

Buckingham United Methodist Church
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BUMC Church Members:

This purpose of this document is to better define nursery usage and to outline proper channels for obtaining childcare for special needs. Input has been gathered from many different sources in making these important decisions for our children's care including preschool staff, parents, nursery caregivers, the pastor, and the Board of Trustees in order to provide guidelines that reflect the needs of our church's families and maintain a balance of safety and flexibility.

The reason for distributing these guidelines church wide is in hopes of answering frequently asked questions and clearing up some of the confusion associated with obtaining childcare. If you are a leader of a group or organization, keep this document handy in the event that you should ever need to schedule childcare. If you are a parent of children who stay in the nursery, you may want to refer to it at some point, as well.

Effort has been made to anticipate all kinds of events, however, if you have a childcare concern that was not addressed in this document or if you have any questions regarding the information presented herein, please feel free to contact Linda Story, Nursery Coordinator at 972-530-9531 or email lindamstory@yahoo.com.

(The current version of this document was edited and approved by the BUMC Administrative Council on 3/25/07.)

Nursery Usage Guidelines & Rules

Nursery Usage Guidelines

I. General Usage and Regular Nursery Hours

The nursery at Buckingham United Methodist Church will be staffed each Sunday morning for services and Sunday School. The care in our nursery for Sunday mornings is planned for children six weeks through age three. The nursery will also be staffed each Wednesday to support choir practices and youth activities. As necessary (and as scheduled ahead of time with the Nursery Coordinator), the nursery will support additional afternoon and evening activities on Sundays as well as additional activities on Wednesday evenings beginning as early as 6pm. The childcare on Sunday afternoons and evenings and on Wednesday evenings is extended to children 5th grade and younger. Changes to the normal schedule (i.e. cancellation of choir practices, summer schedules, etc.) should be coordinated with the Nursery Coordinator. In addition, if an activity that normally requires childcare for some reason doesn't need childcare, it is the responsibility of the leader of that activity to inform the Nursery Coordinator of this change as soon as it is known.

II. Extended Nursery Usage

In addition to the regular childcare schedule listed above, childcare is also provided for all necessary church wide events for those children 5th grade and younger. Examples of such events include Parent's Night Out, Progressive Dinner, Choir rehearsals and performances, VBS planning, Sunday School teacher's meetings, Youth Workers, Pumpkin Patch unloading, selected committee/work area meetings, the early Christmas Eve Service (at the discretion of the Nursery Coordinator), etc. Examples of when the church would NOT provide childcare include single group socials, the late Christmas Eve services, Easter sunrise services, weddings, funerals, etc. (Wedding childcare is available, but the rates vary, so please inquire with the church office for wedding childcare.) If your group requires childcare for a non-church wide event, in some cases nursery services may be paid for by the individual groups requiring childcare at a rate of \$8 per hour per worker or \$11 per hour per worker on Fridays and Saturdays. See below for guidelines to obtain childcare. Note that, at the discretion of the Nursery Coordinator, childcare workers for the early Christmas Eve service can be paid at the rate of up to \$15 per hour.

III. Guidelines for Obtaining Childcare for Special Needs

To obtain childcare for any special event or meeting occurring outside the normal childcare times on Sundays and Wednesdays, the nursery coordinator must be notified as far in advance as possible, and no less than two weeks before the event date. Information to be provided to the Nursery Coordinator includes the date and times childcare is required, the number of children expected, and whether or not the parents will be in the building. The nursery shall not be used unless it has been reserved in advance through the nursery coordinator and staffed by approved nursery staff. It is imperative that the church office and the nursery coordinator are aware of who is in the nursery at all times, the whereabouts of the parents, and the duration of the children's expected stay in the nursery.

*Please keep in mind that a large portion of each month's budget goes toward childcare expenses, so effort should be made in these tough economic times to consolidate small meetings or events to the times when childcare is already provided, especially if there are only a few children needing care.

IV. Safety Information

For the safety of our children, to protect Buckingham United Methodist Church from liability, and when it is reasonable, there should be at least two workers in the nursery providing care. However, there may be circumstances where only one nursery worker is needed and it is at the discretion of the Nursery Coordinator to make this decision.

At times it is acceptable for members of our Youth Group to assist in the nursery under the supervision of our adult nursery staff, however, under no circumstances should anyone under the age of 18 supervise children alone in the nursery. All nursery workers must undergo a background check. If volunteers other than our current nursery staff work in the nursery they must be over the age of 18 and must have completed a background check, which must be submitted to our church office. The guidelines in this section have been edited and approved by the Administrative Council to ensure the safety of our children while in the church building and to protect our church from liability as a result of injury to a child.

Nursery Rules

We are fortunate here at Buckingham United Methodist church to have a loving, capable nursery staff committed to the highest level of safety and care of our children. Our staff includes several caregivers who are certified in CPR and who have many years experience teaching and/or caring for young children and we even have a registered nurse on duty most of the time. In keeping with these high standards for care and safety, parents should be aware of the following guidelines followed by all nursery workers and volunteer workers while caring for children our nursery:

- No child should be left alone in the nursery at ANY time. If there is not a nursery worker present when you arrive to drop off your child, please remain with your child until a caregiver arrives.
- Sick child policy states that no child who has had a fever of 100.0 or vomiting within the past 24 hours will be permitted to stay in the nursery. Sick children whose fevers or symptoms have been reduced with medication will not be permitted to stay in the nursery. Children should be symptom free (without medication) for 24 hours before returning to the nursery.
- This nursery does not dispense medication of any kind.
- To ensure that all children are kept in the nursery the doors will be closed at all times except when parents are dropping off or picking up children.
- Children will be released only to their parents, or other adult designee, not an older sibling.
- Parents should provide and bring to the nursery everything that the child might need during the time in the nursery (diapers, wipes, bottles, etc.)
- Children will be closely supervised while eating.

- All food and drink will be kept at the table at all times and children must be sitting at the table or strapped into the highchair in order to consume food and drink.
- Children shall never be left unattended while on the changing table.
- Gloves will be worn with every diaper change.
- Changing table must be sprayed with bleach water solution and wiped with paper towels and nursery workers must wash hands after every diaper change.
- After eating/drinking the tables and highchairs will be cleaned with bleach water.