



Christ Church Cathedral

Nursery Procedures

Protecting the individual safety of children while also legally protecting Christ Church Cathedral, its priests, staff, and all who serve in Children's Ministry is vital to the Christ Church Cathedral family. It is with this purpose in mind that the following policies and procedures have been created and are being upheld. This booklet is intended to be a reference to the Nursery Policies and Procedures that may be found in full and complete detail in the church office.

VISION

The nursery ministry at Christ Church Cathedral will lead children from birth to age three closer to God.

VALUES

- The Nursery will be attractive, safe, and welcoming.
- Policies and procedures are in place to keep children and volunteers safe.
- Relationships between staff, parents and their children are a priority.

CONFIDENTIALITY AND PROFESSIONALISM

The privacy of children, families, and staff will be honored at all times. If concerns arise, staff are to direct all problems to the Children's and Youth Program Coordinator or Dean Gibson. Christ Church Cathedral requires staff to strictly follow the *Safeguarding God's Children* policies as recommended by the Episcopal Diocese of the Central Gulf Coast.

PERFORMANCE EXPECTATIONS for Nursery Coordinator and Staff

Performance expectations were created and are upheld to ensure that our nursery staff act in a professional manner. Expectations are regular attendance, adherence to the dress code, and excellent character.

CHARACTER TRAITS/QUALITIES

In order to nurture our children and develop a positive relationship with children and parents, Nursery staff are expected to demonstrate positive character traits and possess qualities including but not limited to patience and dedication.

SAFETY POLICIES

STAFF

- The Nursery Coordinator, all Nursery Staff, and all Nursery volunteers will participate in the *Safeguarding God's Children* training, or similar training as required by the Episcopal Diocese of the Central Gulf Coast.
- Background checks will be conducted on all Nursery Staff. The Nursery Coordinator will receive CPR and First Aid training.
- Names of Nursery Staff for the day will be posted by the door for parents to see.
- All Nursery workers should be familiar with fire alarms, fire extinguishers, exit locations.
- Nursery staff will insure that the police officer on campus has pager #1 and can be paged in case of emergency.
- Cell phones are not to be used by staff except in emergencies so that staff's focus is continually on the children.

PHYSICAL SPACE

- Nursery Staff should be continually aware of the environment and seek to eliminate hazards for children.

CHILDREN

- All children will be registered and the information including allergies will be kept in a notebook in the Nursery.
- Staff will always be present with children; a child will never be left in a room unattended.

TORNADO POLICY*

- In case of a tornado warning, staff will assist children to the flower guild room immediately.
- Once moved children will be instructed to sit on the floor against an inside wall, away from doorways and windows.

FIRE POLICY*

- Staff will remove children from the building as quickly as possible. If possible, the double doors leading to the small courtyard on South Conception Street should be used. Safe locations will be at least one city block away. If possible, the gathering place will be at the doors to the East entrance of the Government Plaza building. A gate key will always be located in the nursery.
- If possible, staff will take the nursery sign-in sheet if it does not impede the safety of the children or staff.

*These policies will be updated when Phase II of construction is complete.

LOCKDOWN

- If suspicious person(s) are seen in the hallway, a staff member should immediately page the police officer on duty, and call or text the Children's and Youth Program Coordinator.
- Staff will close the nursery doors and window blinds, and secure children away from doors and windows.

INFECTIOUS DISEASE CONTROL POLICY

- Staff, volunteers, or children with infectious diseases will not be allowed in Nursery.
- Staff, volunteers, or children should be free of fever for 24 hours before returning to the Nursery.
- All toys will be kept clean and sanitary with every effort made to clean toys that have been in a child's mouth as soon as it has been put down.

FOOD/DRINK POLICY

- The following food/drink is allowed in the Nursery area:
- Drink and/or food for child, as sent by parents
- Special snacks provided by Nursery Coordinator (Typically goldfish, animal crackers, and juice.)

INTERACTIONS WITH CHILDREN

The staff will:

- Clearly state expectations and directions to children.
- Reinforce positive behavior. Correct negative behavior verbally.
- Separate disruptive children within the classroom.
- No child shall ever be physically disciplined.
- In the event of an unruly child, the Nursery Coordinator will discreetly notify the Children's and Youth Program Coordinator, who will then conference with the child's parents as needed.

PROCEDURES FOR NURSERY

When a child arrives in the Nursery:

- Nursery Greeters and/or staff will greet the parent and child at the door and remind the parent to utilize the sign-in sheet and pager system.
- Before a child is invited into the nursery, a complete registration form will be completed.
- Parents must note any allergies or other pertinent information on the sign-in sheet AND verbally communicate this information to the staff.
- Parent must note any instructions regarding specific feeding schedules or food on the sign-in sheet AND verbally communicate this information to staff.
- Parents must ensure that bottles/cups are labeled with the child's name.

While children are in the Nursery, staff will:

- Staff will actively engage with all children.
- Check diapers frequently.
- Wash hands after each diaper change and each nose wipe and before giving bottles.
- Always attend to a child on a changing table.
- Always check the name on bottle/cup before feeding.
- Always hold babies for feeding and will not "prop" babies during feeding.



CHRIST CHURCH CATHEDRAL

The Right Reverend J. Russell Kendrick, *Bishop*

The Very Reverend Beverly F. Gibson, Ph.D., *Rector and Dean*

Michael E. Ballard, *School for Ministry Intern*

Lydia Knizley Johnson, *School for Ministry Intern*

The Very Reverend Johnny W. Cook, *Dean Emeritus*

Alison S. Mitchell, *Children's and Youth Program Coordinator*