1. **NURSERY DIVISIONS:** The Nurseries at Grace Bible church are divided as follows:

   **INFANT NURSERY:** Birth – 2nd birthday
   **TODDLER NURSERY:** 2nd birthday – 4th birthday

Nurseries are combined for certain services and Sunday School depending on the enrollment and the availability of workers for a particular quarter.

2. **USE OF NURSERIES:** Any staffing or use of the Grace Bible Church Nurseries should be cleared through the Nursery Committee. Anyone who uses the Nurseries outside of regularly scheduled meetings will be responsible for cleaning up the Nurseries after using it and for replacing any food consumed or toys broken.

3. **AVAILABILITY OF NURSERIES:** Nursery workers will be scheduled by the Nursery Committee for the following services/meetings: Both Sunday Morning Services, Wednesday Night (during the school year when Sparks meets), Missions Conference and for other services/meetings when informed at least one month in advance by the Pastoral staff or the Christian Education Board. NOTE: Heart to Heart Bible Study is required to find their own workers who are not the responsibility of the Nursery Committee.

4. **TIME REQUIREMENTS:** Nursery workers are required to be in the Nursery 10 minutes before and after their scheduled service. As a courtesy to the nursery workers, parents should pick up their children no later than 10 minutes following a service.

5. **STAFFING OF NURSERIES:** Each nursery must be staffed with two workers at all times. At least one of the workers must be an adult (over the age of 18). The other worker must be age 14 or older. All Nursery workers must complete the paperwork outlined in #9 below. New attenders will not be scheduled until they have attended Grace Bible Church for at least six months. Helpers younger than 14 may be asked to assist in the nurseries if the situation calls for more than two workers, but the primary workers must be an adult and another person over age 14. The nurseries may be combined in order to allow unneeded workers to return to the service, but there must be two workers at all times following the guidelines outlined above.

6. **DROPPING OFF/PICKING UP CHILDREN:** A Sign In/Sign Out sheet must be used whenever dropping off and picking up children from the Nurseries. The person who signs the child in/out must be an adult (over the age of 18). The parent/authorized adult must remain on the church property or in the building while the child is in the care of the Nursery. The child must be picked up either by the adult who brought them in, the child’s parent(s) or by an adult authorized by the parents if they are not present to pick them up. Siblings of children in the Nursery should not come in with parents to pick up or drop off their children, so that there is less confusion for the workers over who belongs in the nursery and to avoid overcrowding.

7. **PROMOTIONS FROM THE NURSERIES:** Children will be promoted at the quarter following the appropriate birthday (2nd birthday into Toddler Nursery, 4th birthday into the Beginner Department). The Nursery Committee and Sunday School staff may delay or accelerate promotions as they deem necessary due to that quarter’s enrollment in a nursery or class. Parents will receive notification when their child is promoted.

8. **ILLNESS OF CHILDREN:** For the welfare and protection of the children no child should use the Nursery if:

   - The child has had a fever in the last 24 hours.
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- The child has symptoms of a cold or other illness (cold, flu, etc.).
- The child has been exposed to a communicable disease and is in the incubation period.

During worship services, parents may use the Mother’s Room adjacent to the sanctuary, but contact with other children should be avoided. The Mother’s Room is not available during the Sunday School hour.

9. **PAPERWORK FOR WORKERS:** All scheduled workers will be required to fill out a "long-form" service application. In the event that someone who has not completed the "long-form" application must serve in the Nursery, they must sign a "short-form" service application and a "long-form" must be filled out if they are to continue to serve in the Nurseries.

10. **PAPERWORK FOR CHILDREN:** A Nursery Information Sheet should be completed for all children using the nursery.

11. **QUESTIONS:** Any questions or problems concerning the nurseries should be brought directly to the attention of the Nursery Committee as soon as they occur. Should any complaint warrant additional attention, it will be referred to the Pastoral staff or Christian Education Board.

These Guidelines are for the purpose of protecting both the children who use the Nurseries and the workers who serve in the Nurseries. The Guidelines and the Child Protection Policy developed by the Christian Education Board are posted in each Nursery. Any questions regarding these documents should be addressed to the Nursery Committee or the Christian Education Board.

Revised January, 2002