



CALIARY Kids!

Nursery

Team Handbook

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Welcome to Nursery Ministries

Welcome to the Calvary Church Nursery, the Garden of Grace! As a Nursery team member, you play a vital role in the body of Christ as you minister to children in our safe environment. Just think about how a little child develops in their first few years and that ***you can intentionally help to imbed the truths from Scripture in their minds and hearts!***

Never underestimate your role in a parent's life, either. Hearing a word of encouragement from you, watching you teach truth to their child, and having you take a personal interest in their family's welfare could be just what that parent needs to make it through another long day with their busy infant or toddler.

The effectiveness of the ministry is in your hands!

The information in this handbook is critical to being a member of the TEAM, from being on board with Calvary's vision, to understanding the purpose behind the over-arching Children's Ministries guidelines, to being aware of specific Nursery procedures and how to care for not only the children but for your teammates.

Inspiring children to pursue life in Christ?

Start by serving with passion, serving with excellence, and serving with honor!

I'm privileged to be serving alongside you, guiding our youngest learners to a lifetime of pursuing Christ! I'm so glad you are on the team! Please contact me with any questions.

Sincerely,



Anna

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Director of Nursery Ministries

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“...but tell to the coming generation the glorious deeds of the Lord, and his might, and the wonders that he has done.” Psalm 78:4b ESV

Calvary Kids Overview

Our Vision:

Children pursuing life in Christ.

Our Purpose:

Partnering with parents as we inspire each child to know, love, and obey God for His glory.

Our Approach:

- Teaching God's Word for heart response
- Modeling the pursuit of life in Christ
- Building relationships for growth

Our Core Values:

Loving God - By knowing Him personally and worshiping Him collectively

Living God's Word - By learning what it means and doing what it says

Growing with God's People - By relating authentically with others for their good and my growth

Going into God's World - By extending the gospel to others right here and around the world

Investing in God's Work - As stewards of God's gifts and servants in God's plan

Message from the Senior Pastor

Dear Children's Ministries Team Members,

I want to personally thank each and every one of you for the commitment that you are making to invest in the children and the families that come to Calvary Church. On behalf of the entire Calvary staff and Elders, I want you to know that we are your biggest fans, your strongest supporters, and your trusted guides as you serve the Lord in Children's Ministries. This is a crucial part of your own pursuit of Life in Christ.

You have the privilege of being one of the first people to have a spiritual influence in the lives of these kids, and for some, the time that you have with them each week might be the only spiritual influence that they receive. One of the challenges of working with children is that you may not always see the fruit of your labor, but I can assure you that your labor in the Lord is not in vain. You are helping to lay a foundation in their lives. You are placing the anchor of the Lord Jesus deep into their hearts so that they can withstand the storms to come.

Thank you for the sacrifice that you are making to serve Calvary Church. You are an essential part of helping all of us to pursue life in Christ.

Beau Eckert, Senior Pastor

Team Covenant

Every five years you will be asked to sign the Children's Ministries Team Covenant when you receive your renewal clearance packet.

By signing the covenant you are agreeing that you have or will:

Read and adhere to...

- ✓ Children's Ministries Team Handbook – Nursery, Early Childhood, or Elementary
- ✓ Calvary Church's doctrinal statement in all of your teaching and communication with children

Grow spiritually by...

1. Pursuing life in Christ which will itself manifest in your personal relationship with Him, with your family, with your co-workers, and with the Church
2. Seeking ways to be fed spiritually outside of the regular worship service of Calvary Church and to be accountable to other believers (i.e. ABFs, small groups, Bible studies, accountability partners/groups, etc.)
3. Communicating God's love to each child who is in your care, and modeling Christ-like behavior both in and out of your classroom

Work together by...

4. Being dependable in your ministry by being faithful in attendance, in preparation and in prompt arrival
5. Communicating in advance to co-workers and directors when you must be absent
6. Following the principles in the Peacemaker's Pledge when you have a conflict with a co-worker, a classroom coordinator, or one of the ministry staff

Please do not underestimate the importance of your role in this ministry. Each member of our team has a significant role in sharing God's love and the truth of His Word with our children each week. Please pray that God will use you to draw the children in your care into a closer relationship with Him!

We also encourage you to attend a Discover Calvary class to help you see how your role in Children's Ministry fits into the larger picture of Calvary Church.

Peacemaker's Pledge

Revised from The Peacemaker, by Ken Sande; 1997, Baker Books, Grand Rapids. p. 235-237

As People reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Matthew 5:9; Luke 6:27-36; Galatians 5:19-26). We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (Proverbs 27:5,6,17; Romans 8:28-29; 1 Corinthians 10:31-11:1; James 1:2-4). Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles.

Glorify God

Instead of focusing on our own desires or dwelling on what others may do, we will seek to please and honor God—by depending on his wisdom, power, and love; by faithfully obeying his commands; and by seeking to maintain a loving, merciful, and forgiving attitude. (Psalm 37:1-6; Mark 11:25; John 14:15; Romans 12:17-21; 1 Corinthians 10:31; Philippians 4:2-9; Colossians 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12)

Focus on Understanding

Instead of focusing only on our perspective, we choose to honor others by listening carefully and ensuring we understand their perspective and their needs before we respond. We choose to actively seek reconciliation, understanding that conflict is an opportunity for personal and relational growth. (Proverbs 18:2; 18:13; James 1:19; Ephesians 4:29-30)

Get the Log out of Your Own Eye

Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts—confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused. We take others' concerns before the Lord asking Him to examine us and our ways and guide in our response. (Psalm 119:23-24; 139:23-24; Proverbs 28:13; Matthew 7:3-5; Luke 19:8; Colossians 3:5-14; 1 John 1:8-9)

Go and Show Your Brother His Fault

Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. If the conflict or offense is still unresolved after the involvement of a few others, we will request the help of the elders in the church with the goal of bringing reconciliation. (Proverbs 19:11; Matthew 18:15-20; 1 Corinthians 6:1-8; Galatians 6:1-2; Ephesians 4:49; 2 Timothy 2:24-26; James 5:9)

Go and Be Reconciled

Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ’s sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. (Matthew 5:23-24; 6:12; 7:12; Ephesians 4:1-3, 32; Philippians 2:3-4)

Respect and Prize Differences

Recognizing that God has designed the body of Christ so that it includes many different parts, we choose to respect the differences of others. Since God has designed these differences for the mutual edification of the body, we choose to prize these differences, recognizing their value to us as individuals and the whole church. (Proverbs 27:17; Romans 12:3-8; 1 Corinthians 3:6-8; 1 Corinthians 12:12-26)

By God’s grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success, in God’s eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love. (Matthew 25:14-21; John 13:34-35; Romans 12:18; 1 Peter 2:19; 4:19)

Social Media

It is Calvary Church’s desire to create an atmosphere of connection and community among our members and regular attendees. We know that a sense of identity and belonging to a smaller group within the church will enable an individual to feel a part of the whole body.

