

Parents :

- ★ Please *do not* come into nursery when dropping your child off, or picking them up. A nursery helper will assist you.
- ★ When signing your child in for nursery, please tell a nursery worker any special instructions to label on your child's name tag (potty training, allergies, etc.)
- ★ Do not send snacks. They will be put away due to allergies.
- ★ If your child has had a fever, thrown up, or had diarrhea in the past 24 hours, please *do not* send them into the nursery. Germs can spread quickly!
- ★ Please let us know if your child is in diapers or potty-training so we know how best to serve your child.
- ★ Label everything. 😊

Volunteers:

- ★ When a child comes to the nursery:
 - Meet parents at the gate to collect the child and their diaper bag
 - Place their bag in a cubby;
 - Write their cubby number on the sign-in sheet *along with* their name, parent's name, and any other information needed.
 - Please ask parents about any special instructions to label on their child's name tag (potty training, allergies, etc.)

- ★ Due to allergies, place any external snacks/drinks out of reach until time of pick up.

- ★ Be aware of diapered children as well as potty-training little ones.
 - ***DO NOT*** go into the bathroom and shut the door with a child. It needs to be left open at all times if you are assisting them.

- ★ Snacks may be offered -- they are in the infant room above the changing table.

- ★ Play with the children -- they love being read to as well!

Child Protection Policy

Of SEPC

Purpose of Policy

Believing that children are our sacred trust from a loving God, we should joyfully answer the call to provide a nurturing Christian environment that will encourage our children's faith. To that end, St. Elmo Presbyterian Church (SEPC) and its members are committed to the safety, welfare, and protection of all children, youth, and volunteers participating in the programs and activities of the church.

- ★ Do not let yourself be alone in a room with a child. Always make sure there are two adults present at any time. If that is impossible for any reason, stay in an open area, or a room with a window or door view glass. Doors and windows need to be open or clear at all times.
- ★ Whenever possible, do not be alone in a car with a child.
- ★ Hugs, a pat on the back, diaper changing/helping a small child in the restroom are appropriate in a caring community. Make sure the door is open; never close it if you are helping them! Expressions of affection should not be excessive or imposed on anyone.
- ★ Always make sure your conversations and language are appropriate. Do not use any sexual language, personal intimacies, or crude language.
- ★ Play games and have fun! Make sure they are safe and appropriate for the children involved.
- ★ Absolutely NO corporal punishment is to be used, (not a pop on the bottom or tap on the hand, or anything else).
- ★ If needed, a first-aid kit is provided in the nursing room above the sink.
- ★ Wash your hands often, to avoid the spread of germs.