

# Faith Bible Church

Sharpsburg, GA

## Childcare Ministry Policy Statement

**Purpose:** The childcare program provided by Faith Bible Church (FBC) exists to facilitate the larger purposes of our church. We desire to provide loving childcare for children to allow parents to participate in adult ministries with greater focus. We believe this is a serious responsibility and desire to care for all children left in our care, as if they were our own, by providing loving supervision in a safe environment.

**Ministry Mindset:** In addition to providing for your child's safety, we realize the opportunity we have to be an example to their young hearts of compassionate service and to help the parents impart some knowledge of God. We are grateful for this privilege.

It is the desire of the Nursery Coordinators and FBC Elders to enforce these guidelines and procedures in an effort to accomplish consistent care of each child's physical, emotional and social needs every time he / she is brought to the nursery.

**General Policies:** These broad statements shape our Childcare Ministry Policy. Details are contained in the specific appendices following.

1. The Nursery rooms will be open in sufficient time before and remain open sufficiently after supported events to allow children to be received and parents to be seated.
2. Property management of toys, diaper bags, bottles, and other personal property of the children and parents will be possible only if the parents follow the guidelines within this policy.
3. Nothing in this policy is intended to usurp parental authority over children. Therefore, if a parent disagrees with any portion of this policy he / she may elect to keep their child(ren) out of the nursery. Likewise, nursery Coordinators, on behalf of FBC, may elect not to accept the child(ren) of parents who do not accept this policy.

4. Access to Nursery rooms (including visits by parents, siblings, and other relatives) will be strictly controlled by nursery workers to provide safety and to control disruptions for the children. Nursery room doors are kept closed during ministry events.

5. Feeding of bottles, snacks, and other food items is controlled and limited by the Nursery Workers according to this policy.

6. Nursery Coordinators may suspend or refuse to accept a child whose behavior may pose a danger or be deemed to be overly disruptive. This includes but is not limited to biting, hitting, spitting, screaming or scratching.

7. Medical conditions, the administering of medicines, and the acceptability of children for care while temporarily ill are governed by this policy. We strive to run a "Well Nursery".

8. This policy controls the eligibility of all nursery workers. Nursery Workers are screened and their eligibility may be rechecked periodically. It is our policy that men are not allowed to care for children without at least one woman present. Participation by "helpers" (older children teens) is specifically controlled and limited by this policy.

The following appendices are provided to give more detailed, specific guidelines in the areas mentioned above.

# Faith Bible Church

Sharpsburg, GA

## Appendix 1: Application for Children's Ministry Worker (References may be checked)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: H(\_\_\_\_) \_\_\_\_-\_\_\_\_ W(\_\_\_\_) \_\_\_\_-\_\_\_\_ C(\_\_\_\_) \_\_\_\_-\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security No: \_\_\_\_-\_\_-\_\_\_\_

Driver's License Number: \_\_\_\_\_

Are you a believer? (Circle) Yes No How long?

Member of FBC? (Circle) Yes No How Long?

What other churches have you attended regularly as an adult? (References)

Church Name

Address

City, State, Zip

Please list 3 personal references who are not relatives we may contact:

Name

City, State

Phone Number

Is there anything in your background that would disqualify you from working

with children? (Circle) Yes No If yes, please explain:

Have you ever been convicted of or pleaded guilty to a crime?  
(Circle) Yes No If yes, please explain:

Do we have permission to run a national background check through the Georgia Department of Law Enforcement? (Circle) Yes No

Please describe any previous experience you have had working with children, where this occurred, and the length of time involved:

The information in this application is correct to the best of my knowledge. I authorize any references and or churches listed in this form to give you any information that they may have regarding my character and ability to work with the children. In consideration of the receipt and evaluation of this form by Faith Bible Church, I hereby release any individual, church, or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this form.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Faith Bible Church

## Sharpsburg, GA

### Appendix 2: Nursery Worker Policy

**Purpose:** It's is the desire of the FBC Elders and Nursery Coordinators to establish these guidelines and procedures in an effort to accomplish consistent care of each child's physical, emotional and social needs every time their parents are in attendance.

**Ministry Mindset:** In addition to a child's safety, we encourage every worker to remember that behind every diaper changed, and every story read, is an opportunity to influence a young heart for God. We hope you view serving in the Nurseries as a privilege, and that you will be actively looking for those places where Biblical truth can be communicated and reinforced by action and word.

**General Policies:** These policies have been chosen by the Nursery Coordinators and Elders. They represent the parameters within which Nursery Workers are expected to perform their childcare ministries. In order to participate in serving in the Nurseries, you must be a member of Faith Bible Church and have been in attendance for no less than 6 months. More specific policies follow each general section.

