

St Paul Catholic Church Nursery Policies and Procedures

St. Paul Catholic Church

314 Nassau Street
Princeton, NJ 08542

Nursery Care Procedures Manual 2015



This document provides a general description of the Nursery Program and should be given to any paid or volunteer caregiver using the Nursery and any member of the Parish community interested in learning more about the Nursery Program.

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Mission

The Mission of the St Paul Nursery is to welcome the children of our community into a safe, positive, fun-first church experience. Parents are able to attend Mass, giving them the opportunity for spiritual growth while leaving their child in a caring and loving environment.

Introduction of Nursery Program

Childcare is provided for the 10am mass on Sunday mornings. The nursery is located in the pre-school classroom in the St Paul School of Princeton, adjacent to the church. The nursery is for children six months of age to five years old. Children six years of age and older are to attend Church services or Religious Education instruction.

Our Nursery Staff consists of volunteers from this parish and a few paid caregivers. In order to keep our nursery program safe and in compliance with Diocese of Trenton policies on Child Protection Efforts/Safe Environment Screening and Training (SEST), all employees and adult nursery volunteers are required to complete an application for ministry (which permits the Diocese to run a criminal background check) and attend an SEST/Virtus Workshop. Please visit www.dioceseoftrenton.org to find SEST compliance information. SEST/Virtus compliant adult caregivers supervise teen caregivers at all times.

Our hours of operation:

Sunday Nursery 9:45am – 11:15am to serve the 10:00am Mass

The Nursery will attempt to remain open during Holy Week and on major holidays. Should the nursery have to close for any reason, all efforts will be made to include the closure information in the Sunday bulletin prior to closing.

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1) Diocese Requirements on Safe Environment Screening and Training (SEST)

Virtus and Fingerprinting Sessions

Any person working with children in any capacity at all in the parish must complete a Virtus workshop and have fingerprints taken. The Diocese of Trenton mandates Virtus for all volunteers working with children in our parishes. The well being of the children placed in our care is a top priority to all who minister to them. These workshops are run at no cost to the caregiver and St Pauls provides all materials. The caregiver should call Anne-Marie Calderone, Virtus facilitator, at 609-924-1743 x148 or email her at Annemarie@stpaulsofprinceton.org, to register for a session, to receive information or ask questions pertinent to Virtus. Caregivers may also register for an upcoming session online at www.virtusonline.org, go to "Registration."

PLEASE NOTE: If caregivers were previously certified in this diocese, they do not need to repeat this program. This is a one-time certification program and certification remains in effect for this diocese until further notice.

2) St Paul Standards of Care

- The door to the nursery should be opened and the room readied to accept children a minimum of 15 minutes prior to any known scheduled activity.
- Caregivers should be prompt, neat, cheerful, and ready to receive and care for the children when they arrive.
- Caregivers are not to disrupt the layout of the classroom and leave it as it was prior to nursery care. Please do not staple, tape, glue, or tack anything to the building's walls, doors, or windows.
- It is the responsibility of each caregiver to set a Christian example for the children within their care. The children will be kept busy by playing, doing art projects such as coloring and drawing, story time, etc.
- Each child is to be handled in a gentle caring manner while in our care. If a caregiver has a problem with a child it should be addressed with the Nursery Coordinator.
- All caregivers should report to work at least 15 minutes prior to their scheduled activity time. Punctuality, diligence, and faithfulness greatly enhance the atmosphere of the nursery and will be an excellent role model example to the children.
- Caregiver appearance is important and should be presentable and well maintained.
- If children are taken outside to the playground, place sign on the door-notifying parents of your whereabouts.
- Talk to the parents about how things went with their child/ren.

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3) Staffing Guidelines

a) Staff Recruitment and the Number of Children

All Nursery staff members recruited must be interviewed, trained and hired by the Nursery Coordinator. The Nursery Coordinator will be responsible for verifying the staff's compliance in SEST. Per Diocese requirements, the Nursery needs to always have at least 2 caregivers per room no matter the number of children.

b) Teens, Volunteers and Paid Staff

Caregivers of the Nursery can include volunteers and paid staff of various ages. Volunteers who are in Middle School and High School are considered "helpers" and shall never be in a supervisory role. Any caregiver under the age of 18 must have an adult supervisor.

Per Diocesan requirements, the Nursery must have at least one SEST compliant adult over 21 years of age in the classroom and at least one SEST compliant adult supervising and available to assist as needed. The preferred scenario is to have at least 2 SEST compliant adults in the classroom with one serving in an overall supervisor capacity over the classroom.

c) Scheduling, Ratios and Number of Children

The Nursery Coordinator will schedule all necessary staff needed.

