



**Helping young children know Jesus as Lord by providing a safe and welcoming environment for children ages 0 through 3 years old**

## NOAH'S ARK NURSERY MANUAL

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# Nursery Mission

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## A safe environment

*For you alone, O LORD, make me dwell in safety. (Psalm 4:8)*

**Bloomington Church does everything possible to prioritize the safety of the children in its care, while making its processes and systems as efficient as possible.**

- Nursery workers have been approved as NextGen volunteers (annual application) and are trained.
- Children are securely checked in and out.
- We keep the environments clean with age-appropriate materials.

## A welcoming environment

*Jesus called the (children) to Him, saying, "Let the children come to me, and do not hinder them, for to such belongs the kingdom of God." (Luke 18:15-17)*

The nursery is welcoming by being a Jesus-centered, **caring**, and **fun learning** environment:

### **Caring**

Children have an intrinsic value because they were created by God. We can show them their value by speaking gently and kindly, reading Bible stories and books about their Creator, singing songs, responding patiently, and praying for them.

We communicate what is happening in the nursery to parents, helping them feel comfortable as they are away from their children. We greet each parent as they check-in their child.

### **Fun Learning**

We stock the nursery with age-appropriate materials in a clean and organized environment.

Workers share the love of Jesus with babies as they rock them, feed them, sing to them, play with them, read to them, bubbles, or change their diapers.

Workers show how special each child is to God saying things like:

- "God made you. God made everything."
- "God is so good...to give us toys to play with...to give us friends to love."
- "Jesus is our friend."
- "Jesus loves you."

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# Nursery Guidelines

*The nursery welcomes children ages 0 to 3 with age-specific activities led by trained workers.*

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## 0-3 Years Old

*The nursery is for children ages 0 to 3.*

- Parents of three year olds may choose for their child to attend the Nursery or the early education Children's Church class in the West Room (right of the Nursery) and/or Sunday School (Sundays only).
- Children (including volunteer's children) over the age of three are not allowed.

## Checking-In

*For your child's safety, we require an adult to check their children in at the KidsQuest desk or Nursery counter:*

1. Share contact info with check-in host or scan keycard/type in phone number.
  - a. Confirm mobile contact info so we can text you if your child needs you.
2. Complete Parental Preferences form (diapering/bathroom, napping, snacking, crying).
  - a. Returning parents may "pull out" an Ongoing - Parental Preference form (kept in small binder).
3. Place printed name tag on child. Parents take matching security code (to be used at check-out).

*Approved Nursery workers are only allowed to be in the nursery rooms.*

- Nursing moms may use the Infant Room in the Nursery.
- Parents may use the Parent-Infant Room (at the rear of the Sanctuary) or Children's Theater Room (alternate service viewing area).
- Wednesday only: If a child needs parental consolation, the Puggles Director may make a judgement call to allow the (female) parent to enter. They must wear a "visitor" name tag.

## Child Entering Nursery

1. Nursery host/worker will greet you and your child.
2. Nursery host/worker will collect *Parental Preferences form* and *child's personal items*.
3. Nursery host/worker will attach matching bin number tag to clipboard, if bin is used.
4. Nursery host/worker will bring your child into the nursery:
  - Infant-Crawler Room - Not walking unassisted, typically under 12 months old
  - Toddler Room - Interested in active play, typically over 12 months old

## Approved Items In Nursery

- Your child's name should be on all of their belongings.
- Bottles: if a child is in the nursery for more than an hour, parents/guardians are responsible for replacing formula/milk/breast milk bottles for their child's safety.
- Approved snack items for their child:
  - Breast milk or formula in a bottle; Sippy cup with water or juice
  - Puffs, yogurt "melts"
  - Animal, graham, or fish crackers; pretzels
  - Raisins or craisins; fruit/veggie pouches
  - Appropriate allergen-free alternatives to these items
- *The nursery is a peanut-free environment.*

# Contacting Parents/Guardians

*Parents are contacted if:*

1. Child needs diapering assistance (if permission not given), or had an accident.
2. Child is inconsolable for more than 15 minutes, or time stated on Parental Preference form.
3. Child injured (to inform what happened.)

*If you are unsure, please contact NextGen staff person first.*

*Contacting method - first:*

- Nursery worker plug in the child's security tag number into the sanctuary paging system. Press send.
- Nursery worker uses tablet "CCB Text Message Paging System" to contact parent:
  - Open Firefox browser. (Check-in page must be logged in.)
  - Click "Send Text Message." You can use the default message or adjust.



*Contacting method - backup:*

- Nursery worker contacts NextGen staff (or page "88") for assistance.
- Nursery worker uses personal cell phone to contact parent.

