

Thomas Paine UU Fellowship Nursery Handbook & Sign IN/OUT



Welcome to the Nursery at the Thomas Paine Unitarian Universalist Fellowship (TPUUF)

As Unitarian Universalists, we adhere to the Seven Principles:

1. The inherent worth and dignity of every person 2. Justice, equity and compassion in human relations 3. Acceptance of one another and encouragement to spiritual growth in our congregations 4. A free and responsible search for truth and meaning 5. The right of conscience and the use of the democratic process within our congregations and in society at large 6. The goal of world community with peace, liberty, and justice for all 7. Respect for the interdependent web of all existence of which we are a part.

It is in the spirit of these Seven Principles that TPUUF developed this handbook for parents and for caregivers (paid and volunteer) who work with our youngest children in the nursery. Our goal is to provide a clean, safe, and nurturing environment for the children who visit our nursery.

Handbook Agreement for Parents Each time you sign your child into the nursery, you are agreeing to abide by the policies and procedures outlined in the Nursery Handbook for Parents and Caregivers. If you have any questions or concerns about anything included in this handbook, please let us know so we can consider your views on the policies outlined. TPUUF will revise the handbook periodically to reflect new childcare needs at the Fellowship. After each revision, TPUUF will make an electronic version available on our website. Parents can request a printed copy directly from the Director of Lifespan Faith Development.

Who Can Visit the Nursery?

- The nursery is for babies who are crawling and toddlers through age four.
- Infants & newborns should remain with parents during the service.
- Parents can sit with fussy babies in our lobby and still hear the service.
- Once a child reaches Kindergarten, they will join our Children's Faith Development program.
- A registration form must be completed for each child that stays in our nursery.
- Parents/guardians are welcome to stay in the nursery with their child but are unable to be considered a caregiver for any other children

Parent Responsibilities when Bringing a Child to the Nursery

- Sign in your child. Inform caregivers of any allergies
- Provide your cell phone number on the sign in sheet and make sure it is turned to vibrate when you are in service.
- Arrive promptly to pick up your child and sign them out by 11:45am

- Remain on premises. (At least one parent/adult must remain on premises at all times while a child is in the nursery.)
- Parents are welcome to stay to help their child adjust to the nursery.
- If a child cries more than ten minutes, a caregiver will contact parents and ask them to come to the nursery.

Nursery Hours The nursery is available year round and opens fifteen minutes before each service at 10:15am. The nursery remains open during the service. The nursery closes promptly at 11:45am even if service runs over it's usual end time.

Nursery Basics TPUUF takes the care of our babies and children seriously. We staff our nursery with a paid caregiver. Our paid caregiver has all clearances required by the state of Pennsylvania and has been with us for eight years. Our goal is a ratio of one caregiver for every five children. If the number of children exceeds five, we will ask a parent volunteer to assist the paid caregiver; this volunteer also has their clearances. In the event that a paid caregiver is not available, a volunteer may step in to help. If we cannot provide two volunteer caregivers on a Sunday and our paid caregiver is unavailable then we will close the nursery.

Health and Safety

Illness In the best interest of your child and in consideration of other children in the nursery, please keep your child home if any of these symptoms are present: green or yellow nasal discharge, temperature over 100 degrees, diarrhea, vomiting, sore throat, ear ache, unexplained rash, open sores, pink eye, drainage from eyes or ears, or any other sign of illness.

Hygiene We strive to maintain a clean, healthy environment in our nursery. Caregivers must wash hands before beginning childcare. Our staff and volunteers can assist with diapering/toileting for registered children with parental/guardian permission (see registration form). Visitors will be contacted via text to assist their child. There is a changing table in the nursery for your use. Toddlers and preschoolers are encouraged to use the restroom before coming to the nursery.

Safety TPUUF strives to maintain a safe environment in the nursery. We provide toys and activities that are safe and age appropriate. If you observe or notice something you feel is unsafe please bring it to the attention of the Director of Lifespan Faith Development.

Child Incident Report If an injury in the nursery results in a bump, bruise, or requires a band-aid, the caregiver will issue a Child Injury Report. One copy of the report goes to the

parent of the injured child, and one copy remains on file in the church office.
Parents—please let the caregiver know of a pre-existing injury (bump, bruise, cut, etc.)

Dietary Restrictions, Allergies, and Snacks We recognize that children may be used to having a small snack in a nursery environment. However, it is our practice to refrain from providing a snack. Additionally, we ask that you refrain from sending a snack with your child if possible. Water in a sippy cup or bottle is allowed in the nursery.

Responsibilities of Paid Nursery Caregivers

- Arrival and Check In: Arrive by 10:15 a.m. and let the Director of Lifespan Faith Development (DLFD) or point person know you have arrived.
- Wash hands
- Check nursery for safety and cleanliness
- Wear a name tag so parents know who you are
- Greet parents and children as they arrive (learn children's names)
- Make sure every child is signed in by a parent
- Inquire about pre-existing injuries such as bumps, bruises, cuts, etc.

Nursery Care

- Calmly contact parents if a child is injured (bump, bruise, cut, etc.), becomes ill, or becomes inconsolable (cries non-stop for ten minutes).
- First, send a text message to the parents. Secondly, call their cell phone. If the parents do not respond call the DLFD or point person for the day.
- Keep interruptions to the service to a minimum, but remember that child safety comes first.
- A first aid kit is provided for treating minor injuries. In the event of an injury, fill out an incident report, and contact the DLFD

As services end; approximately 11:25am

- Encourage children to help you tidy the nursery and put toys away
- Make sure every child is signed out by a parent
- Put away remaining toys & sanitize toys and tables
- If toxic or infectious trash was thrown away please inform the DLFD or point person so that is taken out
- If you are unable to work as scheduled, contact the DLFD as soon as possible so that the director can identify volunteer replacements

Sign In / Out Sheet- please print clearly



Date Child's Adult's # During Initials &
Time

 Name Name Service IN OUT

10/2/16	Jane Smith	John Smith	610-555-1212	10:22	11:31

**Please be sure to sign your child in and out with the time each week.
This can only be done by a parent or guardian.**