Guidelines for Church Volunteers

1. ***What you write is public.*** You should always assume that it will be read by your boss, co-workers, parents, children, spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
2. ***Write as yourself.*** Use your real name. If you choose to identify yourself as a volunteer of Calvary Church or to discuss anything related to the church, be clear about your role.
3. ***Be accurate.*** Ensure that you have all the facts about your subject. If you make a mistake, admit it and be quick to correct it. Be careful that what you write would not impair your ability to serve the Lord or represent Him in the community. Remember that frustrations are best expressed in person. Sarcasm does not usually translate well.
4. ***Respect your audience.*** Don't use ethnic slurs, personal insults, obscenity or engage in any conversation that would not be acceptable in front of the Lord.
5. ***Choose your topics wisely.*** There are some ideas that are best discussed in person rather than a public forum. Don't allow your posts to hinder someone’s spiritual growth.

Remember that what you post, even if retracted, will always be available online.

Privacy Issues

Don't post the names or contact information of individuals without their permission. Don't post pictures of others that are inappropriate or that they would not appreciate.

Please remember to consider the safety and effectiveness of our Global Partners and therefore use extra caution when commenting to or about those serving overseas—particularly limited access countries. If you have questions, contact the Global Ministries office first.

Maintain Confidentiality

Ask permission before reporting on conversations or meetings that are meant to be private. Online conversations and postings are not private. Know that what you post online may be around for a long time and potentially shared with others. Therefore, be considerate and loving: Avoid identifying and discussing others, including church members and visitors—*especially* details such as hospitalizations and health concerns or information gleaned in personal counseling. Do not disclose health information on behalf of others. ***Seek to build up not to tear down (Romans 15:2; Ephesians 4:29)***

Relational Boundaries

One of the components of a balanced Children's Ministry is developing strong youth-adult partnerships within the intentional and safe community of our ministry. The vast number of communication possibilities and the speed of technology require that adults working with children and students be aware of the need to maintain appropriate relational boundaries regardless of the communication medium.

Group Identity

Facebook and other social media communication networks can help create a group identity, assist in planning for group activities and encourage students. These mediums provide powerful modes of connecting with youth, and for youth to connect with each other and should be channeled as such. Communications on Facebook are most appropriate when conducted through a group.

Adults must recognize the public nature of social networking sites and see themselves as representatives of God and Calvary Church. Thus adult volunteers agree not to post any material that could be deemed inappropriate or explicit. So doing will be in violation of Calvary's values and expected code of conduct. If an adult advisor is in doubt about the appropriateness of any ongoing or new forms of communication, they should consult with a ministry staff member for guidance.

Photography & Video

We want our members and regular attendees to understand that we will, as a regular practice, take pictures and videos of all our events and ministries at some point in time.

We will provide parents and volunteers the opportunity to complete a general opt-out form for all events if they do not want their image used. A failure to turn in a completed opt-out form constitutes consent for you and your families' pictures or video footage to be used. We will seek to honor opt-out requests for images of individuals or small groups, but cannot ensure that the request can be adhered to for pictures or videos of large group events. Anyone who sees their picture posted on the church website and would like it removed, can send a written request to the church office (please indicate where the picture is located).

The Calvary Church Photo/Video Opt-out Form is available at any Connection Center.

General Guidelines

Approved Team Members

Only **approved** team members may work in Children's Ministries. Team member requirements:

- ✓ Attendance at Calvary Church for **at least six months** is required.
- ✓ An Application for Service must be on file including a criminal background, a child abuse check, and either FBI fingerprinting or a signed affidavit and National Background check.
- ✓ Membership at Calvary Church is required to be in a leadership position, including a Bible Teacher in Elementary.

There must always be **adequate supervision** to ensure the safety of the children.

- **Two approved team members**, one being an adult, need to be in the classroom at all times.
- Children should never be left unattended.
- A single volunteer should never be alone with a child in a classroom, bathroom, or hallway. There should always be another approved worker within view.

Help Needed

When Children's Ministries is in need of additional volunteers, **#999** will be displayed on the screens in the auditorium. Please go to the West Connection Center to find out where you can serve.

Identification

You will need to wear your volunteer photo ID badge any time you are serving. If you forget your badge, go to a Check-in Kiosk to print a temporary badge or go to a Connection Center. Please do not ask our checkpoint volunteers to make an exception for you. They have been instructed to not allow any adult into the hallway who does not have a proper ID.

Modesty

As Children's Ministries leaders, our goal is to help children focus their attention on God. One of the ways we can accomplish this is by dressing modestly. Appropriate dress does not draw attention to the vessel, but allows both children and adults to focus on the truths being taught.

We want all aspects of our Children's Ministries to be honoring to God. Our purpose is not to present legalistic standards, but to be good role models, to be encouraging to all, and to be a stumbling block to no one.

(Romans 14:13-18)

Remember, a child's perspective is different from ours. They see us from behind and from a different level when we bend over. Test yourself in front of a mirror and notice what others will see when you bend over.

Children

There is to be no corporal punishment of children. Touch is to be appropriate so that all appearance of evil is avoided. Specific guidelines are given later in this handbook for proper bathroom conduct when necessary.

Children should remain on church property and not go on unauthorized trips with team members.