# Checking-Out

*For your child's safety, an adult with the matching security label must pick up child(ren) in their classroom, as follows:*

1. Nursery worker collects matching security label from adult (or sign their name).
2. Child exits with adult.

*If security label is misplaced or a different designated adult is picking up who does not have the security label, the adult must be the parent or stop by Check-In Desk to receive new security label.*

1. Adult's name must appear as parent or emergency contact *and* show photo ID.
2. Adult prints name on check-out report.
3. Child exits with adult.

# A Healthy Nursery

Help us keep the nursery healthy by keeping your child with you if he or she is:

- ill with a cold
- has had colored nasal drainage
- has had a fever (temperature of 100.4 or higher) within the previous 24 hours
- vomited within the previous 24 hours

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# Nursery Workers

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## Approved Workers

All adults and teens (7-12 grades) who are present in the nursery must be officially approved NextGen volunteers ([www.bloomingtondalechurch.org/nextgenvolunteer](http://www.bloomingtondalechurch.org/nextgenvolunteer))

- NextGen volunteering requirements:
  - Be a safe person: 1) Model Christ-like qualities including respect for people and sexual integrity; 2) Abstain from pornography, cohabitation, illegal drug/alcohol consumption, and drunkenness
  - Regularly attend Bloomingdale Church for at least six months
- NextGen Volunteer Application:
  - Fill out the application [online](#) or turn in paper form to NextGen Volunteers mailbox (outside church office)
  - Fill out information for background check
- Application review:
  - Application reviewed by Pastoral Staff
  - References contacted
  - Background check cleared
- All volunteers must complete a new application every year between May 15 – September 1. Bloomingdale Church can revoke permission granted to volunteer with minors if a volunteer's behavior is in question.

## Nursery Worker Positions

### ***Nursery Baby Holder***

Hold and care for babies in the Nursery Infant/Crawler Classroom. (Same weekend time slot, at least once a month)

- Hold, rock and gently care for infants
- Encourage play with sensory toys, reading books, and soft music
- Change diapers in accordance with diaper policy

### ***Nursery Worker***

Be with toddlers in the Nursery Toddler Classroom. (Same weekend time slot, at least once a month)

- Encourage play with books, puzzles, blocks, trains, play gym, and music
- Assist with participation in Bible story and activities
- Work together with other Nursery workers meeting felt needs, including assisting with babies

### ***Nursery Host/Worker***

Welcome families and be with children in the Nursery. (Same weekend time slot, at least once a month)

- Collect Parental Preference form and child's belongings and swiftly bring child into Nursery
- Contact parents if needed. Meet parents for check-out
- Be with children in Nursery alongside other workers

# Staffing

There are to be a *minimum of two adults* present *at all times* in the Nursery-wing classrooms (Infant room, Main Nursery, West Room/Early Childhood).

- Exception: If only one adult is in a specific room (Infant, Main, West), a second adult must be in the other Nursery room with the video surveillance feed on.
- If additional volunteers are needed, enter “99” to the sanctuary paging system.
- If NextGen staff are needed, page “88” or contact directly.

Staffing Needs	Baby Holder	Worker	Host/Worker*	Minimum Totals
Saturday 5:30pm		1	1	2
Sunday 8:30am	1	1	1	3
Sunday 9:45	1	1	1	3
Sunday 11am	1	1	1	3

\*Host assists in classroom where most needed


# Scheduling

We use [Planning Center Online](#), a web-based scheduling application.

Volunteers choose serving preferences:

- Preferred Positions: Baby Holder, Worker, Check-In Host/Worker
- Scheduling regularity: Weekly, Bi-monthly, Monthly
- Available serving times: Saturday 5:30pm, Sunday 8:30am, Sunday 9:45, Sunday 11am

The Nursery schedule is generally created in 2-3 month following blocks. Before a new schedule is created, please add your “block out dates”:

1. [Login to Planning Center Online](#). (You can also use the “Planning Center Services” app ([iOS/Android](#))).
2. Select your profile.
3. On the left side of the screen, click on the “Add block out dates” button. 
4. Complete the steps to blocking out future dates.
  - a. (Click “Show Me How” if you need help.)
5. Save.
6. You can also email all foreseeable future block dates to the Nursery Scheduling Coordinators ([nursery@bloomingdalechurch.org](mailto:nursery@bloomingdalechurch.org)).

## Scheduling Coordination

1. First, all volunteers are encouraged to mark their “block out dates.”
2. The schedule is created, which includes:
  - a. Each “service time” (Saturday 5:30pm, Sunday 8:30am, Sunday 9:45, Sunday 11am)
  - b. Worker position staffing minimums for each service time.
  - c. The Scheduling Coordinator uses the auto-fill scheduling feature to schedule each worker based on their: block out dates *and* scheduling preferences.
3. The initial schedule is sent (via email) inviting workers to accept/decline each of their scheduled dates.
4. Workers are asked to “Accept” or “Decline” each scheduled date.

