves children ages 0-3 years old.
2. At all times, at least one adult (aged 18 years or older) who has passed a criminal background check will staff the nursery with the assistance of a second adult (from a different family) with equal qualifications and/or a church youth (12 years & up). Two families must always be represented in the nursery room.
3. The Nursery Greeter, will check-in each child using the Planning Center check-in process and will check with parents to determine if the child may have a snack and if the child has any medical conditions. The Nursery Greeter will then hand the parent a nametag for the child's back (with a designated number) and a lanyard with the same number for the parent to keep with them until the end of the service. Any visitors will be added to the Planning Center system and the child will be given a guest nametag that is filled out with the child's information by the parent. The parent of the guest child will receive a lanyard with a designated number that corresponds to the number on the name tag filled out by the parent for the child. The Greeter will then assist in getting the child to the nursery room. The Greeter must alert the nursery workers of any medical conditions or allergies.
4. Nursery workers are on duty from 9:50-11:30am or until all children have been picked up and the room cleaned.
5. In the event that a child needs a changed diaper, the secondary nursery worker will find the child's parents in the service to do the diaper changing. Christ Church Milwaukee Nursery workers will not be responsible for changing diapers.
6. If a child is crying for longer than 10 minutes and seems inconsolable, the secondary nursery worker will find the child's parents and ask them to come and comfort the child.
7. If a child becomes aggressive and/or excessively disobedient, the nursery workers will give the child a "time out" if required. If resolved, the parents will be made aware of the incident at pick up. If unresolved, the secondary nursery worker will seek out the parents and ask them to come help with the situation.
8. Snacks are located in the nursery bins and will be handed out on an as-needed basis. Before offering snacks to any child, nursery workers will check for allergy information on the child's nametag and will also determine from the nametag if the parents have allowed their child to have a snack. Nursery workers will sanitize their own hands before handing out snacks.
9. Parents must return their lanyard (with their child's designated number on it that they received at check-in) to reclaim their child after the service. Workers must check that the number on the child's nametag matches that of the parents' lanyard. Children may not be picked up by older siblings or other adults. They may only be picked up by the parent with the lanyard in hand. After the children are picked up, the lanyards and clip-on name tags for the children are returned to the nursery bins.
10. Once children have been picked up by parents, the nursery room will be cleaned up. All toys must be wiped down with antibacterial wipes and placed back in the bins by the nursery workers. After this time, no children are allowed back in the room.
11. Nursery workers should avoid unnecessary swapping of scheduled dates. In the case that a situation should arise that requires workers to switch, they should inform Christ Church Milwaukee's Children's Ministry Coordinator/Administrative Assistant of the changes.
12. Each year, all nursery workers are required to sign and date an updated copy of these policies.

Volunteer Name

Volunteer Signature

Date