Our main focus is to provide quality care and supervision to children by striving to maintain high adult-to-child ratios. Although we are not required to adhere to the caregiver: children ratios that have been established by the state of New Jersey for childcare facilities, we have considered their guidelines when establishing our suggested ratios. We will strive to have a caregiver: child ratio of at least one caregiver to every six (6) children. For infants 6 months to 18 months, we will strive to have a caregiver: child ratio of at least one caregiver to every 4 children.

Due to these ratios, the Nursery may be closed to any additional children based on the number of caregivers present. The Nursery is best suited when there are no more than 4 caregivers and at most 24 children in the room. This is due to the limited amount of actual play space in the room. At the discretion of the Nursery Coordinator and the paid or volunteer staff, these numbers may be adapted to suit the parish's need at that time.

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d) Staff Badges

All caregivers should wear a St Paul Nursery badge. If a badge is ever lost, please notify the Nursery Coordinator as soon as possible.

e) Supervisory Role

The Nursery will have a single caregiver who is designated in the Supervisory Role whose responsibility is to monitor the nursery room. The Supervisor assists with childcare, any tasks and is the runner and the communicator between the Nursery and parents if necessary. This person is the decision-maker based on his/her discretion in regards to the issues at hand.

The Nursery will provide its own supplies as needed (i.e. coverings for changing tables, extra diapers & wipes, paper products for cleaning and drinking, art supplies, etc.). It is the Supervisor's role to inform the Nursery Coordinator of all needed items to fully stock the Nursery for the next caregiving session.

4) Parents Using Childcare

a) Documents Provided to the Parents

All parents must read and adhere to the "You and Your Child's Stay in the Nursery" document. This document will be located in the St. Pauls Nursery binder, and copies will also be available for parents to take home. Parents who are SEST compliant are welcome to volunteer in the Nursery.

5) Volunteers in the Nursery

Adjunct volunteers may provide childcare. The volunteers must be age 12 or older and must be SEST compliant. Teen volunteers are never allowed in the Nursery without an adult present and are never allowed in a supervisory role.

a) Adhering to Guidelines and Procedures

All documents outlining required guidelines, procedures and training will be given to volunteers. It is the responsibility of the volunteers to read and comply with the information given. If the parent or volunteer caregiver does not follow procedures and guidelines, it may result in dismissal from the Nursery ministry.

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Volunteer staff members will sign in and out under the 'Caregivers Section' of the Sign-In/Sign-Out sheet for each shift. This will be the Nursery's only record of your attendance and volunteerism.

6) Paid Staff in the Nursery

Paid staff that is over the age of 18 will provide childcare in our Nursery.

a) Employee Forms

The Nursery Coordinator will be responsible for ensuring that paid caregivers have completed all required Employee Forms, which include W-4, I-9 with copy of appropriate identification, an Authorization for Direct Deposit Form with canceled check or deposit slip, and a signed copy of Acknowledgement of Employee Handbook. All completed forms must be given to the Nursery Coordinator and processed by the St Paul Accountant prior to the paid caregivers first day of paid work.

b) Training and Materials

The Nursery Coordinator hosts at least one training session per year. It is the responsibility of the paid staff to attend this training. If paid staff have been hired after this training, the Nursery Coordinator will place new staff with a seasoned caregiver who will provide "on-the-job" training. All paid staff must read all documents contained in the St. Pauls Nursery binder. Failure to comply with any of the procedures outlined may result in dismissal.

c) Paid Staff Responsibilities

The staff member's function will include unlocking & locking the room doors, ensuring Children Information Forms and Sign-In/Sign-Out forms are available & completed. These blank forms along with Nursery Guidelines & Procedures will be located in the St. Paul Nursery binder. Nursery staff members are responsible for appropriate procedures and emergencies that may occur. Paid Staff are responsible for ensuring the appropriate cleanup and maintenance of the room and its contents.

d) CPR, AED and First Aid Training

We will strive to have at least one CPR, AED & First Aid Trained and Certified person on the Nursery premise during nursery hours. It is encouraged that paid employees have this training. It is the responsibility of the paid staff to read St. Paul's Emergency Management Manual.

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e) Time Sheets and Pay Dates

All completed time sheets should be delivered to the Nursery Coordinator by placing them in the designated folder in the Nursery binder. A schedule of time sheet due dates and payroll dates is located in the Nursery binder. Any delay in turning in timesheets will result in payment being delayed until the next pay date.

f) Unable to Fulfill Shift

Staff members unable to fulfill his/her shift are responsible to notify the Nursery Coordinator as soon as possible.

g) Signing in as a Paid Staff Member

Paid staff members will sign in and out under the 'Caregivers Section' of the Sign-In/Sign-Out sheet for each shift. This will be the Nursery's only record of your attendance.

