

**St. Mark Presbyterian Church  
Nursery Caregiver Guidelines**

1. Children are to be signed in and out of Nursery care by a parent or duly designated in writing substitute (not older siblings).
2. First time Nursery families are to receive St Mark Nursery Policy book and fill out medical information form on each child/infant.
3. Children are not allowed to roam the building or playground unattended. Children should be in the presence of a caregiver at all times.
4. Room 3 is to be used for 2 year olds and under, toddlers and infants.
5. Room 2 is for children over 2 years and up to age 5 years. If needed, separate older 4 year old's to Room 1 (check for guidelines as posted in Nursery—Room 3).
6. Only Nursery personnel and children's parents are allowed in the specified rooms.
7. Safe hand washing technique is to be observed at all times; use of vinyl gloves for diaper changing; and hand washing before and after food preparation. (Soap and running water are to be used, not hand sanitizer.)
8. Neither children nor caregivers are allowed to sit/stand on top of any equipment or furniture not designed for that purpose. Caregivers should "model" for children the behavior expected of them. Caregivers should not lie on the floor or roughhouse with the children.
9. Caregivers are expected to interact with the children, talking with them, helping them draw or playing with them. When children are working on crafts the nursery workers should assist them as needed rather than children simply sitting and working on a craft by themselves.
10. Socializing between caregiver is to be kept to a minimum and caregivers should not bring school books or other reading materials to the nursery. No cell phones should be brought to the nursery but instead left in the car. (Remember, the job is taking care of children, not to socialize, study, talk on the phone or check cell phone messages.)
11. Nursery snacks are shared with the supplies of the Early Learning Center. Juice will be located in the refrigerator and freezer in the ELC kitchen. Summer time may require refilling of snack supplies. IF nursery is in need of more snacks, please notify either the Nursery/Childcare Coordinator or the Ruling Elder for Children's Christian Education. Before any group snack time please remember to give a short blessing.
12. Regarding the playground:
  - Children are never to be on the playground alone. They are to be supervised at all times. If only toddlers are under care, remain in small playground area. Separate children by appropriate ages between the two playgrounds if needed.
  - Appropriate use of the equipment is expected (i.e. children are not to climb up the slide or on trees).
  - Remember to "pick up" the playground area by returning the outdoor toys to their proper place, replace cover on the sandboxes, etc. Please empty any playground trash into dumpster.
  - Please remember to stand where largest number of children can be observed.
  - Continue to visually scan entire playground as often as possible...just be alert!
13. Wipe down tables/chairs (use the disinfectant or bleach water located above the sink)
  - Clean messes off of the floor and out of the sink
  - Sweep the floor/carpet as needed

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- Wipe changing table after each use (use the disinfectant located above the sink)
- Empty garbage cans at the end of each day, take it out to dumpster at back of FLC and replace trash liner (extra liners above sink)

14. Upon leaving the building, please remember the following:

- Turn all lights off
- Check the a/c and set as needed
- Check that the door to the playground (Rm. 3) and Rm1 to ensure doors are locked
- Unless other arrangements have been made, lock front door and kitchen door.

15. All caregivers are expected to change diapers. If a child needs to be changed, personally handle the situation.

16. Please remember to control language and subject matter of conversations when talking among young children. Children are very receptive (even the youngest ones) and will repeat what they hear. For the sake of children, inappropriate language or behavior by caregivers will not be tolerated.

17. Music played in nursery should be limited to children's music or Christian music.

18. Dress code: Shorts must be no higher than an inch or two above the knee; no short shirts. Tummies must be covered and no strappy tank tops are to be worn. If there is a question...just follow "the less the skin showing the better" philosophy.

19. Red aprons are provided for Nursery staff to wear on duty and turned in each Sunday to Nursery/Childcare Coordinator for washing.

20. In the event of illness or unexpected absence for assigned times, you must notify by phone Nursery Childcare Coordinator, Ruling Elder for Children's Christian Education and Director of Christian Education. (Add their numbers to cell phone contacts.)

I have read the above Nursery Caregiver Guidelines and I agree to follow these items to the best of my ability.

\_\_\_\_\_  
Signature of Nursery Caregiver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nursery Childcare Coordinator and/or Ruling Elder for CCE

\_\_\_\_\_  
Date