- a. When you “Accept” you can view who you will be serving with and any teaching materials.
  - b. When you “Decline” you have an opportunity to tell the Scheduling Coordinators Director why you decline. (If you do not write a reason, you may receive an email/call asking if there are better alternative dates.)
5. Nursery Coordinator contact other volunteers to fill declined dates.

### *Scheduling Conflicts*

- If unable to serve at a scheduled time, the worker is encouraged to contact another approved worker to cover the shift.
- If no one is able to cover the shift, please contact Nursery Coordinator directly.

### *Scheduling Reminder*

- The Monday before your scheduled weekend, you will receive an email reminder.
- You can also receive a text message reminder. To do this: 1) Login in to [PCO](#) 2) Select your profile 3) Open the “Communications” tab 4) Adjust your preferences

## Arrival

- *Workers should be in the nursery 20 minutes before the scheduled time-slot. Please be on time.*
- *Please check-in and print your “Staff” label which must be worn the entire time you volunteer.*
- Please start in your assigned location (Infant/Crawler room, Main/Toddler room, Host)
- Healthy Nursery: A volunteer may not serve in the nursery if he or she is sick with a contagious illness, has had a fever within the previous 24 hours, has vomited within the previous 24 hours.

## General Duties

### Opening Rooms

- Check-In Counter: Tablet/check-in page logged-in; Set out Parental Preference forms/binder/pens,
- Both Rooms: Turn on Lights & Surveillance Feed TVs; toys cleaned
- Tablet: check-in page logged-in; Speakers on and Spotify playlist playing
- Bible App handout available

### Check-In/Check-Out (Overseen by Nursery Host)

- *In:* 1) Welcome family 2) Collect Parental Preferences form 3) Collect personal items and attach bin number tag to clipboard 3) Swiftly bring child into the nursery within 60 seconds
- *Out:* 1) When possible, add “What Happened Today” notes 2) Include any craft or take home material 3) Return child and personal items to adult with security tag

5. Nursery host/worker will greet you and your child.
6. Nursery host/worker will collect *Parental Preferences form* and *child’s personal items*.
7. Nursery host/worker will attach matching bin number tag to clipboard, if bin is used.
8. Nursery host/worker will bring your child into the nursery:
  - Infant-Crawler Room - Not walking unassisted, typically under 12 months old
  - Toddler Room - Interested in active play, typically over 12 months old

### Toys

- After a toy has been in a child’s mouth or contaminated in any way (sneeze, nasal discharge, cough, etc), remove it from the play area and place it in the “Please Sanitize” Tub.
- Consider cleaning toys, as needed/available.

## Diapering & Restroom Use

- Female Nursery workers may change diaper or assist child in the restroom *if given permission* on Parental Preference form. If permission has not been given, contact parent.
- See posted Diapering Procedure in Infant room.
- Workers must adhere to NextGen Policy on restroom use.

## Cleaning & Departure

- Do not leave nursery until your replacement has arrived.
- Please consider cleaning all toys in the “Please Sanitize” tub with provided cleaning solution.
- All of the nursery areas are to be left in order. Please consider using hand vacuum and sanitizing surfaces.

# Code of Conduct

## NextGen Policy

All Nursery workers are required to read and be familiar with the [NextGen Volunteering with Minors Policy](http://www.bloominglechurch.org/nextgenvolunteers) ([www.bloominglechurch.org/nextgenvolunteers](http://www.bloominglechurch.org/nextgenvolunteers)).

## Visibility

- All activity with children shall be planned in a way that minimizes risks as far as possible. This includes being visible to other adults when working with children.
- All children’s classroom doors are to be closed as soon as children have entered room (typically 10 minutes after service has started). Door remains closed until service concludes. A parent picking up early can use the “doorbell” attached to the Nursery check-in tablet .

## Technology

- Use of cell phones and all mobile devices are prohibited from all nursery and children’s classrooms, unless being used to contact a parent or for public safety in an emergency. Cell phones and mobile devices should be silenced and should not be visible to children.
- Volunteers are prohibited from taking pictures or recording children.

## Touch

Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply:

- Touch shall be open rather than secretive.
- Touch should be in response to the need of the child, and not the need of the adult.
- Workers or children must never hit, slap, pinch, push, or aggressively hold against their will.

