

Providence Nursery Ministry

Our Purpose

At Providence we want the nursery to be filled with prayers and songs that tell of the “wonders He’s done” and “praiseworthy deeds” (Ps. 78: 2-4). We want a place where His world is taught that begins a “precious cornerstone, a sure foundation” (Is. 28:16) that makes them “wise for salvation through faith in Christ Jesus” (2 Tim. 3:14-15)

Guidelines

1. Areas of service in the nursery
 - a. We currently need at least one helper in the toddler room and one helper in the infant room, and we are working to have one other rotating helper.
 - b. Helpers with older kids (pre-teen/teen) are allowed to bring their child into the nursery to help if they can contribute responsibly. If we don’t need the extra help, then they will not be allowed in the nursery. Youth can be counted as the third rotating person but only if they serve alongside their parent. No more than one youth can serve on a given Sunday. If the above describes your pre-teen/teen and they are willing, let Josh know to incorporate them in scheduling.
2. Background checks
 - a. This is something that all workers need to complete prior to serving in the nursery. If you have not done the background check, this is something we can do at no cost to you. Please let Josh know if that is the case.
3. Scheduling Volunteers
 - a. We do all our scheduling through the Planning Center Services app. A reminder is sent through email earlier in the week and if you have the app, you will also get a notification from the app itself. If text is best, we can set that up for you.
 - b. If you are unable to serve on a given week, you can decline the request either through the email link or through the app, and it will also prompt you to supply a reason. After you decline the request, you will also need to find a replacement.
 - i. To aid you in finding a replacement, we are working to provide every volunteer with a handbook and list of those serving. You can also easily see upcoming schedules through the app to switch with someone.
 - c. It is important for volunteers to arrive no later than 10:20 for the second hour. This allows first-hour volunteers to make it to the service and is especially important as some of our first-hour volunteers take part in the music ministry.
4. Cell phones.
 - a. During your time in the nursery, we ask you not to use your cell phone unless it is needed. This is not a suitable time to check messages or surf the web unless you need to contact a parent for whatever reason. Pictures of the kids learning and playing can be taken only if parents have signed the child’s photo consent form.

5. Child Drop off
 - a. if we have a new child, please fill out the child form for the name and number of the parents, along with any other special notes (diet, allergy, special needs, etc.)
 - b. Babies in diapers need to be dropped off on the other side of the nursery.
 - c. Let the parents know to pick up their children right after service so that those serving in the nursery don't have to stay longer. **See pick-up below**
6. Sick Child Policy
 - a. We want to supply a healthy and safe environment for all the children at Providence Church. Parents are encouraged to be considerate of other children when deciding whether to place their child in our care. In general, children with the following symptoms should not be dropped off for Providence Childcare.
 - Fever, diarrhea, or vomiting, within the last 48 hours.
 - Green or yellow runny nose.
 - Excessive coughing or sneezing.
 - Eye or skin infection.
 - Head lice or scabies.
7. Lessons
 - a. We do not ask much of those serving in terms of teaching ability, but we do view this time as more than babysitting. We want to engage these little ones with the Word of God at a level they can understand.
 - b. There is no preparation needed before Sunday; all materials are printed for you.
 - c. These lessons consist of no more than a short story and coloring page
8. Snacks
 - a. Goldfish and other snacks provided in the nursery are only to be given once to each child during the second hour. We do not give snacks in the first hour.
 - b. Snacks are only to be given to the children being cared for in the nursery.
9. Toys
 - a. Kids and adults should put all toys away where they go, to make it easier for Sunday school the following week. We are working to have labels on the boxes. This work is not too difficult if you plan well. The timing of the schedule during the second hour will be discussed below.
10. Cleaning
 - a. When picking up, please make sure to wipe tables and vacuum the room. As noted above, toys should be put back where they belong.
11. Child Pick up
 - a. In the past we let younger siblings pick up children. While this seems harmless, it is something we need to change. Only parents or guardians are to pick up children from the nursery.

12. Incident reports

- a. Fortunately, this has not been much of an issue in the past, but it is something we need to be ready for in the future. We will make copies of our “Incident Reports” available in the nursery if a child gets hurt.

13. Reporting Needs/Concerns

- a. If you are made aware of a need within the nursery during your time of serving, please let us know. This is especially important if we are running out of snacks or other important materials, or supplies needed for this ministry.
- b. If you have concerns or questions, please contact Carolina at (863)233-9821

Things to Remember

Communicate, Communicate, Communicate, with the children the wonders that God has done, His praiseworthy deeds, and teach His Word. This time is more meaningful and formative than you realize! Share with parents what they have learned as you have time at pick-up.

Stay active! Don't sit too long, unless it's on the floor with the kids. Teach, Sing, Pray, and play with the kids as you are able. Stay engaged and enjoy your time with them!

Nursery Schedule

First Hour (9:15–10:15)

- 9:30-9:45..... Free Play
- 9:45.....Clean up
- 9:50-10:00.....Circle time
 - Classroom Rules Chant*
 - Shhhh!*
 - Be quiet when someone is talking*
 - Raise your hand if you have something to say*
 - Don't touch your friend sitting beside you*
 - Obey your teacher and be kind as you play*
 - These are the classroom rules!*
 - Let's Pray Chant*
 - 1-2-3!*
 - Fold your hands*
 - Bow your head*
 - Close your eyes*
 - Let's pray!*
 - Read from the Bible story supplied and make craft
- 10:00-10:15 free play
 - Whoever works in the first hour should have the room picked up for the next group of workers.

Second Hour (10:30–11:45)

- 10:20-10:40.....Meet and Greet Parents
- 10:30-10:50.....Free Play
- 10:50-10:55.....Clean up
- 10:55-11:15.....Circle time, bible story, and coloring page

- Classroom Rules Chant*

Shhhh!

Be quiet when someone is talking

Raise your hand if you have something to say

Don't touch your friend sitting beside you

Obey your teacher and be kind as you play

These are the classroom rules!

- Let's Pray Chant*

1-2-3!

Fold your hands

Bow your head

Close your eyes

Let's pray!

- Read from the Bible story supplied and do the coloring sheet
- 11:15-11:30.....Free play/bathroom break
- 11:30-11:45.....Clean up

Clean-up Checklist

- Toy disinfected and put away
- Any dirty sheets or blankets give to Carolina to take home and wash
- Tables were wiped down and floors vacuumed

Infant Nursery

1. Change all diapers at least 10 minutes prior to the close of service
(10:00//11:30)
2. Wear sanitized gloves
3. Always use the changing table
4. Wash hands after each diaper change
5. Wipe down changing table after each change
6. Read a small bible story from the book bin
7. Play and interact!