

Spring Woods United Methodist Church Nursery Care Policy:

Purpose of the Ministry: To provide a safe, nurturing Christian environment for young children.

Two categories of care:

- **Worship Nursery**—care will be provided when specified for children birth through Kindergarten age as outlined in Worship Addendum.
- **Non-Worship Nursery**—care will be provided *Sundays and Wednesdays evenings* when specified with advance reservation, for children birth through grade five.

Hour's care will be provided:

➤ Non-Worship

As needed with prior reservations. Ministry Team responsible for the event should submit a written request 1 month prior to the event for tentative room and staffing availability. We will be unable to provide childcare for any event if we haven't been notified in a timely manner.

➤ All verbal requests from participants for reservations **must** be made within 72 hours of the event. The nursery coordinator will check for availability of workers and space and will confirm the request for childcare by contacting the individual requesting nursery care.

➤ Worship

Sunday morning.....9:30 a.m. to 10:30 a.m.

11:00 a.m. to 12:00 noon

**Check in begins fifteen minutes prior to worship start time

General policies regarding use of the Spring Woods UMC Nursery-care Ministry:

- Any nursery-care provided at SWUMC requires two paid SWUMC nursery-care staff (refer to Child / Youth Protection Policy) in the room.
- It is expected that families fill out nursery information card each school year for their children.
- Parents with children in our nursery-care facilities must remain on the church campus at all times.
- Children may benefit from nursery-care a **combined maximum** of four hours per day.
- Parents / guardians must sign in their child for nursery care and take a pager.
- All personal items (diaper bags, bottles, pacifiers, etc.) must have the child's first and last name permanently marked.
- The only rooms that may be utilized for nursery-care are those pre-approved by the SWUMC Children's Ministry Team Nursery, Weekday Ministries or staff as safe and appropriate for the age of children to receive care.
- Children age three years and above may only be released to parents/guardian or a sibling age twelve (12) or above with a matching nametag. No infants or toddlers will be released to siblings.

- Once a child has been checked into nursery-care, a Nursery-care staff member or the parent or legal guardian of the child will change all diapers.

Nursery-Care Ratios Utilized:

- Nursery-care ratios according to the Texas Department of Protective and Regulatory Services are as follows: ****
 - Birth to 11 months - 1 caregiver: 4 children
 - 12 months to 17 months - 1 caregiver: 5 children
 - 18 months to 23 months - 1 caregiver: 9 children
 - 2 years - 1 caregiver: 11 children
 - 3 years - 1 caregiver: 15 children
 - 4 years - 1 caregiver: 18 children
 - 5 years - 1 caregiver: 22 children

Maximum group size and number of children two or more caregivers may supervise is:

- Birth to 11 months - 10
- 12 months to 17 months - 13
- 18 months to 23 months - 18
- 2 years - 22
- 3 years - 30
- 4 years to 12 years - 35

****Safe Sanctuaries Policy indicates that there **must always** be a minimum of 2 adults in every classroom situation.

Staff / Volunteer Policy:

- Minimum age for all nursery staff and volunteers is 15 years.
- Anyone working or volunteering with the children must be SWUMC Child Protection Policy approved. Please refer to the "Policy of Spring Woods United Methodist Church for the Prevention of Abuse of Children and Youth."

Illness Policy:

- Children exhibiting any signs of illness **will not be allowed** in the nursery. Please do not bring your child to the nursery if he/she has:
 - Discolored mucus
 - Fever in the last 24 hours
 - Vomited in the last 24 hours
 - Diarrhea
 - Contagious skin rash
 - Discharge from the eye
 - Pink eye
 - Any child who has entered nursery-care and is then exhibiting any of the above symptoms will be removed from the nursery and the parents contacted for pick up.
 - Parents must notify the Nursery Director if any child is diagnosed with a communicable illness within 24 hours of utilizing the

nursery-care facility. This notification needs to be made as soon as possible to allow notification of other families as required by Texas Department of Protective and Regulatory Services.

Allergy Policy:

- Parents must notify the Nursery Staff of any allergies their child has. Sippee cups or infant bottles may only contain water/beverage, please **do not** put your child's medication in their bottles or cups.

Specific Policies for Worship / Non Worship:

- In addition to the general policies of the nursery outline herein, policies specific to worship or non-worship times are attached.
- The combined General Policies and Worship / Non-Worship Policy Addendums will be utilized.

NON WORSHIP ADDENDUM

To Request Nursery-care for a Group:

- A written request for childcare will be submitted to the Nursery Coordinator one month prior to the event for **tentative** approval of room availability and staff availability.
- All groups are encouraged to schedule their events when staffing is available and childcare has already scheduled. This will help our children's nursery division stay within our budget. This information can be obtained through the Nursery Director.
- Due to staffing needs and our Safe Sanctuaries Policy, there is a minimum of 2 childcare workers in every nursery care situation. The groups will be made aware of the cost of childcare and hopefully support our efforts to be good stewards of our funds and resources.

Childcare Roster:

- Once nursery-care has been approved through the Nursery Coordinator, a completed Nursery-care Reservation Form including the name and age of each child should be completed and submitted to the Nursery Director a minimum of two days prior to the activity.
- The reservation sheets will serve as an attendance roster for the group's meeting or activity.
- A child may not be permitted in the nursery-care area unless they are listed on the reservation roster for the specific event or there is childcare space available.

**Understanding unforeseen circumstances may arise on occasion; we will attempt to accommodate individual nursery-care requests. Last minute requests will be considered up until 5:00 p.m. one day prior to the event. Any approved requests will be notified. If nursery personnel have not contacted you, we are unable to accept that reservation. No same day requests for nursery care will be accepted.

Procedures for Last Minute Cancellations:

Last minute cancellations for use of the nursery-care facility should be made as soon as possible. Please call the Nursery Coordinator.

WORSHIP POLICY ADDENDUM

Ages of Children For Whom Care is Provided:

- Special Evening Worship
 - Birth through Kindergarten age

- Sunday Morning 9:30 A.M. and 11:00 A.M. Worship
 - Birth through Kindergarten age**

**Children who have turned three by September may attend one session of Journeys Sunday School. The remaining time will be spent in childcare provided for worship times.

Worship Services Shall Be Defined As:

- Sunday Worship Services
- Wednesday Night Live Prayer Service
- Ash Wednesday
- Maundy Thursday
- Easter Worship
- Christmas Eve Worship

