Calvary Church
Children’s Ministries
Volunteer Training Manual
Nursery Workers
Calvary Church Nursery Ministry

The Garden of Grace . . .
where little sprouts grow in God’s care

Psalm 91:1 states, “He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.” In other words, even as we walk moment by moment with God, God faithfully surrounds us with His care.

This picture of faithful care is what Calvary’s nursery ministry is about. We model God’s care for us to those around us.

Therefore, our vision is... to provide a safe environment where each individual is cared for and each individual is valued.

Safe Environment - Where security is superior and safe play areas are a priority

Each Individual is cared for and valued - This includes babies, parents and staff

Babies - Children have an intrinsic value simply because they were created by God—how do we show them they are valued? By caring for them…speaking their names gently, reading books about their Creator, singing songs about their Savior, verbalizing thankfulness for their friends, affirming their Godly behavior, responding to their cries patiently, reading God’s word to them, praying for them, and serving when we have promised to so that the children have an adequate number of loving arms to hold them.

Parents/Guardians - Welcoming the parents and their children warmly into our midst shows we value the whole family’s spiritual growth at Calvary Church. We care for each individual by greeting them with sincere smiles and displaying genuine interest in the family’s welfare. How can we do this? By making sure we have all pertinent information on the sign in sheet, by communicating openly and cooperating in order to provide the best care for the children.

Nursery Staff - We value each other by respecting each other’s desire for spiritual growth. So, we arrive on time to relieve those who served before us, and we come on our scheduled date so that others will have the opportunity to worship when they have scheduled to do so. We show an interest in each other’s life by expressing God’s care through speaking words of encouragement, by giving a timely hug, and by substituting for a co-worker who needs us.

Reflecting the caring and loving image of Christ...

Calvary Church Nursery Ministry
The Garden of Grace
PROCEDURES FOR CAREGIVERS

Arrival

➢ Please arrive 15 minutes before each session starts. Parents, children and your co-workers are counting on you.
➢ Sign in on the attendance sheet.
➢ Wear the nursery socks provided for you for our babies’ protection. They are in a small basket in each room. Place your belongings in one of the empty drawers.
➢ Wash your hands. (see procedure)

Sign In

Welcome parents and babies in a warm, friendly way

Usually, we ask parents to stay outside the nursery, but if the child needs some comforting reassurance from Mom or Dad they are most certainly welcome to enter the room. Particularly, inform first time visitors that they may stay. Also, assure them that we will call them if their baby gets upset. (Read the article, “What are Some Ways to Help a Crying Baby.”)

One person should always (as is possible) be stationed at the sign in area. This allows the parents to feel a special welcome as you greet the family and as you help with the sign in procedure.

Help parents with the sign-in process: Please make sure that information is complete and readable:

- First and Last Names of both parents
- First and Last Name of baby
- Family ID# or Visitor #
- Specific location of each parent while baby is in the Nursery
- Special Instructions, such as: how long to wait to get them if their baby is crying, allergy/snack information, diapering/potty instructions, and will someone else pick up the child?

Complete a name tag for each baby with the child’s first and last name plus the family number and cubby number. Place it on the child’s back.

Label the child’s bottles, cups, pacifiers, etc. Place the baby’s items in the cubby that corresponds with the number on the sign-in sheet. Offer a bag tag to parents if their diaper bag is not labeled. Tags are in the drawer below the sign-in sheet or at the Nursery Checkpoint.

Take the “kiddie keeper” out of the cubby. Place the clip end on the baby and give the ring side to the parent.

Remind parents that they must bring the Kiddie Keeper back with them when they come for their baby.
PROCEDURES FOR CAREGIVERS

What to do while the baby is in your care

All staff are responsible for teaching the designated curriculum and for praying for each child at least once while he is in our care.

Share the love of Jesus with our babies as you rock them, feed them, sing to them, play with them, read to them, blow bubbles over them, or change their diapers. Be intentional.

Make each moment a teachable moment – Focus on God, but also show how special each child is and how much they are loved! For example:

- God made you…God made everything.
- God is so good (to give us toys to play with, to give us friends to love, etc.)
- God sent Jesus to save us.
- God gave you strong arms to throw that ball.
- Jesus is my friend.
- Jesus is the boss.

It is never too early to teach of God’s love and care. In fact, it’s our job...not to baby sit while mom and dad are learning, but to teach these little ones of God’s grace even as we show grace to them.

Review the sign in sheet for special instructions on each child before giving a bottle or snack, diapering, laying down for nap, etc.