Team members should only use activities and materials which are suitable to the age of the child and are appropriate in meeting the educational and spiritual goals of the church. Our curriculum has been designed with the age and abilities of the children in mind.

Mandated Reporters

According to PA state law all volunteers that work directly with children are considered mandated reporters. Video training found at www.calvarychurch.org/mandatory-reporting explains the requirements of your position.

Instructions for Reporting Suspected Child Abuse/Neglect. There is a file in your classroom with the needed forms and a copy of these instructions.

1. **Make a report** to Childline using the following phone number **1-800-932-0313**
2. **Inform** the staff person who leads the ministry in which you serve that you have reported suspected abuse.
3. **Fill out** the CY-47 form, giving as much information as you can. You will not have answers for all the questions.
4. **Make 2 copies** of the CY-47.
5. **Mail or fax** the original form CY-47 to the Lancaster Children and Youth Agency **within 48 hours** of making the phone call. Give one copy to the staff person who leads the ministry in which you serve. Keep the other copy for your records.

Lancaster County Children and Youth Agency
900 E. King St. Lancaster, PA 17602
FAX: 717 299-7929

Allergies - Nut-Free Zone / Epi Pens

All of Children's Ministries is a **NO NUT** and **NO PEANUT BUTTER** zone. No peanuts or nut products will be allowed in any classroom or at a Children's Ministry event. This restriction is in place even if another group is using the room as minute particles of peanut residue can trigger an allergic reaction in highly sensitive individuals. It's just not worth the risk.

Some children may require the presence of an **Epi pen** to use in the event of an allergic reaction. If one is needed, the parent will bring it and inform you of it. When you receive an Epi pen, make sure it is in a sealed plastic bag and labeled with the child's name. Place it in the red emergency bag on the wall. If the child has a severe allergic reaction, one class leader should administer the Epi pen, and another leader should call the Medical Team to tell them you have an emergency and contact the parents. Training in Epi pen use will be provided if needed.

Emergencies

Windows on classroom doors should be unobstructed and clear. Blinds must remain up at all times except during a lock down emergency situation.

The **first aid kit** is located inside the red emergency backpack. In the Nursery and Early Childhood classrooms, this backpack is hanging on a hook near the door. In Elementary classrooms, this backpack is hanging by the check-in desk. Adult team members may clean up minor scrapes and apply band aids and icepacks as needed.

Whenever you **leave the room as a class**, take the emergency backpack with you so that you will have all of your first aid supplies readily available if needed! If you find the first aid kit running low on any supplies, please let the director know right away so that supplies can be replenished. In Elementary classrooms, extra supplies can be found in the Generic closet; please let the director know when this closet supply runs low.

Emergency 911 calls:

1. Team members are to call 911 directly, if a child or an adult is:
 - Unresponsive
 - Not Breathing
 - Has No Pulse
 - Has Excessive Bleeding
 - Is Having a Seizure.
2. After you have called 911, call Calvary Church's Medical Team at extension 522 so they can come and assist until the emergency team has arrived. The Medical Team's extension can be found next to the phone in every classroom.

For all other first aid needs, call the Medical Team. They will come to you or ask you to bring the child to them, depending on the injury.

Evacuation Procedures

Calvary Church Children's Ministries has plans in place for multiple emergency and/or evacuation situations. Training on these protocols will be done in person and will not be posted on-line or printed for mass distribution. See your ministry leader for more details. Review procedures periodically throughout the year.

Tape Use

Using the wrong tape on the wrong surface can cause extensive damage. Please use the different colored tapes as instructed on the card stored with the tape in each classroom.

- Drywall - White colored tape only
- Concrete - Clear 3M packing tape
- Carpets and Floors - Red tape or black gaffers tape

Sickness

In an effort to provide a healthy and safe environment for everyone, we ask that **children and adults** not be in our classrooms if they have any of the following symptoms or illnesses:

Active Chicken Pox	Lice
Conjunctivitis (Pink Eye)	Measles
Diarrhea (for any reason)	Mumps
Fever within the past 24 hours	Rash
Infection of any type	Vomiting (within the past 24 hours)

In addition for **Nursery** or **Early Childhood** Classrooms:

- Cold
- Coughing
- Runny nose (clear drainage is allowed but not encouraged)

If a child is being treated with antibiotics, he/she should be on the medicine for at least 24 hours before coming to any of the Children's Ministries classrooms.

If any of these symptoms are noticed in a child, please promptly locate the parents and ask them to remove their child from class. For the health and safety of all our children and staff, there will be no exceptions to this policy. If you have any questions about the symptoms you notice, please talk with your room coordinator or with one of the Children's Ministries Directors. Calvary Church's Medical Team is always available to help in confirming any of the symptoms; they are located in the Medical room on the 300 level in the lobby.

Lice:

If you discover, either through the parent or through conversation with other adults, that a child has been exposed to, or is being treated for lice, please make sure that your director is informed.

Please do not talk with others about the matter. We do not want to cause any harm to the family that has been dealing with lice or cause other people to panic.

Thank you for helping us to provide a safe and healthy environment for each of our children and every worker. We appreciate your cooperation and courtesy.

Incident Reports

An Incident Report documents an incident or injury and is a means of communication between the team member, the parent, and the director. In addition, it provides proper documentation to the insurance company in the event a claim is filed.

- This form is to be a record for any incident or injury which occurs during any Children's Ministries event, on-site or off-site.
- The form should disclose only the name of the child for whom the incident is being reported. If the incident involves two children, then two separate forms will need to be filled out, with the other child being referred to as "another child." i.e. Billy bumped his head with the head of another child while playing."
- Teachers should inform parents of any incidents, and a copy of the form should be offered.
- All incident reports must be turned in to the director on the day it occurs.
- A member of the Medical Team must be notified immediately in the event of any head or serious body injury. (The Medical Team is available to assess any injury or illness at any time during ministry hours.)

