



**Nursery Ministry**

**J.A.M.**

**(Jesus And Me)**

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# Welcome!

## Welcome to the JAM Nursery team!

We are so thankful to have you as a member of our JAM Nursery team! At these formative ages and stages, these little ones and their parents are learning to TRUST God and the church, and you get to be a part of their spiritual growth and development. This is a unique calling, as we care for their physical needs while trusting that the foundation built in these first two years will produce a harvest as they continue to grow, and as their parents are able to freely grow and worship in their own environment! Thanks again for joining us on our mission to make disciples, even among the youngest kids we are entrusted with each week! May you be a blessing to our church families and to each other.

*I am a gift from God.*

Psalm 127:3

Pastor Jeff and Lisa Craigmyle, LexCOG Children's Pastor

*Section A*

# ***Nursery Policies***

## **1.0 PURPOSE**

The purpose of J.A.M. is to provide a place of care and nurture for children. Because we affirm that all children are a gift from God and that they depend upon adults for safety and security, the nursery is a place where all children are loved and cared for physically, emotionally and spiritually.

## **2.0 NURSERY DRESS CODE**

Lexington Church of God requires that all team members dress modestly and appropriately. For nursery duty, the following are required:

1. Wear the provided nursery staff t-shirt or other comfortable clothing
2. Wear comfortable shoes and pants
3. Do not wear any clothing that is revealing in nature

Remember, for nursery it may be necessary to bend over, get on the floor or other movements that restrictive clothing make difficult. Also, there may occasionally be males present in the nursery so please dress modestly.

## **3.0 PREPARATION**

1. Pray for God's wisdom, patience and love.
2. Arrive at least 20 minutes prior to service or event.
3. Stays on site, in the nursery for the entire scheduled time.
4. Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
5. Label children's belongings.
6. Fill out the attendance sheet and turn in at end of class.
7. Interact with children and encourage their involvement in activities and lessons.
8. Complete CPR and First Aid classes (if available).

## **4.0 COMMUNICATION**

1. Greet each child and call him/her by name when dropped off by parent or guardian. This ensures that the nursery workers have all the necessary information to properly and safely take care of the child.
2. Advise Nursery Coordinator or Children's Pastor of any behavioral or safety concerns.
3. Inform parents of any needed information (My Ouch Report)
4. Pass along any questions, concerns, or administrative needs to the Nursery Coordinator.
5. Communicate needs for supplies, snacks, etc. to the Nursery Coordinator or Children's Pastor.

## **5.0 INTERACTION**

Encourage and praise children as opportunities arise.

- Be involved with the children – rocking, playing and talking to them.

- Remember that we are showing the love of Jesus through our smiles, voices, touch and attention to every child.
- The focus of all team members must be the children.
- Engage children in organized activities while in the nursery, i.e. age appropriate songs, stories, lessons and crafts, etc.

## 6.0 CLASS SCHEDULE

Suggested Activities Include:

- Gather together and sing Worship songs
- Bible story time
- Activity or playtime – until parents arrive

## 7.0 TEACHING LITTLE ONES

Early childhood is the best time to build a God-centered worldview for children. We have provided age appropriate teaching material for all ages. This material is easy to prepare and use. Complete instructions and lesson plans are included in the curriculum.

Please see the Nursery Coordinator or Children’s Pastor if additional help is needed.

- Integrate the biblical truth or theme into the activities the children are doing. Take every advantage to make the truths “real” to the children, repeating them over and over, applying them to anything normal around them.
- Example: “Do you see the elephant in the puzzle? God made the elephants. What else did God make? God made everything!”

Your role is to teach the children a short Bible lesson each week. It is important to be able to express excitement, energy and love for God’s word when sharing the story and its principle. It is to be taught as truth, not just a story. We are to have a desire to teach Biblical truths to the children and have a desire for the children to know Jesus as their Lord and Savior.

## 8.0 NURSERY SCHEDULE AND SUBSTITUTION PROCEDURE

The nursery schedule will be prepared and updated by the assigned Children’s Ministry staff member.

