



St. Philip's Little Lambs
Nursery Handbook for Parents
2017-2018



St. Philip's



**CHILDREN
+FAMILY
MINISTRY**

Welcome to St. Philip's Nursery!

We are so glad that your family is worshipping with us. At St. Philip's we have a unifying Mission Statement: **Growing Faith that Impacts the World for Christ.** We can't think of a better place to begin fulfilling that mission than in our Nursery with our youngest children.

Our Children & Family Ministry (CFM) department is dedicated to making sure your children are cared for in a loving and safe environment. We want them to feel at home in church and know that they are important to us and special to God. Our goal is that each child in our ministry:

- Discovers God's love and purpose for their lives
- Deepens their friendship with God and their Church family
- Shares their faith through love and action

Understanding the developmental and emotional needs of young children enables us to do this.

Our Nursery Coordinator is always on hand to ensure the professionalism of our program and to provide continued instruction to the staff and volunteers in the areas of child development.

This handbook for parents is intended to provide you with the information you need to help make your child's transition into nursery a pleasant and easy one. Thank you for trusting us with your most precious gifts!

Blessings,

Steffanie Methvin



Steffanie Methvin, Director of Children & Family Ministry

Who looks after my child in the Nursery?

We have Nursery staff members and volunteers who take care of your child while you are in church.

Each staff person and volunteer has been cleared via the national background check procedures and has been personally interviewed by either the Nursery Coordinator, or the Director of Children & Family Ministry. Every staff person and volunteer has also participated in our “Safe Church” training, provided by the Episcopal Diocese of Dallas.

Senior staff members have been trained in First Aid and CPR and receive ongoing instruction and training throughout the year on our safety policies and procedures and early childhood development.

What if my child has separation anxiety?

Separation Anxiety can occur at any time during the preschool ages. Our volunteers and staff are trained to deal with these situations and understand that these circumstances are challenging for parents. The Nursery Coordinator will work with each child and family, to the best of their ability, in attempting to resolve an existing separation issue.

The best thing you can do is to prepare your child before you drop them off by saying that they are going to play in the Nursery and that you will be back in a little while to get them. Sign them in and ***leave as quickly as possible.***

Please rest assured that we will love and take good care of your child, and if there is any problem *at all* we will text you. We *do not* let children become distressed or cry beyond 15 minutes.



How and where do I check my child in and out of the Nursery?

Our nursery is located in the Lein Education Building on the east side of our church campus. When you enter the building, please proceed to one of the Check-In kiosks in the lobby. Enter the information on the screen to print your child's nametag and parent security badge.

To maintain a secure environment, we ask that a parent (not siblings) drop off and sign in your child at their nursery classroom door. You will be asked to leave your cell phone number in case we need to contact you during the service. Please set your phone to vibrate, and keep your phone near you during the service. We will need to see your matching security badge when you come to pick up your child. Please note: Children will only be released to the person with the matching security badge.

Our rooms are divided by age as follows:

Age	Room #
Under 24 months	Room 100
24-35 months	Room 102
3 & 4 years	Room 101

What toys will my child play with?

Little Lambs Nursery shares our classrooms with St. Philip's Preschool, so each room is stocked with safe, age appropriate toys. Our infant room toys and equipment are continually evaluated and updated.

Your child is welcome to bring a special toy or "lovie" to Little Lambs Nursery to ease transition, but we ask that you will be responsible for taking the toy home at the end of the service.

We follow strict guidelines for cleanliness and sanitation involving diaper changing and disposal areas, and the disinfection of toys. If you have any questions regarding these procedures, we will be more than happy to discuss them further.

Do you serve snacks?

Typically, we **do not** serve snacks during the Saturday & Sunday Services, as the children are only in our care for one hour.

If children stay in nursery during the Education hour (10:15 – 11:00 am), we will serve the children snacks consisting usually of goldfish or you are welcome to bring any snack your child will enjoy, but please label them and leave in the diaper bag.

