



September 17, 2009

Dear Volunteer,

We would like to thank you for serving our little one's here at Quaker Gap Baptist Church. It is so important for our children to experience Christian love while they are here at church.

Most of you have served in a nursery in the past and know how things work but we will briefly review how we would like our nurseries to operate.

### **Infants/Ones**

1. Be sure to ask the Sunday school teacher what has gone on with each child while they were with them during the Sunday school hour. This is critical in understanding the child's behavior during the church hour. Try to arrive a few minutes early to be there when parents drop off new babies who didn't come to Sunday school.
2. Be sure to mark on the white board when diapers are changed, when the child napped, and if they had any meal/snack.
3. Make sure name tags are worn and given to parents as they leave for worship. Remember: A name tag must be presented in order to pick a child up at the end of the service.
4. Babies can **ONLY** be taken out of the nursery by a parent or guardian (someone who has the matching name badge of that child.) I know this seems silly for babies that you all know but we are just being safe.
5. Please bag all trash at the end of the church hour and take it to the dumpster. Place a clean trash bag in the cans. They are located in the drawers in the sink area.
6. The hot water switch for the sink is located on the wall to the Left of the sink area.
7. Please practice good hygiene while caring for our infants. Wash your hands between each diaper change with soap and warm water. If you are sick on a week you are scheduled to serve...PLEASE FIND A REPLACEMENT!!!!!!! Try to keep toys out of babies mouths. Usually parents will bring a "chew toy" for babies who like to put things in their mouths. Use the one they brought!

## Twos

1. Be sure to ask the Sunday school teacher what has gone on with each child while they were with them during the Sunday school hour. For example, when did they snack? Two year olds should only have ONE snack time either in Sunday school or worship service. The best time to snack is in the transition time between the two. But we will leave this up to you as the teacher for the class. They should all snack at the same time though. When did they go to the bathroom? Usually 2 year olds are learning to use the potty. Please make sure you are sensitive to these needs. You may have to ask the child repeatedly if they have to go and simply offer 1 or 2 “potty times” during the hour.
2. Be sure to mark on the white board when diapers are changed or when they used the potty.
3. Make sure name tags are worn and given to parents as they leave for worship. Remember: A name tag must be presented in order to pick a child up at the end of the service.
4. Children can ONLY be taken out of the nursery by a parent or guardian (someone who has the matching name badge of that child.) I know this seems silly for children that you all know but we are just being safe.
5. Please bag all trash at the end of the church hour and take it to the dumpster. Place a clean trash bag in the cans.
6. Please practice good hygiene while caring for our children. Wash your hands between each diaper change and potty visit with soap and warm water. If you are sick on a week you are scheduled to serve...PLEASE FIND A REPLACEMENT!!!!!!!
7. We would encourage a time of music and reading during this hour. Maybe teach a new song each month...write on the white board what song you are learning so the next teacher knows which one to practice. Also use this time to tell a short bible story.

## Threes/Fours

1. Be sure to ask the Sunday school teacher what has gone on with each child while they were with them during the Sunday school hour. For example, when did they snack? Three and Four year olds should only have ONE snack time either in Sunday school or worship service. The best time to snack is in the transition time between the two. But we will leave this up to you as the teacher for the class. They should all snack at the same time though. When did they go to the bathroom? Usually 3 and 4 year olds are using the potty but may need help with pulling pants down, wiping, and even effectively washing their hands.
2. There are some “new” three year olds in this class so please use the white board to read notes from parents and note potty times and even maybe a diaper changes.
3. Please utilize the lesson that is prepared for you. You should receive a packet in the mail including a lesson plan for your class.
4. Music is great with this age. Teaching songs is a great way to teach the story of Jesus in a different way. There are plenty of music tapes and C Ds in the room that you can use. Even just playing music while the children are having play time is great.
5. Please bag all trash and take to the dumpster at the end of the class.
6. Make sure each child picks up their activities from their cubbies as their parents pick them up.
7. Make sure name tags are worn and given to parents as they leave for worship. Remember: A name tag must be presented in order to pick a child up at the end of the service.

To make the schedule as easy as possible for everyone, we have attached a copy of the year schedule. Please do not use this as your only resource for when you are scheduled to serve. We are doing this so that you can look over the weeks you are down to serve and make sure you will be available. This way, you can go ahead and make arrangements to switch with someone if you can't serve during your scheduled week. **IF YOU MAKE A SWITCH YOU MUST ALERT A NURSERY COMMITTEE MEMBER OR APRIL RAGAN AT THE CHURCH ASAP!!!!** This is critical in keeping up with the posting of the correct workers in the bulletin and the messenger so it is clear who is scheduled to serve.

Again, thank you so much for serving our little one's here at Quaker Gap Baptist Church. May you be blessed by blessing others.

The Nursery Committee

Emily Snow

Natalie Borders

Joy Lee

Lynne Clark

Kathy Ford