



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

[Nursery Mission](#)

[A safe environment](#)

[A welcoming environment](#)

[Nursery Guidelines](#)

[0-3 Years Old](#)

[Checking-In](#)

[Child Entering Nursery](#)

[Approved Items In Nursery](#)

[Contacting Parents/Guardians](#)

[Checking-Out](#)

[A Healthy Nursery](#)

[Nursery Workers](#)

[Approved Workers](#)

[Nursery Workers Positions](#)

[Staffing](#)

[Scheduling](#)

[Arrival](#)

[General Duties](#)

[Code of Conduct](#)

[Activities & Curriculum](#)

[Activity Schedule - Toddler Room](#)

[Bible Story App Curriculum](#)

[Nursery Advisory Team](#)

Nursery Mission

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 volunteer (annual application) and are trained.
- Children are securely checked in and out.
- We keep the environments clean with age-appropriate materials.

A welcoming environment

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

Workers can 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...)”
- “God gave you strong arms to throw that ball.”
- “Jesus is my friend.”

Nursery Guidelines

The nursery welcomes children from birth through age three with age-specific activities led by trained workers.

0-3 Years Old

The nursery is for children zero through three years of age.

- Parents of three year olds may choose for their child to attend the first half of the worship service and then the 3 years-Kindergarten Children's Church class in the West Room (right of the Nursery) and/or Sunday School.
- 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).
3. Place printed name tag on child. 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 Infant-Parent Room (at the rear of the Sanctuary) or Children's Theater Room (alternate service viewing area).

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. Parent will be notified of *bin number*.
4. Nursery host/worker will bring your child into the nursery.
 - **Infant-Crawler Room** - Typically under 12 months old and cannot walk unassisted.
 - **Toddler Room** - Typically over 12 months old and interested in active play.

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/breastmilk 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
 - Raisins or craisins
 - Fruit/veggie pouches
 - Appropriate allergen-free alternatives to these items
- *The nursery is a peanut-free environment.*

Contacting Parents/Guardians

- We will text you if we need you to return to the Nursery to assist your child.
 - If you are not carrying a mobile phone, please let the Nursery host/worker know and they will give you a designated number that will display in the sanctuary if you are needed.
- Parents are contacted if their child is inconsolable for more than 15 minutes.

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.
2. Child exits with adult.

If security label is misplaced or a designated adult is picking up a child:

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

Nursery Workers

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)

- 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 Workers 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* physically present *at all times* in the Nursery classrooms (or at least one adult with two teen volunteers.)

- If additional volunteers are needed for any reason, contact NextGen staff or page "99" to the sanctuary as a call for assistance.

| | Baby Holder | Worker | Host/Worker* | <i>Minimum Totals</i> |
|------------------------|-------------|--------|--------------|-----------------------|
| <i>Saturday 5:30pm</i> | | | 1 | 2 |
| <i>Sunday 8:30am</i> | 1 | 1 | 1 | 4 |
| <i>Sunday 9:45</i> | 1 | 2 | 1 | 4 |
| <i>Sunday 11am</i> | 1 | 1 | 1 | 4 |

*Host assists in classroom where most needed


Scheduling

We are using [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](#).
 - a. You can also download the “Planning Center Services” app ([iOS/Android](#)) to complete all tasks.
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).*

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 Coordinated 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@bloomingdalechurch.org.

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 15-20 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, 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

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

- *In:* 1) Welcome family 2) Collect Parental Preferences form 3) Collect personal items and add bin number to form 3) Let parent know bin number or give reminder card 4) Swiftly bring child into the nursery within 60 seconds
- *Out:* 1) Add “What Happened Today” notes 2) Include any craft or take home material 3) Return child and personal items to adult with security tag

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 after the child’s use, and place it in the “Please Sanitize” Tub.

Contacting Parents

- If a child is inconsolable (15 minutes of non-stop crying), the parents are to be contacted immediately.
- If parent is not carrying mobile phone or not responding to text, please key in their bin number to the nursery call system.

Diapering

- Nursery workers will change diapers and help a child use the restroom only if the child’s parent/guardian has given permission on Parental Preferences form. If permission has not been given and the child needs a diaper change, text or page the parent.
- See posted Diapering Procedure

Restroom Use (Main Nursery Restroom)

- Workers must adhere to NextGen Policy on Restroom Use
- Female Nursery workers assist children in the restroom unless parents specifically request otherwise on Parental Preferences form.

Cleaning & Departure

- Do not leave nursery until your replacement has arrived.
- Please consider spraying all toys in the “Please Sanitize” tub with provided cleaning solution.
- All of the nursery areas are to be left in order by the nursery attendants. 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.bloomingtondalechurch.org/nextgenvolunteers) (www.bloomingtondalechurch.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.
- Door to main nursery should never be closed. Half door should always be in use.

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.
- Cameras and other recording devices are prohibited from all nursery and children's classrooms, and 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:

- Treat minor injuries with the first aid kit provided in the room
- Contact parents to inform them of the situation.
- In case of emergency, call 911 and be prepared to provide information on your location and situation.

Activities & Curriculum

Activity Schedule - Toddler Room

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

Manipulatives Explanations

Stories & Learning

- Bookshelf: books, *cushions/ low soft seating, furry friends*
- Music & Movement: Spotify playlist, audio CD's, *simple rhythm instruments*, singing
- Educational manipulatives: puzzles, counting blocks, *Godly Play figurines*

Active Exploration

- Gross Motor: *foam shapes, balls, mirrors, tunnel, pull-to-stand bars, push wagons, rocking toys*, riding toys, ramp/slide, *shallow steps*
- Dramatic Play: housekeeping furniture, *simple costumes, puppets*
- Manipulatives: toys, blocks, trains

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. Create/use free "YouVersion Bible app" login.)

- **"This month's 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.

Nursery Advisory Team

- *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* to make the space irresistible.
- *Nursery volunteers are invested* as people who are regularly in the space.