

## NURSERY WORKER JOB DESCRIPTION

The nursery ministers to children who are birth to age 3. The purpose of the nursery is to enable children to associate pleasant experiences with church, to provide a teaching environment for young children that will begin to stimulate their spiritual development, and to provide a service to parents.

### Expectation and Procedures

1. Arrive 20 minutes prior to service times. 6:25 on Wednesdays, 8:40 first service Sundays, and 10:25 second service Sundays.
2. Workers are expected to devote all their time to the infants and toddlers placed in their care. Workers should interact with the children. Including yourself in play activities with the children is both recommended and encouraged.
3. Nursery workers shall not leave any room with children unattended at any time for any reason.
4. Children in the process of potty training should be monitored carefully and assisted in using good hand washing techniques. Please use the preschool room potty for safety of the potty training children.
5. Adults must wash hands each time after changing diapers. Gloves and under pads are provided for diaper changes, please utilize the provided sanitary items.
6. Nursery workers shall notify the child's parents of any injuries or illnesses as soon as possible.
7. Time-out shall be the only form of discipline used. One minute per the child's age is to be observed. For repeat behavior problems, nursery workers shall notify the children's parents.
8. When leaving the nursery, nursery workers are responsible for seeing that the nursery is returned to the condition in which they found it. This includes sanitizing any toys used during the service. The last person out should turn off lights and adjust the heat/air.
9. Affection towards the infants and toddlers is important but please limit to hugs and pats only, no kisses. This protects the infants and toddlers from spreading germs.
10. Obtain contact information from all parents, including guests, on appropriate forms.

### General Nursery Policy

1. No one other than the scheduled workers should be in the nursery area. This includes children older than 3 with the exception of nursery workers children.
2. Children will only be released to the adult with the matching name tag number. This is an important step in protecting God's children. If the child does not have a tag, the parent/guardian that dropped off the child may be allowed to pick up the child.
3. A child known to have a contagious or communicable disease or health related condition will not be permitted into the nursery. Please see the well-child policy.

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Nursery Worker

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Date