



NURSERY BASICS

Thank you for your willingness to serve the parents in our church by supervising their children during Sunday School and Church!

WHEN SHOULD I ARRIVE?

- *By 8:45 for Sunday School*
- *By 10:15 for Church*
- *Early arrival allows parents to drop off children and get to Sunday school or church on time.*

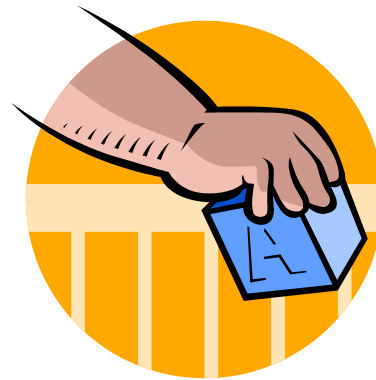
VOLUNTEER NAME TAGS

- *Name tags are available on the top shelf of the cabinet in the check in area*
- *These may help parents get to know you better*

PARKVIEW E FREE CHURCH

333 Sandra Lane
Rapid City, SD 57701

www.parkviewefc.org



Parkview E Free Church Nursery



VOLUNTEER HANDBOOK

Nursery Director: Erin Larson

Phone: (605)786-4560

Email: ReneeErin@msn.com

Scheduling Coordinator: Joyce Roth

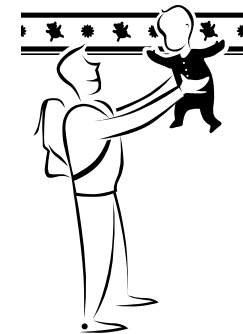
Phone: (605)718-7566

Email: mkmama@rushmore.com

Director of Education Ministries: Lauralee Holsing

Phone: (605)343-1485

Email: lauralee.holsing@parkviewefc.org



Child Check In

- Please designate 1 volunteer each week to help parents check in
- Parents should place a check mark beside the child's name. This helps us schedule the appropriate number of volunteers each week
- Parents also need to label any sippy cups with tape, attach a number to their diaper bag, and pick up and turn on a pager that matches the child's name tag number

NAME TAGS



DRINKS

- If the parent has provided a sippy cup or bottle for the child, the Y should be marked.

DIAPERS

- If Y is marked, please check the child's diaper before the end of the hour and change it if needed
- If N is marked, please DO NOT change the diaper and page the parents if needed.
- If nothing is marked, please just change the diaper if it is dirty

SNACKS

- If a child is in the infant room and Y is marked, there is a snack provided by the parent.
- If the Y is marked or it is blank, please provide toddlers with a snack
- If the N is marked, please do not give the child any snacks

ALLERGIES

- Please check to make sure you are aware of any child allergies
- NKA means "no known allergies"

Child Pick Up, Health Requirements, Older children in nursery

Child Pick Up

- Please make sure that the pager number the parent has matches the number on the child's name tag

Health Requirements– for VOLUNTEERS AND

CHILDREN

- Please find a replacement for yourself if you are ill
- Please turn away children who are ill
- Illness includes: fever within 24 hours, vomiting or diarrhea within 24 hours, green or yellow runny nose, coughing, questionable rash, any communicable disease
- If you are on antibiotics, your first dose must be AT LEAST 24 hours prior to your nursery service.

Older Children in Nursery

- If you have middle or high school aged children who would like to help with your nursery service, please have them fill out a volunteer application.
- If you have children age 3-middle school, please find someone else to watch them during your time volunteering in nursery. We are short on space, so it is best to keep the number of people in nursery as low as possible.

If necessary, a child age 3-kindergarten, may join you until children's church begins

Minimum # of Volunteers

- There should never be fewer than 2 workers in the nursery for the safety of our children., even if there is only 1 child in the room!

Ratio of Volunteers to Children, How to get help, Cleaning

Ratio of Volunteers to Children

- Infant room: 1 volunteer to 2 children
- Toddler rooms: 1 volunteer to 4 children

How/When to get help

- If there are too many children in the room for the number of volunteers present, you need to use the 777 paging system to call for help
- If there are not enough volunteers to add more children, please put up the sign that the nursery is full and turn away additional parents and children
 - The sign is on the top shelf of the cabinet in the check in area.
- If a child is crying and will not calm down, please page the parents
 - Directions for paging are on the check in table

What to do if you can't work your scheduled time

- Call another volunteer and work out a schedule trade
- If you are unable to find a replacement call Joyce or Erin

Cleaning Toys

- It is very important that you clean any toys that have been in a child's mouth BEFORE putting them away each week
- Disinfectant spray or wipes can be used to clean the toys. They do not need to be rinsed afterward.
- Please put away all toys at the end of your scheduled hour