Give older babies a snack as needed. Cheerios and cookies are provided. Have a special snack time at the table rather than giving them cookies the entire hour. If the parents did not leave a drink give each child a separate paper cup with water. Use your discretion as to how much food to offer. Remember this is a snack, not a meal.

If a child uses a crib, change the sheet when he is finished in order to help keep all the children healthy.

All children should have their diaper changed before they leave the nursery. Check diapers as necessary or 15-30 minutes before each session is over. Follow the diaper changing procedure that is posted over each changing table and that is in this manual.

Take older toddlers to the bathroom as necessary. Leave the bathroom door ajar if you enter the bathroom with the child. Place your hand over the child’s hand to assist with wiping.

Always supervise the children and the environment carefully. Keep your full attention on the children. Use your eyes and ears, and never turn your back on them. Never leave children unattended. Look for hazards in the room—a climbing child, an overturned chair, too many toys on the floor for safe walking, broken toys, etc.
PROCEDURES FOR CAREGIVERS

Pick up time

Greet the returning parents with a warm smile in a pleasant manner. Then release the children with a genuine “looking forward to seeing you next time” attitude. Give a brief, positive report about the child’s day. If problems need discussed take the parent aside to do it privately, or refer the problem to your room coordinator or Nursery Director.

Release babies to parents only. If someone else is to pick up the child this must be indicated on the sign-in sheet. Only release the child to the person holding the kiddie keeper.

Parents must have the ring side of the Kiddie Keeper to pick up their child. If they do not have it with them, insist they go and get it.

This is an important security measure. We want our babies to be released only to those who have proper authority. We live in a time when these measures had to be put into place—yes, even in Calvary Church.

After the last baby has been picked up, please do the following:
  o Straighten the countertop.
  o Sanitize the toys that were chewed on or put into a child’s mouth by washing them with hot, soapy water and spraying them with the bleach disinfecting solution. Allow them to air dry.
  o Disinfect other items in the room by spraying them with the bleach solution and allowing them to air dry. These items may include swings, walkers, crib rails, large climbing toys, diaper changing area, etc.
  o Empty the bleach spray bottle solution.
  o If you see crumbs on the floor, please vacuum them. Ants find their way quickly to the crumbs. (Vacuums are located at either end of the nursery suite.)
  o Change crib sheets if a child has been in the crib for any reason.
  o Put in a new trash bag. Bags are in the drawer under the changing table.
  o Take trash and dirty laundry to the laundry room which is located across from Room 337.
  o Turn out room lights.

Thank God for His precious children. Have a great day knowing you impacted a life for the cause of Christ.

Calvary Church’s Vision is to bring Glory to God through the growing of a biblically healthy spiritual family of fully devoted followers of Jesus Christ who make disciples among the nations. This vision does not exclude the sprouts among us. In fact, they need to take root in their biblical health and knowledge of Jesus Christ beginning now.
PROCEDURES FOR CAREGIVERS

Diapering

1. Gather all supplies
   - diaper
   - wipes
   - 3 gloves
   - plastic bag
   - “Changed with love and prayer” sticker

2. Wash hands and put on gloves.

3. Before you bring the child to the changing table tell the child what you are about to do. Place child on clean changing table.

4. Always keep one hand on the child when you are changing a diaper.

5. Remove wet or soiled diaper and place in bag.

6. Wipe child from front to back with a diaper wipe and place wipe in plastic bag.

7. Remove your gloves and place them in the bag.

8. Put a clean diaper on the child, wash the child’s hands and remove the child from the changing area.

9. Dispose of zipped plastic bag.

10. Put on one or two new gloves.

11. Spray bleach solution on changing table, wipe clean with a paper towel.

12. Wash hands thoroughly.

13. Be sure the table is completely dry before placing another child on it.

Other important diapering information:

- Never show disgust at a child’s diaper. The child may think relieving himself is wrong or you don’t love him.
- During a diaper change is a great time to pray for the child and to talk eye-to-eye with each one about today’s lesson.
- Never place food or drink containers on the changing table surface.

All children should have their diaper changed before they leave the nursery. Check diapers as necessary or 15 to 30 minutes before each session is over. Diaper changing procedures are also posted over each changing table.
PROCEDURES FOR CAREGIVERS

Hand Washing Procedures

1. Always use warm, running water and soap.
2. Wet your hands and apply a small amount of liquid soap (dime to quarter size).
3. Rub hands together for 20 seconds being sure to wash all surfaces—palms, backs of hands, wrists, under fingernails, and between fingers.
4. Rinse hands well for at least 10 seconds, then leave the water running. (Singing one verse of “Jesus Loves Me” takes about 30 seconds.)
5. Dry hands with a paper towel.
6. Turn off faucet with paper towel.

