



cbckids
**NURSERY PARENT
PAMPHLET**

WELCOME TO CBC KIDS NURSERY!

Our mission is to help parents gather and grow by providing a safe environment for children to learn Biblical truths and develop a big view of God, and to equip volunteers to become more like Christ through serving others.

To accomplish our mission, we partner with parents in the discipleship of their kids, teach children who God is, what He has done, and how to respond by loving Him and loving others.

Ministry Goals for Sunday Morning:

- | Show them Jesus
- | Serve with Purpose
- | Lead with Love

CLASSROOM RATIOS

These ratios are in accordance with classroom standards set by the National Association for the Education of Young Children (volunteers to children):

- Babies (infants) – 1:3
- Splashers (1 year old) – 1:4
- Waders (1.5 years old) – 1:4
- Paddlers (2 years old) – 1:5
- Swimmers (2.5 years old) – 1:5
- Divers (3 years old) – 1:6
- Kayakers (3.5 years old) – 1:6
- Surfers (4 years old) – 1:7
- Lifeguards (special needs) – 1:2

We adjust our classroom rolls quarterly by age in order to welcome in new children as well as maintain appropriate classroom sizes. Always take kids to the classroom that is listed on their sticker at check-in.

DROP-OFF AND PICKUP

Before bringing children to their classrooms, parents will check them in at the CBC Kids Check-in Station. They will receive two identification stickers; one for the child, and another for their belongings. We ask that parents label their child's belongings. Parents will also receive a security tag to keep. They must present this tag when picking up children after the service. Once the classroom volunteer verifies that the information on the child's nametag matches the parent's security tag, the child will be returned. It is important that the child's nametag be removed before they leave the church building.

HEALTH AND SAFETY

The health and well-being of children and families are very important to us. That is why we strive to make our classrooms the cleanest rooms in our church. Listed below are the steps we take to ensure the cleanliness of the nursery:

- | Surfaces and toys are cleaned between each service, and individually disinfected weekly.
- | Crib sheets and linens are changed after every use and washed weekly.
- | All spills are cleaned up immediately.
- | Volunteers use disinfectant to sanitize their hands regularly.
- | Proper diaper changing and hand washing guidelines are posted in every classroom.
- | Non-latex gloves are used by our volunteers.

Additional safety measures:

- | CBC Kids volunteers must be a member of our church and go through an application process that includes a criminal background check.
- | Classrooms will only open when there are two volunteers present to care for children. Volunteers are never, under any circumstance, to be left alone with a child.
- | Children ages 9–12 may serve in the nursery while accompanied by a parent. Ages 13 and above may serve in the nursery without a parent present.
- | Only women can assist children in the restroom. Minors under the age of 18 must have an unrelated adult present when assisting children in the restroom.
- | Only women over the age of 18 are allowed to change diapers.
- | We have a zero-tolerance policy for inappropriate contact of any kind.

SICK CHILD POLICY

We desire to provide the safest possible environment for children. Therefore, we operate a well-child nursery. Those who currently have or in the past 24 hours have had any of the following must be kept out of the nursery and children's Sunday school classes:

- | Fever
- | Vomiting and/or diarrhea
- | Persistent coughing or throat irritation
- | Excessive congestion
- | Head lice
- | Eye discharge
- | Green or yellow nasal discharge
- | Body rash

Additionally, children must be kept out of the nursery and children's classrooms if they have been exposed to communicable diseases including, but not limited to: **pink eye, chickenpox, mumps, measles, rubella, and fifth disease.**

Our desire is to promote a concern for and responsibility toward others in our community. While it is not the intent of CBC to discourage the attendance of worship services, it is our intent to maintain as healthy an atmosphere as possible. For children who appear ill while in the care of CBC Kids:

- | The child will be removed from their classroom and placed under the supervision of the Coordinator or Director.
- | The child's parents will be notified and encouraged to take the child home.

CARING FOR CHILDREN WITH ALLERGIES

Parents of children with any serious allergies, medical conditions, or other noteworthy issues must note these during the electronic check-in process. Allergies are noted, highlighted yellow on our rolls, and listed on the child's name tag.

SNACKS

We serve Cheerios and water in our nursery rooms. The Cheerios are nut-free, egg-free, gluten-free, and (mostly) sugar-free. **Some classrooms also serve puffs, which contain wheat, but only to children with no known allergy.** The CBC Nursery is a nut-free zone. We do not allow products containing nuts in any of our classrooms. Parents are advised not to pack anything containing nuts in their child's bag.

MEDICATION AND OUTSIDE FOOD

General volunteers are not allowed to administer any sort of medication. Only parents are allowed to give medication if needed. No outside food will be given by volunteers (except under special circumstances, for example in the case of food allergy at the parent's request).

*In the case of an emergent need/illness (life-threatening allergies, epilepsy, etc.) parents will need to notify the Children's Director of medications that may be administered by the Director or Coordinator in time-sensitive situations.

INJURY/ACCIDENT/INCIDENT PROTOCOLS

1. When an injury or accident of any type occurs, the child's parent is notified as well as the Children's Director.
2. For minor injuries, there is a first aid kit available in each nursery and classroom.
3. We use vinyl gloves when handling body fluids, and apply pressure to and cover lacerations with Band-Aids.
4. Injuries leaving marks of any kind will require completion of an Injury/Accident Report. This must be signed by the parent, turned into the Children's Director, and kept on file.
5. Any toys, equipment, clothes, linens, or surfaces exposed to body fluids will be properly cleaned.

CLASSROOM MANAGEMENT

We have two rules for the children in our ministry:
be kind and obey your teachers.

Kicking, biting, hitting, temper tantrums, and disrespect are not acceptable in our classrooms. If misbehavior occurs a three-step disciplinary process will be used:

1. **Redirect** the child from bad behavior by directing them to positive behavior that is expected of them in the classroom.
2. **Remove.** If the child does not respond well to the redirection, the child will be removed from the situation and corrected privately (but in the same room as everyone else).
3. **Call.** If the child continues to engage in negative behavior or has uncontrolled behavior, they will be removed from the classroom. The parent will be called to come and care for the child if he/she cannot return to the room with corrected behavior.

RECOMMENDED BOOKS FOR PARENTS

| *Show them Jesus: Teaching the Gospel to Kids*
by Jack Klumpenhower

| *Big Truths for Young Hearts: Teaching and Learning the Greatness of God* by Bruce Ware

| *Shepherding a Child's Heart* by Tedd Tripp

| *Instructing a Child's Heart* by Tedd and Marcy Tripp

| *Sammy and His Shepherd: Seeing Jesus in Psalm 23*
by Susan Hunt



If you have any questions about our policies and procedures, you can email our Nursery Director, Kristina Davis, at kdavis@cbcsavannah.com

If you're interested in volunteering with CBC Kids, you can email our Office Manager, Rebecca Allen, at rallen@cbcsavannah.com

If you would like to know about our classrooms for Kindergarten and up, you can email our Elementary Director, Carol Boykin, at cboykin@cbcsavannah.com