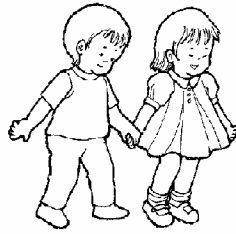


**WELCOME TO THE NURSERY/TODDLER ROOM
AT UCC MEDFIELD!!!**



Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

-Matthew 19:14

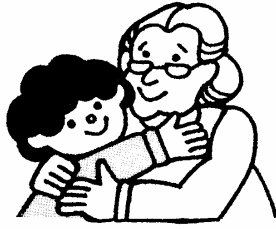
We believe your child is a special gift from God and we want to provide the best love and care possible while they are staying in our nursery/toddler room. Please read through this information packet and fill out the yellow registration form. We will keep these on file in the nursery for the caregiver's reference.

Judy Lorantos is our staff nursery caregiver. She has been a member of UCC Medfield for over 40 years and brings lots of "grandmotherly" love to all our children. Judy will staff the nursery each week from 8:15 am to 12:15pm. Parents will be asked to sign up on a rotating basis to be the second adult during worship times in the nursery/toddler room. Judy will report any issues or concerns to Susan Holbrook, our Director of Children's Ministries. Please feel free to contact Susan directly at church (359-2351) or at home (359-8378) with any questions or concerns.

You will find the following information in this packet:

- Staffing requirements
- Check-in and dismissal procedures
- Labeling of your child's belongings
- Good Health Guidelines
- Diapering & Toileting Policies
- Feeding & snack policy
- Safe Church policies
- Cleaning policy
- Toy donation policy





Staffing Requirements

As noted above, Judy is the staff caregiver in the nursery/toddler room on a weekly basis. Parents who use the nursery are asked to sign up to fill the second adult slot each week. PLEASE CHECK THE SIGNUP SHEET THAT IS POSTED ON THE WALL OUTSIDE THE NURSERY. THERE MUST BE TWO NON-RELATED ADULTS IN THE NURSERY EACH SUNDAY. Judy may ask a parent to stay if there is no one signed up for a particular week.

Check-in & Dismissal Procedures

The nursery/toddler room will be staffed starting at 8:15 each Sunday. The first hour of care giving each Sunday is available for parents who need to come early to prepare for their particular ministries (i.e. teaching, music, etc.). For the 9:30 & 11:00 services, parents will receive a pager at check-in that must be returned at dismissal. (See Safe Church policy section). At check-in, each child will receive a name tag as well.

All children cry sometimes when being left by parents. We understand and expect it. In most cases, crying stops a few moments after your leave. If your child continues to cry after five or ten minutes, we will page you in the sanctuary.

Parents are expected to pick up their child in a timely manner after worship is over. If your child's diaper was changed during their time in the nursery, they will have an ALERT sticker on their shirt that says "I'VE BEEN CHANGED". In addition, if there was a need for an incident report to be filled out, you will be given a copy of that as well (see Safe Church policy section.)

We encourage you to bring your child to Coffee Hour in Fellowship Hall after you pick them up. We provide drinks each week and bakery treats during this fellowship time.

Labeling

Please put your child's name on your diaper bag and any cup/bottle you are leaving in the nursery. Diaper bags should include size appropriate diapers, a burp cloth if needed and a change of clothes. We do not have spare clothing in the nursery.

Good Health Guidelines

We want to provide a healthy environment in our nursery, so we ask you to keep your child at home when you observe any of the following:

- Fever/start of antibiotic treatment in the previous 24 hours
- Diarrhea/vomiting in the previous 12 hours
- Discharge in or around the eyes
- Green or yellow runny nose
- Excessive coughing
- Questionable rash
- Any communicable disease

If your baby or toddler becomes ill while in the nursery, you will be notified promptly. For your child's protection, caregivers are expected to follow these same guidelines.

Diapering Policy

Our diapering policy is posted over the changing table in the nursery. It is reprinted here for your information.



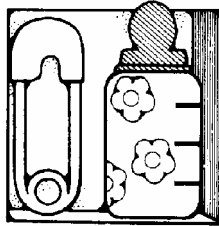
10 Steps to Changing Diapers

1. Collect all necessary supplies.
(Gloves, wax paper, plastic bag, wipes and the child's clean diaper.)
2. Wash hands, put on gloves and place a clean piece of wax paper on table.
3. Talk with the child about what you are going to do.
4. Place the child on the changing table. Never turn away from a child on a changing surface.
5. Remove the wet or soiled diaper and place in a Ziploc bag.
6. Use a wipe to clean the diaper area, wiping from front to back. Place wipe in plastic Ziploc bag containing the soiled diaper.
7. Put clean diaper on the child and remove child from the changing table. Remove disposable wax paper cover from the changing table and place in Ziploc bag. Close the bag and place it outside the nursery door on the outside ramp. After the worship service, place Ziploc bag in nursery garbage can.
8. Wipe down area with antiseptic wipes provided near the sink.
9. Remove gloves, place in wastebasket and wash hands thoroughly.
10. Fill out the I'VE BEEN CHANGED STICKER (neon pink tag) and place on child's shirt or diaper bag.