Location of Blank Incident Reports

- **Nursery:** in a file at the Nursery Checkpoint Desk.
- **Early Childhood:** in the wall pockets by the door inside each classroom.
- **Elementary:** in the check-in desk filing drawer.
- **Conquerors:** in the wall pocket by the door.
- **Kids Choir:** 5th and 6th graders' forms are kept on the shelf outside of the Kids Choir Director's office. For all other ages/grades see Early Childhood and Elementary locations above.
- **Medical Room:** located on the 300 level of the lobby next to the Usher's Station.
- **Connection Centers:** in the main filing drawer under the label Incident Report.

INCIDENT REPORT	
<div>Please Check Ministry Area: <input type="checkbox"/> Nursery <input type="checkbox"/> Early Childhood <input type="checkbox"/> Calvary Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Study and Share <input type="checkbox"/> King's Kids</div>	
Name of Child: _____	
Date of Report: _____	Time of Report: _____
Date of Accident: _____	
Describe how and where the incident occurred: _____ _____	
Describe any and all injuries to the child: _____ _____	
Was First Aid given? Yes _____ No _____ If yes, by whom: _____	
Explain what aid was given: _____ _____	
Were the child's parents notified of the incident? Yes _____ No _____ In person _____ Over the phone _____	
Time: _____ Date: _____	
Whom did you speak with: _____	
Response from parent or guardian: _____	
Was the parent offered a copy of this form? Yes _____ No _____	
Did you give the parent a copy or did they want a copy mailed to them? Given _____ Need to mail _____	
Parent's signature _____ (If face to face conversation occurred, parent's signature indicates that he/she was informed of this incident.)	
Other Comments: _____ _____ _____	
Incident handled by: _____	
Was Children's Director notified? Yes _____ No _____	
Signature of Ministry Director: _____ Date _____	

Nursery Ministry Overview

Inspiring children to pursue life in Christ in the Nursery! It's a tall order. Start by serving with passion, serving with excellence, and serving with honor! The next several pages will show you how.

Arrival Times

Please honor your fellow coworkers, parents, and children by arriving on time to serve. Check your schedule for arrival times.

Opening the Room

Upon arrival:

1. Sign in on the top of the attendance sheet.
2. Place your belongings in the appropriate area.
 - a. 200 Level - In the lower cupboard beside the entry door.
 - b. 300 Level - In one of the four empty bottom drawers below the sign in area.
3. Wear the nursery socks provided for you for our babies' protection.
4. Wash your hands. (see procedure)
5. Put away clean toys from the drying rack in the sink.
6. Pray with your team.

Closing the Room

After the last baby has been picked up, please do the following:

- Straighten the entire room including the countertops.
- Put away all curriculum items into their proper files, bins, closets, and drawers.
- Sanitize the toys that were put into a child's mouth by washing them with hot, soapy water and sanitize them as specified in the classroom. Allow them to air dry.
- Clean large and non-submersible items with the product provided. Then spray with sanitizer and allow to air dry. These items may include swings, walkers, crib rails, climbing toys, diaper changing area, etc.
- Vacuum crumbs from the floor so insects will not be attracted to our classrooms. (Vacuums are located in the classroom closet on the 200 level or at the ends of the Nursery on the 300 level.)
- Change crib sheets if a child has been in the crib for any reason.
- Take trash and dirty laundry to the proper receptacles. Do not ball your socks together!
- Put in a new trash bag. Bags are in the drawer under the changing table.
- Lower the blinds but keep the slats open.
- Turn out room lights.
- Thank God for His precious children.
- Have a great day, knowing you impacted a life for the cause of Christ.

Following these procedures for closing down the room shows honor to the next group of children and adults to use the room.

Curriculum

We use curriculum with our children in the Nursery from the time they come to us as infants until they leave us as preschoolers. Caregivers in all the rooms have a formal curriculum tool to use to help focus their praying, teaching, playing, talking, caregiving, and singing time. It is never too early to teach of God's love and care. In fact, it's our job...not to babysit while mom and dad are learning, but to teach these little ones of God's grace even as we show grace to them. ***Be intentional in teaching God's truth every time you serve.***

Infants and Older

The curriculum in the infant rooms focuses on ***prayer and speaking God's name aloud***. Use the provided prayer guide to direct your Scripture-based prayers for each child. ***Pray aloud*** so that children build a biblical vocabulary and faith language. Comfort children with God's name and assurances of His love and care ("God knows you are sad and crying; God loves you."), then pray for their comfort. Teaching also includes modeling good attitudes, giving gentle touches, providing quick response to hurts, giving hugs to show our love and care, and talking about God's love and care.

One-Year-Olds and Older

The curriculum for young toddlers includes everything from the infant curriculum as well as emphasizing a specific Truth Statement each month. By referring to the Truth Statement poster, teachers can talk about this Bible Truth one-on-one during play, feeding, diapering, etc. ***Teach as-you-go, connecting the Bible truth to the child's world*** ("God made that pretty green bush; ***God Made Everything***"). Children learn through repetition, and we're interested in helping children's brains make pathway connections to spiritual things. Therefore, we'll repeat these simple truths over and over all month, with the ultimate goal of these truths contributing to changing each child's heart. In addition, teachers of one-year-olds model kind ways to play with a friend, teach how to be good caretakers of our toys, and continue to talk about His praiseworthy deeds. Incorporate the teaching of the curriculum into your play with the children. Later in the year, older one-year-olds will be ready for story time around a table.

Two-Year-Olds

The two-year-olds are taught simple Bible stories emphasizing the same Truth Statements that our one-year-olds are taught. These two year olds also learn memory verses and specific songs that relate to the lesson. Learning Center activities are provided in order to increase the sensory experiences of the children so that the lesson is more likely to "stick." Teachers should read over the designated curriculum and related Bible passage before coming to the Nursery. Remember to partner with parents by giving them the Take-Home Page each day.

Teach the lesson in multiple ways. First, teach as-you-go, by repeating the Truth Statement, story, memory verse, and related songs as you play, eat snack, do learning centers, change diapers, etc. Then, work toward also having a "table time" where the children sit for a minute or two around the table or on the floor while you tell the Bible story. Since we repeat the same story all month long, they may be able to help tell the story by the end of the month as their verbal skills increase through the year.

