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# Nursery Guidelines & Procedures

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The Lexington Avenue Baptist Church nursery exists to demonstrate God's love to children (birth to three) and their families. We intend to

provide a safe, sanitary, loving, and learning environment filled with smiles, hugs, laughter, guidance, kind words, and gentle care. To insure

the protection and happiness of each child, the following guidelines are in place. We look forward to taking care of your child!

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*Some people brought their children to Jesus, so that he could place his hands on them and pray for them. His disciples told the people to stop bothering him. But Jesus said, "Let the children come to me, and don't try to stop them! People who are like these children belong to God's kingdom."*

*Jesus said,  
"Let the children  
come to me."*

# The Nursery

of

## Lexington Avenue Baptist Church

339 W. Lexington Avenue,  
Danville, Kentucky  
(236-3565)

for children  
birth through age 2



# Security

1. At drop-off, parents are asked to fill out an ID label for their child. The label will be placed on the child's back; parents are to keep the corresponding numbered label. To pick up a child the parent must present the numbered label.
2. Children will not be dismissed to anyone younger than 16 years of age or to anyone not presenting the numbered label.
3. Parents should notify a nursery worker if special security concerns apply to their child.
4. A background check will be completed for all paid nursery workers.
5. All volunteer workers must attend Lexington Avenue Baptist Church for at least 3 months prior to serving in the nursery.
6. A telephone is located in the nursery kitchenette for emergency cases.
7. The minister of education and/or an usher will check on the nursery at least once during the worship service.

# Safety

1. A maximum ratio of 3 children per worker will be maintained.
2. At least 2 teachers/workers will be present in the nursery area at all times.
3. No child will be left alone in a room without an adult present.
4. Hazardous items such as toys with small parts, cleaning supplies, cords/strings, and plastic bags will be kept out of children's reach. Unused electrical outlets will be covered.
5. A first-aid kit will be kept on the diaper-

changing table.

6. All permanent paid nursery workers will be CPR trained.
7. A list of medically certified church members, and their usual location during church, will be kept with the first-aid kit.
8. Infants will be placed on their backs when laid in a crib unless otherwise directed by the parent.

# Sanitation

1. The nursery's rooms and toys will be kept as clean and germ free as possible.
2. Children wearing diapers will be checked frequently.
3. Immediately after each use of the nursery, containers of soiled diapers will be emptied and used crib sheets will be changed.
4. In consideration of the other children, we request that no child be brought to the nursery with fever, nausea, vomiting, or signs of any communicable disease. If a child develops any of these symptoms while in the nursery, his/her parent will be contacted immediately.

# Organization

1. Information will be kept for each child. Helpful information includes: where the parents may be found, feeding and sleeping schedules, dietary concerns, allergies, and any other special instructions. Parents will be responsible for keeping this information updated.

2. Parents are asked to label children's diaper bags and items (cups, pacifiers, etc.) with the child's name.
3. Children are asked not to bring toys from home, unless a comfort item such as a doll, teddy bear, or security blanket is needed.
4. On Sunday mornings, a snack (usually apple juice and butter cookies) is provided at about 10:00 a.m.
5. The nursery is only equipped for bottle feeding, please do not bring jarred baby food.
6. A private area will be provided for breast feeding mothers.

# General

1. Discipline is guiding a child's behavior. Children will be lovingly guided and at no time is physical punishment to be used. There are two main rules, (1) "I cannot let you hurt yourself," and (2) "I cannot let you hurt your friend." In order to guide inappropriate behavior timeout may be used (Timeout is a chair in the room away from the other children for one minute per age of the child).
2. If a child cannot be consoled after a reasonable amount time the parent will be contacted.
3. If a parent has any concerns about the nursery they may report them to the nursery director, chairperson of the Early Childhood Ministry Team, or the minister of education.