## Verbal Interaction

- Words should be used to support and encourage a child, such as praise and positive reinforcement.
- Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten or threaten the child, cursing, or making derogatory remarks
- Adults shall avoid favoring or showing differential treatment to children to the exclusion of others.

## Emergency

*For fires or any emergency requiring evacuation:*

- All immobile children are placed in rolling crib by nursery workers.
- Mobile children are lined up at the door with an adult leading the line.
- Collect the room roster and count all children in to ensure everyone is accounted for.
- Exit nursery. Turn left out of the nursery, turn right at the end of hall, and then exit out “PAK” door.



Move across parking lot into grass area on west side of property.

*Tornado or severe weather:* Take all children into the well-protected baby room where there are no external windows.

*Intruder:* Take all children into the back section of the room away from doors, lock all doors, turn off the lights, stay away from all windows, and call 911. If possible, collect the room roster and count all children in to ensure everyone is accounted for.

*Medical emergency:*

- Contact parents to inform them of the situation.
- Treat minor injuries with the first aid kit provided in the main nursery room cabinet.
- *Incident Reports* must be filled out immediately when anyone was involved in an incident that resulted in personal injury or property loss and/or significant infringement of Bloomingdale Church policy. (Located in accordion folder behind check-in desk.)
- In case of emergency, call 911 and be prepared to provide information on your location and situation.

## Activities & Curriculum - Weekends

### Activity Schedule - Toddler Room

<p style="text-align: center;"><b>First 15 minutes</b></p> <p><b>Check-In</b></p> <ul style="list-style-type: none"> <li>→ Host/Workers greeting/checking-in children</li> <li>→ Bring child in within 60 seconds</li> </ul> <p><b>Guided Free Play</b></p> <ul style="list-style-type: none"> <li>→ Bubbles</li> <li>→ Active Exploration - bookshelf, toys, play gym</li> <li>→ Music - Spotify playlist, audio CD's</li> </ul>	<p style="text-align: center;"><b>Second 15 minutes</b></p> <p><b>Storytime</b></p> <ul style="list-style-type: none"> <li>→ Music, <i>rhythm instruments</i>, singing</li> <li>→ Bible App Storybook and activities</li> </ul>
<p style="text-align: center;"><b>Third 15 minutes</b></p> <p><b>Table Activities</b></p> <ul style="list-style-type: none"> <li>→ Craft (coloring, stickers, crafts, model magic)</li> <li>→ Snack</li> <li>→ Music - Spotify playlist, audio CD's</li> </ul>	<p style="text-align: center;"><b>Fourth 15 minutes</b></p> <p><b>Guided Free Play</b></p> <ul style="list-style-type: none"> <li>→ Active Exploration - bookshelf, toys, play gym</li> </ul> <p><b>Clean-up &amp; Check-out</b></p> <ul style="list-style-type: none"> <li>→ Add "What Happened Today" &amp; include any craft or take home material</li> <li>→ Return child and personal items to adult with security tag</li> </ul>

# Bible Story App Curriculum

The Bible Story App curriculum is designed to be used in both the Nursery and at home. All materials can be viewed at [bibleappforkids.com](http://bibleappforkids.com). (Create/use free "YouVersion Bible app" login.) Or go to [web folder](#) (No login required.)

- **The current weekend Bible Story is posted** in Nursery toddler room, and on ongoing volunteer updates.
- *About 15-20 minutes into the hour time slot, invite children to clean up.*
- *During 5:30/8:30/11 time slots, focus on:*
  - **Gather children on rug near bookshelf**
  - **Begin with a song** (i.e. Jesus Loves Me) **or a simple question** (What did you enjoy playing with today?)
  - **Tell story using Bible App Storybook** on bookshelf. If children are responding, ask questions.
  - Children **go to the table to do the Coloring Sheet**. You may also use the **Adventure Book** sheet. *Finish with snack.*
- *During 9:45 time slot, focus on:*
  - **Gather children at table.**
  - Choose a **learning element from the Adventure Book** to do with children. If children are responding well, consider doing additional elements. Story can be re-read too. *Finish with snack.*
- **Adventure Book sheet is always given to parent at check-out**, regardless of if child used it or not.
  - Parents reinforce at home using Bible App for Kids, Adventure Book, Video Episode (and Parent Guide). All resources sent to parents via email each month.

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## Nursery Suggestions

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- *Nursery volunteers notice things*, like what we need to purchase or what would make the Nursery an even better place to serve.
- *Nursery volunteers have really great ideas.*
- *Nursery volunteers are invested* as people who are regularly in the space.

**Please share suggestions about how to make things better:**

- On the Nursery chalkboard
- Email [nursery@bloomingdalechurch.org](mailto:nursery@bloomingdalechurch.org) (or replying to a scheduling email.)