


First Unitarian Universalist Church Columbus, Ohio		
Chapter: Religious Education		Source: State of Ohio Child Care Manual
Title: Nursery		
Effective Date: 10/24/04		Approved by: Rachel Tayse Baillieul, DRE and Sunday School Committee

A. Policy:

The nursery exists to provide a safe and caring environment for the infants who join us on Sunday mornings. Though we are not a licensed facility, the following procedures provide for proper sanitation and care according to the State of Ohio. These policies and procedures are available to all parents of nursery-aged children, church members, and employees.

B. Definitions:

Nursery-aged children: infants and babies who are not yet walking
Inconsolable: crying longer than 5 minutes

C. Procedure:

A. Registration: The parent or legal guardian shall drop off their child in the nursery. Every child shall be signed in on the Sign-In sheet and registered as a visitor or enrollee. The childcare volunteer will provide a visitor form if the child is not yet registered. At the time of registration each Sunday, parents shall let the caregiver(s) know of any special instructions regarding comfort measures (blanket, pacifier, etc.) or allergies. Children with signs of communicable disease or a fever above 100 degrees will be returned to their parents, so as to protect the caregiver and other children.

The adult to child ratio is 1:4. Caregivers may ask parents to stay if the number of children exceeds the ratio. Maximum occupancy for the nursery is 6. Parents are to rejoin their children promptly at 12:15 p.m. or immediately after the service if it ends later than 12:15 p.m.

B. Saying Goodbye: It is suggested that you say good-bye to your child before leaving the room. Children who are inconsolable will be taken back to their parents. Once a child leaves the nursery, he or she may not receive care again on the same day without a parent present. This helps promote a safe, secure relationship between parent, child and caregiver. Parents and guardians are welcome to visit their baby at any time.

C. Care: Every child will be under the visual supervision of a caregiver at all times. Developmentally appropriate artwork, toys, and stimuli will be present in the nursery for children's play.

D. Nursery Staffing: A primary childcare volunteer will provide consistent care at least 3 Sundays each month. Two adults shall occupy the nursery at all times. Parents will be asked to volunteer as needed to adequately staff the nursery. Please remember to recognize the efforts of the volunteer caregiver who is caring for your child.

E. Supplies: The nursery shall be stocked with supplies related to cleaning and sanitizing the nursery. Parents are responsible for providing diapers and personal items (pacifiers, wipes, etc.) for their own child. All items should be clearly marked with the name of the child and contained in a diaper bag.

F. Cribs: Two stacked cribs are available in the nursery for sleeping children. The cribs comply with standards set by the Consumer Product Safety Commission. Each crib has a mattress fitted with a clean crib sheet, changed with each new child. All children will be put to sleep on their side or back.

G. Feeding: The nursery will be a welcoming place for nursing mothers. However, the volunteer caregivers can not feed children. Neither a sink nor microwave is available to prepare bottles in

the nursery. Parents are welcome to visit the nursery to feed their children and use the church kitchen as a food preparation area.

- H. Diapering: Children will be changed if diapers are soiled. Caregivers will wash their hands with soap prior to and after changing any child. Caregivers will use disposable gloves to change children and sanitize the changing table after each use. All soiled clothing will be removed and returned to parents to clean at home. Soiled diapers will be disposed of in a plastic lined receptacle kept away from the children at all times and emptied daily. The nursery can not handle potty training.
- I. Sanitation: All toys will be sanitized with bleach or steam after each Sunday. The volunteer caregiver will organize a sanitizing volunteer to complete this task, as necessary. All used bedding will be washed after each Sunday. Rotating parent volunteers will take the responsibility for taking home the bedding and returning it by the following Sunday. Cribs will be disinfected at least monthly.