



**Pine Tree Dr.  
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# Welcome

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**To the Grace Baptist  
Nursery & Children's  
Ministries**



**The Nursery and Children's ministries of Grace Baptist Church are an essential part of our weekly worship. They make possible carefree worship and study for mom and dad while providing a place of teaching and discipleship for our children.**

**We are glad to offer these services to you and your family!**

**The purpose of this booklet is to acquaint you with the few simple rules that will assure proper care and protection for your child while he or she is in our care.**

**Grace Baptist has adopted an abuse prevention policy that is available upon request. This policy requires all childcare workers be thoroughly reviewed and certified by the church to serve in this ministry setting.**

**Please read the following carefully and note the information the ministry workers will need about your child. Then relax and enjoy your time with Grace Baptist Church in the worship of our Lord Jesus Christ.**

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# Nursery Care

## Welcome

The Nursery of Grace Baptist Church is a ministry designed to give parents the freedom and peace of mind to be able to focus their attention on worship. The Nursery is for babies 1 month to 2 years of age.

## \*\*\*Important\*\*\*

In order to avoid confusion and to provide proper care and sanitation for the children, **NO ONE** is allowed in the Nursery at any time other than the Nursery workers and the babies. (*Exceptions made for the mothers of nursing babies*).

Please do not leave anything other than a diaper bag and its contents for your child. This would include coats, other outer clothing, toys and other items that might end up lost or misplaced.

## The Nursery is available at these times:

- **Sunday School**
- **Sunday Worship** during the worship service, (If you are attending both Sunday school and the worship service, you may leave your child through both services)
- **Wednesday Evening** during prayer meeting
- Other times to be announced as needed

## Check In/Check Out Procedures

To insure the safety of your child, Grace Baptist has adopted a simple yet effective program for checking your child in

As a parent we ask that you focus your attention and follow the directions being given by the leadership during a time of heightened security. Your children will be taken care of with the highest priority and concern for their safety and will be reunited with you after the situation has passed.

### **First Aid Kit**

A first aid kit will be located in each room where children are monitored. The kit will contain at least the following supplies: Adhesive Bandages, Cotton, Cotton Tips, Gauze, Scissors and Tape.

and out of the nursery. Every child that enters the nursery must first pass through the check-in procedure, so please ensure that the following occurs during your visit to our nursery.

### **Directions for Check-in**

- Please be quick and discreet by following the program and leaving quickly to allow your child to adjust to the nursery setting.
- Remove all cloths or items the child does not need while in the nursery

### **Pager and Tag**

- The nursery worker will provide you with two tags and a pager with corresponding numbers. One tag will be attached to the cloths on the back of the child's left shoulder and the second tag will be attached to the child's diaper bag.
- The pager will be yours to keep during your visit to Grace to ensure we will be able to reach you if needed and to provide you with the peace of mind needed for worship.

### **Care Cards**

- Care Cards are provided to communicate any needs of the child, such as feeding times, likes and dislikes, allergies, or nap times while staying in the nursery. By filling out a care card, you are helping us take better care of your child. These cards will be kept from week to week, so please make sure your card is up to date.

### **What to Bring**

- For the Diaper Bag

- Please equip the diaper bag with the following items:
  - Diapers
  - Bottles – enough for baby’s stay
  - Pacifier
  - Burping cloth
  - Potty training pull-ups

(We encourage you as a parent to continue in the potty training of your child by being available when necessary during their times in the nursery.)

### What not to Bring

- **Please do not bring a sick child** – This will probably keep you from worshiping that day but will also protect the other children from contracting any illness
- Anything the child will not need during their visit
- Food (with the exception of bottles)

### Directions for Check-out

- Please report to the Nursery immediately following the service.
- **NO PAGER – NO CHILD** – You must present the pager matching the numbered tag connected to your child before being allowed to take the child from the Nursery.
- Make sure that all numbered tags are returned
- Please retrieve all items belonging to the child before leaving – anything left behind will be placed in the **Lost & Found**.

### Directions for Check-out

- Immediately following the service, you need to report to the specific rooms to check-out your child or children.
- Only the parent or guardian can check-out his or her child or children.

