

# GENERAL POLICIES



## Check In/Out Procedures

- The nursery opens 15 minutes prior to worship services and other scheduled events.
- All children must be checked in and checked out by a parent or guardian. In accordance with our Safe Sanctuary policy, an adult or guardian is considered to be a person 18 years of age or older.
- Make sure to sign your child in properly at the check-in desk by completing all of the information on the check-in sheet as requested, including the parent's location on campus. Please note that a parent must remain on SFUMC's Main Campus or West Campus.
- Be sure to let the staff or attendant know if there have been any changes regarding your child (i.e. allergies, behavioral concerns, etc.) that would require special attention and care.
- Please be considerate of your child, our staff, and volunteers by being prompt in picking up your child.

## If this is your first visit, Welcome!

- Arrive to the nursery a few minutes prior to your scheduled worship, study, or activity time to allow time to briefly talk with the nursery staff.
- Sign in your child by properly completing all of the information on the nursery registration card.
- Be sure to let us know if your child has any special needs or allergies that would require special attention or care while in the nursery.
- Upon your return, you should receive a record card that contains information regarding times of feedings, diaper changes/potty use, and/or other comments.
- Every attempt will be made to comfort your child and to be sure that their needs are met. If there are concerns, we will contact you if necessary.

Our policy is to contact parents after 15 minutes of non-stop crying. If you would like us to notify you after a different amount of time, please let a staff person know.



## Feeding/Food:

- Feeding instructions and food allergies, if any, should be conveyed to the nursery staff/attendant at the time of check in.

- Formula or milk must be brought from home and provided by the parent or guardian.
- Feeding instructions, if any, should be conveyed to the nursery staff/ attendant at the time of check in.
- We do have water and goldfish crackers or cheerios available.

## We are a peanut free facility:

We have many children that have significant allergies to peanuts and other food items.

Please do not pack anything that contains peanut products. While we know this may be an inconvenience for you, the safety of all children is of our utmost concern.

## Diapers/Potty Training:



- Diapers will be changed frequently and time of change recorded on your record form. Special diaper changing instructions, if any, should be conveyed at the time of check-in.
- We request that you let us know if your child is in the process of potty training. Please be sure to include extra pull ups or underwear in their nursery bag.

## Health Policies:

- For protection of your child and the other children, parents and guardians

are requested not to bring a child who displays the following symptoms:

Fever (currently or within the last 24 hours), severe cold, diarrhea, vomiting, sore throat, skin rash (contagious / unexplained), pink eye or discharge.

- We are not able to administer any medications to any children while in our care.
- Toys used by the children are sanitized at the end of each session and at other times as necessary.



## Toys from Home:

- We want your infant or toddler to be as comfortable as possible while in our care. However, we request that you do not bring your child's toys from home.
- They have the potential to get lost, be the source of sharing arguments, etc.
- We sanitize all of our toys and can't guarantee the level of sanitization of toys brought from home.



## WELCOME

Spanish Fort United Methodist Church exists to make disciples of Jesus Christ who are deeply committed to Christ, His Church, and our Community.

We embrace the importance of passing the Christian faith from one generation to the next and are committed to guiding every infant and child along this journey of learning and exploration. We strive to create a safe inviting environment for even the youngest of children to learn about God's love. It is our hope that the Little Sprouts Nursery Ministry, while partnering with parents and staff, will allow infants and toddlers to build a strong spiritual foundation that will continue to grow with them as they develop.

We hope that this brochure will convey our commitment to the discipleship of children and our ability to provide a safe, caring environment. Please take time to review and understand the nursery policies for the Little Sprouts Nursery Ministry.

If you have any questions, we hope you will contact our Director of Children's and Nursery Ministries.



## FAQ

### Who cares for my children?

All nursery rooms are staffed with a SFUMC staff member or volunteers to nurture and lovingly care for your child.

### Do I need to make reservations?

The nursery is available from 8:45 AM - 12:30 PM on Sundays and from 6:00 - 7:30 PM on Wednesdays (*during the school year*) with no reservations required. *Parents must remain on campus.*

For Bible studies throughout the week, nursery is available by reservation only. Contact Jennifer Robertson by email at [jrobertson@spanishfortumc.org](mailto:jrobertson@spanishfortumc.org), the Director of Children and Nursery Ministries at least 48 hours prior to the event. Please provide your name, child's name, child's age, telephone number, name/date of study, event, or activity.

### What do I need to bring?

Please bring diapers, wipes, bottles, sippy cups, pacifiers, and blankets. Please feel free to bring any other items your child may need while in the nursery.

### Do I need to label anything?

Please have your child's belongings, including their diaper bag, properly labeled with you child's first and last name. Any item not labeled will be labeled by your child's caregiver.

### What ages do you care for?

The nursery is available for infants from 6 weeks through age 3.



### Beth Allen

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Jesus said,

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

