

Dear Broadway Nursery Families and Volunteers,

My name is Leah Gregersen, and it is my pleasure to introduce myself to you as your new Nursery Coordinator! I just want to take a few minutes of your time to tell you a little about myself. First and foremost, I am a follower of Christ, wife to John, and mother of Jacob and Thaine with Baby #3 on the way.



I have worked with and around children almost my entire life, volunteering in the nursery, teaching Bible classes, leading children's church, and helping with summer VBS and camps. Camp Blue Haven holds a particularly special place in my heart, as I camped there 9 summers, worked there 2 summers, and met my spouse there when we were only wee 5th and 6th graders! My educational and vocational background is in child care, Family and Consumer Sciences Education, and Early Childhood Special Education. I have a

combined total of 4 years working in child care settings; I taught high school FCS for 5 years; and now I am working on my Ph.D. in Human Development and Family Studies. My hobbies include crafts and sewing, watching movies, and organizing things. I loath laundry and dishes. I also try to pick up a tennis racquet from time to time :) Let me know if you are up for a game once the weather is nicer!

I am super excited about serving as the Nursery Coordinator. I hope to learn from and continue the great work of others who have already done so much to make our nursery so awesome! Some things you can expect from me are some changes related to the safety of our sweet babies. I've outlined these changes for you to review in the following pages. Other safety and security practices already in place such as the check-in and check-out of the babies will be kept in place, as they are very well established and seem to be working very well at this point! I welcome your feedback and suggestions, so please do not hesitate to talk to me, parents and volunteers alike!

Thank you so much for this opportunity to get to know you all better, love on these sweet babies, and most importantly, help these little ones get a great start on their own faith journey!

In Christ,

Point your kids in the right direction—
when they're old they won't be lost.
Proverbs 22:6 (MSG)



Procedures

The following pages contain information about our nursery procedures.

Page 3 contains our Nursery Checklist which outlines our procedure for sanitizing toys and surfaces.

Page 4 contains our Diapering Procedures.

Per the Texas Minimum Standards for Child Care Centers, some updates have been made to our safety procedures relating to the sanitizing of toys and surfaces and procedures for diaper changes. If you would like to find this information online, you can go to http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf and look at pages 121 for information about sanitizing and pages 126-127 for information about diapering. Thanks :)

Page 5 contains information about illness and a child's attendance in Bible class or our worship-time nursery.

Page 6 contains information about the curriculum used in the nursery.

NURSERY CHECKLIST

- 1) Make sure all volunteers are in place by checking the volunteer calendar in the nursery window.
 - Two (2) volunteers should be present with the children at all times, as stated in the Safety and Security Policy.
 - * If any help is required, please call or text Leah Gregersen (512-426-9916) or Jennifer Porter (806-891-0198).
 - * Volunteers, please be familiar with the evacuation procedures located on the safety board.
 - To evacuate the nursery, babies should be put in rolling beds and rolled out the back door to the north of the building.

- 2) Follow check-in/check-out procedure:
 - * Each parent should get a pager and sign-in their child on the sign-in sheet.
 - * One name tag should be clipped to each child's diaper bag and to the back of each child's shirt.
 - * Collect pagers from each parent and remove name tags from diapers bags and children upon check-out from the nursery.

 - We must do this EVERY TIME with EACH CHILD

 - Do NOT remove children from the nursery. If parents are needed, call them with the pager system.

- 3) Take attendance with the official Bible class attendance sheet or app.

- 4) Check and change diapers after Bible class and again at 11:20.
 - Follow posted diaper changing guidelines

- 4) Snack may be given at 11:30. KIX cereal is located under the nursery check-in counter.
 - Only give KIX to children who have permission to eat it (check the sign-in sheet)

Closing Procedures:

- 1) Make sure all small toys that have been mouthed or handled by children during Bible class or in the playroom have been disinfected with a bleach water solution made with 1 tbsp bleach and 1 gallon of water. These sanitizing supplies are located under the sink in the "walkers" classroom, and will be prepped each week by the nursery coordinator.
 - ALWAYS avoid spraying products such as Lysol in the presence of the children

- 2) Use disinfecting wipes or disinfecting spray and paper towels to wipe down the exersaucers and large toys.

- 3) Put up all toys after they have been disinfected (check playroom and classrooms).

- 4) Return pagers to their proper location on the check-in desk. Tidy up the check-in desk and changing table by placing all items in their respective locations.

- 5) Turn in attendance forms to the box near the office hallway (across from the elevator).

Diaper Changing Procedure

- 1) Two (2) adults must be present in the room for all diaper changes.
- 2) Wear a new pair of gloves for each diaper change.
- 3) Place a sheet of wax paper on the changing table under the child's bottom. Use a new sheet for each diaper change.
- 4) Change diaper. Use wipes provided unless parents specify special wipes for their child.
- 5) Wrap soiled diapers in used gloves or use a plastic bag provided.
- 6) Place all diapers (wet and soiled) in the Diaper Genie. Be sure to turn the handle all the way so the diaper completely enters the waste can. This keeps the nursery smelling fresh!
- 7) Throw away used sheet of wax paper in trash can.
- 8) Wash child's hands if needed.
- 9) Put on new gloves for the next diaper change and get a new sheet of wax paper.
- 10) Repeat, repeat, repeat until all children are happy and dry!
- 11) Sanitize the diaper changing pad with a sanitizing wipe and allow to air dry.

When Your Child is Sick

We ask that you refrain from bringing your child to the Bible class or the nursery if he or she is showing any of the following signs or symptoms of illness (wording from Minimum Standards for Child Care Centers, page 128):

- Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness
- Rectal temperature of above 102 degrees and accompanied by behavior changes or other signs or symptoms of illness
- Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious

Thank you for complying with this policy! We want to keep all our sweet babies healthy and happy :)

Curriculum

The Palma Smiley Curriculum is currently used in our Bible classes. You can check out this curriculum online at <http://www.palmasmileyearlychildhood.com>.

In our young infant and crawlers class, ...

In our walkers class, ...