

POLICIES FOR THE USE OF THE NURSERY



ALL SAINTS'

EPISCOPAL CHURCH & DAY SCHOOL

6300 North Central Avenue, Phoenix, Arizona 85012

Church: 602.279.5539 School: 602.274.4866

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WWW.ALLSAINTS.ORG

PURPOSE:

The purpose of the All Saints' nursery is to offer loving care to children, ages infant through potty trained, in order that their parents may attend services of worship, classes, and may participate more fully in the life of the parish.

HOURS:

Sundays:

The nursery opens at 8:30am and remains open throughout the morning. The nursery closes at 12:30pm. Parents are expected to pick up their children immediately following the service, program, or event. If you would like your child to join you at the Eucharist, you may pick up your child at the passing of the peace.

Parish-wide events and special church services:

To support family participation in the life of the parish, the nursery is open for all major parish events and parish-wide special services; If you have a question about whether the nursery will be open for a specific parish event, you are encouraged to call the church office.

Small Groups:

From time to time, small groups which meet at All Saints', may desire to schedule the nursery for their group. Policy, procedure and fees for the use of the nursery may be obtained from the church office.

LOCATION:

The nursery is located in the north wing of the Church, off the Narthex.

STAFF:

Our paid staff is state licensed and bonded, and has undergone nation-wide background checks. Additionally each nursery care giver is trained in first aid, child and infant CPR and has had the *Safeguarding God's Children* training required for the Diocese.

ALL SAINTS' ADHERES TO THE FOLLOWING POLICIES:

Parents must fill out a nursery registration form upon their first visit to the nursery.

It is important that every parent bringing a child to the nursery sign-in completely on the sign-in sheet in the Nursery Notebook and include a cell phone number or pager number where they may be reached if a problem occurs. Nursery staff cannot leave the nursery unattended to find parents.

Parents need to alert nursery staff to any special medical concerns and/or allergies.

Parents should label all items left in the nursery with the child's name. This includes bottles, blankets, pacifiers, sippy cups or other items which might be taken from a diaper bag during the stay. We are not responsible for unmarked items.

There will always be two adults working in the nursery with the children.

We maintain high adult-to-child ratios in the nursery; 1 adult to a maximum of 6 children. Therefore, at present, the nursery can accommodate 12 children. If we see a consistent need to increase the number of nursery staff to care for more children, we will do so. If you arrive after we have reached our ratio, please leave your name on the sign-in sheet in the Nursery Notebook to help us evaluate our need for additional staff.

If a child cries for an extended period of time (10 or more minutes), the nursery staff will contact the parents.

Parents should not bring their child to the nursery if the child has had or currently has the following: Diarrhea, vomiting or a fever in the past 24 hours; green discharge from the eyes or nose, or an undiagnosed rash. An exclusion policy is posted in the nursery.

All Saints' requires that parents remain on the All Saints' campus while their child is in the nursery.

For safety's sake, children will be released only to the parent or adult who signed them in, unless special written instructions are given at check in. Additionally no child may leave the nursery area until the parent or adult comes to collect him/her.

Parents should make certain all personal items have been returned to them before leaving the nursery. Lost and found items will be retained for a short time. Items not claimed after one month will be donated to Interfaith Cooperative Ministries.

Toys and furniture are washed and disinfected at the end of each group of children in the nursery. Monthly our toys are inspected for cracks or ridges that could be harmful.

Cheerios are available to children over the age of 6 months. Due to allergies in some children, we request that no other food or snacks be brought into the Nursery. If your child cannot have Cheerios, please inform our nursery staff.

For the stability of the children, the nursery is staffed by several primary caregivers who are contracted by an agency. Any questions or concerns about the performance of their duties should NOT be directed to the caregiver, but to Cristina Hatton (602-279-5539 x116 or email chatton@allsaints.org).

