

# IMMACULATE HEART OF MARY

## Nursery Policy

Parish Policies and Procedures

Revised 1/6/2014



IHM is delighted to be able to offer a nursery to the congregation for its use. We hope that ministries will take advantage of the space and offer child-care when they schedule meetings for the parents of appropriately aged children. The parish has instituted these guidelines for the protection and well-being of everyone involved, child and adult alike. We appreciate everyone's cooperation in putting these policies into immediate effect.

### General Nursery Guidelines:

1. During normal hours of operation (Sundays, 8:15 a.m. to 3:30 p.m.) the nursery will be used ONLY for children ages one year (or walking) to 4 years of age.
  - i. Please note that on other occasions, this room is used for adult meetings. In those instances, no children of any age should be present. In other words, the nursery must never function both as a nursery and as a meeting room for adults at the same time.
2. The primary use of the room is as a nursery for children 1-4 years of age during weekend Masses. For those times (currently Sunday 9:00 a.m. Mass, Sunday morning Faith Formation, 11:30 a.m. Mass, and 1:30 p.m. Mass), these are the only aged children allowed.
  - i. For other events (other than the Sunday morning Masses) when the nursery is utilized, older children will be allowed in the room on a case-by-case and child-by-child basis, and the decision to allow older children to stay in the nursery will lie solely with the nursery team leader currently on duty.
3. For events other than the normal Sunday child-care services provided, the staff liaison for the nursery (the Director of Parish Life) must receive notification of nursery use one week prior to any event in order to have sufficient time to schedule the necessary care-givers. Please note that in any situation, no less than two adults (who have completed the requisite Archdiocesan child protection programs) must be present in order for the nursery to be utilized.
  - i. No adult is allowed in the nursery under any circumstance (when it is functioning as a nursery) unless they have completed the requisite child protection program and screening process.
4. During weekend liturgies, the salary for the nursery care givers will come out of the budget allocated for this child-care. However, when the nursery is used any other time of the week, the salary for the nursery team leader will come from the budget of the ministry that has requested the nursery care. The salaries for extra care-givers (one care-giver for every six children) will come from donations made by the adults whose children are utilizing the nursery during these non-Mass-related events.
5. The nursery will NOT be utilized by any group of children, under any circumstance, unless the (paid) nursery team leader and co-workers are present.
6. All nursery care-givers and volunteers must go through an orientation session with the nursery team leader before they are assigned duty in the nursery. Prior to that orientation, they must complete all the necessary diocesan paper-work, background check, and complete the Child Protection program.
7. When the nursery is utilized as a nursery, the number of children (ages 1-4 only) present is limited to a total of twenty (20) children. The number of adult care-givers will depend upon the number of children. There must be no less than two adult care-givers present at any time. Further, there must be a ratio of one trained and approved adult care-giver for every six children. If the nursery has seven children present, then there must be THREE adult care-givers present. All of the adults, whether paid or volunteer, MUST have gone through the child protection programs, and orientation with the nursery team leader.

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8. For the safety of other children present, no food or drink of any kind is allowed in the nursery. There are no exceptions to this rule.
  - i. For children requiring a bottle or feeding during the Mass (or event) a parent will be summoned to the nursery utilizing the cell phone number provided on the Nursery Child/Parent Information and Sign-in Sheet.
  - ii. Nursery staff will provide a supervised area for the parent and child, but the staff will not take care of the bottle or feeding themselves. This must be the responsibility of the parent.

#### Child Drop-off:

9. For every child that is dropped off, there **must** be a completed copy of the “Child and Parent Information Sheet” which lists the child’s name, the parent(s)/guardian(s) name(s), and other important information, including the cell phone number to use in case of emergency.
10. If there is **no** form on file, then the parent(s)/guardian(s) **must** complete one prior to leaving the child in our care. There are **no** exceptions to this rule. There should never be a child in the nursery without the requisite form being on file.
11. As the child is being dropped off, a member of the nursery staff verifies that we have contact information on the parent(s)/guardian(s), and that the parent has the requisite cell phone with them. The staff member reminds the parent(s)/guardian(s) to SILENCE the phone, but asks for them not to turn the phone off, reminding the parent(s)/guardian(s) that the nursery staff will be using that phone to contact the parent(s)/guardian(s) should any issues arise.
12. Note: The completed Parent/Child Information Sheet is placed in the “ACTIVE CHILDCARE BINDER” indicating that the child is currently in our care.
13. The parent(s)/guardian(s) should sign the Child Drop-Off and Pick-Up sign-in-sheet located at the entrance of the nursery. This will indicate that they have left the child in our care. There are **no** exceptions to this rule.

#### Child Pick-Up

14. When the parent(s)/guardian(s) come to retrieve the child, the staff member **must** see a photo ID of the parent/guardian and verify the identification with the parent/guardian’s name on file for that child. There are **no** exceptions to this rule.
15. One parent/guardian (the parent/guardian presenting their identification) signs the Child Drop-Off and Pick-Up sign-in-sheet, indicating that the child has been safely returned to his/her parent(s)/guardian(s).

If you have any questions or concerns about the nursery and the safety of your child(ren), or see that these policies are not being followed while your child is in our care, please contact the staff liaison, the Director of Parish Life: Jocelyn Chacón at [jchacon@ihmatlanta.org](mailto:jchacon@ihmatlanta.org) or 404.636.1418 ext. 226.