

CAREGIVER POLICIES

The nursery workers at the Vineyard Church of Houston take on this responsibility not only as a job, but as a ministry. We know that the nursery is one of the first places God's love can be shown to your child. We believe that every minute they are in our care is an opportunity to show and tell them how much Jesus loves them. All of our workers must:

- Pass a background check
- Enjoy taking care of babies and young children
- Show patience, kindness and love in all situations
- Be able and willing to change a diaper, bottle feed, hold and burp a baby properly, sooth a crying baby, and engage in playtime
- All nursery workers must be 16 years old or older (unless their parent works in the nursery with them.)
- Be CPR certified

Any sibling wanting to stay with their baby brother or sister is allowed **ONLY** upon approval. Please check with a nursery worker before entering the room.

HOW CAN YOU HELP?

- The best way to help your child adjust to the nursery and nursery workers is to bring them to church on a regular basis.
- Keep your pager in a safe and accessible place.
- If your child cries when you leave them, we find it easier on the child if you leave quickly and return only when it's time to pick them up. We promise to page you if they are inconsolable.
- If you feel uneasy, you may check on your child through the classroom video monitors.
- Be sure to LABEL ALL of your child's belongings.
- What to bring in the diaper bag:
 - Diapers or pull-ups
 - Change of clothes
 - Bottle or sippy cup
 - Pacifier, if needed
 - Security blanket or anything that comforts your child

SAFETY & SECURITY POLICIES

We take the responsibility of protecting your child seriously, and take every step possible to make sure that you feel comfortable leaving your child with us. You can help us when you:

• **GET A PAGER**

- When dropping off your children, please make sure that you receive a pager. When you pick up your child, please give the pager back to the nursery worker. The pager system allows us to reach you anywhere in the church if your child needs you.

• **PUT ON YOUR CHILD'S NAMETAG**

- Each child should have a printed nametag (after parents have filled out the Family Information Card), and we ask that you put the nametag on your child before leaving.

• **SIGN THEM IN AND SIGN THEM OUT**

- When dropping off your child, please remain at the desk and wait for a nursery worker to receive them. They will take your child and bag. At that time please inform the nursery worker of any special instructions for your child. When picking up your child, sign them out and return your pager.

• **KEEP DOORS CLOSED**

- We need everyone's help in watching out for our children. Even using our best practices, it can get really busy before, between, and after services with kids coming and going, parents visiting with each other, and little ones looking for their adults. This is the time that we all need to be most alert! So please help us by not opening the doors to a classroom unless instructed by the nursery worker. If you see a child that is NOT with their parent, hold onto them and alert a nursery worker!

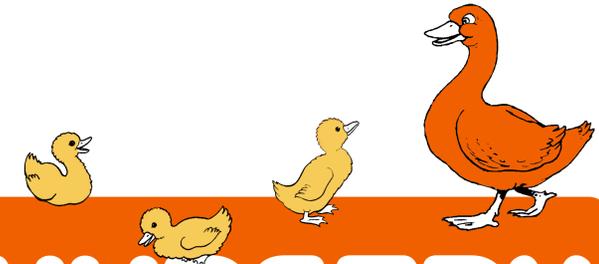
Children's Pastor, Jill Lively, jill@houstonvineyard.org
Nursery Director: Veronica Cabrera-Moreno, veronica@houstonvineyard.org

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Nursery and Preschool POLICIES AND PROCEDURES

*Keeping your child safe,
engaged, and contented
while in our care.*



NURSERY

THE Vineyard
Church of HOUSTON

WELCOME!

Welcome to our nursery and preschool department! We believe that your child is a special gift from God. We want help you and your child to feel comfortable and secure while they are in our nursery. We hope the care we give your child will enable you to participate fully in worship services week after week. We believe that consistent attendance at church is good for you and good for your child. It's never too early to start teaching them about Jesus' great, big, beautiful love! It's never too early to teach them worship songs and stories from the Bible. I hope you will see our commitment to provide a loving, safe, and fun environment. Please take a few minutes to review our policies. If you have any questions or suggestions, please contact me.