7) Maintaining a Clean & Safe Environment

- The Nursery is to be kept clean at all times. The Facilities staff will perform the day-to-day cleaning of the classroom. The Nursery toys, books, and other activity materials are to be cleaned and put away.
- Staff shall report any damage to furniture, toys, or unusual cleaning needs immediately to Nursery Coordinator.
- Staff shall wipe the sink area, commode/potty chair, changing table and tabletops with disinfectant.
- If child brings a snack from home, staff will wipe down table with disinfectant before and after snack time, and before leaving the facility.
- If a child puts a toy in his/her mouth, staff shall remove and wash toy.
- Staff shall wash their hands and the childrens' hands when returning from the playground, before & after snacks and after using the bathroom.
- Staff shall always keep a headcount of children they are caring for.
- If an accident was to occur, staff shall share all details-*excluding names of any other children*-with the parent.
- The Nursery will have child protective covers on every electrical outlet. All cabinet doors will have child protective latches. Care in storage and placement of cleaners, appliances, and toys will be taken to ensure the safety of children.
- The St Paul Catholic Church is a Smoke Free Environment and caregivers are not permitted to use tobacco products, alcoholic beverages, illegal drugs, or perform any other inappropriate behavior that is detrimental to the health, well-being, or safety of those in their care.

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- The Nursery will have basic non-ingestive First-Aid supplies ready and available along with a Basic Guide To First Aid and Emergency Care.
- In the case of a Medical Emergency, staff will contact 9-1-1 first and then inform the Rectory at 609-924-1743.
- In case of a Fire Emergency, staff will evacuate the Area, contact 9-1-1, then contact the Rectory at 609-924-1743.
- The Nursery will have one (1) Fire Extinguisher, one (1) smoke detector within the classroom along with a Fire Evacuation Map.
- At the end of the Nursery session, staff shall have the children sit in “circle time” to read a book, sing songs, play ‘Simon Says’, etc. This will assist in an orderly dismissal of children and keep a continual count of children.

a) Changing a Diaper and Potty Training Procedures for Staff

- Continually check for soiled diapers
- Prepare diaper changing area with table pad, wipes, diapers, paper towels and disinfectant
- Always keep your eyes on the child
- Minimize contact with child’s soiled clothes or diapers
- Always use rubber gloves
- Clean the child’s bottom from front to back with wipe
- Place clean diaper and clothes on child, and take child off changing area
- Throw all soiled disposable items wrapped in the latex glove in covered receptacle
- Place all soiled clothes into a plastic bag
- Clean and disinfect the diaper changing area
- Wash child’s hands and your hands
- For those who are potty training, try to minimize contact but assist the child in the removal of clothes if necessary

8) You and Your Child’s Stay in the Nursery

a) Schedule

Parents are encouraged to share their child’s schedule for potty breaks, eating and sleeping on the Sign-in/Sign-Out sheet. Caregivers will do their best to follow your schedule. For children in diapers, parents should put child in a clean diaper immediately prior to bringing child to the Nursery, however, diapers are changed as needed or as directed by the parent.

The Nursery will not be supplying snacks for the children so we ask that you bring a snack for your own child. We ask that you bring dry snacks such as crackers, granola bars, pretzels, etc. We also ask that you bring water or clear juices either in a sippy cup or juice box for your child. We do not provide

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refrigeration for any snacks or beverages. **All snacks must be completely nut free.**

Your child may have outside playtime (weather permitting). Please dress your child appropriately for the weather and have them in closed toed shoes. If you return to the room and you cannot locate us, there should be a sign stating we are on the playground with directions to the playground.

b) Sign-in Procedures

The Nursery will have a "Sign-In Station" inside the room. You may help your child get acquainted with the room, meet the caregivers and sign them in. Please be considerate and limit the length of goodbye and traffic in the room to a few minutes.

At the Sign-In Station, please do the following:

1. Log your child in on the Sign-In/Sign-Out sheet. Use one line per child and include the information requested. Be sure to include special instructions such as potty training, nap times, feedings, allergies, etc.
2. Please make a label with your child's name and place the label on your child's back.
3. Give labeled diaper bag to a staff member wearing a badge.
4. Be sure to set your cell phone to vibrate for Mass.

After check-in, the staff will aid in separation by following your guidance. Long goodbyes often make clingy children become more so, and can upset other children who are already settled in. The majority of children adjust satisfactorily quite quickly; however, some children need to become engaged and then say goodbyes. We will encourage the first approach as much as possible, but will be flexible.

