



## **First Christian Church McKinney**

### **Policies & Responsibilities for Nursery Personnel**

**First Christian Church of McKinney is looking for a Nursery Attendant to take care of infants and preschoolers on Sunday mornings, 8:30 am - 12:00 pm, \$15/hour. Childcare experience required. If you are interested, please email a resume to Rev. Katherine Wright at [katherine.wright@fccmckinney.org](mailto:katherine.wright@fccmckinney.org).**

#### **Nursery Policies and Responsibilities:**

1. Provide children with a loving, safe, and clean environment so that parents and their children can feel confident participating in the ministries of FCC.
2. Must be certified in infant/child CPR as well as First Aid.
3. As part of the hiring process submit to a background check.
4. Complete 30-minute online Child Sexual Abuse Prevention Training Course and examination.
5. Attend any training courses or programs scheduled by the Family Life Minister, Senior Minister, or Education Committee.
6. Give as much notice as possible if you are unable to fulfill your scheduled times.
7. Arrive 15 minutes before children are scheduled to arrive.
8. Know where the first aid supplies, fire extinguisher, snack supplies, diapering supplies, and cleaning supplies are stored. Notify appropriate staff when supplies need to be replenished.
9. Always wash your hands with soap and running water for at least 20 seconds before giving a bottle, food or snack, after changing a diaper, after assisting a child with the toilet, after sneezing or wiping noses, and after playing outdoors.
10. For the health and safety of the infants and preschoolers, older children (first grade and up) are not allowed in the nursery.
11. As you greet each parent and child, remind parents to sign in their child in the notebook noting any special instructions for the child. Make sure you have a cell phone number for the parent so you can contact them as needed.
12. Label each child's belongings. Put a name tag on the back of their clothing if needed.
13. Check diapers each hour, 10 minutes before the hour and as needed. Always follow proper diapering procedures.
14. Infant: Give food or bottles as requested and supplied by parents. Do not give any food to infant that is not supplied by parent. Always hold an infant to bottle feed. Toddler and Preschool: Give snack and drink if appropriate. All children must be sitting at the table while enjoying their snack and drink.
15. Infants: Allow babies an opportunity to sleep in the crib, always changing the sheets between infants (wipe the crib mattress down with disinfectant before putting on new sheets). If not

sleeping, keep the babies settled and busy by holding them, letting them use the swing, laying them on the floor quilt with toys, etc.

16. Get down on the floor and play with the children. Speak to them, sing to them, read to them. Do not spend the whole time sitting in the rocking chair unless you are rocking a baby. Interaction is necessary and expected.
17. Text the parents if a child becomes ill or is extremely distressed.
18. Never leave children unsupervised for any reason. In case of Emergency call or text FCC contact(s) posted on the nursery wall.
19. Personal use of cell phones or other electronic devices is prohibited while caring for children in the nursery.
20. When it is time to leave, have the parent check-out their child in the notebook. Inform them of any problems or successes with their child that day. Be sure they take all their child(ren)'s belongings with them.
21. Pick up any mess left by the children; clean off tables, return toys to proper places, etc.
22. Report any repairs or additional cleaning needed in the nursery to appropriate staff.
23. Never publish any pictures of children on social media including but not limited to Instagram, Twitter, Facebook, etc.