**If you cannot work your scheduled time slot, we ask that you be responsible for finding your own substitute...**

**Some advice for finding a substitute:**

- All updates and communication may be found on our J.A.M. Nursery Facebook page. To be added to the page, please contact our Children’s Pastor or Nursery Coordinator.
- Use the Facebook Page as the primary place to find a replacement.

- Plan ahead. It is never too early to find your replacement.
- Notify the Nursery Coordinator or Children’s Pastor of planned absences ONE MONTH in advance and of last-minute illness ASAP.
- We have a GREAT group of people serving in the nursery and most are very willing to switch!
- If you have exhausted all possibilities to find a replacement (posting on nursery FB page, calling others), contact the Nursery Coordinator or Children’s Pastor by phone or Facebook.
- Be sure to contact the Nursery Coordinator or Children’s Pastor with the changes you have made so they will know who to expect for your scheduled time.

## 9.0 NURSERY CHECK-IN/OUT PROCEDURES

1. All Children must be checked into the check-in system and have a name tag on them when they arrive in the nursery. If they do not have a tag, kindly direct the parents to our check in stations.
2. When a child is being released from the nursery- Parent/Guardian must show the Guardian tag which has a matching number for their child’s name tag.
3. In the event the Parent / Guardian does not have their Guardian tag, a valid Photo ID MUST be shown to prove identity and they must fill out a Child Check Out form.
4. If the parent is needed in the nursery during the service, use the iPad in the nursery to send a message to the media volunteer through the Planning Center App, or text the parent using the phone number on the child’s tag.
5. Each parent will receive, if needed, a First Aid Care Form from our Medical Team.
6. Only the parent / guardian with the Guardian tag may pick up a child. Under no circumstances are siblings under 18 allowed to pick up a child. Over 18 years old siblings may pick up children with pre-approval from parent / guardian and approval by the Children’s Pastor.

## 10.0 HEALTHY CHILD NURSERY POLICY

**Lexington Church of God operates a “well child” nursery and cannot accept a child with:**

- A fever of more than 99 degrees F (Ear thermometer reads 1 degree less) within past 24 hours.
- A persistent or heavy cough, green runny nose, sore throat (Redness or white spots or if a fever accompanies it.)
- Stomach aches accompanied by vomiting or diarrhea.
- A contagious rash of any type (this might be the first sign of illness, measles, or chicken pox).
- If a child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before coming to the nursery.
- During times of a pandemic or viral outbreak, all wellness policies are subject to change. Normal procedure during such events may be: take temperatures of all children, wear masks while transiting the building, use hand sanitizer and clean rooms after use.

**If any difficulty occurs, please immediately Contact the Nursery Coordinator or Children’s Pastor.**

## 11.0 EMERGENCY CONTACT NUMBERS

### EMERGENCY CONTACT NUMBERS

**Poison Control Center:  
1-800-222-1222**

**Emergency Police and Fire:  
911**

**Non- Emergency Fire:  
785-8141**

**Non-Emergency Police:  
359-6260**

**In the event of an emergency, please be sure to contact:**

- 1 - The First Aid Team**
- 2 – The Safety Team**
- 3 - Parents, using Planning Center to text or use cell phone**
- 4 - Nursery Coordinator, Children’s Pastor, or Church Staff Member**

## 12.0 SNACK POLICY

In the best interest of our children’s safety and well-being, GO Kids Children’s Ministry only offers allergy free snack foods for our nursery and preschool-5K classes. Only approved snacks listed below are allowed and must be store bought for the safety of our children.

### **Approved Snacks:**

- Pretzels
- Goldfish
- Nabisco Grahams
- Cheerios
- Animal Crackers

Parents may send snacks and drinks for their infant and toddler. Those snacks and drinks cannot be shared with other children due to safety concerns.

## 13.0 CRY POLICY

**Nursery workers are asked to notify the parents if the child has been crying or upset for a maximum of 10 minutes.**

- Every effort will be made by nursery workers to soothe and comfort the child (i.e. rocking, pacifier, bottle, etc.)
- However, after no more than 10 minutes, parents will be asked to come and stay in the nursery until they are comforted.