Blessings,
Veronica Cabrera-Moreno, Nursery & Preschool
Director

GENERAL POLICIES

- **When do you have to pre-register for childcare?** There is no need to pre-register for childcare on Sunday mornings or church holiday services. However you must register for special events and meetings on the Calendar or Event page of our website. We accept registrations up to 5 days before an event. After that, you must call Veronica Moreno to see if space is available for last minute additions.
- **When do we open?** The nursery opens 15 minutes prior to Sunday morning worship services or any special events or meetings.
- **What do you do first?** Please bring your child to their age-appropriate room. All the doors have signage. When you sign in, please pick up a pager so that we can contact you if necessary.
- **Who can get your child?** Children will only be released to those listed on the AUTHORIZED PICK UP list. Unless prior arrangements have been made, we release children to the person that signed them in.
- **What should you bring with your child?** Items will be accepted into the nursery if they are clearly labeled with your child's name. These items include:

bottles, pacifiers, drinking cups, clothing, blankets, plastic snack containers.

- **How many adults do we have per child?**

- For everyone's safety and sanity, we want to keep age appropriate ratios of adults to children. Because of this, there may be times when the nursery is "full" even if it doesn't appear to be.

- Adult to child ratios are as follows:

- 6 weeks - 11 months 1:3
- 12 months-17 months 1:4
- 18 months-3 years 1:5
- 4 years & up 1:8

- **When will we page you?** We make every effort to engage an unhappy child, however if a child is inconsolable (10 minutes of non-stop crying), we will page you.

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FOOD POLICIES

What do your children eat while in our care?

We try to provide snacks that are healthy and appropriate for the time of day and age. The snacks in the nursery do not contain any peanuts or chocolate. Please keep in mind the following:

- We will feed your baby formula, milk, juice, or whatever you provide in your child's own cup.
- Please provide instructions for preparing baby's bottle.
- Medication will not be given by our nursery workers. Please do not put medications in your baby's bottle.
- Snacks vary according to classroom and include:
 - Infants- no snacks
 - Toddlers- Cheerios
 - Rompers- Cheerios, veggie chips
 - Preschoolers-veggie chips, cheese sticks, oranges

- **What if your child is allergic to something?**

If your child has any allergies, please notify the nursery worker and inform us on the sign-in sheet!

- **Where can you nurse your child?** The *Nursing Mom's Room*, located in the Norhill hallway, provides a place to nurse comfortably and view live video streaming of the service.

HEALTH POLICIES

For the protection of all children in the nursery, we can only accept children who appear healthy. A child should not be put in the nursery if any of these symptoms have been present within the last 24 hours:

- Fever over 100 degrees
- Vomiting or diarrhea
- Persistent nasal drainage which is yellow or green
- Childhood diseases such as measles, mumps, chicken pox, or hand/foot/mouth disease
- Any unexplained rash or skin infection
- Conjunctivitis (pink eye) or any eye infection
- Parasites, lice, mites, or ringworm

If your child develops any of these symptoms **while** in our care, your child will be separated from the other children, and you will be contacted immediately.

If your child develops symptoms of an infectious disease **after** they have been in the nursery, please contact Veronica Moreno so we can notify the other parents.

SANITARY POLICIES

We believe that a clean nursery is a happy nursery, and we strive to make our department the cleanest in the church. We need everyone's help! If you see something that needs attention, please contact one of the nursery workers. Here are our current procedures:

- All toys are cleaned with disinfectants after each event. We attempt to use the most environmentally friendly, allergen free cleaners available.
- The crib sheets are washed after each use.
- Workers wear gloves when dealing with diaper changes, runny noses, or contact with blood.
- The diaper changing pad is disinfected after each change.
- We ask that you, the parents/guardians, clean the public diaper changing stations after each use. We have supplies for you under the changing stations. If they are not there, ask a nursery worker!

THANKS from the nursery staff!