Hand Washing

It is important to wash your hands...
   o When you enter the nursery
   o Before you serve food or drink, including bottles and cups
   o Before you dress a wound
   o Before you change a diaper
   o After you change a diaper or help a child in the bathroom
   o After using the restroom
   o After coughing or sneezing
   o After wiping a child’s nose (gloves should be worn for this job as well)

Hand washing is a simple but effective way of valuing and caring for those around us as we do our part to keep everyone healthy.
PROCEDURES FOR CAREGIVERS

Curriculum

Curriculum for two-year olds? Absolutely! One-year olds? Of course! We use curriculum with our children in the Garden of Grace from the time they come to us as infants until they leave us as preschoolers. Teachers in all the rooms have a formal curriculum tool to use to help focus their praying, teaching, playing, talking, care giving, singing, or finger plays.

The main idea is not to “baby sit” while mom and dad are learning about God, but to intentionally make every moment count. Impress on our infants and toddlers God’s love and His truth.

Ask God to help you communicate effectively the message for the day. Always remember to enjoy yourself and the children as you share God’s love and care with them. Your rewards are eternal.

The curriculum in the infant rooms (331 and 338) focuses on prayer. Caregivers can use the provided prayer guide posted over the changing table to guide their scripture-based prayers for each child. Teaching also includes modeling good attitudes, giving gentle touches, providing quick response to hurts, giving hugs to show our love and care, and talking about God’s love and care.

The curriculum for the crawlers and one year olds (333, 334, 335, 336) includes everything from the infant curriculum as well as emphasizing a specific Truth Statement each month. By referring to the Truth Statement poster, teachers can talk about this Bible Truth one-on-one or one-on-two during play, feeding, diapering, etc. You will not have a formal lesson time at a table. In addition, teachers of one year olds model kind ways to play with a friend, teach how to be good caretakers of our toys, and continue to talk about His praiseworthy deeds.

The two year olds (332 and 337) are taught simple Bible stories emphasizing the same Truth Statements that our one-year olds are taught. These two year olds also learn memory verses and specific songs that relate to the lesson. Learning Center activities are provided in order to increase the sensory experiences of the children so that the lesson is more likely to “stick.” Teachers should read over the designated curriculum and related Bible passage before coming to the nursery.

Though we can work toward having a special time to present the specific bible lesson to two year olds in a formal group, that is not as important as repeating the Truth Statement or retelling the story or quoting the memory verse repeatedly during play. The children may not be able to sit as a group until the latter part of the year. Meanwhile, the “lesson” should be taught all morning during play, snack, diapering, disciplining, etc.
General Information

Nursery Staffing

There must always be two staff members (at least one adult) in the room, even if there is only one baby. This provides a safety net for the child, the staff, and the church. Rooms will be staffed according to the following guidelines:

<table>
<thead>
<tr>
<th>Age of Child</th>
<th>Caregiver/Child Ratio</th>
<th>Age requirements of caregiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newborn -6 months</td>
<td>1:2</td>
<td>Adults only</td>
</tr>
<tr>
<td>7-12 months</td>
<td>1:3</td>
<td>15 years old to adult</td>
</tr>
<tr>
<td>1 year olds</td>
<td>1:4</td>
<td>15 years old to adult</td>
</tr>
<tr>
<td>2 year olds</td>
<td>1:5</td>
<td>13 years old to adult</td>
</tr>
</tbody>
</table>

Get a substitute to cover for you if you cannot be in the nursery when it is your turn to serve. Trading dates with someone who works in your room is a great way to get a sub. You may also trade with someone from another room.

Check for an updated staff schedule each time you are in the nursery. Please remember when you are switching that at least one person in the nursery must be an adult.

When you first receive your schedule, enter the dates you are scheduled to serve onto your calendar for the whole year. That way you will be less likely to forget to come on the day for which you have committed.

The babies are counting on us to care for them and to teach them about Jesus.

The parents are counting on us to provide a safe and caring place for their child to learn about Jesus.

The 9:25 staff is counting on the 11:00 staff to arrive early so they may go learn about Jesus.

The Welcome Desk staff is counting on the caregivers to come as scheduled so that they may do their assigned tasks, rather than switching staff and babies into other rooms on the spur of the moment in order to provide adequate staff to teach the babies about Jesus.