Some children who are experiencing separation anxiety may benefit from a shorter stay in the Nursery at the beginning. You can gradually increase their time until they are happily staying for the entire Mass.

b) Sign-Out Procedures

Parents are requested to pick up their child as soon as possible (within 15 minutes) after the close of each Mass. Children can be picked up in the Nursery after signing the Sign-In/Sign-Out sheet. Your child will not be released to anyone but the parents or legal guardians.

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c) Locating a Parent

If your child cries for 15 minutes and cannot be comforted, or appears sick, the staff will notify you by calling your cell phone. This is why it is so important to include your cell phone on the Sign-In/Sign-Out sheets. We will not bring a child to you and we encourage you to respond quickly. Please be discreet when coming to pick up your child by quietly knocking on the door if you do not see a staff member.

e) Suggested Diaper Bag Contents

Please bring the following **labeled** items as necessary for your child:

- A clearly labeled diaper bag, sack or backpack (labels are provided)
- Extra diapers (disposable only please)
- Labeled plastic baby bottles and/or sippy cups
- Labeled pacifiers
- Change of clothing (even for potty trained children)
- Your child's favorite comfort item
- Children may bring their own nut-free snack and drink
- Appropriate outerwear, including closed-toed shoes for the weather

f) Policy for Sick Children

Sick children will not be admitted into the Nursery. Staff will not give medication of any kind. Some signs of illness are:

- Unusual fatigue or irritability
- Coughing, sneezing, runny nose, watery eyes
- Fever (child should be fever-free without medication for 24 hours before utilizing Nursery)
- Vomiting or diarrhea (any time within the previous 24 hours)
- Inflamed throat
- Rash or cold sores

We appreciate your cooperation in keeping all our children healthy by not bringing a child who may be sick. Caregivers assist in this effort by following strict hygiene procedures and washing and disinfecting toys on a regular basis. If a sickness or an accident were to happen during your child's time in the nursery, the parent will be notified immediately.

g) Rules of the Nursery and Playground

In order to maintain a safe, nurturing environment, all children are required

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to follow the rules anytime they are in the Nursery:

- No balls shall be thrown in the Nursery, only rolled on the floor
- No roughhousing, pretend fighting, etc.
- No running in the room or hallways
- No tree climbing
- No climbing on physical structure of playground equipment
- Bottoms and bellies on the swings
- No throwing of rocks
- Slide down on bottoms
- Children leaving the Nursery for any reason, including using the restroom, must be supervised by a caregiver at all times
- Use respectful voices and language
- Do not hurt others
- Listen and obey the staff
- Caregivers will position themselves so they can see all the children

Consequences:

- Warning
- Time out – the time out will last the same number of minutes as the child's age and will occur in an area which can be supervised at all times.
- If the caregiver has followed these procedures and decides that a child is still not under control, the caregiver may call the parent. The child may not be brought back to the Nursery for the duration of that day's events.
- Discipline for children under the age of two will consist of a simple statement of the rules and redirection to a more appropriate activity.
- Parents are to discuss these rules and consequences with your child and help Nursery staff to enforce them.

h) In an Emergency Situation

The paid staff will be trained on the procedures developed by St Paul to respond to emergency situations. In case of a natural disaster, please report to the Nursery as soon as possible to pick up your child. If you wish to be better prepared, an Emergency Manual is available for your review in the Nursery Room.

9) How to Report an Incident of Concern The Diocese of Trenton is committed to the initiatives outlined in *The U.S. Bishop's Charter for the Protection of Children and Young People* in the regard to the reporting and investigation of sexual abuse allegations involving minors. If you have been sexually abused as a minor by a member of the clergy or anyone representing the Catholic Church, or if you know of someone who was, you can report that abuse through the diocesan Abuse Hotline: **1-888-296-2965** or via email at abuseline@dioceseoftrenton.org.

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Stewardship Prayer

Almighty and ever-faithful Lord, gratefully acknowledging Your mercy and humbly admitting our need,
we pledge our trust in You and each other.

Filled with desire,
we respond to Your call for discipleship
by shaping our lives in imitation of Christ. We profess that the call requires us
to be stewards of Your gifts.

As stewards, we receive Your gifts gratefully, cherish and tend them in a responsible manner, share them in practice and love with others, and return them with increase to the Lord.

We pledge to our ongoing formation as stewards
and our responsibility to call others to that same endeavor. Almighty and ever-faithful God,

It is our fervent hope and prayer
that You who have begun this good work in us will bring it to fulfillment in Jesus Christ, our Lord. Amen.

If there are any questions, concerns or comments on these procedures, please do not hesitate to contact the Nursery Coordinator, Kelly Ledford at 858-254-3901 or kellyledford@hotmail.com. Again, thank you for your support in this wonderful ministry!