

NURSERY

ROLES & RESPONSIBILITIES:

- Confirm Planning Center by the Wednesday before you are scheduled to serve. If you are unable to serve on your assigned date, please find coverage within the team and contact Tess Rimikis as soon as possible.
- The Nursery only takes children ages 6 months to 3yrs old.
- Arrive by 8:30/10:30am ready to serve in the Nursery.
- We must adhere to a 3:1 ratio of child:staff established by the State of New Jersey. There will always be at least 1 Supervisor and 1 Assistant for each shift therefore we can accommodate 6 children with that coverage.
- Your shift ends when the last child is picked up - usually 15mins after service ends.
- Be sure that the walkie-talkie for your classroom is accessible and charged. If any problems escalate and you need assistance, you can contact the Security Team member on Channel 2.
- **When A Child Gets Dropped Off:**
 - Ensure that the child is within 6mo-3yr age range. If you are unsure, ask the parent.
 - Ensure that the child has been checked-in by Guest Relations and has a sticker on their back.
 - Label the child's diaper bag and sippy cup with the labels provided in the Nursery.

- Have the parent add their child's name, cell phone number and any allergies to the white board in the Nursery.
- Double check that the parent is okay with their child receiving Cheerios as a snack.
- Double check that the parent is okay with their child getting a diaper change by the supervisor if needed during service or if they would like to be called back to do it themselves.

- **During Service:**

- Keep the kids alive! haha
- If a child is crying and cannot be calmed down or is requiring more attention than can be given within the group, call the parent back to get their child by either two ways:
 - Text the parent from the numbers provided on the white board in the nursery.
The number will be put on the screen in service for the parent to see.
- *We do not allow anyone who is not Nursery Staff beyond the Nursery gate. The parent will have to take their child out of nursery instead of coming to stay with them to calm them down****
- Put any toys that have been put in their mouths to the side to be cleared after your shift.
- If you want to feed the children Cheerios is allowed. NO outside food is permitted as we have many children with food allergies.

- **When A Child Gets Picked Up:**

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- Remove the sticker from the back of the child and make sure the numbers match the sticker the parent gives you. ***NO CHILD can leave without getting the correct sticker from the parent***

Both the stickers should be stuck together and put into an envelope with the service date and time labeled on it.

- Ensure all of the child's belongings are given back to the parent (ie. diaper bag, pacifiers, sippy cups, jackets etc)

- Notify the parent of anything they need to know that happened during service (ie. diaper changes, snacks given, disciplinary actions such as timeout or separating from another child, etc)

• **When The Shift Has Ended:**

- Collect all trash and empty it after each service.

- Vacuum room and straighten up toys.

- Wash or disinfect any toys that have been put in a child's mouth

- Notify Tess if any supplies are running low.

- Turn off the tv and lights and shut the door after 11am service.

• **Things to Remember:**

- You are always allowed to turn away a child that appears sick. Use your judgment! Parents should understand wanting to keep the rest of the children healthy!

- If you exceed the 3:1 child:staff ratio, please contact Tess or the Service Director.

- Only Supervisors (18+) can change diapers.
- The TV and provided DVDs can be used at any time during your shift.

- **Any and all injuries must be documented on an Injury Report Form.** The person completing the form must sign it, explain what happened to the parent and the parent must sign the form. After service, the form must be given to the Service Director.

ONCE WE ENTER THE THIRD WING:

- Check-in will take place IN the nursery so workers should be familiar with how to use the system. There will be instructions at the check-in area, but in case someone is unsure, help them out.
- NO Parents are allowed past the gate.
- Please empty the trash after service.
- We will be sanitizing the entire room once a month, but please disinfect the toys after each service with the cleanser provided at the sink.