



Grace Church at Willow Valley

300 Willow Valley Square, Lancaster, PA 17602

Phone: (717) 464-2782 ~ www.gracewv.org



Welcome to the LION'S DEN!

Nursery Classes

Our nursery is separated into two classes: Nursery 1 (0-crawlers) and Nursery 2 (walkers – 36 months). As soon as a child learns to walk, regardless of his or her age, he or she will be moved to Nursery 2. Each Nursery room will be staffed by at least two responsible adults.

Workers

At **no** time will there be only one person attending to any Nursery or Preschool room. Every volunteer will be clearly recognizable with a smock and an ID tag. Every volunteer has been through an application process that includes: attending Grace Church at Willow Valley for a minimum of six months, completing a Volunteer Personnel Form and agreeing to a background check.

Health Criteria

The following list of symptoms will be considered in allowing your child into the nursery rooms. Our desire is to protect all children and volunteers from exposure to illness. We appreciate your cooperation in maintaining a healthy ministry environment.

If your child exhibits any of these symptoms, please keep him or her at home.

- Persistent coughing
- Persistent sneezing
- Any discolored nasal discharge
- Vomiting
- An inflamed throat
- Earache
- Diarrhea
- A fever – over 99° - Please make sure your child is fever free for 24 hours before bringing him or her to the nursery.
- Runny nose and/or eyes
- Unusual fatigue and irritability
- Complaints of stomach ache
- Swollen glands
- Rash – except diaper rash

If a child shows signs of any of these symptoms while in our care, the child will be kept from contact with the other children and a parent or guardian will be contacted. We will then ask that you take your child out of the nursery room.





Allergy Procedures

In the case of children with allergies who might exhibit some of these systems, exceptions will be made.

If you have a child with a chronic infectious disease or medical condition, you must notify the Associate Pastor, Al Reilly before bringing your child into the classroom so that we can minister to your child's special needs. This information will be held in strict confidence and will only be shared with the teacher of the classroom in which your child attends. This is for the protection of your child and other children in the classroom.

Drop-off and Pick-up Procedures

Each week when you arrive at the appropriate room for your child, you will be asked to fill out your Weekly Nursery Registration Form. These forms will be in plastic file boxes attached to the wall outside of each classroom.

If it is your first time in our classes, please take a blank form from the top box. You will only fill out the top of this form once. It will stay in your child's folder. Each week you will use it as a weekly sign in sheet for your child

When you are done filling in the form, hand it to the Nursery Assistant. He or she will then give you a 2-part label. Fill out the label and give it to the Nursery Assistant. He or she will give you a numbered key chain and, if desired, a pager. You will then give your child to the Nursery Assistant and be off!

If your child needs something, your pager will vibrate indicating that you should come to the nursery classroom.

When you come to pick your child up after the Worship Service, you must first return the key chain and pager (if you have one checked out) and then the Nursery Assistant will give you your diaper bag and your child.

Toilet Usage

It is strongly suggested that you take you child to the rest room prior to each class or service.

If a child has to use the restroom, an adult volunteer will escort the child to the restroom, leaving the door propped open. No adult or teen will be alone with a child in the restroom with the door shut

Diapering

When you fill out the Weekly Registration Form for your child, you are asked if you would like the nursery workers to change your child's diaper. If you wish to do this yourself, we will "page" you when it is necessary.

Our volunteers follow posted diaper changing procedures and will make sure all safety precautions are followed to keep your child and the changing area clean and sanitized.





Cleanliness

In order to keep our Nursery Room as clean as possible, all volunteer will wear "footies" over their shoes. Since babies are crawling on the floor, it is imperative that the floor be kept as clean as possible.

Smocks are also worn by the volunteers to help prevent stains on their clothing and to protect babies from sharp buttons or pins on their clothing.

Between each service, all toys that have been played with will either be cleaned on-site or put into a basket to be cleaned at the end of the day. Linens will also be changed between services.

Abuse

All volunteers have been told how to recognize signs of abuse in children. They are not experts but they are obligated to report to the Associate Pastor of Christian Education if they suspect any abuse.