Safety, Security, & Hygiene

Health procedures are in place to protect both you and the children. Remember, someone can be carrying an illness and not be showing any outward signs. So, following the established protocols at all times is essential. The most basic reminders are to **wear gloves** and to **wash hands** properly to help prevent the spread of germs.

Always supervise the children and the environment carefully. You will function like a **lifeguard** to protect the welfare of the children. Keep your full attention on the children. Use your eyes and ears, and never turn your back on them. Position yourself so that you can see a large portion of the room at one time. Never leave children unattended. Look for potential hazards in the room (a climbing child, an overturned chair, too many toys on the floor for safe walking, broken toys, etc).

Review the sign-in sheet for special instructions on each child before giving a bottle or snack, diapering, laying down for nap, etc.

Drop Off Procedures

Welcome parents and children in a warm, friendly way. Usually, we ask parents to stay outside the Nursery room, but if the child needs some comforting reassurance, they are welcome to enter the room. Particularly, inform first time guests that they may stay. Also, assure them that we will call them if their child gets upset and continues to cry for 15 minutes. State regulations allow parents into a room to care for their own child only, even without all of the clearances.

- Only one **adult** team member should welcome parents at the sign in area. This allows the parents to feel a special welcome as you greet the family and as you help with the sign-in procedure. All other team members should be keeping their eyes on the other children.
- Help parents with the sign-in process: Please make sure that information is complete and readable, especially special instructions and parent location.
- Label the child's bottles, cups, and pacifier with the stickers found next to the sign-in sheet.
- Place the baby's items on the shelf (200 level) or in the cubby (300 level) that corresponds with the number on the sign-in sheet.

Pickup Procedures

Release children in a safe and affirming way **only to individuals with the matching security receipt**. Verify that the security code on the child's name tag matches the security code on the security receipt. This is an important security measure. We want our babies to be released only to those who have proper authority.

- **Only one adult team member** should speak with the family at pickup. This way parents feel special (not "ganged-up" on should an issue need to be discussed).
- **Greet the returning parents** with a warm smile in a pleasant manner. Then release the children with a genuine "looking forward to seeing you next time" attitude.
- **Give a brief, positive report** about the child's day using affirming words; include a mention of what you prayed for the child or what Bible truth was learned.
- **If problems need to be discussed** take the parent aside to do it privately, or refer the problem to your Coordinator or Nursery Director.

Glove Use

To help keep yourself, the children, and your teammates healthy, wear gloves when:

- Wiping a nose.
- Changing a diaper or toileting.
- Dressing a wound.
- Serving a snack.

Always remember to wash your hands after removing the gloves.

Hand Washing Procedures

Hand washing is a simple but effective way of honoring those around us by keeping everyone healthy.

Proper Steps to Wash Hands:

1. Always use warm, running water and soap.
2. Wet your hands and apply a small amount of liquid soap (dime to quarter size).
3. Rub hands together for 20 seconds being sure to wash all surfaces (palms, backs of hands, wrists, under fingernails, and between fingers).
4. Rinse hands well for at least 10 seconds, and then leave the water running. (Singing one verse of “Jesus Loves Me” takes about 30 seconds.)
5. Dry hands with a paper towel.
6. Turn off faucet with paper towel.

It is important to wash your hands...

- When you enter the classroom.
- Before you serve food or drink, including bottles and cups.
- Before you dress a wound.
- Before and after you change a diaper or help a child in the bathroom.
- After using the restroom.
- After coughing or sneezing.
- After wiping a child’s nose (gloves should be worn for this job as well).
- When leaving the classroom.

Allergies

The number of children with severe food allergies is increasing. It is extremely important that postings for allergies be consistent and visible. Allergy notices should be printed on both the sign-in sheets and the child's name tag. If this information is missing from either one, please notify the director immediately so that it can be corrected. An allergy list will also be posted in each room.

A child with an allergy will have a red sticker on their name tag with the word "Allergy". Do not rely on this red sticker alone, as nametags occasionally are misplaced or removed.

Snacks

Young children eat small amounts and are frequently hungry. A change in behavior is often a signal that a child is hungry or tired. We serve snacks for these very reasons. Have a special snack time at the table rather than giving the children snacks the entire hour.

Use good hygiene including hand washing, wearing gloves, and using only one serving cup to dip into the box (not a child's cup that has had his little fingers on it).

Always check the written allergy list, sign in sheet, and nametag for allergies before feeding any snacks.

We only serve name brand Cheerios®. If a child is allergic to Cheerios, we will feed a similar finger-food to that child if the parent provides it. Caregivers must be cautious to only serve food to the child it is intended for. We will not spoon food children, as we do not have the facilities or time to do so. If a child needs spoon fed, please ask the parents to come back and feed their child.

Serve only 1 or 2 Cheerios® at a time for children just learning to eat and **serve 5 to 10 at a time** to older children. If you give more than that, many will be wasted as they fall onto the floor. Remember this is a snack, not a meal. Do not feed Cheerios to children under one unless you have received parental permission.

Cups and bottles should be **labeled** at check-in time with the child's name and cubby number. Always be sure the cup is labeled before handing it to a child. It is very important that each cup or bottle be given to the intended child and that it be **returned immediately to the proper diaper bag**. If the parents did not leave a drink give the child a cup with water. Classrooms have re-usable sippy cups labeled "Calvary Nursery" that should be washed after each session.

Fragrance

The Nursery is also a "Fragrance-Free" zone. Please do not wear perfume, cologne, or heavily scented hairsprays on the days that you serve. These fragrances linger on children you cuddle with and may affect them or their family members later.



Important Safety Concerns

Lifting

- **Infants.** Always support the infant's developing head and neck muscles by putting one hand under the child's neck and the other under their bottom and back.
- **Toddlers.** Pick children up under their armpits.
- Never pick up or swing an infant or toddler by their hands and wrists. That can put stress on their elbows causing a partial dislocation.
- Use safe lifting techniques for your own health. Bend from the knees, not the waist. Bring the child as close to you as possible before lifting, then stand straight up.

Laying Down

- Always place children on their backs when laying them in a crib.