### Instructions for Children’s church workers

- **Please be on time!** Workers should be in their places 10 minutes before any scheduled service.
- The Childcare Worker who will be attending to the welcome table must in place 20 minutes prior to the start of the service.
- Childcare Worker – not the parent – is responsible for placing the nametags on the child.
- The selected color for nametags and wristbands must be different from the preceding week.
- Two Childcare Workers will escort children to their rooms as they are dismissed from the morning service.
- If a family arrives late, it is important that the child be checked in before going to children’s church.
- Two adults per class room as required by the child protection policy.
- Both Workers must remain in the room until the parent or guardian has picked up his or her child.

### In case of emergency

In the rare chance that an emergency occurs and the church is in need of evacuation, or lock down, please **DO NOT** attempt to collect your child. The childcare workers are trained and prepared for these situations.

### Directions for check-in

- Upon entering into the church building, go directly to the welcome table where you will be greeted by a Certified Childcare Worker. (Look for the nametag).
- At the welcome table, you will be asked to check-in only the children who will be attending children's church.
- The childcare worker will ask that you sign the sign in sheet, which will include your name and the names of the children being checked in.
- Each child will receive a nametag with his/her first name, last name, classroom name. This will show that your child has been checked in and should be left on until your family has left the building.

### Care Cards

- Care Cards are provided to communicate any needs of the child. By filling out a care card, you are helping us take better care of your child. These cards will be kept from week to week, so please make sure your card is up to date.

### Dismissing Children for Children's Church

- **Following the last verse of the last song sung during the worship service, the children should be dismissed to the church lobby.**
- Waiting to greet them will be two Certified Childcare Workers.
- Once all the children have collected in the lobby, the group will travel together to their specified rooms.
- If you would like to help escort your child to his/her room, please feel free, however, we ask that you do not linger, unless absolutely necessary for the child.

### Nursing Mothers

- For mothers who are currently nursing, a private room down the hall and on the right has been prepared to assist you.
- **ONLY** the Worker in Charge can hand the baby over to the mother.
- If morning worship will be ending with-in the next fifteen minutes, a full check-out of the child is requested.

### Instructions for Nursery Workers

- **Please be on time!** Workers should be in their places 10 minutes before any scheduled service.
- In charge person will instruct workers. Parents are not permitted in the Nursery except by permission of the **Worker in Charge**.
- Clean aprons and flat shoes should be worn at all times. Please no boots or dirty shoes.
- Do not work sick or if feeling under the weather!
- Be sure pager, diaper bag, and child tag numbers all match.
- Your full attention must be directed to caring for the babies. At no time is any child to be left unattended.
- If any questions arise about a baby's health or condition, check with the Nursery **Worker in Charge** who will check with a nurse or doctor.
- Check diapers as needed soon after arrival, and check for changes at end of hour. **DO NOT** give a child with soiled diapers back to a parent or guardian.
- Please wash your hands after each diaper change
- Keep sides of cribs up at all times
- Do not wake babies in cribs unless parent requests it or it is time to leave.

- The **Worker in Charge** will make sure all cribs have clean sheets for next child's use. **DO NOT PUT BABY ON A SHEET USED BY ANOTHER.**
- Do not feed children unless approved or specified by the parents.
- Seek to devote all your attention to the children, and save other conversations with friends for another time.
- Before leaving, all toys should be sanitized and put away, and all beds which have been used are to be covered with clean sheets.

**Any Questions - Ask the Worker in Charge**

# Children's Church

## **Welcome**

The children's church ministry of Grace Baptist Church is a ministry set aside for the purpose of introducing and instructing our children on worship of God and our Lord Jesus Christ.

Children's Church is separated into two groups. The first is for the ages of 3-7 and the second is for the ages of 8-10.

## **\*\*\*Important\*\*\***

If your child intends on attending children's church he/she must be checked in by the childcare worker in the lobby. (Direction below)

Children can be dismissed for children's church immediately following the pastoral prayer part of the service. A Childcare worker will be waiting to meet them in the lobby.

## **Children's Church is available**

- On Sunday mornings, during the worship service

## **Check-in/Check-out Procedures**

To insure the safety of your child, Grace Baptist has adopted a simple yet effective program for checking your child in and out of Children's Church. Every child that enters must first pass through the check-in procedure, so please ensure that the following occurs during your visit.