

Nursery & Childcare

Parent Information

Sunday Morning Nursery:

- Childcare is available during all of our Sunday morning worship services, as well as during special worship services.
- **General ages for Sunday Morning Nursery are:**
 - **Infants** – Six weeks of age to beginning walker. During the year, early walkers could be promoted in order to make room for newborns and new members joining the nursery.
 - **Toddlers** – Beginning walker through two years of age.
 - **2 to 5 years of age** –We strive to place children in the most developmentally appropriate setting possible. As a general rule, assignments are based on a child's age at the beginning of the school year.
 - Once children enter kindergarten, they begin worshipping with their parent(s). Due to safety and security reasons, NO children should stay in the Nursery during worship services unless they are under kindergarten age. ***Kindergarten Sunday school (9:45-10:45) WILL be in the nursery wing.***

Childcare for Special Events:

- We provide childcare for many of the activities that take place here at First United Methodist Church Bentonville. We are committed to providing a safe, nurturing Christian environment for children ages six weeks to 6th grade. You may drop your child off 15 minutes prior to your activity and pick them up within 15 minutes following your activity. Due to allergy concerns, no outside food may be brought into the childcare rooms (we cannot allow children to bring nor eat their own food while in our care). We are looking forward to caring for your child!
- General ages for childcare are: **Infants -6th grade**

Nursery /Childcare Staff:

- Our nursery/childcare is staffed by trained, paid Nursery Attendants and Assistants, and adult Servant Ministers of FUMC Bentonville. We strive to have a minimum of 2 adults working with each group of children. Youth, ages 14-17, may serve as additional helpers (Nursery Assistants) only. Please, contact our Nursery Coordinator if you would like to know more about serving in the nursery.

Training:

- A nursery/childcare staff orientation will be scheduled at the beginning of the church year for first time nursery workers. A thorough explanation of policies and procedures, expectations of staff, information on child development, and emergency procedures will be discussed. First Aid and CPR training will be held several times throughout the year for all wishing to attend. Fees for this training will be announced.

Online Family Check-In Account:

- The purpose of the On-line *Family Check-In Account* is to help the nursery staff have the information necessary to take the best care of your child. Online enrollment should be completed for all parents/guardians and for each family member less than 18 years of age.

Diaper Bag:

- A FUMC Bentonville Check-In label should be attached to each child's diaper bag when he/she comes to the Nursery or childcare. Labels can be obtained at the check-in kiosk by simply choosing "Print 2 labels". Parents may use their own name tag on their diaper bag if they choose, but all bags must have identification.
- Items to be provided in the diaper bag are:
 1. Enough diapers (3) and wipes for your child
 2. If your child is "**potty training**", please make note of this on your child's name label during check-in
 3. Enough milk, juice or water for your child in bottles and/or "sippy" cups labeled with your child's name. Please, also label the bottle caps
 4. A change of clothes
 5. If a child is using a pacifier, the pacifier needs to be on a "leash" that can be attached to your child's clothes. This will help prevent others from picking-up dropped pacifiers.

Check-in Procedures:

- The nursery check-in kiosk is located on the first floor, east end of our Children and Youth Wing. For your convenience, during evening childcare and special events, the check-in kiosk may be located outside the room being used.

Visitors:

- Visitors should also check-in at the check-in kiosk. The Hostess will guide you through the check-in procedure and help you to the age-appropriate room.
- **Check-In and Check-out Procedures for Enrolled Children:**
- *Please, **turn your cell phone to vibrate** while your child(ren) are in our care. In the event we need to contact you, we will do so by sending you a text message. If you do not have "texting" available, please, notify a nursery attendant.*

1) Please, arrive a few minutes early so that you will have time to check-in your child at the computer kiosk.

2) If you wish to write a note to our attendants or teachers, you may do so on the computer by clicking on "NOTE" next to your child's name.

3) Take the printed sticker and put it on your child's back. Keep the "Guardian Receipt" to present to the nursery worker when you return to pick-up your child.

4) Make sure that your diaper bag has identification on it. If you need a label, add an additional label during check-in at the kiosk. Please, hand your child over the gate to the nursery worker communicating any verbal instructions to the nursery worker that may not be printed on your child's tag.

