

Policies & Procedures effective August 15, 2019



Nursery Location – Nursery care is available for all Sunday morning services in the Nursery/Lambs Lot Preschool Building. Childcare and children’s programming for is available for all church related activities in the Cornerstone.

Enrollment - Space in the Nursery is limited and is on a first come, first served basis. Online Participation form must be completed for the current year. Once completed this electronic form only expires when the child moves to the next grade level. Previous hard copy registration forms prior to 2019-2020 need to be resubmitted. Exceptions will be made for visitors for an on-campus event.

Drop off/Pick up - Drop off begins a maximum of 15 minutes before the start of the event, and pick up is expected not more than 15 minutes after the scheduled end time. This is especially important when another service is scheduled to begin within the hour. Based on ratios, children may not be allowed to enter the Nursery until the previous service’s children have been picked up. However, you may drop off and pick up at any time between service hours. Excessive late pick-ups will result in loss of future program availability. If a child needs to be checked in for multiple services please inform staff at initial drop off. Check in/out numbered stickers are required for pick up. Nursery attendees will only be released to an adult with the matching number. If you have misplaced your sticker an ID may be required and matched against registration form. Paging system is also offered, inquire with staff member.

Siblings – We love siblings! But they may not cross into the Nursery. They must stay on the entry side of our Nursery check-in area **at all times**.

Age Requirements – During Nursery operating hours for all church & school related services/events, children from birth – age 5 are welcome. **Except for Sunday mornings during the 9:30 am** service hour where children who meet the Preschool Sunday School requirements must attend the classes designated for them. This rule also applies during any event offering childcare, where an activity is tailored to their age group of 3-5 years. At these times all children will be redirected to their appropriate classroom. Only children meeting this age cap will be accepted for Nursery check in.

Well children only – We want your child worshiping and learning with us but, if they are showing signs of not being well we will contact you to retrieve them from the Nursery. Sick child indicators include but are not limited to, a fever or vomiting in the last 24 hours, green or yellow drainage from eyes or nose, open bleeding wounds (including bloody diaper rash) and swelling or redness in or around the eyes. A phone call or an email to Irma Bates, Director of Early Childhood Ministries would be appreciated if your child is contagious with an illness or virus such as lice, whooping cough or Hand, Foot and Mouth disease. This is appreciated so that we can make the proper notifications, while keeping a child’s identity confidential & have our area professionally cleaned.

Belongings - Please bring ALL of your child's necessary supplies. These could include disposable diapers, bottles, extra clothing, pacifiers, security blankets, etc. All children in diapers will be checked and changed as needed. Please do not allow your child to bring toys or candy from home. Please make sure all personal belongings are clearly labeled. Lost and found items are kept for 3 months and then donated.

Snacks - Toddlers and preschoolers will be provided a nutritious snack when they are in the Nursery longer than 2 hours. Snack may consist of a protein, fruit and crackers. A simple snack is offered during shorter time periods such as Sunday School. Please bring a labeled sippy cup for your child. Parents of infants should bring any necessary food and/or bottles and inform the staff of feeding times. Due to toddlers’ tendencies to share food and to avoid allergic reactions we are a nut free area and no exceptions will be made.