

# NURSERY

## Parent Handbook



1501 West Ingomar Road  
Pittsburgh, Pennsylvania 15237  
(412) 364-3613  
[www.ingomarchurch.org](http://www.ingomarchurch.org)

Dear Parents,

Our hope is that while your child is in the care of the nursery, he/she will experience the love of God through each of our caregivers and that parents will receive the chance for their lives to be changed during service so that they can be the parents that God has called them to be.

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Nursery Coordinator

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For more information about programs in Children's and Family Ministries, please visit our website at [www.ingomarchurch.org](http://www.ingomarchurch.org) or contact Danielle Seitz.

Please read through this booklet to familiarize yourself with our nursery procedures. We invite you to drop by any time to see what goes on during nursery time and to help acclimate your child/children to the nursery area if needed.

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The nursery is located in the Worship Education Center (the building where Sunday morning worship is held), in  
**Room 221.**

The nursery provides care for infants and toddlers through age 3 during all Sunday morning worship services.

**9:00 am**

**10:00 am**

**11:15 am**

The nursery is also open during special holiday services, including Christmas Eve, Maundy Thursday, and Good Friday.

## **Nursery Procedures**

### **First Time Guests**

If you are visiting Ingomar Church for the first time or are new to Ingomar Church's Nursery, please fill out a registration form, provided to you by the Nursery Caregivers. This will ensure that we have all the necessary information to properly care for your child/children (allergies, special instructions, etc.).

.....**DROP OFF** .....

### **Check-In**

To ensure the safety of all children who attend our Nursery, and to lessen the confusion at Drop-off and Pick-up times, we ask that you hand your child/children to the Nursery Caregivers over the half door, along with any personal items for your child. If needed, the Nursery Caregiver can open the half door to let your child/children walk in on their own. Parents will only be allowed in the nursery if:

- ◇ You need to nurse (you can also enter through the nursing room door)
- ◇ You are a first time parent who would like to observe the nursery routine
- ◇ You would like to assist assimilate child to nursery environment

### Sign-In

Once you reach the nursery room, a Nursery Caregiver will hand you a clipboard with a Sign-In sheet. On this sheet you will list your child's/children's name, allergies, and any new information (such as potty training). You will also be designated a pager number.

### Pager

The Nursery Caregiver will provide each family with a pager that coordinates with their child's/children's sign-in number. This pager will be used if the Nursery Caregiver needs to get in touch with you during the service. If you are being paged, the pager will vibrate and blink until it is returned to the nursery.

\*\*Nursery Caregivers will page you if your child becomes ill, has been crying for an extended period of time, or any other potential problems/emergencies.

### Personal Belongings

We ask that when you drop off your child/children, you also provide the Nursery Caregiver with the following items:

- Diapers and Wipes
- A bottle / sippy cup

The Nursery Caregiver will place a sticker with your child's name on the items, and they will be placed in a cubby marked for your child.

.....**PICK UP**.....

**Check Out**

During Check Out, children will be handed back to their parents over the half-door.

Sign-Out

A Nursery Caregiver will hand parents a clipboard with the Sign-In sheet on it, where parents will initial the area marked “sign-out.”

Pager

Parents will hand back their pager. The Nursery Caregiver will use the pager number match children with their parents.

Personal Belongings

The Nursery Caregiver will hand parents their child’s/ children’s personal belongings with their child/children.

Lost Items

If your child is missing an item at Check Out or has lost an item in the nursery, please let the Nursery Caregiver know. There will be a lost and found box that they can show you to in order to search for the item.

## **In Case of an Emergency**

Should the fire alarm go off, all the children will be escorted out of the building by staff and Nursery Caregivers. The nursery will exit out the front doors of the Church building (closest to the nursery room) and gather in the grass area out front.

PLEASE DO NOT come to the Nursery to pick up your child.

If the alarm is a drill or is quickly resolved, children will re-enter the building and return to the Nursery.

