

Welcome to Discovery *Toddlers!*

We welcome you and your children to our Discovery Toddlers. It is the goal of Discovery Toddlers to provide a safe, comfortable and nurturing environment for your child to learn about God.

We will provide your child with an environment that is safe, fun, and created especially for our tiniest worshippers! The room will also be properly staffed to ensure that there is always enough individual attention paid to your child. In addition, there will always be a staff member on duty who has been CPR/First Aid certified.

We also want you to feel secure about your child's well-being while you attend church service therefore we strive to provide you with the information you need to know about our nursery program. Please take the time to read the following guidelines that we have prepared for you. This short booklet will answer most of your questions as well as introduce you to the policies that we have put in place to safe guard all of the children we care for. Your understanding and cooperation are deeply appreciated.

This is an overview of the policies in place to provide a safe environment for your children:

1. Children between ages 1 to 3 are accepted for care at *Discovery Toddlers*.
2. *Discovery Toddlers* will be available for all 10 am worship services (with the exception of some special days)
3. *Discovery Toddlers* will not accept children that are currently ill, or have been ill within the last 24 hours.
4. *Discovery Toddlers* will not give medication to children. Only parents will be allowed to administer any medications when needed.
5. Parents are required to check their child in with a computer attendant at the *Discovery Toddlers* classroom. Here, you will receive the child's name label.
6. You will receive two printed name labels at check-in: one label for the child and one for the parent with the corresponding number. You will use the number label in order to pick-up your child.
7. Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the child.
9. Children will only be released to a properly identified and pre-authorized adult with the verified parent label with the corresponding number.

Age of Care

Toddlers between the **ages of 1 to 3** are accepted for care in the *Discovery Toddlers* classroom. The Discovery Zone is available for Pre-School and School-aged children.

Safety

For safety reasons, do not allow children above nursery age to enter the nursery rooms at any time. Older children do not always understand the care and maintenance of a room for small children and infants. They can leave small objects that could be choking hazards, unplug safety devices, etc. If you see older children in the nursery at any time, please notify appropriate staff.

Nursery Availability

Discovery *Toddlers* will be available for all 10 am worship services (excluding 4th Sundays and special days). Staff members will begin accepting children **15 minutes prior** to the scheduled start of the service. Please pick up your children as soon as the service concludes.

Child Illness

If your child becomes ill or injured during the service, you will be contacted text message. For the health and safety of all children, nursery staff, and the peace of mind of parents, it is advised that children displaying any of the following symptoms within the last 24 hours should be kept with the parent:

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea, or is feeling unwell
- Cough, croup (except in the case of allergy)
- Colored runny noses
- Contagious skin rash
- Pink eye
- Lice
- Impetigo (infected wounds), boils, untreated ringworms
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

*** Toys are thoroughly disinfected each week. ***

Breastfeeding

A space will be available, as needed, in the Discovery *Toddlers* classroom.

Medication

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

Drop Off and Pick Up

In addition to receiving check-in labels, there is a child daily sheet to list any food allergies or other special attention your child may require that day. We will also use this form to track diaper changes and feedings.

We request that only one parent drop off or pick up the child. This will help keep the area clear and avoid congestion and/or confusion. It is common for children in the nursery to suffer from separation anxiety. Please tell your child "good-bye" when leaving him or her in our care and exit the nursery. It is common for children to cry when you leave. Normally, the children will calm down in just a few minutes.

Feeding

Food allergies are one of our top concerns. If your child has food allergies, please note that on your Registration form and child's daily sheet each Sunday. For the safety of your child, we also ask that you specifically tell one of the nursery staff that your child has food allergies so that all nursery staff will be aware.

The snacks we provide are: **Graham Crackers, Goldfish, or Ritz Crackers and Water.**

If your child cannot eat any of the above snacks (for medical reasons only), please bring an alternative. No nut products allowed in the toddler room

Toddler Room Staffing

The goal of Discovery *Toddlers* is to offer quality care for your child. We will always have a minimum 1:5 ratio of workers to toddlers.

Parent Volunteers

Parents are strongly encouraged to sign-up to volunteer in the Discover *Toddlers* classroom once per quarter (see Registration Form to sign up).

Essentials Bags

Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the parent or child. All of the items in the bag should also be clearly labeled with the name or initials of your child. If you have any special items that your child may need, please point them out to the nursery staff.

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 or cup as needed
- d. Pacifier (clip on type is preferred) or other item your child may find comforting
- e. Change of clothes.

Comments, Questions and Concerns

Please feel free to contact the Children's Education Ministry Coordinator, Elvira Howell, to address any and all comments, questions and/or concerns you may have regarding Discovery *Toddlers*. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have.

Elvira Howell

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