Your coordinators are counting on you so that they may attend worship or ABF to learn about Jesus, rather than substituting each week for a staff member who forgets to come or neglects to engage a substitute.
General Information

What are Some Ways to Help a Crying Baby

One way a baby communicates is by crying. A baby cries when he/she is uncomfortable, hungry, in pain, or needs a diaper change. Try rocking, feeding, burping, diaper changing and diverting the child.

Sometimes when toddlers cry as their parents leave them, they are “grieving” because their parents are going away and will be gone from them. At this age, the idea of when a parent will return is really meaningless. Caregivers should let the child cry for a few minutes, while staying close by to comfort them. Then begin to distract the child with a favorite toy or book.

If a child cries before the parents leave the room, ask the parents to go and give you the opportunity to comfort their child. Remind them that you will call for them if necessary.

If the above methods fail to comfort a baby or toddler, ask one of the welcome desk staff to place the baby in a stroller and go for a walk. (You may stroll the child yourself in the nursery drop off area if there are at least two other staff members left in your nursery.)

A parent will need to be called if the child has cried continuously for fifteen minutes. Parents will appreciate knowing about this time limit if their child is crying when they leave the room. We are happy to work with parents who want to make other arrangements such as letting the child cry for a shorter or longer period of time. These instructions should be clearly marked on the sign-in sheet.

If you need to call a parent, contact someone at the Nursery Welcome Desk to do that for you.

Keep in mind that crying is hard on everyone- you, the other children, the parents and the child who is crying. Calling for a parent is a way we work together to show Christ’s love and care for our nursery family.

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Procedures for the Nursery Checkpoint

Greeting the Families

You are the first face the child and parent see when they arrive at the Garden of Grace. Make them want to “put down roots here” by lighting the room with your “Son-shine.” Let your words be watered with grace, remembering that your job is to care for and to value each one who steps through the gates.

One way we show that care is by following the check point procedures with confidence, knowing they were put in place for the safety of God’s children.

Access to the Nursery

No one, except staff, should be entering the nursery without either a child or a kiddie keeper. Keep our children safe.

Staff must show you their Calvary Church Worker Photo ID. If an individual does not have the ID, s/he must go to Children’s Ministry Central to obtain a temporary worker pass.

Only one adult should drop off or pick up the child. Please have other family members wait outside the gate in order to avoid congestion and confusion.

Only people entering the nursery should be coming through the garden gates. Parents and staff should leave through the “EXIT” doors at either end of the nursery. This will also avoid confusion at the busy gate area.

| Parents must have two possessions any time they pass through the garden gates. |
| For Drop-off… Their photo ID and their child |
| For Pick-up… Their photo ID and their kiddie keeper |

Procedures

When a parent arrives with a child:

1. Ask to see the parent’s Calvary ID. The parent should show you one of three ID’s
   1. A Calvary Parent Photo ID—admit them warmly
   2. An official Temporary Parent ID—admit them warmly

2. If the parent does not have an ID, politely inform the parent that s/he must go to Children’s Ministry Central and obtain one.
   □ Regular attendees may just be informed of this policy.
   □ Visitors must be personally escorted to Children’s Ministry Central.
Procedures for the Nursery Checkpoint

Visitors

1. If a family arrives at the Nursery without a visitor’s pass, escort them to Children’s Ministry Central where they can obtain one.
2. Warmly greet the first time visitor or returning visitor.
3. Determine which nursery the child will be staying in by referring to the birth date list hanging at the Welcome Desk.
4. Take the family to the nursery to which the child has been assigned and introduce them to the nursery staff. Stay there while either you or the caregiver explains the sign in procedure.
5. Remind the family that if they are needed, their visitor number will appear below the screen in the auditorium.
6. Remind the family to turn in their guest passes after their last child has been picked up. Passes may be returned to the locked boxes at the Nursery Checkpoint, Early Childhood Checkpoints, Children’s Ministry Central or the 1st or 2nd grade classrooms.
7. Offer to escort the family to the Welcome Desk where they can hear about ABF’s.
8. Return to the Checkpoint immediately.

Visitors may naturally feel uneasy about leaving their precious child in the hands of strangers. Following security measures in a friendly and confident manner can help them to feel at home and at peace.

Other Responsibilities

Check the nurseries to make sure each has an appropriate caregiver/child ratio. Also, check to see that relief staff has shown up. If necessary, ask caregivers to switch nurseries and/or move babies.

Take attendance on the purple cards and the quarterly attendance sheets at 10 and 11:30.