Cleaning Toys

- You'll find that you need to clean a lot of toys each day!
- All toys that have been played with must be washed.
- Any toy that has been in a child's mouth should be immediately removed from play when the child is done playing with it. Set it aside for later washing.
- Clean toys only after all children have left the room or keep clean, wet toys out of reach of children until after the toys are dry.
- Do not submerge toys that have holes. Water can get trapped inside, promoting unhealthy growth of mildew.
- Do not submerge toys that have clear plastic. The plastic will become clouded.
- Toys that can be submerged should be cleaned in the sink with dish soap. Other small and large toys and equipment can be cleaned with the designated spray solution.
- After cleaning, all toys should be sprayed with the sanitizer and left to air dry.

Bathroom Procedures

Only team members that are 16 years old or older may assist children in the bathroom. ***Always keep the bathroom door open while assisting a child.*** When possible, men should help boys and women should help girls.

Encourage independence and use the "hand over hand" technique. If a child asks for or needs assistance with wiping themselves, do not do it for them. Wear a glove and place your hand over theirs, guiding their hand to do the wiping. This encourages the child to become competent in self-care. It also protects you from any charges of improper "touching" which can result when young children misunderstand the difference between proper and improper touch.

Place any soiled clothing in a plastic bag for the parents and be sure to let them know the soiled clothing is in the diaper bag. Handle any accidents as discreetly as possible. Extra diapers can be found near the changing table in each room, and extra clothing is found in each 200 level classroom or in the closet outside room 332. Parents should be asked to wash and return any borrowed clothing items the following week.

Diapering Procedures

All children should have their diaper checked before they leave the classroom. Only team members that are 16 years old or older may change diapers. Diaper changing procedures are also posted over each changing table.

Proper Steps to Changing a Diaper:

1. Gather all supplies.
 - a. Diaper
 - b. Wipes
 - c. 3 Gloves
 - d. Plastic Bag
 - e. “Changed with love and prayer” Sticker
2. Wash hands and put on 2 gloves.
3. Before you bring the child to the changing table tell the child what you are about to do ahead of time to ease the transition away from their toy. Place child on clean changing table.
4. ***Always keep one hand on the child*** when you are changing a diaper.
5. Remove wet or soiled diaper and place in the plastic bag. Wipe child from ***front to back*** with a wipe and place the wipe in the plastic bag. Remove your gloves and place them in the plastic bag.
6. Put a clean diaper on the child, place the “Changed with Love and Prayer” sticker on the front of the diaper, wash the child’s hands, and remove the child from the changing area.
7. Seal and dispose of plastic bag (use a new bag for each child’s soiled diaper and wipes).
8. Put on a new glove to reduce your risk of infection as you clean the changing table. Spray the table with the disinfecting solution; wipe with a paper towel, and allow it to air dry.
9. Wash hands thoroughly.
10. Record diaper changes on the sign-in sheet.

Other Important Diapering Information:

- Never show disgust at a child’s diaper. The child may think relieving himself is wrong.
- During a diaper change is a great time to pray for the child and to talk eye-to-eye about today’s lesson.
- Never place food or drink containers on the changing table surface.
- Be sure the table is completely dry before placing another child on it.
- Only gather the items you need for one diaper change at a time.
- Use a diaper from the child’s bag. Use Nursery supply for all other items, unless parents specify otherwise. (For example, some parents may want you to use their own wipes.) You should not need to bring the child’s bag to the changing table.
- Always completely close the lid on the wipes and disinfecting wipes so that they do not dry out.
- Change cloth diapers often; ask parents if you need training on how to change cloth.
- If you didn’t have time to change a diaper, HONOR the parents and children by communicating and inviting them into the classroom to change the diaper before the car ride home.

Classroom Staffing

People are depending on you! Your teammates, the parents, and the children are HONORED when you arrive as scheduled, on time, every time. God has appointed you to this vital role.

If you have been assigned to a specific classroom team, you may be asked to move to an alternate room on any given day, depending on attendance. Thank you for being flexible!

We always need additional people to join our Nursery team. You are the best person to help staff the classrooms. Who do you know who can serve in the Nursery? Ask them!

Absences or Illness

Please plan ahead! It is our desire to provide a safe environment for all of the children by maintaining proper ratios in the classrooms. You can help us by planning ahead and making arrangements to trade with someone when you will be away.

Scheduled Absences

Any family vacations or other events that are not of an emergency or unavoidable nature should be planned well in advance with your fellow team members. We take your commitment seriously and hope that you do, too. ***Plan ahead, and arrange to trade with someone.*** Then notify your coordinator. Teen workers should always trade with other teen workers. Please remember when you are switching that at least one person in the Nursery classroom must be an adult.

Classroom schedules with all of your team members' contact information are given to you at the beginning of the year. Updated copies are available in every room. Check for an updated staff schedule each time you are in the Nursery as new volunteers are always being added, and contact info changes.

If you have exhausted your resources to find someone to trade with, inform your coordinator as soon as possible. We have a limited number of substitutes that we like to reserve to fill in for vacant positions.

When you first receive your schedule, enter the dates you are scheduled to serve onto your ***calendar*** for the whole year. That way you will be more likely to remember to come on the day for which you have committed.



Illness or Emergency Absences

We understand that illnesses and emergencies by their very nature are sudden and unplanned. Please try to call as soon as possible. If your child (or you) is sick the day before, then call your coordinator immediately so that a substitute can be arranged for you.

If you need to call off the morning of serving, it is important that you call the Nursery hallway so that we get the message as soon as we arrive. The Nursery hallway phone number can be found on your schedule. Do not email the director, unless she is your acting coordinator.

Ratios

Ratios of caregivers to children are in place in each classroom for the safe care and potential evacuation needs of the children. Do not take more children than you are allowed according to your room's posted ratio. ***If your room is getting near ratio, inform a Team Leader*** or Checkpoint staff member so they can begin to make alternate plans for additional children.

If your room has reached ratio and a family comes to sign-in:

- ***Kindly explain*** that your room has reached its safety ratio and that you are going to help them find an alternate placement for their child.
- ***Escort the family*** to a Team Leader or the Checkpoint staff, explain the situation and introduce the family.
- ***Never send a family away to fend for themselves.*** If you find that you cannot leave the room, use the classroom phone to call the Nursery checkpoint.