1. Many parents arrive at church early due to participation in other ministries. New visitors often arrive early in order to "check out" the nursery facilities and complete paperwork, etc. Parents (especially new visitors) expect someone to be in the Nursery Room when they arrive and it causes questions and concerns about the whole church when workers are late. There is also a significant amount of time required to check in children. Consistent tardiness by nursery workers must not be tolerated.

Specific Policy: Therefore, please arrive no less than **10 minutes** prior to the beginning of the event for which you are scheduled to work. Although departure time depends on parents, arrival time depends on the worker.

2. Due to our desire to provide the best possible environment to the children in our care, to avoid any possibility of impropriety, and to protect

our workers from suspicion or misinterpreted actions we must structure our policy to provide multiple workers and specific guidance for normal situations.

Specific Policies:

(a) Therefore, two workers must be present (including at least one female) whenever children are being cared for in the nursery except when prior approval is obtained from the Nursery Coordinators;

(b) Only women are to change diapers or assist in bathroom use. Also, the bathroom in the Nursery is for use by children only. Nursery Workers may use the bathrooms at the end of the hallway adjacent to the Toddler Nursery.

(c) Only those workers scheduled to work and the Nursery Coordinators should enter the Nursery room while children are present. Parents and siblings are not allowed to enter the nurseries. Everyone, but especially Nursery Workers must enforce this policy strictly. Since the glass windows have very limited visibility outward, parents and others desiring to see the children may observe through the windows. Exceptions can be made during unforeseen emergencies. Normally, children are to be brought to the door when the parent picks up the child.

(d) Each worker is responsible for finding an approved replacement from the eligible worker list if unable to serve at the scheduled time. It can often be handled by trading with someone else on the schedule. Please notify the Nursery Coordinators of any changes or if you are unable to find a replacement.

(e) Teenagers are eligible to serve in the Nurseries on the following conditions: 1) they are members of Faith Bible Church, 2) their parents have approved their involvement, and 3) the Youth Pastor has approved their involvement.

3. Children must be kept safe, clean, dry and comfortable as long as they are in our care, to the best of our ability. Children are susceptible to the spread of germs by Nursery Workers who may do so inadvertently while

changing diapers or cleaning dirty little faces. The following procedures are to be followed to minimize the adverse effects of diaper changing and to follow approved childcare hygiene:

Specific Policies:

(a) Diapers should be checked every session and changed only if permitted by the parent's instructions on the "Baby's Schedule." Please record the particulars on the "Memo to Mommy and Daddy."

(b) Diapers and wipes provided in the child's bag are to be used first. If additional items are needed, the church provides the supplies.

(c) Prepare for diaper changing by prearranging a clean diaper, baby wipes, and disposable gloves.

(d) Place soiled diapers in the small plastic bags provided before placing in waste receptacles. Keep plastic bags out of the reach of children.

(e) Remove disposable gloves and dispose of them before sanitizing hands.

(f) Change lap pad or pad cover if they have been soiled in the process of changing the diaper.

(g) Never leave the child unattended at any time, especially if they are on the changing table.

4. Children have little, if any, discernment about what to eat or put in their mouths. The floors of the nursery rooms must be kept cleaner than general public areas.

Specific Policies:

(a) Therefore, no food or drinks other than water are to be taken into the Nursery room by workers or their children or parents, except bottles and other child-specific food items specifically for the children.

(b) Coffee or other hot beverages and crackers, donuts, cookies, or other

crumb sources are not to be taken into the nursery. Nursery floors and counter tops, changing tables, restrooms and sinks and toys must be kept clean. More specific guidelines for room cleanliness are given in another section.

5. Children can be injured by items that are not intended for their use. It is wise to limit the objects allowed into nursery rooms to attempt to avoid any injuries and to provide secure storage of personal items needed by Nursery Workers.

Specific Policies:

(a) Therefore, please store purses and any other personal items out of the reach of children. The upper shelves of the wall units are provided for these items.

(b) Never allow children to have unsupervised access to their diaper bags or the diaper bags of others.

6. Children can inadvertently harm each other, especially larger children who are mixed with smaller children. Smaller children need to be more closely supervised. Distractions can occur to the workers when older children are in the immediate area.

Specific Policies:

(a) Therefore, the children of Nursery Workers should not go into the nursery rooms of their parents who are working in the nursery ministry. They should go to their own rooms or classes, as appropriate.

(b) In the event that the appropriate nursery room or class does not yet have the proper adult supervision and the child must remain with the parent who is a Nursery Worker, the parent is responsible for providing activities for the child.

(c) The worker's child must not be allowed to pick up or handle the infants or other children.

