



COLLIERVILLE
UNITED METHODIST CHURCH

Nursery Guidelines

WELCOME!

We welcome you and your children to our church! It is the goal of Collierville United Methodist Church to provide a safe, comfortable and nurturing environment for your child. We want you to feel secure about your child's well-being while you attend services and activities while at CUMC. Please take the time to read the following guidelines. This short booklet will answer most of your questions and introduce you to the guidelines we have set in place to safeguard all of the children in our care. Your understanding and cooperation is deeply appreciated.

Nursery Team

Our nursery team consists of at least two adult Nursery Caregivers per classroom. All Nursery Caregivers are trained by our Nursery Director and compliant with our Safe Sanctuary policy.

Infant Nursery | up to 18 months

This nursery is a peaceful space where infants learn to transition away from their parents in a loving, Christian environment. This includes infants who are walking before 18 months.

Toddler Nursery | 18-36 months

This nursery is for 18-36 month olds. The toys and activities in this room are tailored for children this age, including centers such as play kitchen, reading corner, building blocks, dress up, toy animals for creative play, etc.

Preschool Nursery | 3-5 years (these children must be Potty Trained)

Children will be taught a Bible Story with a craft to go along with what they are learning.

Check-In/Out Procedures

Check-in will be via Planning Center and will print three tags: one for sign in, one for the child and one for the parent. If you are not registered on Planning Center, you can register right then. It is common for children in the nursery to have separation anxiety. Please tell your child "goodbye" when leaving him or her in our care and exit the nursery. It is not unusual for a child to cry when you leave. Normally, children will calm down within just a few minutes. However, parents will be called if their child is inconsolable. If the child does not calm down after trying everything we can to calm the child, we set a timer for 10 minutes. The parent will then be sent a text or a phone call asking how they would like us to handle the situation. It is preferable if the parent comes to comfort their child. Once the child has calmed down, the parent is welcome to leave the child in the nursery again and we will try to keep the child calm for a longer amount of time. This is a process and most children need time to adjust to new settings. We are willing to work with each of you on this transition and encourage you to talk to us about what may help your child adjust. Children who are inconsolable for a long amount of time cause distress to other children and take away from our caregivers being able to provide for the other children in their care. Please be understanding with us and give your child a chance to come to the nursery a few times to adjust.

Child Illness Policy

If your child becomes ill or injured during their time with us, the Nursery Director will call/text you. For the health and safety of all the children and nursery staff and the peace of mind of our children's parents, children who have had the following symptoms within the last 24 hours will not be admitted to the nursery:

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|--|---|---|
| a. Fever | g. Communicable eye infections, conjunctivitis (pink eye) | k. Any symptom of childhood disease such as mumps, measles, chicken pox, etc. |
| b. Diarrhea | h. Contagious skin rash | l. Use of antibiotics within the past 24 hours |
| c. Vomiting | i. Cough, croup (except in the case of allergy) | |
| d. Yeast Infection | j. Sore Throat | |
| e. Thrush | | |
| f. Runny nose with green or yellow mucus discharge | | |

Medication

Our nursery caregivers may not dispense any type of medication to your child. If your child requires medication, please come to the nursery at the appropriate time to administer it.

Food Allergies

If your child has any food allergies, please note this on the registration form. For the safety of your child, we ask that you also specifically tell one of the nursery staff that your child has food allergies so that all nursery staff will be aware. The staff keeps on hand simple snacks such as animal crackers and goldfish for the children. Feel free to request to check the labels to make sure the current snack is okay for your child. We do maintain a nut-free nursery and we ask that parents do not bring any snack containing nuts at any time.

Diapering/Potty Training

Our staff maintains a clean and dry diaper for your child when in the nursery. They follow sanitary protocol in diaper changing, including using a non-porous surface that is sanitized between changing. Please let the staff know if you have any special requests such as applying diaper rash cream or if your child is potty training and how often he/she needs to be taken to the potty.

Essential Bags

Essential bags (diapers, clothing, etc.) should be clearly labeled with the name of the parent or child (labels are available in the nursery). If you have any special items that your child may need, please point them out to the nursery staff. Your essential bag may need to contain the following items:

- All items required for a change (diaper, creams, ointments, salves, wipes, etc.)
- Minimum of 2 diapers. Please no cloth diapers.
- Bottle/formula (pre-measured), or cup if needed
- Pacifier (clip-on type is preferred) or other item your child may find comforting.
- Change of clothes
- Snack if there is something particular that your child will need to eat during his/her time in the nursery besides the regular snack provided by the nursery.
- Please label all items. We cannot be responsible for unlabeled items.

MOMCO

These are 9 month long programs. You and your child's regular attendance promotes the spiritual, social and emotional feeding that Christian moms and children receive through this ministry.

- Caregiver to Child Ratios for Age Groups and Classroom Capacity:
 - Infant Nursery | includes infants who are newly walking - 2:1**
 - Toddler Nursery | One year olds - 1:3; Two year olds - 1:5**
 - Preschool Nursery | 3 -5 year olds - 1:8. The children MUST BE FULLY POTTY TRAINED to be in this classroom.**
- If the numbers increase during pre-registration, there will be a waiting list created.

- **Your child CANNOT transition to the older classroom until the child reaches the appropriate age.** If there is a vacancy in a classroom, the Nursery Director will approve the oldest child to move up to the next classroom.
- **Separating Siblings:** Your child MUST be in their age appropriate classroom to prevent overcrowding of one age group and to ensure a safe environment for the other children.
- **Labeling Items:** Please label everything that belongs to your child (bottle/cup, diapers/pull-ups, pacifiers, clothes, etc.) so that we know what belongs to each child.
- **Discipline:** The nursery staff's goal is to work in partnership with parents to promote children's positive, safe and socially acceptable behaviors. In a Christian Nursery environment, caregivers use redirection of activity/behavior, verbal correction, praise for good behavior, etc. For repeated negative behaviors, the Nursery Director and/or caregivers will discuss these behaviors with the parent.
- **Tardy/Attendance Policy:** If you will be absent or are running late, please call the MOMCO Liaison. We will accommodate your child's arrival. If you register in the nursery and your child is absent for 3 consecutive meetings without notifying the MOMCO Liaison or if your family relocates, your child's spot will become vacant. This vacancy will be filled by another child on the waiting list. Therefore, if you return to the nursery, you will need to contact the Nursery Director to see if a spot is available for your child.
- **Leaving the Program:** If you are no longer going to attend the MOMCO event, please contact the MOMCO Liaison so that the nursery can welcome another child.
- **Safe Sanctuary Training:** It is imperative that all staff members and volunteers working in the nursery have Safe Sanctuary Training. This training can be obtained through Collierville United Methodist Church and is conducted monthly at CUMC.

Special Events Policy

- All requests for child care should be through the Reservation Request on our website at least two weeks in advance of an event. If you have any questions, contact the Nursery Director.
- The Nursery Director must have an accurate estimated number of children anticipated for each event as well as the ages of the children. Please remember the Coordinator of the event is responsible for the count of children before the event. If you fail to provide this number and extra children show up for the event, the parent and child will have to wait before entry into the nursery. We must ensure the children who have registered for the event receive first priority before taking in unregistered children.
- If there are any changes to the event, the Nursery Director must be informed as soon as possible.

Comments, Questions or Concerns

Please feel free to contact our Nursery Director, Jennifer Ricks at (901) 853-8383 (Ext 107), or email JRicks@colliervilleumc.org with any questions or concerns you may have regarding the Collierville United Methodist Church Nursery Program. We welcome your input and are happy to have the chance to address any questions you may have.



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Mission:
To know Christ and make Him known