Help to calm crying babies by pushing them in strollers. If a child has been crying continuously for 15 minutes, a caregiver may ask you to call for a parent.

To page a parent, call the Welcome Desk at extension 255. Give them the family number or the parent’s name and location if other than the auditorium. When the parent arrives, please ask if they have first visited the Welcome Desk in order for their number to be removed from the screens. If they have not, call the Welcome Desk to have their number removed. These instructions are also located beside the phone at Nursery Checkpoint. At the end of the service make sure all children have been picked up.

Turn off the lights and lock the doors. Leave, knowing today you touched a life for God’s glory.
# PHYSICAL DEVELOPMENT

<table>
<thead>
<tr>
<th>AGE</th>
<th>CHARACTERISTICS</th>
<th>NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth-3 months</td>
<td>Sleeps up to 18 hours a day</td>
<td>To be fed and changed</td>
</tr>
<tr>
<td></td>
<td>Reflex responses to discomfort</td>
<td>Motion such as rocking to music</td>
</tr>
<tr>
<td>4-6 months</td>
<td>Eyes can follow objects</td>
<td>Mobiles with bright objects</td>
</tr>
<tr>
<td></td>
<td>Rolls; wiggles; tries to sit up</td>
<td>Safety</td>
</tr>
<tr>
<td></td>
<td>Grasps and lets go of objects</td>
<td>Variety of things to see and touch</td>
</tr>
<tr>
<td>7-9 months</td>
<td>Prefers to sit</td>
<td>Lots of attention</td>
</tr>
<tr>
<td></td>
<td>Likes to bounce</td>
<td>To be comforted when fussy</td>
</tr>
<tr>
<td></td>
<td>Stands while being held</td>
<td>To play with noisemakers</td>
</tr>
<tr>
<td></td>
<td>Could get first tooth</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Likes to bang things together</td>
<td></td>
</tr>
<tr>
<td>10-12 months</td>
<td>Can sit for a long time</td>
<td>Safe places to crawl</td>
</tr>
<tr>
<td>12-14 months</td>
<td>Creeps, toddlers, walks</td>
<td></td>
</tr>
<tr>
<td>15-18 months</td>
<td>Enjoys throwing toys</td>
<td>Unbreakable toys</td>
</tr>
<tr>
<td>19-24 months</td>
<td>Moves constantly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Likes pull toys</td>
<td>To climb</td>
</tr>
<tr>
<td></td>
<td>Likes picking up things</td>
<td>To roll balls</td>
</tr>
</tbody>
</table>

# MENTAL DEVELOPMENT

<table>
<thead>
<tr>
<th>AGE</th>
<th>CHARACTERISTICS</th>
<th>NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth-8 months</td>
<td>Is learning through senses</td>
<td>Things that stimulate senses</td>
</tr>
<tr>
<td></td>
<td>Responds to environment</td>
<td>Verbal and physical contact</td>
</tr>
<tr>
<td>9-12 months</td>
<td>Listens to conversations</td>
<td>To be read to</td>
</tr>
<tr>
<td></td>
<td>Carries out instructions</td>
<td>To do action rhymes</td>
</tr>
<tr>
<td></td>
<td>Can identify parts of body</td>
<td></td>
</tr>
<tr>
<td>12-14 months</td>
<td>Listening/talking</td>
<td>To hear short simple sentences</td>
</tr>
<tr>
<td></td>
<td>Asks questions</td>
<td>Help in naming things</td>
</tr>
<tr>
<td></td>
<td>Begins to group objects</td>
<td></td>
</tr>
<tr>
<td>16-18 months</td>
<td>Enjoys throwing toys</td>
<td>Unbreakable toys</td>
</tr>
<tr>
<td></td>
<td>Enjoys dumping objects</td>
<td></td>
</tr>
<tr>
<td>19-24 months</td>
<td>Moves constantly</td>
<td>To climb, to pull toys, to roll balls</td>
</tr>
<tr>
<td></td>
<td>Likes picking up things</td>
<td></td>
</tr>
</tbody>
</table>

