

**MANCHESTER UNITED METHODIST CHURCH  
NURSERY GUIDELINES  
Revised 2021**

**General Guidelines**

Cell phone use is prohibited whenever children are present, except in an emergency situation to contact the parent/guardian or 911.

Children in the child-care room are not to leave the room except in an emergency situation or in the care of an approved adult.

Only church staff, parents/guardians and authorized volunteers are allowed in the child-care room when children are present.

Children are to be released only to the care of an adult designated on a registration form or signed release given at the time of the child's arrival. *Note: If there is someone prohibited from picking up a child, legal documentation must be provided to the church.*

The child-care room is a nut-free (no peanut or tree nut) room. The parent/guardian must approve any food or drink that will be given/fed to their child.

*Diapered Infant/Child:*

Parent/guardian are expected to leave a diaper bag with supplies and provide child-care provider with instruction on the diapering of their child.

*Diapering Guidelines:*

Child-care provider is to wear gloves at all times during the process of diapering.

Child-care provider arranges all necessary supplies at the changing station prior to laying the child down.

A child must never be left alone on a changing table.

Soiled diapers, wipes, and gloves are to be disposed of in the waste basket.

**Illnesses**

To prevent the spread of illness, neither infants, toddlers, or preschoolers or the child-care provider will be allowed in the child-care room if they have exhibited the following symptoms within the past twenty-four hours:

- Fever of one hundred degrees or above
- Vomiting or diarrhea
- Pink eye or other eye infection
- Sore throat
- Lice
- Symptoms of childhood diseases

If a child in the child-care room begins exhibiting any of these symptoms, contact the parent/guardian immediately.

## **First Aid / Emergency Situations**

Minor injuries (small cuts, bruised, etc.) will be treated using the First Aid Kit available in the child-care room.

The parent/guardian must be informed of the injury when picking up the child.

In the case of substantial but non-emergency injuries the parent/guardian must be contacted immediately, and, upon arrival, all treatment shall be carried out by the parent/guardian

In the case of a life-threatening injury or other medical emergency, immediately call 911 and do the following:

1. Inform the operator of the situation and provide them the church address – 501 Ann Arbor Street, Manchester, MI 48158
2. Immediately begin performing life-saving maneuvers, as directed by the 911 operator.
3. Contact the parent/guardian of the child.
4. Contact the pastor or the chairperson of the Staff Parish Relations Committee.
5. Contact all the other parents/guardians, so they can come remove their children from the nursery.
6. No medication should ever be administered to a child in the child-care room, except when required in the case of a medical emergency.

In the case of a fire emergency, evacuate outside through the closest available exit and go to the parking lot.

1. Diaper bags and other personal belongings are to remain in the child-care room.
2. In case of cold weather, coats can be brought but should be put on in the parking lot.
3. Call 911.
4. Children are not allowed to be released to their parents until all workers and children are safely outside of the building.

In the event of an injury, the Accident Report must be completed. The report must be submitted to the pastor or the chairperson of the Staff-Parish Relations Committee.

## **Interactions with the Children:**

Use positive reinforcement when interacting with each child. Discipline children carefully, using a calm but firm voice and working to redirect their attention. Physical punishment is strictly forbidden.

The emotional, physical, medical, and intellectual condition of every child in the child-care room is confidential and should not be discussed outside of the room or gossiped about inside the room.

Child-care providers and volunteers are not to take pictures of children in the child-care room unless approved or requested by a parent/guardian. Pictures are never to be posted to personal social media.