

# Highland Mennonite Brethren Church Ministry Manual Nursery Team Guidelines

Children are important to Jesus. So are Parents/Guardians. In order to allow Parents/Guardians to be able to enjoy being part of the worship service without the distraction of their young Children, Highland Mennonite Brethren Church (“HMBC”) offers a staffed Nursery for Children, age 0-3. *On Family Sundays (long weekends, school breaks, and fifth-Sundays-of-the-month) the Nursery is not staffed, but is open for Parents/Guardians to use.*

## 1. PLAN TO PROTECT®

HMBC follows a *Plan to Protect® Policy*, and all Nursery Team Members must be trained in and adhere to it. A Parent/Guardian fills out an *Annual Activity and Registration Form* for each Child being cared for by the HMBC Nursery Team. The Parent/Guardian shall remain on the premises so that Team Members can easily locate them while their Child is being cared for in the Nursery.

## 2. STAFFING

Parents/Guardians who regularly drop off their Children in the Nursery take turns staffing it. Other volunteers who are not in that stage of life themselves are always appreciated and lighten the load for Parents/Guardians. The weekly rotation is set by the church office in consultation with the Children’s Ministry Team Leader. On-call Subs who can help out in a bind (e.g.: scheduled Team Member unavailable; large number of children) are also appreciated.

## 3. ATTENDANCE RECORDS

Children are dropped off by their Parent/Guardian, and picked up by their Parent/Guardian, using a sign-in/out chart. This sign-in/out chart is prepared by the church office and must be retrieved from and returned to the church office by one of the scheduled Nursery Team Members. Nursery Team Members should learn the name and special requirements of each Child. Self-adhesive name badges are prepared by the church office and indicate the Child’s age and if there are any restrictions for that Child.

## 4. NURSERY SUPPLIES

Cubbies are available for each Child’s diaper bag, etc. The Children’s Ministry Team Leader stocks diapers in various sizes, wipes, snacks (i.e. Arrowroot Cookies and Cheerios) in the locked Nursery cupboard through the classroom hallway. The Custodian replenishes Dixie cups, Kleenex, and toilet paper in the Nursery washroom.

## 5. FURNITURE, EQUIPMENT, TOYS

The Nursery Team Leader ensures that all furniture, equipment and toys are age-appropriate, safe to use, and in good repair. Toys shall be washed and disinfected periodically (could be a service project for the youth or a small group). *Furniture, equipment, and toys may only be donated with the approval of the Nursery Team Leader who is aware of current needs.*

## 6. CLEAN-UP

The Nursery should be tidied after each use, with toys and equipment returned to their proper bin or shelf. Some toys are put away in the Nursery cupboard through the classroom hallway so pieces don’t go missing. Used linens are placed in the hamper in the washroom and the Custodian will launder these. The Custodian cleans the Nursery and Nursery washroom (including the potty) regularly.