

First Presbyterian Church

For Christ in the Heart of Charlotte

2010

Parent Handbook for Child Care



“Train a child in the way he should go, and when he is old he will not turn from it”. (Proverbs 22:6)

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A BABY IS FOR LOVING

BECAUSE THE BIRTH OF EVERY CHILD
IS GOD'S OPPORTUNITY TO
BLESS HUMANKIND ANEW,

BECAUSE THE BIRTH OF YOUR
PARTICULAR CHILD WIDENS BY
ONE PRECIOUS MEMBER THE
CIRCLE OF FELLOWSHIP AND
LOVE THAT IS OUR CHURCH,

BECAUSE WE WANT TO SHARE WITH
YOU AND YOUR FAMILY THE
RESPONSIBILITY THAT IS YOURS
AS CHRISTIAN PARENTS,

WE STRIVE TO PROVIDE
OPPORTUNITIES TO MEET YOUR
SITUATION AND TO INCLUDE ALL
MEMBERS OF YOUR FAMILY
WITHIN THE LIFE OF GOD'S FAMILY.

*...Jesus said, "let the children come to me, and do not hinder them; for such is the kingdom of heaven."
Matthew 19:14*



God's love can become real for infants and toddlers as their needs are met in a way that links daily care and Christian faith.



Your gentle touch;
Your caring voice;
Your consistent responses.

Loving, caring, and just relationships with others build foundations for later acceptance and understanding of God's unconditional love.

We believe that as a parent you are ultimately responsible for the spiritual education of your child and that it is our privilege to join you in this task.



AT FIRST PRESBYTERIAN:

- We strive to provide a loving and safe environment for babies and toddlers while their parents are being spiritually nourished through Christian Worship, Education and Fellowship.
- We celebrate the uniqueness of each child and family, trying to meet their immediate needs.
- We hire nurturing caregivers who provide ongoing continuity for babies/toddlers and parents.
- We schedule Parent Helpers to assist paid caregivers, thus maintaining a low ratio of children to adults.



SUNDAY NURSERY

Our Nursery Ministry offers a caring introduction to God's community for infants. Childcare is offered each Sunday from 8:20 a.m. - 12:15 p.m. The nursery is divided into three groups, the Crib/Crawler Room, the Toddlers and the Twos. Children move from the Crawlers to the Toddlers when they begin to walk. Otherwise, children are assigned to a classroom based on their age as of October 17 and will remain with that group until "moving up" with their class on Rally Day.

When we reach 12 children in any one room, these groups are subdivided into additional rooms. Each nursery room is supplied with age appropriate toys and books.

We want children from an early age to hear and experience God's love for them through the church. Special teachers visit the Two Year Olds during the Sunday School hour for a 15-20 minute age appropriate lesson time.

OTHER NURSERY TIMES

Nursery staff is available for all Worship services except for 11:00 p.m. Christmas Eve. This includes Wednesday Worship as well other special events. For questions on specific events, check your FirstNEWS or call the church office.



SECURITY

A safe, nurturing environment is a primary concern for the church and for parents and families. We address security by having paid staff and Parent Helpers in childcare areas, by having a sign-in system and by using numbered safety tags.



For the security of all our children, please do not open classroom doors or enter your child's room. Babies and Toddlers will be lifted into their childcare area and staff will open doors in the Two Year Old area.

Each safety tag has two parts. One part is attached to the child's clothing and the second part is given to the parent to be returned at the time of pick up. Our caregivers are instructed to never hand over a child to someone who does not have a matching security tag. Anyone you designate can pick up your child, but only if he/she has the correct security tag. If you have lost your security tag, please see our Nursery Coordinator. Please be patient with us as lines form while checking your child in and out of the nursery. We want you to be confident that he/she is in a safe place.



SIGN-IN

- 1) Fill out a nametag and place it on your child's back.
- 2) Choose a numbered safety tag from the container, confirm that the numbers match, attach the clip onto the back of your child's clothing, keep the key ring with the person who will pick up your child.
- 3) Hand your child over the Dutch door to a caregiver. For the security of all of our children, please do not enter your child's room.
- 4) Please fill out the Sign-In Sheet completely each week.
- 5) Check the "Special Needs" box on the Sign-In Sheet if you would like us to give a bottle to your child during his/her stay with us. Also, if we need to apply any type of diaper rash crème, a card needs to be filled out.
- 6) Please check to see that all belongings are labeled with your child's name before handing them over to the caregiver. This includes diaper bags, bottles, blankets, sippy cups, pacifiers, and wipes, etc. Use the masking tape to label these items if needed. Use paci-clips to help ensure that pacifiers are not misplaced or exchanged. Diaper bags may be hung on the appropriate labeled hooks.