Toileting Policy

If a child is toilet trained, they will be accompanied to the bathroom right next to the nursery/toddler room. If the child does not require assistance, the adult caregiver will remain outside the bathroom door. If the child does require assistance, the adult caregiver will help as needed.

Please alert the nursery staff if a child is potty training so we can place a potty training sticker on their clothing (neon orange tag). This will prompt our staff to frequently ask that child if they need to use the bathroom.



Feeding Babies/Toddlers

We request that all children have their bottles/cups properly labeled. We require caregivers to wash their hands before feeding a baby. A rocking chair is provided in the nursery for comfortable feeding. Burp cloths are requested from parents but if they are not included in the child's diaper bag, the caregiver will use a paper towel.

The church supplies the nursery with Cheerios. The caregiver checks the attendance roster for any identified food allergies. Any child with a severe or life-threatening food allergy will have a special allergy sticker (neon yellow tag) on their clothing to alert all nursery attendants of their restrictions.



Safe Church Policies

UCC Medfield is committed to providing a safe and caring environment for your child and their caregivers. In January 2006, the congregation adopted the Safe Church Policy and Procedure manual that was written by the Safe Church Ministry team. Please feel free to pick up a Safe Church leaflet in the narthex with summary information. Some of the policies that impact the nursery are outlined on the following 2 pages:

Windows in all classroom doors

The door to the nursery (as well as all classroom doors at UCC) has a window in the top portion of the door. This allows constant and free access to the activities taking place in any of our Sunday School rooms.

Check-in & Dismissal Policy for Nursery/Toddler Children

At check-in, parents of new attendees will be asked to fill out the yellow registration form.

The nursery/toddler room has a silent pager system for parents when they leave their child in our care. This pager allows us to quickly alert a parent of a need in the nursery and provides a secure check-in and check-out procedure.

Locking of nursery

In an effort to maintain a clean and safe environment in the nursery, we lock the nursery when it is not being used on Sunday mornings, by the MOM's groups or during other supervised events. The nursery is an attractive play space which seems to attract youth as well as unsupervised children. Because unsupervised use of the nursery/toddler room is a definite safety/health issue, we believe our locking policy will benefit all children.

Caregiver Procedures

1. No adult will be alone in the church, or at a church approved activity, with a child that is not his or her own or a relative. With prior approval of the Director of Children's Ministries, an adult may be physically alone for a period of time with a child if a supervisory adult has been identified for that occurrence and constant monitoring via intercom, pager and/or physical drop-in has been established.
2. Doors must remain unlocked.
3. We require at least one of the adults in the nursery/toddler room to be affiliated with the church for a minimum of 6 months.

Diapering and Toileting Procedures

1. Diapers are to be changed only in designated areas and in the presence of other caregivers.
2. If a toddler needs to use the bathroom, the caregiver should assist the child only as needed.

First Aid

Our nursery/toddler has a complete first aid kit that is stored below the sink in the room. This kit is checked once a month by the nursery caregiver and items are replaced as needed.

If emergency medical attention is needed, the caregivers will call 911 (closest telephone is in the kitchen) and the parents will be located in the sanctuary. ACPR/AED course will be offered during the course of this school year and parents of all children in the nursery/toddler room are encouraged to attend this two evening seminar.

Any time a child sustains an injury, verbal and written reports need to be completed. Parents and the Director of Children's Ministries will be informed of the injury and the circumstances in which it occurred and how the injury was treated.

Emergencies

Emergency exits are all clearly marked in our building. The nursery has two exits-one that leads directly outside (to the Bank of America parking lot) and the second door opens directly into the short hallway that opens onto Main Street. Evacuation routes are clearly identified on the TO GO CLIP BOARD in the nursery/toddler room. The designated meeting place for children and caregivers is the grass strip between the church and Bank of America parking lot.

Cleaning Policy of Nursery/Toddler Space

After each session of use, the following tasks must be done by the staff caregiver to ensure a clean environment:

with disinfectant:

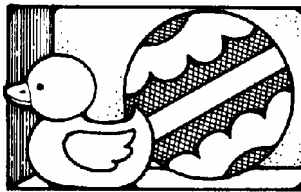
wipe off tabletops

wipe off changing table

wipe off castle/play kitchen/exer-saucer

put "dirty toys" in designated bucket (will be disinfected later)

properly dispose of soiled diapers



Donation of Toys to the Nursery

In order to maintain the safety of all items in the nursery, all donated toys must be dropped off at the Director of Children's Ministry office. If we are unable to use your donation, we will donate it to one of the many outreach ministries of the church.