5) Enjoy your spiritual growth time knowing your child is in a safe and loving environment.
6) Return promptly to the nursery to pick-up your child. Hand your guardian receipt to the worker who will check the numbers to make sure they correspond to the number on the sticker on your child. Keep your receipt as you will need it to check-out your child as you exit.

a. If you have lost your receipt, then you will need to show a photo ID which will be matched with your child's online enrollment information to ensure the person making this request is authorized to pick-up your child. You may have to wait a few minutes for this process to take place. Please, understand this is for the safety of your child. **Siblings, age 14 years of age or older, may pick up the younger sibling from programs located on the second floor of our children's wing only.**

b. To avoid confusion, we ask that parents pick-up their child at the doorway instead of entering the classroom.

Parents are discouraged from bringing any toys from home. These toys present hygiene problems, are a distraction to other children and are difficult to locate among the other toys in the room. However, an exception can be made if there is severe separation anxiety and the parent feels that his/her child needs this kind of comfort from home. This item should be clearly labeled with the child's name.

Sunday Morning Routine:

- During each hour in the nursery, children in the 2 year old class – Kindergarten will have a time of free play, snack, music time and a brief Bible lesson. Diapers will be checked each hour and changed as needed. For snack, you can send a "sippy" cup that is labeled with your child's name, or your child will be given a paper cup or other disposal container for apple juice or water. Dry cheerios, vanilla wafers, saltines, cheese, graham or animal crackers will be provided. At NO time is outside food to be brought into the Children's Wing, or Family Room without **prior** authorization for **each** occasion.

Snacks:

- The children should have one "snack time" during care; Sunday morning is shall be during the Sunday school period, except for infants who may eat as needed. Dry Cheerios, vanilla wafers, cheese, graham, saltine or animal crackers, are given with apple juice or water in a paper cup, unless the child has his/her own "sippy cup" from home.

Due to allergy concerns we do not give children any other foods or drink unless it has been posted by the check-in kiosk prior to check-in.

At NO time do we bring peanuts, nuts or products containing nuts into our children's areas:

Allergy Alert

- Each child's name label should have all allergies listed. In the case of visitors, parents should alert the staff to any special needs.

Wellness Policy:

- To create the healthiest environment possible for your child, the nursery is cleaned thoroughly every week. Workers are encouraged to wash their hands continually in order to prevent spreading germs. To assist us in this effort to create a healthy environment, please, do not bring your children to the nursery if they are sick. A child with the following symptoms should not be brought to the nursery:

- *Fever of 100 degrees or more, diarrhea, vomiting, *runny nose (other than clear), severe coughing, pink eye, or sore throat.*
- If a child has displayed these symptoms in the **past 24 hours**, he/she should not be placed in the nursery. If a child who is sick is brought to the nursery, the parent will be contacted. This child will be isolated until the parents can be reached.

Our nursery staff will not administer any medications.

*If your child has a clear runny nose due to allergies, please, let us know. We realize some symptoms hang on when a child is not contagious. Thank you for doing your part to adhere to this wellness policy.

Crying:

- If a child continues to cry for 10 minutes and just cannot be consoled, we will contact the parent. Parents will be alerted with a text.

Potty Training:

- Our Nursery is very willing to help and cooperate with the parents when they are potty training their child. We ask, however, that parents of children being potty trained please:
 - 1) Provide a complete change of clothes, two if possible, extra underwear or disposable pull-ups for the child in his/her diaper bag.
 - 2) Communicate to the nursery staff that their child is potty training by writing this in the note section on your child's name label.
 - 3) Be willing to return to the room, if necessary, to help the child.

Behavior and Discipline: The safety of all the children in the nursery room must be maintained. No throwing, biting, kicking, pushing, or hitting will be allowed. When a behavior problem occurs, the child will be redirected to a more appropriate behavior. Older children will be told that their behavior is inappropriate, have the behavior modeled for them and then may be asked to apologize to the other child if the circumstance calls for reconciliation. If the above procedures are ineffective, the parents will be asked to come to the nursery room. If aggressive behavior occurs, parents may be asked to stay with their child in the nursery until the behavior has improved. If your child is struggling with a certain behavior, communicate this information to the nursery staff so they can monitor the situation closely.

Additional Safety Guidelines:

- For their safety, children are not permitted to be left alone in a room or permitted to roam around the church unsupervised at any time, including Sundays.
- For their safety, children are not permitted to play unsupervised on the church playground at any time, including Sundays.
- **Allergies Awareness Policy-** At NO time is outside food to be brought into the Children's Wing or the Family Room.

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