### **What are Some Ways to Help a Crying Child?**

One way a baby communicates is by crying. A baby cries when he/she is uncomfortable, hungry, in pain, or needs a diaper change. If a diaper change, bottle, pacifier, or rocking fails to comfort the baby; it may be necessary to get the child's parent. Parents will appreciate knowing about this time limit if their child is crying when they leave the room. Keep in mind that crying is hard on everyone: volunteers, other children, the parents, and the crying child.

1. The volunteer should let the child cry for a few minutes as they give them comforting pats, perhaps saying, "I know, I know".
2. Begin to distract each child with a favorite book, toy or activity.
3. If a child begins to cry before the parents leave the room, ask the parents to go and give you the opportunity to comfort the child, reminding them that you will come and get them if necessary.

## 14.0 EMERGENCIES

### 14.1 Fire Emergencies

- A. Acquaint yourself with the evacuation route for your classroom located by the exit door.
- B. Before evacuating, take the class roster beside the door with you.**
- C. Evacuate to the container behind the church.
- D. Wait for further instructions from a church staff member or Safety Team member.
- E. First aid will be brought to you as needed. Do not leave your group.
- F. Remain calm, which will keep your infants and toddlers calm.
- G. Release children to their parents only after the okay has been given by a church staff member or Safety Team member. Verify tags if possible or parents ID.



## 14.2 Tornado Procedures

In the event of a possible tornado, the Children's Pastor and/or Safety Team members will lead the children to a designated room.

## 14.3 Earthquake Procedures

In the event of an earthquake one cannot prepare. If possible, in the event of an earthquake, move children under a table. Once the earthquake is over gather all children and follow the Fire Evacuation Procedure. If exits are blocked find a secondary exit or window to exit the building quickly. Stay away from objects that may fall.

## 14.4 Lock Down

In the event the Safety Team or Children's Ministry team receives word that there is a dangerous situation on the LexCOG campus, team members are to lock down doors if possible and keep children away from all windows.

## 15.0 General Safety

**The following guidelines are requirements of LexCOG Safety Team and/or GO Kids Children's Ministry**

- All classroom doors are to be locked by 5 minutes after services start
- Verify anyone who is attempting to enter the classroom, lean on the side of caution
- All children tags must have a code that matches the parent's tag, if the parent has other children to pick up return the tag to them
- Once child is picked up, attach the child's tag to the back of the attendance sheet to show they have been picked up
- Do not allow children to sit in rocking chairs by themselves
- Before start of class do a radio check on the walkie talkie
- For any medical issues, call the First Aid team immediately.
- If any parents do not have their parent tag, they must fill out a Child Pick Up form and provide a valid ID
- **NO unauthorized people** are allowed in the nursery unless they are Team Members on duty, parents dropping off / picking up children, Staff members, First Aid or Safety Team members.
  - If someone needs to speak with a Team Member on duty, kindly ask them to see that Team Member after they are finished serving

## 16.0 DIAPER CHANGING

Each time a diaper is changed; nursery worker will follow this hygiene policy:

- Place diaper in the trash can
- Clean the changing surface with the solution provided
- Sanitize hands thoroughly!

## 17.0 TODDLER DIAPER CHANGING

- Parents are asked to take their toddlers to the bathroom prior to entering the nursery
- Nursery staff/teachers will do their best in taking a child to the bathroom, especially during the toilet training process.
- A nursery worker or teacher MUST be present in the toilet area. Doors must remain open for accountability purposes.
- **At no time should a child be in this area alone.**

A volunteer should assist the child with washing his/her hands after toilet use, and follow up by washing their own hands.

