

# Dunkirk Baptist Church Nursery Ministry

## Policies and Procedures

### ✓ Volunteer Age Requirement Policy

Two adults (18 y.o. or older) are required in each room at all times.

Any volunteer 16–17 y.o. must be in the room with two adults.

Any volunteer 14–15 y.o. must have completed the American Red Cross babysitting course and must be in the room with two adults.

Any volunteer 12–14 y.o. must be in the room with two adults.

Any volunteer 10–12 y.o. will be approved on a case-by-case basis and must be serving in a room with two adults.

**NOTE: At no time is a non-approved person allowed in any of the nursery rooms.**

### ✓ Nursery Schedule

The schedule will be emailed to volunteers in 3-month increments and posted outside of the nursery room on the bulletin board. If you are unable to fulfill your commitment, you are required to find your replacement from our list of approved volunteers.

Please note, if you are a DBC choir member, you will be required to be in the nursery during the entire service.

### ✓ Sick/Late Policy

If you find that you are sick or significantly late on your Sunday to volunteer, please call Susana Marcella at (443) 771-1984 as soon as possible so that she can fill your position.

✓ **Room opening and closing instructions**

**DBC Infant Nursery Room Checklist**

**Opening**

- ✓ Ensure all pagers work by paging each one individually

**Closing**

- ✓ Ensure all parents have checked their children out with the secure code located on the child's name tag from the Planning Center system and have returned the pagers
- ✓ Spray all used toys, table, and diaper changing station with Anywhere spray
- ✓ Inventory the snacks, cups, drinks, napkins, diapers , wipes, table paper and Anywhere spray
- ✓ If we are in need of any items, write those items on the laminated sheet inside of the cabinet door
- ✓ Return all pagers to the charger base on the wall

**DBC 2-3 yr old Nursery Room Checklist**

**Opening**

- ✓ Ensure all pagers work by paging each one individually

**Closing**

- ✓ Ensure all parents have checked their children out with the secure code located on the child's name tag from the Planning Center system and have returned the pagers
- ✓ Spray all used toys, table, and diaper changing station with Anywhere spray
- ✓ Inventory the snacks, cups, drinks, napkins, diapers , wipes, table paper and Anywhere spray
- ✓ If we are in need of any items, write those items on the laminated sheet inside of the cabinet door
- ✓ Return all pagers to the charger base on the wall

✓ **Check In/Check Out Policy**

The parents will sign their children into the Planning Center computer system prior to dropping their children off in the nursery rooms. They will be given a pager from the infant room and the 2–3 year old room. Each one should be paged to ensure that it is functional. Please ensure that each pager is returned to the charger after use.

Each nursery door should remain closed during drop off and pick up times to maintain a safe environment for all of our children. Parents are encouraged to remain in the hallway until their child is dismissed from the nursery room, individually and in an orderly fashion.

✓ **Pager System Instructions**

Remove the pager from the charger

Press the pager number then # on the paging base

## ✓ Diaper Changing Policy

### DBC Diaper Changing Procedure

#### 1. Get Ready

- Wash your hands and gather supplies (see supply list).
- Put on disposable gloves.
- Put disposable table paper on changing table.
- Carry child to changing area and strap child with the clip on belt.



#### 2. Change the Diaper

- Remove diaper and clean child with wipes front to back.
- Tightly wrap the wipes inside the diaper. Remove the gloves over the diaper, place inside the blue trash bag.
- Place new diaper under the child, and apply diaper cream (as needed) using clean gloves.
- Wrap changing table paper with the soiled side on the inside, place in the blue plastic trash bag.

#### 3. Wash Child's Hands

- Wash child's hands following the appropriate procedures if the child touched their diaper area.
- Return child to supervised play.

#### 4. Clean and Disinfect

- Spray the diaper area with Anywhere spray and wipe with a single use towel.
- Put single use wipe in the blue plastic trash bag, tie the bag and discard in trash.
- Wait 2 minutes prior to changing another child.

#### 5. Wash Your Hands

- According to the CDC guidelines.

### DBC Diaper Changing Supplies

Before every diaper change, gather the following supplies and have them within reach:

Gloves

Changing Table Paper

Fresh diaper

Disposable wipes

Diaper cream (if needed) – removed from the child's diaper bag.

Clean clothes (if needed).

Blue Plastic bag for diaper, wipes, changing table paper and gloves.

✓ Hand Washing Policy

**When should you wash your hands?**

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal or animal waste
- After handling pet food or pet treats
- After touching garbage



**What is the right way to wash your hands?**

- **Wet your hands** with clean, running water (warm or cold) and apply soap.
- **Rub your hands** together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails.
- **Continue rubbing** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse your hands** well under running water.
- **Dry your hands** using a clean towel or air-dry them.

## ✓ Toy Cleaning Policy

### DBC Toy Cleaning Procedures

Anywhere spray, located under the sink in each room, will be sprayed on each toy after all children have left the nursery. This cleaning should be done each Sunday and after any other occasion that the nursery is utilized. The spray does not need to be wiped or rinsed off.



### Recipe for Bleach Water Disinfecting Solution

1/4 cup bleach per 1 gallon of cool water or  
1 TBS bleach per 1 quart cool water

PREPARE the bleach water solution out of the presence of children. Add the household bleach (5.25% sodium hypochlorite) to the water. Mix fresh for each session. Change the solution at least once during a two-hour session.

**All toys in the nursery should be cleaned with this bleach solution at least quarterly.**

### Bleach Water Disinfecting Solution

NOTICE: One of the most commonly used solutions for disinfecting in the childcare setting is the homemade solution of household bleach and water. It is easy to mix, nontoxic, safe (if handled properly) and kills most infectious agents.

CAUTION: Keep bleach solution and bleach out of the reach of children. Mix bleach solution with tap water outside the room and away from the children. Discard any unused bleach solution at the end of each session. Store bleach in a locked closet away from the children's area.

✓ Emergency Response Instructions

In the event of a medical emergency, 911 should be called first, the parent should be paged second and all other parents should be paged last to clear the room in preparation for EMS. Several

members of DBC are medical personnel and can be found to assist in any medical situation. Jo Ann Serafini is a Pediatric Nurse Practitioner, Pam Hurley is a nurse, and there are several other EMT's and firefighters in the church. Please find an usher to assist you in finding these members. Have another adult locate Susana Marcella, Nursery Director, to provide an update.