## SOCIAL/EMOTIONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>AGE</th>
<th>CHARACTERISTICS</th>
<th>NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to three months</td>
<td>Fear of falling and loud noises Egocentric</td>
<td>Calmness Gentleness To learn to trust</td>
</tr>
<tr>
<td>4-6 months</td>
<td>Smiles, coos, laughs</td>
<td>Conversation</td>
</tr>
<tr>
<td>7-9 months</td>
<td>Friendly, happy Knows name Recognizes faces</td>
<td>Simple games, stories, and songs Consistent staff</td>
</tr>
<tr>
<td>10-12 months</td>
<td>Begins to say words Has moods Shows preferences</td>
<td>Opportunities to socialize</td>
</tr>
<tr>
<td>12-14 months</td>
<td>Has a temper</td>
<td>Calmness – provide diversions</td>
</tr>
<tr>
<td>15-18 months</td>
<td>Is trying out independence</td>
<td>Positive directions</td>
</tr>
<tr>
<td>19-24 months</td>
<td>Wants to be near others Play is solitary</td>
<td>Opportunities for parallel play Lots of toys and books</td>
</tr>
</tbody>
</table>

## SPIRITUAL DEVELOPMENT

<table>
<thead>
<tr>
<th>AGE</th>
<th>CHARACTERISTICS</th>
<th>NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth to 12 Months</td>
<td>Dependent Unsure</td>
<td>To experience God’s love through people at church To develop a sense of trust A consistent assurance of God’s love</td>
</tr>
<tr>
<td>13-24 months</td>
<td>Explorer Investigator Enjoys Bible picture books Growing self-esteem Enjoys Bible picture books</td>
<td>To feel “at home” in church To know they are important to caregivers To have wonders of creation pointed out To hear how special God has made them To feel good about themselves</td>
</tr>
</tbody>
</table>

Press 9-1-1-“Dial” In Case of Emergency

Emergency Instructions for Nursery Caregivers

Evacuation

1. Strobe lights will flash; emergency alarm will not sound in nursery.
2. Stay Calm
3. Place approximately 4 children in an evacuation crib for children under two
4. Two year olds will walk out holding hands of caregivers
5. Take the sign-in sheet
6. Exit the nursery through the door nearest to the music room
7. Exit the building through the door in the music hallway
   If this route is blocked, exit through the west side of the foyer
   If this route is blocked, exit through the nursery windows
8. Go to the Nursery Staging Area, the grass island near the music wing
9. Check the Sign-in sheet and account for all children
10. Release children only to those adults with a parent ID and a kiddie keeper
    If these are not available, then authorization by the Nursery Director or the Director of Children’s Ministry must be attained before the child can be released
11. Have the person picking up the child sign the sign-in sheet and indicate at what time the child was picked up
12. Parents may go to their vehicles and may leave the lot when authorized to do so by police and fire officials

IN CASE OF FIRE

**Fire Extinguishers** are located:
- At the Nursery entrance
- Next to the vending machines in the hallway toward the music room
- At the west foyer exit

**Emergency Alarm Pull Boxes** are located:
- At the west foyer exit
- At the music wing exit
- In the music wing hallway

*Nursery Caregivers should also familiarize themselves with other emergency procedures as outlined in the pink emergency guide section of the staff handbook, particularly lost child and bomb threat procedures.*
Emergency Instructions for Nursery Checkpoint Staff

The checkpoint staff acts as the point person when there is an emergency in process.

**Evacuation and Weather Emergency**

1. **Stay Calm**

2. **Announce to the caregivers which emergency is in process.** Remind them where to go for the particular emergency situation (see maps) and to take the children, the clipboards with sign in sheets, and the emergency backpacks.

3. **Keep parents out of the nursery.** Church Staff and Evacuation Personnel and other Children’s Ministry approved workers with a badge may enter to help us.

4. **Instruct the Staff and other Evacuation Personnel** as they arrive to:
   - Assist with two year olds’ evacuations
   - Keep parents out
   - Hold the door open so that cribs can be easily pushed out
   - Push out cribs
   - Check the laundry room, bathrooms, nursing rooms, and all classrooms to be sure everyone is out
   - Check to make sure the SIS are out
   - Retrieve Diaper Bags
   - Help put coats on children only if there is a backup in hallway
   - Help staff and children out windows if that is the evacuation route
   - Turn out all lights

5. **Unlock all Nursery Doors**

6. **Safely leave the nursery once everyone else is gone.**

7. **Remind Caregivers to take attendance once you are at the staging area.**

8. **Remind caregivers to only dismiss children to those with proper ID and kiddie keeper.**

9. **Help care for children as needed.**

10. **Upon return to the nursery, lock the appropriate doors and remind staff to take attendance.**

**Intruder Alert**

Follow instructions as listed on your emergency maps. For security purposes, the intruder policies will not be published in our handbook or on the website.

*Nursery Checkpoint Staff should also be very familiar with the Emergency Instructions for Caregivers.*