## 18.0 CLEANING PROCEDURES

### 18.1 When to wash hands or use hand sanitizer

- Entering the nursery area
- Before each diaper change
- After each diaper change
- After wiping noses
- Before giving out snacks

### 18.2 Toys

At the end of each service, any toys that have been put in the mouth will be sanitized by the nursery staff on duty. Surfaces and larger toys will also need to be sanitized. (NO stuffed toys/animals are allowed in the Nursery)

### 18.3 Donations

All donations should be clean and gently used. No stuffed, or have any cloth fabric on them (more difficult to sanitize). Please do not leave donations in the Nursery. Drop-off of donations can be arranged by calling the Nursery Coordinator, Children's Pastor or personally giving them to the Nursery Coordinator or Children's Pastor at church. We appreciate your donations and support of the Nursery.

### 18.4 Rooms

The nursery will be straightened up and all items put back in their places at the end of each service. After service the Nursery door will be locked. ALL cleaning solutions should be kept out of the reach of the children in the cabinets.

## 19.0 CLOSING OF THE NURSERY

### **After children leave, nursery workers must:**

Wipe off table and toys with Clorox Wipes

Return furnishings (including toys) to where they belong

Put away any supplies (food, crafts, etc.)

Tie up trash bags, take out to the church dumpster. Please replace trash bag in can.

Place Attendance sheet in the Attendance slot by the copier, place any Child Pick Up forms or Ouch Reports in the Children Pastor's mail slot.

Turn off lights, and close the door

## 20.0 NURSERY MANAGEMENT AND DISCIPLINE

It is the policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavior management of children. **No form of physical discipline is acceptable.** Discipline means gentle teaching and modeling, not harsh punishment for misbehavior. In employing this procedure, staff members and volunteers should observe the following guidelines:

- **VERBAL WARNING:** Verbally redirect the child. With younger children some physical redirection may be necessary (example: removing a toy from the hands of a child that is hitting another).
- **REMOVE AND SET APART:** If the behavior does not stop, remove or direct the child away from the group for a set amount of time. Set amount of time should not last longer than one minute for every year of the child's life (example: 2 years old, 2 minutes). Provide a simple reason for the removal. In addition, be verbally reassuring, as being removed will likely upset the child.
- **PARENT COMMUNICATION:** Let the parent know the behavior that was observed and the action that was taken. If they have further questions, direct them to the Children's Pastor/Director.

To keep all of the children in the nursery safe, no throwing, hitting, biting, or kicking can be allowed. If children express this behavior, follow the above steps. If a child is unmanageable after efforts have been made to correct the situation, then contact the child's parent and inform the Children's Pastor/Director.

## 21.0 POSITIVE NURSERY MANAGEMENT AND DISCIPLINE

- **Praise the positive and reward good behavior.**  
Children often learn by modeling behavior. So try, for example, "I love the way Sarah is sitting quietly with her hands in her lap. Great job!" The other children will follow quickly in hopes of being praised in the same way.
- **Be assertive.**  
Speak on their level. Look at them in the eye and make sure they are listening to what you say.
- **Make things fun!**  
Instead of going into things like clean up time with a negative approach, such as "I'm so sorry, but we have to put toys away now..." try addressing it with a positive spin like, "OK, kids, I have a mission for you; do you think we can have all these toys put away in two minutes?"

- **Incorporate the Gospel when you are disciplining a child.**  
Focus on God’s love for the child and your love for the child. Be specific as you explain that you want him or her to follow directions, be kind to friends, participate, etc. Talk to the child about how it pleases the Lord when we obey Him. Remember, that discipline should always be given in love, not in anger.

*“For these commands are a lamp, teaching a is a light, and the corrections of discipline are the way of life.” Proverbs 6:23*

## 22.0 CHILD ABUSE

### Definitions of Child Abuse

The following are definitions of child abuse as defined by the state of South Carolina.

**Source:** <http://www.scchildren.org>

### Neglect

The failure to provide a child with basic needs.

- **Physical:** lack of appropriate supervision or failure to provide necessary food, shelter or medical care
- **Educational:** failure to educate a child or attend to special educational needs
- **Emotional:** inattention to a child’s emotional needs or allowing a child to use drugs or alcohol

### Physical Abuse

Non-accidental physical injury. This may range from minor bruises to severe fractures or death as a result of punching, beating, kicking, biting, shaking, stabbing, choking, hitting (with a hand, stick, strap or other object), burning or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child or not.

