



ST. LUKE'S

EPISCOPAL CHURCH & SCHOOL
CHILDREN'S NURSERIES



Nursery Guidelines and Information For Parents

St. Luke's Episcopal Church
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Welcome to our Nursery!

We welcome you and your children to our church. It is the goal of St. Luke's Episcopal Church to provide a safe, comfortable and nurturing environment for your child. We want you to feel secure about your child's well being while you attend services and activities at St. Luke's.

Please take the time to read the following guidelines. This booklet will answer most of your questions and introduce you to the policies we have put in place to safeguard all the children in our care. Your understanding and cooperation are deeply appreciated. Please let us know if you have any comments or questions.

Nursery Team

The goal of St. Luke's Church Nursery is to offer quality care for your child while you attend church functions. Each Nursery Staff member maintains current CPR and First Aid training to ensure safety. Our Nursery Staff works in teams of two or more per childcare room. All Staff and volunteers of our nursery are a minimum 18 years of age. Nursery Staff are trained to be familiar with the nursery facilities, SLEC childcare policies, and child safety. They also strive to make your child's earliest church encounters loving and nurturing experiences.

Infant / Young Toddler Care - Shepherd's Room

Also referred to as the Shepherd's Room, our infant and toddler room is available for infants to young 3 year olds during our Sunday morning services. Occasionally, on Sundays, during weekly Bible Studies or church events, the infants may be combined into the 3 ½ - 4 year old Preschool room, depending on the number of children present and sibling needs.

Brides Room / Mother's Room

Adjacent to our Shepherd's Room, we have set up a living room space to offer privacy to nursing mothers and for brides to use on weddings days. We are installing a television monitor for livestreaming services when possible. Staff will make the room as private as possible by keeping doors closed. Notice the signage on the hallway door that offers a toggle switch to alert others that the room is occupied.

Older Toddler & Preschool Care

Our Angel's Room is for toddlers who are walking up through preschool ages 3 & 4. The toys and activities in this room are tailored developmentally with these ages in mind, including centers such as a play kitchen & drama, library, building blocks, and open-ended materials for creative play, exploration, and discovery. There is also an adjoining bathroom to accommodate children who are potty training. Please let staff know if your child is potty training so we may accommodate them with the proper care.

Note about Preschool Formation (Sunday School)

At 10am, our preschoolers will gather on a rug in the Angel room for a bible story, discussion and wondering questions, then will choose work or play (from open-ended materials) that connects to the story.

Nursery Availability

The nurseries are available on Sunday Mornings from 8:45-12:15 and for the Monday Moms Group 8:45 - 11:00am.

When there are additional gatherings or church functions, the nursery is available on an as-needed basis. If the church function is family oriented, such as a potluck, you are encouraged to have your child with you. For such functions, as congregational meetings or evening Bible Studies, the nurseries will be available to you. If you are unsure whether childcare will be provided at a function, please call the church office to inquire about or request childcare.

Check-In/Out Procedures

There is a child sign-in sheet at the entrance of each of the nursery rooms and outside the Godly Play rooms. Please make sure you fill this out each time you drop off your child and include any special instructions for the staff. This information includes your contact info and any allergy info we need to know about your child in order to ensure his or her safety while in our care.

Be sure to leave a cell phone number in case we need to contact you in an emergency. For our preschool childcare room, please sign out when you pick up your child. For those who expect to bring children on an ongoing basis, fill out the registration form on our website.

Welcoming Shy Children

It is common for children in the nursery to have some separation anxiety at first. Please talk with your child in advance before checking in about how they get to stay and play with friends for a short while when you are in the service (or at a class) and that you will come back to pick them up.

No Sneaking Off

Be sure tell your child “good-bye” when leaving them in our care and exit the nursery. If a child becomes upset, we will do everything we can to comfort them and reassure them you will return and they are in a safe environment. If your child continues to be upset for 10 minutes (or less by your request) with no sign of calming down, a nursery staff member will text you so you can come back to pick them up.

Parents are welcome to stay and play in order to help children acclimate to the space, friends, and staff. Both of our nursery Dutch doors (which are half doors) remain open on top. Please feel free to peek in on your child if you wish during the service.

Speaking of sneaking off, all parents are expected to remain on campus. Our staff has a level 1 background check and training that is not meant for you to leave campus. Options for parents include 9 and 11am services and formation classes at 10am each Sunday.

Pick Up

Children are released only to their parents or guardians unless the parents inform the nursery staff otherwise. We ask that for a seamless drop off and pick up, the person dropping off be the same person to pick them up but if it is not possible, we ask you to indicate in writing specifically who will be picking them up in your place.

Child Illness

If your child becomes ill or injured during their time with us, one of the nursery staff will page/call you or come get you. For the health and safety of all children and Nursery Staff and the peace of mind of our children's parents, children who have had the following symptoms within the last 24 hours will not be admitted to the nursery:

- a. Fever
- b. Diarrhea
- c. Vomiting
- d. Yeast Infection, thrush
- e. Impetigo (infected wounds), boils, untreated ringworms
- f. Runny nose with green or yellow mucus discharge
- g. Communicable eye infections, conjunctivitis (pink-eye)
- h. Contagious skin rash
- i. Cough, croup (except in the case of allergy)
- j. Any symptom of usual childhood disease such as mumps, measles, chicken pox
- k. Use of antibiotics within the past 24 hours.

*Both nursery rooms are cleaned and sanitized regularly to help reduce the spread of germs and illness.

Medication

Our nursery staff may not dispense any type of medication to your child. If your child requires medication, please come to the nursery at the appropriate time to administer it.

Allergies

Food allergies are important to us. If your child has food allergies, please note this on the sign in sheet. For the safety of your child, we ask that you also specifically tell one of the Nursery Staff that your child has food allergies so that all Nursery Staff will be aware.

Snacks from Home

If you would like for your child to have a snack while in our care, please include something from home. Due to allergies and diet, we do not provide food or snacks unless planned for a promoted event or special occasion. We maintain a peanut-free nursery and we ask that parents do not bring any snacks containing peanuts at any time.

Diapering/Potty Training

Our staff maintains a clean and dry diaper for your child when in the nursery. They follow sanitary protocol in diaper changing, including using a non-porous surface that is sanitized between each changing. Please let the staff know if you have any special requests such as applying diaper rash cream or if your child is potty training and how often he/she needs to be taken to the potty.

What to Bring

Essentials bags (diapers, clothing, etc.) should be clearly labeled with the name of the parent or child (labels are available in the nursery). If you have any special items that your child may need, please point them out to the nursery staff. We do have diapers, wipes, etc. but your essentials bag may need to contain the following items:

- a. All items required for a change (diaper, creams, ointments, salves, wipes, etc.)
- b. Extra diaper(s)
- c. Bottle/formula, or cup if needed
- d. Pacifier (clip on type is preferred) or other item your child may find comforting
- e. Change of clothes
- f. Snack if there is something particular that your child will need to eat during his/her time in the nursery. Please ensure anything you pack is peanut-free.

Comments, Questions and Concerns

Please feel free to contact us to address any and all comments, questions, and/or concerns you may have regarding the St. Luke's Episcopal Church Nursery. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have!

Grace and Peace,

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