If your child has any food allergies, please inform your child's teacher at drop off. Your child will receive a wristband noting their allergy.

How many children will be in my child's classroom?

The number of children admitted to each room is based upon the square footage of the room, the number of volunteers/staff available and the ages of the children present. Little Lamb Nursery prides itself on the fact that we consistently exceed the state expectation on adult-to-child ratios. Every effort is made for quality care and attention.

What if my child is not feeling well? Can they still come to Little Lamb Nursery?

For the protection of your child, other children, and the caregivers, children who show any sign of illness will not be accepted into the nursery. If symptoms develop after the service/event begins it will be necessary for your child to return to your care immediately.

No child will be allowed into any of the children's programs (including but not limited to the nursery) if he/she currently or within the last 24 to 36 hours has:

- Felt sick
- Not behaved as usual
- Had a fever of 100 or above
- Any vomiting and /or diarrhea
- Common cold, runny nose or sore throat (even without fever)

- Croup or bad cough
- Pink eye or any eye infections (even if on medication)
- Any skin infection such as impetigo, boils, ringworm etc (even if on medication)
- Any skin rash except diaper rash (unless diaper rash is excessive or open)
- Any childhood disease such as baby measles (Roseola), measles (red or rubella), German measles (3 day measles or rubella), mumps, Scarlet fever, or chicken pox (varicella)

No child known to have been exposed to chicken pox will be allowed in the nursery. After breaking out, a child may return only after the scabs have crusted.

In essence, the nursery is meant to be a safe and healthy environment. Thank you for respecting our wellness policies.

What will happen to my child if there is an evacuation or emergency during the church service?

In the event of an emergency in which the building would need to be evacuated, the staff will take the children to the enclosure surrounding the playground at the north end of the property. It is imperative that the children not be removed from the group during the evacuation. Once the Nursery Coordinator has performed a head-count, children will be released to the parent with the security tag. Thank you in advance for your cooperation.



What should I bring with my child to Little Lambs Nursery?

The following **labeled** items are suggested contents for a small diaper bag:

- 1-2 bottles or a sippy cup
- Diaper or pull-up
- Clip-on pacifier
- A favorite blanket (optional)

If your child is potty-training please bring an extra set of clothes (with socks) and inform the caregiver. Also, it is a good idea for you to take your child to the restroom before entering the classroom.

What does my child learn in Little Lambs Nursery?

We use a Bible story based curriculum that is presented in a format that fits each age group's developmental stage. The lessons include a story time (Old and New Testament stories), arts and crafts, prayer time, and praise and worship time

Are there any other opportunities for my child to make friends with his/her classmates outside of Sundays?

Yes! During the year we have many different events and where our Little Lambs see each other than in Nursery. We provide childcare for our MOM Connect and Women's Bible Study groups (please see www.stphilips.org for more information). We also host several family fellowship events through the year where families can serve and get to know one another better. You can find out about these events by signing up for our e-newsletter, "Liking" our Facebook page, and watching the weekly announcements in church. We would love to have you and your family join us for these events!



Are there ways that I can be involved with Little Lambs Nursery?

Yes! We have many different opportunities for parents to become involved with the Nursery and other programs of Children & Family Ministry. In fact, *studies have shown that parental involvement in a church nursery environment every four to six weeks is important for the preschool aged child to connect church and home.*

We have the following opportunities open to you:

- Being on a Sub list as a care-giver
- Being a regular once a month care-giver with a specific age group.
- Being a Sunday School co-teacher
- Helping with our special events
- Helping prepare arts and crafts
- Office work and administration from home
- Making volunteer and staff appreciation gifts

If you are interested in being involved with any of the above opportunities, please contact Sarah Koniar at sarahkoniar@stphilipsfrisco.org.



Contact Information

Please feel free to contact any of our CFM staff with questions or suggestions.

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