



## St James' Episcopal Church Nursery-PARENTAL/GUARDIAN RESPONSIBILITIES

Nursery Service is provided for infants and toddlers through 3 years of age during scheduled church services.

Check in can begin 5 minutes before the service. All children should be signed in by a parent or guardian on the "Nursery Sign-In" sheet every day the child is in the nursery. All information on that form should be completed each day.

Parents/guardians will be asked to complete the "Child Information Form" on the first day, and update the form whenever any information changes and/or every year.

Any child that has been sick within 24 hours prior to the church service will not be allowed in the nursery. For the health and safety for all of our children, nursery staff, and the peace of mind of our children's families, children that have had the following symptoms within the last 24 hours will not be accepted: Lice, Fever, Diarrhea, Vomiting, Yeast Infection (monilia, thrush), Impetigo (infected wounds, boils, untreated ringworms), Runny nose with green or yellow mucus discharge, Communicable eye infections (conjunctivitis, pink-eye, swollen and draining eyes), Contagious skin rash, Cough, Croup, Any symptom of usual childhood diseases (such as mumps, measles, chicken pox), and/or Use of antibiotics for 24 hours or less.

Our nursery staff is not adequately trained to dispense any type of medication. If the child requires medication, the parent/guardian will need to come to the nursery at the appropriate time to administer the medication themselves.

If any child exhibits persistent uncontrolled behavior while in the nursery, his/her parents/guardians will be asked to remove that child from the nursery until such behavior ceases.

Our nursery staff are not able change diapers or assist a child to the bathroom. When a child needs assistance, the parent/guardian will be called to assist their child.

Please note, all bottles, cups, and snacks are required to be labeled with the child's name, as well as being designated "milk" or "juice" or "crackers". All personal items (diaper bag, pacifier, etc.) also need to be labeled.

Children may only be released to parents/guardians or other adult family members listed on the "Sign-In" sheet or "Child Information" sheet. No children will be allowed to leave with an older sibling.

Our nursery volunteers consist of parents, youth, and other members of our church family who assist our paid staff during Sunday morning services. The Church office sends out a reminder card or e-mail before the scheduled Sunday volunteers are to work. All volunteers will be required to adhere to our Nursery and Safe Sanctuary Policies and Procedures, and complete background check form before working in the nursery.

All information about the children in our program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the Priest should be notified immediately and actions will be taken in line with the "Safe Sanctuary" procedures.

This form was given to \_\_\_\_\_ on \_\_\_\_\_(date).

Signed by Nursery Volunteer \_\_\_\_\_