(d) The worker's older children must not be allowed to play on swings,

walkers or with the toys provided for the infants or other children.

7. In case of an emergency, such as a fire, Nursery Workers are to escort the children out of the Nursery rooms in an orderly and controlled manner. After removing the children from immediate danger, Nursery Workers are to ensure each child is reunited with their parents as quickly as possible.

8. Some children are very unruly and disruptive or require excessive attention from Nursery Workers due to extreme emotional immaturity.

Specific Policies:

(a) Therefore, FBC reserves the right to suspend or dismiss a child whose behavior (biting, spitting, scratching or any other inappropriate behavior) may pose a danger to others. If any child exhibits any of these behaviors, nursery workers are to isolate the child from endangering any other children and contact a Nursery Coordinator immediately.

(b) Additionally, FBC reserves the right to suspend or dismiss a child who is so emotionally immature as to never calm down or continually disrupt the nursery and demand the complete attention of one or more Nursery Workers. If a child will not calm down, please contact a Nursery Coordinator, who will address the situation with a parent, if necessary.

9. All children should be tagged with their name on a peice of masking tape and one on their bag (if needed) upon check-in. In addition, FBC desires to give special care to children of parents who are visiting our church, and who are not familiar with the nurseries or it's procedures:

Specific Polices:

(a) If a Nursery worker does not recognize a parent, they should ask if they have filled out a Visitor Information and Security Form yet.

If not, give them the form and have them fill it out and return it (they can keep the pink copy).

(b) Then the worker will place a numbered security tag on the visiting child's

clothing, and give the parent the matching tag. Instruct the parent that the tag must be returned when picking up the child.

If the visiting parent has previously filled out the form, the worker will just administer the security tag as indicated above. In all cases, please try to have the Nursery Coordinator meet all visiting parents.

(c) A child belonging to visiting parents should be given a security tag for each nursery session until a comfort level with the FBC Nursery and its procedures is attained. This will usually be decided by the parent and the Nursery Coordinators (approximately 6 visits).

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### Appendix 3: Nursery Parents Policy

**Purpose:** The childcare programs at Faith Bible Church (FBC) exist to facilitate the larger purposes of our church by providing loving childcare for your children, allowing you to participate in these efforts with greater focus. We recognize this is a serious responsibility, as you entrust Nursery Workers with the safety and care of your children while you are at church.

**Ministry Mindset:** In addition to providing for your child's safety, we realize the opportunity serving in the nursery presents to be an example to their young hearts of compassionate service. Thank you for this privilege. While it is a privilege to minister to you and your child, we would like to share this opportunity with many people so that those who serve in this ministry are also able regularly to take part in the corporate worship service. We would like both Dad and Mom to serve in this ministry. We do require that you are a member of Faith Bible Church and attend this church for six months before you can be approved to serve in the nursery.

**General Policies:** These policies are established by the FBC Elders, in conjunction with the Nursery Coordinators, to establish guidelines and procedures in an effort to accomplish consistent care of each child's physical, emotional and social needs for each child in the nursery. Some items that follow are for your information and some are more regulatory. Specific policies will follow each general statement.

1. Parents need extra time to deliver children to the nursery room and to get to the auditorium. For visitors the completion of necessary paperwork takes additional time. Parents who arrive at the church only a few minutes before the scheduled start time of an event will likely be late to the event and cause disruption in the nursery rooms.

Specific Policies:

(a) Therefore, the Nursery will be open **10 minutes** before each scheduled event or Worship Service and will remain open for at least 15 minutes

following that service.

(b) When services are over, **please return promptly** and pick up your child because even well-adjusted children become anxious when they see others leaving and their parents haven't returned. In addition, Nursery Workers often have their own children to care for and other responsibilities; therefore, as a courtesy to them please do not delay.

(c) The facilities of our nursery ministry are only for parents who are attending / visiting our church. We will not accept the children of parents who are not attending or visiting FBC.

2. We desire to provide informed care for the children left in our nursery. We don't want to rely upon memory for the things we need to know about each child.

Specific Policies:

(a) Therefore, in order to provide quality care for all children, we ask parents to please complete the "Baby's Schedule" or "Toddler's Schedule" form upon the child's first visit to the Nursery.

(b) A Nursery Worker will also have parents review these Schedules periodically to keep the information as current as possible.

3. Children must be kept physically secure while in the care of the church.

Specific Policies:

(a) Therefore, children will not be allowed to be picked up by anyone other than the parents who left the child in the nursery unless specific, written instructions are provided by the parent(s).

(b) Older children, even siblings, are not allowed to pick up younger children, including siblings, from the nursery unless the parent(s) leave(s) written instructions specifically naming the child who will be picked up and by whom.