Caregiver Age Guidelines

For the safety and welfare of our children we restrict the serving placement of teenage workers. To serve in our infant room team member should be at least 18 years old.



Relationships are Key

Ministry is about PEOPLE! Relationships matter! You can change someone's life, for better or for worse, in just a moment. Please be aware of how you communicate and relate to:

Parents

- Parents want open communication. Be kind and honoring.
- Arrive on time, and be ready to greet the children's parents.
- Be purposeful in trying to introduce yourself.
- Have an open door policy that welcomes parents into the classroom to help their child adjust.
- If a child is having a separation issue, kindly explain to the parent that it is best for them to not linger at the classroom gate. They will be called if the child does not calm down in 15 minutes.
- If you have an on-going or a serious issue with a child, don't wait to communicate with and involve the parents! (See "Speaking with Parents" on page 23)
- Ask for special instructions like feeding or nap time.
- Show an interest in their child by asking what the child's favorite toy is.
- Since our purpose is to partner with parents in the child's spiritual development, drop off and pickup are great times to tell parents about the lesson for the day.
- When asked for advice, give it; otherwise be a cheerleader. Parents need compassion, encouragement, and honor. They don't need advice on how to care for their own children.

Kids

- Treat them as individuals. Use their names!
- Always sit *near* the children while they play or have snack. Your proximity and availability communicate that you are there for them and that you will lead and guide them even when they are involved with other things.
- Be FUN!
- Set clear boundaries, and stick to them. When a child crosses a boundary, follow the steps in the "Teaching Honor" section on page 22.
- Communicate important information about the children to other team members who serve on different weeks than you do by talking with your coordinator.

Teammates

- Arrive on time to set up and pray with your team. Remember, if you're not there, someone else is covering for you! Take your responsibility seriously. Arrive on time, every time!
- Look for ways to encourage and help each other.

Guests

- Stand and approach them. Introduce yourself to them.
- Assist them in signing their child in on the clip board.
- Give them the royal treatment! Ask if they have any questions that you can help answer.
- Make sure they know where to go and how to get there! Escort them.

Teaching Honor

“God is interested in hearts because that’s where real and lasting change takes place.”

More than simply obeying a set of rules, God desires that we live and behave in such a way that others are drawn to Him. The children need to be encouraged and challenged to think of their words and behavior in terms of honoring God, His Word, their leaders, others, and property.

Our desire is to use every teachable moment to help build the inner character the children need to follow the Lord in every area of their lives. Those moments happen not only during Bible lessons but also as we help them to make honoring choices in their words and actions.

“Trying to change behavior will be fruitless without also rewriting what the child believes and says in his/her heart.”

- Review the classroom guidelines regularly.
 - **OBEY**
 - **BE KIND**
 - **SHOW HONOR**
- When giving instructions, make sure the children are calm and looking at you. Make sure you are close to the children and looking at them.
- Give directions in regular speaking tones. Never shout over the children.
- Ask them to repeat instructions, if able, to ensure that they understood the instructions given.

When children make choices that are dishonoring, we will address both the behavior and the heart issue. Respond with a 5-step approach, moving from one to the next as needed:

1. Look at the child. Often just catching his eye is all the reminder needed.
2. Silently, move closer to the child. Gently touch him on the arm if needed.
3. Very briefly address the child, without disrupting others if possible. Clarify expectations and remind him what a better choice looks like.
4. Ask him to take a “break” - a short, quiet time removed from the group to think about:
 - **What** he is doing wrong.
 - **Why** it is wrong.
 - **What** he will do differently next time.

Of course, with Nursery-aged children you will sit with the child, explaining this in simple conversation. Be sure to bring things to a positive conclusion by encouraging the child to:

- Go ahead and **try again**.
5. If he continues in his behavior, seek help by either contacting the director or the parent.

Quotes are from Scott Turansky and Joanne Miller of the National Center for Biblical Parenting.

Speaking with Parents

It is very important that we see our role as *Partnering with Parents* in the ongoing spiritual development of their children.

All parents enjoy hearing encouraging words about their children! Don't be afraid to let parents know when you see signs of growth or honor shining in their son or daughter. You never know whether that very thing you observed is something they've been working on at home, and your recognition of it may be a huge boost to further growth!

At times, you may have a concern about a child's behavior or development. Use the following guidelines as you address these concerns:

✓ **Don't Wait**

No parent appreciates hearing in December that you have had a concern about their child since September! A good rule of thumb is to *talk to your coordinator or ministry leader the first time* you notice a concerning behavior and the child is not responding to your promptings in the classroom. Your coordinator can help you assess if this is an on-going pattern of behavior or an isolated incident.

If you notice a developmental delay in a child, please be sure to *alert your coordinator* and director. Children's development is quite variable. Bringing a concern to a parent that their child is not developing typically can be quite upsetting. If their development is delayed significantly and is impacting the child's participation in class, *the ministry director will contact the parents* personally to explore the best ways to support their child in our classrooms.

✓ **The Whole Picture**

Do your best to refrain from jumping to conclusions about the heart of a child. You may not know that there are other things going on in his life that are affecting his behavior at church.

✓ **Speak Privately**

Never begin a conversation with a parent concerning their child's behavior in the presence of the child or others.

✓ **Seek Assistance - Don't Accuse**

At times, a parent will ask you directly about their child's behavior that day. Please be honest in sharing the struggles their child experienced that day. Be sure to address the specific behavior or incident without attaching blame or negative labels to the child. For example, say, "Johnny had trouble sharing toys with his friends today," instead of "Johnny was so bad; he was upsetting the other children by constantly taking their toys." Tell the parents what you have noticed, and ask them if they have any insights to share that might help their child in class. Assure them that you love their child and want his/her experience in your ministry to be as enjoyable and profitable as possible. It is always good to notice something positive about the child, and mention it during a conversation that could be difficult; parents need encouragement.

✓ **Ask for Help**

If you are unsure about what to say to a parent or wonder IF you should speak with a parent, please ask for help from your coordinator or director.