### Sexual Abuse

Sexual abuse is any act in which a child is used for sexual gratification. Sexual abuse refers to any sexual act with a child by an adult or older child. Examples of these are fondling a child’s genitals, penetration, incest rape, sodomy, indecent exposure and commercial exploitation through prostitution or the production of pornographic materials. This includes exposure to pornographic materials and sexual acts.

### Emotional Abuse

Emotional abuse is any pattern of attitude, behavior or failure to act that interferes with a child’s mental health or social development. This may include using verbally abusive language to constantly belittle or criticize; threats or rejection; as well as withholding love, support or guidance

## Reporting Suspected Child Abuse

As a church, we are in the business of caring for and protecting the people with whom God has entrusted us. Typically, this protection entails matters of spirituality or sustenance, but unfortunately, there are also times when our intervention is necessary in other areas of our life.

Children and youth represent the most vulnerable population we have in our church. These little ones carry extraordinary value in the eyes of God and are an integral part of our congregation. Because of this, we are to pay particular attention to their wellbeing.

The local, state and federal governments also share responsibility and have established a series of protections designed to identify and investigate matters of suspicion in the interest of little ones who are unable to stand up for themselves. As a church, we want to partner with the government, understanding that by virtue of the ministry, people are often more willing to share elements of their private lives with us. This includes children and youth.

## South Carolina Mandatory Reporting Law

In the eyes of South Carolina Law, churches are classified as “mandatory reporters” when it comes to matters of suspected abuse or neglect. There, we must:

- Report when we have **reason to believe** a child’s physical or mental health has been or may be adversely affected by abuse or neglect. We are not required to have definitive proof of abuse or neglect...the standard is “reason to believe.”

### Information Source

*Institutional Providers: Recognizing and Reporting Child Abuse and Neglect:* University of South Carolina Children’s Law Center, April 2007

## LEXCOG Mandatory Reporting Policy

The following is Lexington Church of God policy for all ministry leaders and volunteers with regards to reporting the suspicion of child abuse / neglect of children or youth:

- If, while serving in ministry leadership capacity, you receive information regarding or witness what you to believe is child abuse / neglect, you are instructed to notify the Senior Pastor, the Administrative Pastor, or the Children’s Pastor as soon as possible. Due to its sensitivity and potential wellbeing of the child, information should not be communicated outside of those channels unless in your judgment the authorities should be directly contacted (i.e. pastoral staff not available, abuse/neglect is imminent, etc.).
- If while serving in ministry leadership capacity, a child reports abuse/neglect to you:
  - Do not probe for details of accusation, even if they wish to divulge them
  - Do not remove clothing to verify abuse even if the child volunteers
  - Do not express overarching emotion (including doubt, disbelief, anger or disgust)
  - Do not give the child false assurance or promise you will keep the information secret

- When reporting suspicion of abuse/neglect to one of the pastoral staff, make note of events surrounding your suspicion.
  - How did you find out?
  - Who told you?
  - What did you observe?
  - What exactly do you suspect is happening?
- LEXCOG pastoral leadership will then make a timely report to the appropriate authorities in accordance with the mandatory reporting law.
- NOTE: SC Law also mandates that the identity of the person making the report be kept confidential, meaning the name of who brought the information will not be divulged.

## **Child Abuse Policies**

It is the desire of GO Kids Ministries to provide a safe, secure and loving atmosphere for children to participate in - one where parents feel comfortable leaving their children. Therefore, we have a policy that reflects our desire to prevent child abuse and to stop child abuse once we become aware of it.

The first line of defense in preventing child abuse is the application, screening and interview process that all team members in the Children's Ministry must complete prior to being placed permanently in a classroom.

**Everyone who works with children, regardless of their area of ministry will be expected to adhere to the following policies. Failure to do so will result in dismissal from their ministry position.**