4. It is difficult but necessary to keep children's items separated in order to reduce the spread of germs and help ensure their diaper bags and clothes do

not get mixed together. Toys must also be managed for the same reasons.

Specific Policies:

(a) Therefore, all items brought into the Nursery rooms should be marked as to ownership. This includes all items in the diaper bag and bottles, etc.

(b) It is recommended that parents provide individual bottles, diapers, pacifiers, and one change of clothing. These articles will not be used by other children.

(c) Toys are provided in the nursery rooms and are cleaned and dis-infected regularly. We ask that children not bring their own toys.

5. The safety and security of all our children and Nursery Workers requires us to control physical access to and the items allowed to be brought into the room. For the safety and security of all our children, Nursery workers are required to keep doors closed except when receiving and returning children to / from their parents

Specific Policies:

(a) Parents are requested not to enter the room. (Nursing mothers may use the nursing room off the main foyer.) Children are to be passed over the split / Dutch doors when leaving the child or picking up the child.

(b) Whenever the door is closed, please knock (don't just open the door) and a worker will open the upper half of the door and take your child or get him for you. Please be patient with our workers as it may take them a few moments to meet your needs, as they take care of all the needs present in the room.

(c) Strollers are not allowed in the Nursery rooms. They may be "parked" in the hallway until needed. If possible, we ask parents to please fold them to take up less space.

6. Because most young children are emotionally immature, there may be times when they are upset at being left in the nursery. Sometimes their crying and clinging can cause distress to other children as well. Even after "calming

down" children can begin to cry again if they see parents or relatives

Specific Policies:

(a) Please tell your child (in a kind, firm voice) that you are leaving for a while, but will be back soon. Then leave immediately. (Be assured that most children adjust quickly, stop crying, and have a good time once the parent leaves.)

(b) If your child continues to be upset or becomes upset later, a Coordinator will come find you and consult with you about how you wish to deal with the situation.

(c) Please ask friends and relatives to refrain from visiting your child while they are in the care of the nursery as this can disturb and upset a child when this is done. The darkened glass in the hallway can help anyone check on children without being seen and disrupting the children.

7. Nursery workers are sometimes too busy to give attention to special needs without prior arrangements being made through the Nursery Coordinator.

Specific Policies:

(a) Nursery workers will give bottles and/or finger foods, but may not be able to feed baby foods during regular Sunday morning or evening services.

(b) If your child requires baby food, please discuss with the Nursery Coordinators how this will be handled.

8. Some children are very unruly and disruptive or require too much attention from Nursery Workers due to extreme emotional immaturity. As a rule, parents with unruly children can be helped by the parenting ministries of FBC. Until children are under control the FBC Nursery may not be able to accept some children.

Specific Policies:

(a) Therefore, FBC reserves the right to suspend or dismiss a child whose behavior (biting, spitting, scratching or any other inappropriate behavior)

may pose a danger to others.

(b) Alternatively, FBC reserves the right to suspend or dismiss a child who is so emotionally immature as to never calm down and continually disrupt the nursery and demand the complete attention of one or more Nursery Workers.

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## Appendix 4: Child Illness Policy

**Purpose:** This policy provides guidance for parents and Nursery Workers regarding children who are or may be ill and/or contagious.

**Ministry Mindset:** It is the desire of the FBC Elders and Nursery Coordinators to limit any child's exposure to infectious diseases as much as possible. Parents and Nursery Workers share in this responsibility. Please assist us in this difficult task by using the following information to help you identify whether or not your child should be in the Nursery environment.

**General Policy:** According to the National Academy of Pediatrics a child who has exhibited any of the following symptoms within a previous 24-hour period is possibly contagious and should not be in a group situation. We base our policy upon the recommendations of the "Report of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics."

**Specific Policies:** Therefore, with the cooperation of the parents in discerning the condition of children brought to the nursery, the FBC Nursery Workers are not allowed to accept children with the following:

- 1.Fever (should be free of fever without medication for 24 hours).
- 2.Vomiting and/or diarrhea.
- 3.Any symptom of usual childhood diseases—Scarlet Fever, German Measles, Mumps, Chicken Pox, and Whooping Cough.
- 4.Common Cold—from onset through one week. Thick green or yellow mucus draining from the nose.
- 5.Sore throat.
- 6.Croup.

7.Any unexplained rash.

8.Any skin infection—Boils, Ringworm, Impetigo.

9.Pink eye and other eye infections. Redness of the eyes, with mucus being produced in varying quantities.

10.If during any session your child becomes ill or exhibits any of the above symptoms, you will be notified and your child will be isolated as effectively as possible.

**11.Workers may not give medications in any form.** If a child must have a medication, we ask that parents come and administer the medication at the proper time.