

Cokesbury UMC Nursery Guidelines

The information contained within this packet describes in detail the expectations of the nursery staff at Cokesbury United Methodist Church. It reflects the standard of professionalism to which you are held.

Working in a nursery environment can be fun and entertaining, but first and foremost, it is your job. You are being entrusted with someone's child. Please be responsible, respectful and professional.

Professionalism

Schedules / Time Clock

At the beginning of each month, you will be provided with a schedule. If you cannot work your assigned shift, it is your job to find a replacement/sub from the list on your calendar. When you find a replacement for your shift, please call your supervisor and mark it on the cart calendar to notify everyone of the change. The shift is your responsibility until your supervisor has been notified otherwise.

A blank calendar for the next month will be on the nursery cart. This is where you may request time off for days you will be unable to work. You must make time off requests by the 15th of each month prior to the making of next month's calendar. We realize that emergencies arise and we will handle them on a case by case basis.

At the beginning and end of each shift, you will be expected to clock in/out. The time clock is located in Bullington Hall room 203. If you are working at the Summit Park campus, please be sure to write in the time you have worked. If for some reason, you are unable to clock in or forget to do so, you must write in your time

and have your supervisor initial your time card. Please be prompt, as parents rely on you being present. It is imperative to be on time, especially on Sunday morning. If you are going to be late for any reason, please contact the church so we know you are on your way.

The general rule of thumb for the nursery is to wait 30 minutes after a service/class has begun. (Classes begin 15 minutes after you are scheduled to work.) For example, if you are scheduled 6:15-7:30 pm, the class/service will begin at 6:30 pm. You will need to wait until 7 pm. unless otherwise noted. If there are no children at that time, you may leave the nursery and will be paid for one hour of work.

Attire

If you question your own attire, it is not ok.

No short shorts.

No short tops (This means we should not see your back or stomach when you reach/bend over)

No shirts advertising inappropriate materials (clubs, bars, tobacco, slogans, etc.)

Personal

- All purses, bags, personal belongings, etc. must be out of reach of children at all times.
- **Cell phone use is limited to EMERGENCIES ONLY.** If you are talking on the phone or texting, your focus is not on your job. Please refrain from making personal calls until your shift is over.
- Do not bring friends/guests to work with you. (Unless previously discussed.)
- Do not bring any food/meals with you to work. Eat before you come, or wait.

- If you have a complaint about a co-worker or the nursery in general bring it to your supervisor. Do not "gossip" with other co-workers. You may not discuss these issues with parents...ever.
- We enjoy each other's company, but please remember you are working and keep your focus on the children.

General Nursery Guidelines

Opening the Nursery

After clocking in, roll the nursery cart, parked in the hall by the children's center office, to the front of the nursery. Put a fresh sign in sheet out with the date and name of workers, as well as the box of pagers. Please ensure all pagers are on (instruction sheet is located on clipboard) and functional (Extra batteries are in the drawer for any that are low). Turn on child friendly cd. No radio.

Greeting Parents and Children

We are here to provide a warm, safe environment for children while parents are attending services or classes. Please be sure to make everyone feel welcome. Stand and greet both parent and child when they come to the door. If the parent/child is a guest, be sure to introduce yourself and explain that they may take a pager if they would like so you may contact them if necessary. Let the parents know we offer animal crackers as a snack and be sure the children do not have any allergies/medical conditions you need to be aware of. **Never** feed the children any food that their parents are not aware of, or didn't send.

Supervision

You are to stay within close proximity of the children you are watching. Always make yourself visible to the children in the nursery~ children can never be left unattended, not even for one second. They must also be visible to you at all time. This includes allowing them to get a drink of water in the hall. Keep an eye on them at all times.

Never leave your co-worker for an extended period of time. This is for the safety of yourself and the children. You should never leave the building while on duty. Please don't ask the person you're working with if it is 'ok'. It violates our "at least two staff at all times" policy and puts your co-worker in an awkward position. If you'd like to leave early, or need to step out, a phone call should be made to your supervisor.

Diapers

- All diapers should be changed prior to the parents coming back to get them, if they have not already been changed during their stay.
- Any smelly diapers are to be placed in a plastic bag prior to being thrown away to reduce the smell that extends into the nursery.
- At the end of your shift, it is your responsibility to ensure the trash is removed from the nursery.

Play / Have Fun

Part of your job is to interact with the children. Feel free to use the toys in the room. (The toys in the closets are OFF LIMITS.) Please be sure to participate with the children.

- Due to time constraints and liabilities, we are NOT to use the playground.
- If there are a large number of children, you may split into two rooms and group the children by age to ensure their safety, as long as there are at least two workers in each room at all times.

Closing the Nursery

- Please TURN OFF the pagers and return them to the cart.
- Return the cart to its proper location.
- Take out any trash.
- Leave the room as it was found- toys put up etc.
- Clock out.

Remember that one of the most essential requirements for a good nursery program is professional guidance and leadership. Staff members are expected to present themselves as professionals and to perform their duties in a professional and moral manner.

CUMC Nursery Guidelines

The information contained within this packet describes in detail the expectations of the nursery staff at Cokesbury United Methodist Church. It reflects the standard of professionalism to which you are held.

Please sign below acknowledging that you have read and understand the guidelines and procedures explained to you in this packet. Return this page to your supervisor when complete.

Name

Date