

North Umpqua Bible Fellowship

Nursery Policy

1. Purpose

The nursery ministry exists to provide a safe, loving, and Christ-centered environment for infants and toddlers while their parents participate in worship, Bible studies, or ministry activities. We seek to reflect the love of Jesus through our care, offering the youngest among us a foundation of safety, trust and comfort.

“Let the little children come to me...” – Mark 10:14

2. Age Group

The nursery serves children from **birth through 4 years old**. Children over 4 are encouraged to participate in our preschool or children’s ministry programs. Exceptions can be made upon request of a parent or guardian to accommodate children with emotional or developmental issues.

3. Staffing and Volunteer Requirements

There should be a minimum of two adults in the room whenever children are present, unless there are three or fewer children in attendance, then there must be at least one adult and one teenage worker present.

- **Minimum Age:** Volunteers must be at least **16 years old**. Helpers aged 12–15 may assist under adult supervision.
- **Background Checks:** All adult nursery volunteers must pass a criminal background check.
- **Training:** All volunteers must attend nursery orientation and annual child safety training.
- **Ratios:** We aim for a child-to-volunteer ratio of **2:1 for infants** and **4:1 for toddlers**.
- **Spiritual Commitment:** Volunteers must be active members or regular attendees who profess faith in Jesus Christ.

Start children off on the way they should go, and even when they are old they will not turn from it. Prov 22:6

4. Safety and Health Guidelines

- **Sick Policy:** Children who show signs of illness (fever, vomiting, diarrhea, contagious rash, etc.) should not be brought to the nursery. See, Child Safety and Protection Policy for details.
- **Diapering:** Only **female adult volunteers** will change diapers, which must be done in the designated changing area. All surfaces must be disinfected after each change.
- **Sanitization:** Toys and surfaces will be cleaned and disinfected once a month by paid janitorial staff, and more often as needed, by nursery staff.
- **Emergency Procedures:** Volunteers will be trained in basic first aid and shall be oriented to the location of first aid kits and fire extinguishers. Emergency contact numbers will be posted in the nursery room.

5. Check-In/Check-Out Procedures

- **Check-In:** Parents must sign their child in at the nursery and provide all information requested on the sign-in sheet.
- **Pick-Up:** Children will only be released to adults listed on the sign-in sheet.
- **Allergies/Special Needs:** Parents must inform the nursery team of any allergies, bathroom preferences or special instructions at check-in.

6. Restricted Access

NUBF has three nursery rooms, commonly referred to as the lower, middle, and upper nurseries.

The lower nursery is for infants and babies from birth to 2 years. The upper nursery is for children from 2-4 years of age. The middle nursery is for nursing mothers.

Parents who have children in the nursery are always allowed to be present in the room where their child is attending. *No one else is allowed in the nursery on Sunday mornings unless they are on staff and scheduled to work.*

No one is allowed in the middle nursery unless they are nursing an infant.

7. Behavior and Comfort

- If a child cries inconsolably for more than **10–15 minutes**, a parent or guardian will be notified.
 - Children will not be disciplined by volunteers. Redirection and comfort are to be used instead.
 - Volunteers are encouraged to pray with and sing to the children, reinforcing God's love in age-appropriate ways.
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8. Curriculum and Spiritual Nurture

While most nursery time is focused on care and play, we may incorporate:

- Bible-themed songs, music, and videos
 - Short prayers before snacks
 - Storytime using simple Bible story books
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9. Parent/Guardian Responsibilities

- Ensure children are fed and changed before drop-off.
 - Label all personal belongings (bottles, diapers, bags, etc.).
 - Remain on-campus while your child is in the nursery, unless otherwise arranged.
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10. Incident Reporting

All accidents or concerning behaviors must be documented using an **Incident Report Form** and shared with the child's parent immediately following the service and copied to the Senior Pastor.

11. Open Door Policy

Whenever children are present in the upper or lower nurseries, the door to the room should remain open. Doors in those nurseries should never be locked while children are present.

12. Going Outside

In addition to the three indoor nursery rooms, we have an adjacent fenced space outdoors with toys and a play structure. This area is primarily for the use of children attending our nurseries. When taking children to the outside play area, make sure they are dressed appropriately for the weather and keep the outing to a reasonable duration to avoid chills or sunburn.

13. Snacks and Drinks

Before offering snacks and/or drinks, check the sign-in sheet for any allergies or food restrictions.

In the upper nursery, snacks and drinks are ideally to be consumed *only* at the table away from the rugs or carpeted areas. Exceptions are allowed at the discretion of the nursery staff.

14. Discipline

It is the policy of NUBF to *not* administer corporal punishment, even if parents have suggested it or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children in the nursery.

15. Medication

It is the policy of NUBF to *not* administer medications of any kind to the children under our care.

16. Cleaning and Security

Before leaving the nursery at the end of an event, wipe down the intake counter and baby changing table if applicable. Then check both upper and lower nursery to make sure all doors to the outside play area have been closed and locked.

17. Broken and Hazard Toys

Keep an eye out for toys that are broken or otherwise unsuitable for the nursery (eg. small pieces, choking hazard). If broken toys cannot be repaired, discard them. If they can be repaired, redirected to a more suitable location, or sold at a church yard sale, place them in a bin marked for that purpose, out of reach of the children and arrange for appropriate action to be taken. If discarded toys need to be replaced, submit a written request by email to the church secretary, the property manager or one of the pastors with picture(s) and/or a detailed description of the toy.

18. Oversight

The Nursery Ministry is overseen by the **Children's Ministry Director** who is accountable to the **church elders**.