If circumstances require that we not re-enter the building, please meet the Nursery staff outside, in front of the Church building (near the flag poles). Once all the children are accounted for, our staff and Nursery Caregivers will sign out the children to their parents.



## **While in the Nursery...**

While in the care of the Nursery, children will learn about God through the love of the Nursery Caregivers.

During this time, your child/children will experience a Bible Story tailored for their age, an occasional craft, snack time, and free play.

### Snack Time

Our Nursery Caregivers will provide a snack for the children, which will consist of Goldfish, Animal Crackers, or Cheerios. During snack, children will be seated at a table together, have their hands wiped with a wet wipe, and receive any drink that was left with their personal belongings.

*\*Please alert the Nursery Caregivers to all food allergies.*

### Diapers

Diapers will be checked and changed by the Nursery Caregivers as needed during the nursery times. Nursery Caregivers clean the changing table and wash their hands after each change.

## **Nursing Mothers**

We welcome all mother's who need to nurse their child to come to the infant room, room 219 (directly connected to the nursery). This space is a quiet place just for you and your little one.

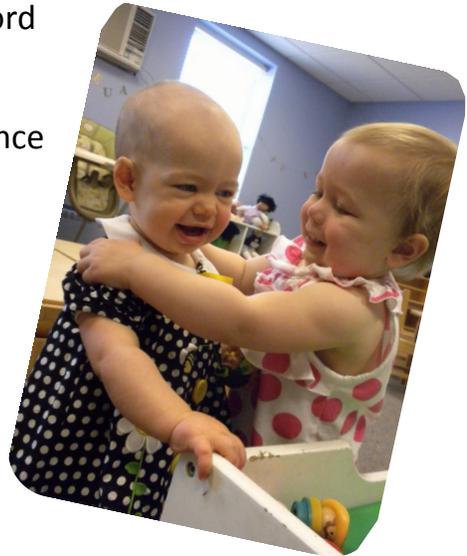
## Nursery Safety

In order to keep the children at Ingomar Church safe, the Nursery adheres to Safe Sanctuary Guidelines.

In accordance to the Safe Sanctuary Guidelines, the nursery will have:

- 2 Caregivers in the room with the children at all times.
- All Caregivers will have obtained and been cleared through 3 background clearances.
  - ⇒ PA State Criminal Record Clearance
  - ⇒ PA Child Abuse Clearance
  - ⇒ FBI Fingerprinting Clearance

In addition to these Guidelines, at least one Caregiver in the Nursery will be certified in First Aid and CPR.



## **Wellness/Illness Guidelines**

To provide a healthy environment in our Nursery, we ask that parents keep their child/children home if you observe:

- Fever (Above 100 degrees)
- Vomiting
- Significant, persistent green/yellow nasal discharge
- Chicken Pox, Mumps, Measles
- Conjunctivitis (pink eye), Strep Throat
- Head Lice

If we notice any of the symptoms while your child is in the care of the Nursery, you will be paged to pick up your child.

Our Nursery Caregivers are not permitted to administer any medication unless it is lifesaving (such as an Epi Pen).

## Nursery Caregivers

Our Nursery is the cooperative effort of a faithful and loving group of people who enjoy serving God through infants and toddlers.

*We can always use additional help in the Nursery!*



We ask that parents serve in the Nursery at least once every two months. Please contact the Nursery Coordinator to be added to our schedule.

All of our Nursery Caregivers must submit the appropriate clearance checks, and of course, be dedicated to showing the love of God to the children of the Nursery.

We strive to keep our Nursery Caregivers on the same monthly rotation. This helps our children, families, and Caregivers get to know each other and create a loving rapport together. Email are sent out to the Nursery Caregivers each week as a schedule reminder.

We are so blessed to be a part of your child's/children's lives at Ingomar Church! Our prayer is that while in our care, the children will experience the power of God's love and that you as parents will get the chance to grow in your faith while knowing that your children are safe.

If you have any questions about the information contained in this handbook, please contact the Nursery Coordinator or the Children's and Family Ministry Director.