✓ **Every day is a New Day**

God's mercies are new every morning....and so ours should be! Greet each child with a loving smile each and every week. Give them the opportunity to try again. And be sure to let parents know that you are looking forward to seeing their child next week.

Caring for Infants and Toddlers



How to Help a Crying Baby

One way an infant communicates is by crying. A baby cries when hungry, tired, uncomfortable, in pain, in need of a diaper change, or for other reasons. Try feeding, rocking, burping, diaper changing, or diverting their attention with a toy or through music. Some babies just need a quiet space away from everything and may just want to be in a crib alone.

When toddlers cry, if not for an obvious reason like an injury, it is often because their parents are gone. It is almost as though they are grieving a loss. If the toddler cries at drop off time, give them a minute or two to cry. Take their cues to know if you should cuddle them, just stay nearby, or give them some space. After a few

minutes you can attempt to re-direct their attention with things like a toy, a book, or a look out the window. You can reassure them that mom will come back after her class and that she wants him to stay in his class to play and learn about Jesus until then.

If methods taken in the classroom fail to comfort the infant or toddler, ask one of the checkpoint staff to place the child in a stroller and go for a walk.

If a child cries before the parent leaves the room, graciously ask the parents to leave and give you the opportunity to comfort their child. Reassure them that you will call for them if necessary.

A parent will need to be called if the child has cried continuously for 15 minutes. Parents will appreciate knowing about this time limit if their child is crying when they leave the room. We are happy to work with parents who want to make other arrangements such as letting the child cry for a shorter or longer period of time. These instructions should be clearly marked on the sign-in sheet.

If you need to call a parent, contact someone at the Checkpoint to do that for you.

Keep in mind that crying is hard on everyone...you, the other children, the parents, and the child who is crying. Calling for a parent is a way we partner with parents and honor our Nursery family.

Talking Truth with Infants and Toddlers

Be Intentional, Relate with their environment, Repeat

Teaching Scriptural truth to infants and toddlers takes intentionality! It may even take practice. But you can do it! Infants and Toddlers are learning to speak, so let's help them build a biblical vocabulary and a faith language.

Little ones learn through repetition and through relating with their environment. That means that ***no matter what age of Nursery child you are working with, you should always be teaching.*** Some people call this ***teach-as-you-go.***

An Example of Teach-as-you-go: If your lesson for the day is the creation story from Genesis and your main point is God Made Everything, here are some ways you can relate this truth to the child's environment, repeatedly, through your time together.

- Roll a ball to the child, if it accidentally hits his toes say, "Oh, the ball got your toes! God made your toes. ***God made everything!***"
- When looking out the window say, "Look at the pretty, green bush. God made that green bush. ***God made everything!***"
- If a child is trying to rip down the poster, gently take his hand and run it under each word as you say, "***God...made...everything.***" Point to each picture on the poster.
 - Say, "Who made the tiger? God made the tiger. ***God made everything!***"
 - Say, "Who made the flower? God made the flower. ***God made everything!***"
- Create a song or chant and march around the room. You might get followers; you might not, and that is okay.
 - "***God made everything.*** Who made everything? ***God made everything.*** Yaaay, God!"

When we ask a question to a child under two, we might be answering it ourselves. That's okay. It's all part of the vocabulary building and learning process.

For older Nursery children, pairing teach-as-you-go with a ***table time*** or ***circle time*** teaching can work well. Our older children can begin to learn the discipline of sitting for a short period of time for a story. A good rule of thumb is that a child's attention span in minutes equals the number of years old they are. So, a two-year-old shouldn't be expected to sit for more than two minutes. That's plenty of time for a bible story.

I like to get the children to the table by saying, "It's story and snack time! Come to the table for story and snack." Tell the story first, using great expression both verbally and physically. After story and prayer time, give out the snack. If you give a snack during the story, the kids will get distracted from learning God's Word.

Other Tips for Talking Truth

Besides teaching the tangible truths like "God made everything", we want to teach kids biblical principles like you saw earlier in this book. ***Obey, be kind, show honor.*** While we want to teach to the heart and help kids to have the right motives, our Nursery kids are learning the mechanics of things, too. In other words, you have to help them know what it looks like to obey, what specific actions show kindness, and what exactly honor is.

Some Examples:

Obey

When you want them to ***obey***, use their name and say, “Jamie, listen to my words, and do what I say.” Put this truck on that shelf. Here, I’ll put the red truck away, and you put this blue truck away.”

When you want them to ***focus*** on you say, “Let me see your eyes.”

Be Kind

Playing with others is not as natural as playing beside others for our Nursery kids. So, conflict is bound to arise. You’ll need to tell and show what you want them to do.

If they are being ***rough*** say, “You need to be gentle.” Then help them understand gentle by gently taking their hand and running it on your arm. “This is gentle.”

Use the three questions and a statement from the National Center for Biblical Parenting discussed on page 22 to help them learn.

If they ***take a toy***, say, “Billy, what did you do wrong? You took Noah’s truck. Why was it wrong to take Noah’s truck? It’s not kind to take a toy away from someone. What will you do next time? Next time, you need to wait until Noah is done playing with the truck. Look, here is a blue truck you can play with.”

(Or you can eliminate the questions. Asking questions can stimulate thinking, but too much talking can be ineffective. So, sometimes, just make the statements without asking the questions.)

Show Honor

One of the ways to teach honor is to ***catch a child doing right*** and encourage that behavior.

“You shared the cars with Kelly.”

“Thank you for putting the playdough in the can.” And you can add, “You honored me by helping to put away the playdough before I even asked you to help.”

Link the behavior to God’s expectations, state the truth, and praise Him rather than the child.

God is the one who deserves praise. If we are praising God the real motivation for positive behavior is encouraged. Some experts even suggest avoiding evaluative phrases and just stating the facts so that a child’s ego is not puffed up.

“You painted a picture with red paint.”

“You stacked the blocks.”

“Ben, when you put that ball in the basket, you obeyed me and obeyed God’s Word.”

“Kierstie, when you shared the dolls with Katy, you made God happy.”

“Isn’t God good to make all these things? God made food. And God made mommies. And God made you. God is good.”

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