PICK-UP



- 1) An adult must present your safety tag to a caregiver working in your child's room and your child will be handed over to you. For the safety of your child we thank you for not sending older brothers or sisters to pick up your child.
- 2) Any unlabeled bottles, pacifiers, juice cups, etc. will be put on the Sign-In Table to be claimed. Any unclaimed items will be put in the Sunday School Cabinet.
- 3) Please pick up your child promptly after the 11:00 service. We encourage you to stay and talk to your friends, but please, only after you have picked up your child!

SNACK TIME AND FEEDING



Toddlers and Twos are offered a snack of crackers and water once during each hour. Please bring a labeled sippy cup if that is what your child is accustomed to using. If you prefer for your child to have something other than water you may provide that in your child's cup. Please do not send any snacks containing peanut products.

We are happy to give bottles. If there is a special time you would like your baby to be fed, please mark that on the sign-in sheet and tell one of the staff.

We will do our best to honor your wishes. If you want your baby to have a snack while sitting in a high chair, please provide the food you want him/her to have.



CRYING

It is natural for children to experience some separation anxiety. Many children will cry when they are left in the nursery. Every effort will be made to comfort and redirect your crying child. However, be assured that we will come to get you if we are unable to calm your child within a reasonable amount of time.

Please avoid coming to the door of your child's room to check on your child. This can be very unsettling for your child and if we have spent some time getting your child comfortable, we may have to start the process all over again if he/she sees you. If you would like to know how your child is doing, please ask someone who does not have a child in that area to check for you.



DIAPER CHANGING

Diapers will be checked and changed as needed at least once during each hour using the procedure posted in the rooms. Caregivers wear disposable gloves during each diaper change and spray the changing pad with a disinfectant after each diaper change.

ACCIDENTS

You can be sure our volunteers are watching your child carefully during the entire time he/she is in our care. In the event your child was to be seriously injured, the appropriate first aid will be started while someone comes to get you.



BITING

Biting is a very upsetting problem that commonly occurs during the toddler years. If your child is bitten, the area affected will be washed. Unless your child is distraught, we will wait to inform you of the incident at pick up time. The biter will be separated in the room and closely monitored for the remainder of the time left in our care. If your child bites another child, you will be told of the incident when you come to pick up your child. We will encourage you to return, but depending on circumstances, we may ask you to remain in the room with your child on future visits until the problem is corrected.

HOUSEKEEPING

All rooms are cleaned and toys are disinfected daily by the Child Development Center and Weekday School staff. During your child's time in the nursery on Sundays each toy placed in the mouth is put into the sink to be disinfected after the child is finished with it. Crib sheets are laundered after each use.



FIRE ALARMS

Should an alarm sound, all children will be escorted out of the building by their caregivers and Deacons. In such an instance, parents should look for their children's caregivers outside the building. **DO NOT** remove a child from the scene until you have exchanged security tags with a caregiver.

WELLNESS POLICY

For the well being of all our children and caregivers, no child should be brought to the nursery showing signs of illness, such as fever, listlessness, excessive crying, diarrhea, coughing, or colored runny nose (not due to allergy). Fever must be clear for 24 hours. If the caregivers feel the child is sick, the child will be removed from the other children and the Nursery Coordinator will notify the parents to pick up the child immediately.



NURSERY STAFF

Our nursery is a cooperative effort, staffed by very faithful, compassionate paid staff and Parent Helpers assigned on a rotating basis. The Parent Helper Schedule is posted on the web site.

Our paid Nursery Coordinator is a member of First Presbyterian. The Coordinator tends to all staffing issues and makes sure the rooms are prepared for the arrival of your child each Sunday.

HOW CAN YOU SUPPORT YOUR CHILD'S CHRISTIAN EXPERIENCE?

- 1) Be available to serve as the Lord leads.
- 2) Share constructive suggestions for improving our nursery.
- 3) Pray for our Ministry, our Caregivers, our Leaders and our Children.

For more information about
Children's Ministries, call
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or e-mail Lou at
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