

## RVCC Nursery Guidelines

The purpose of this document is to set forth guidelines for staffing, operation, and maintenance of RVCC's Nursery Ministry. Our goal is to provide excellent nursery care to allow parents to attend and benefit from RVCC services and ministries. If the parents aren't confident that their children are safe and taken care of properly, they will not be free to worship and focus on spiritual matters. As such, we have an obligation to ensure that the infants, as well as the workers, are protected from any harm.

- The Nursery Coordinator or their designate will conduct a weekly inspection of the Nursery and complete a Nursery Checklist. The completed Nursery Checklist will be retained for future reference and if problems are found, the Nursery Coordinator will take appropriate steps to ensure that the issues are corrected.
- Once a child is delivered into the care of the Nursery, they will remain in the care of the nursery until the parent returns to retrieve them. Under no circumstances will the child be released to a sibling, other relative, or any other person.
- Parents utilizing the services of the Nursery will provide diapers and other supplies needed for the care of their child.
- If a child is ill and has an elevated temperature, they will not be admitted to the Nursery as this places other children at risk.
- The Nursery will care for infants through toddlers. Once a child is toilet trained, they will transition to Preschool Sunday School or Wee church.
- All Nursery workers will complete a Child/Youth Worker application form. This information must be reviewed and accepted by the Senior Pastor, his designate, or the Nursery Coordinator prior to the worker providing Nursery childcare.
- All Nursery workers will understand that their primary obligation is to the care, safety and well being of the children in their care. They will be conscientious, courteous, and friendly in dealing with the children as well as parents.
- The senior pastor, his designate, or the Nursery Coordinator will review required staffing levels on an on-going basis to ensure that the proper number of senior (age 21 or older) nursery workers are being scheduled to serve. However, there will never be fewer than 2 workers serving in the nursery when children are being cared for. Currently, RVCC's staffing level is 2.
- Workers age 16 and over will be designated junior workers and may serve in regular rotation with senior workers. However, there must be at least one senior worker serving in the nursery at all times.
- Workers under the age of 16 may serve in the nursery as long as they are serving with at least 2 senior workers or one senior and one junior worker.
- By the 15<sup>th</sup> of each month, the Nursery Coordinator or their designate will generate and distribute a schedule for the following month. This schedule will take into account work schedules or other unavailable times made available to the scheduler. The schedule will also include contact information for all Nursery workers.
- Each worker will review each month's schedule as soon as possible noting days and times they are scheduled. In the event that there is a conflict or at some later time it becomes apparent that the worker is going to be unable to serve when scheduled, they will *immediately* begin contacting other nursery workers in an attempt to resolve the issue. If they are unable to resolve the issue, the Nursery Coordinator or scheduler should be notified as soon as possible.
- Even if there are no children in the Nursery, the assigned workers will remain in the nursery in case someone arrives late for services.
- With the approval of the Senior Pastor or his designate, exceptions may be granted to these guidelines for special events such as VBS, revival, etc., but under no circumstances will practice deviate from these guidelines for regularly scheduled worship services, bible studies, and Sunday School.