



Ministry in the Nursery

It's a privilege to care for those who are the most vulnerable among us, giving parents an opportunity to attend worship knowing their children are well cared for.

The following guidelines are designed to ensure a safe, loving, and structured environment for children in eKIDS nursery ministry.

General Requirements

- **Love for Children:** Volunteers must genuinely love and care for children.
 - **Background Checks:** All volunteers in children's/student ministries must pass a background check.
 - **Membership Requirement:** Volunteers must be members of Emmanuel for at least six months and in good standing.
 - **Child Protection Guidelines:**
 - Never raise your voice or strike a child.
 - A leader may **never** be alone with a child.
 - A leader may **never** private message a child of the opposite sex.
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General Information and Instructions

- **Check-In Process:**
 - Assist parents with child check-in when needed.
 - Ensure children receive a security tag with their name, allergy alerts, and an alphanumeric code. Parents must receive a matching label.
 - Add the child to the check-in roll and confirm any allergies or specific instructions.
- **Classroom Staffing:**
 - All classrooms must have at least two volunteers present at all times.
 - Children should never be left unattended. A parent must remain with a child until a teacher arrives.
- **Safety and Privacy:**



- Keep classroom doors closed to prevent wandering.
 - Volunteers may not take photographs of children in eKiDS or post them online.
 - **Bathroom Needs:**
 - Proactively ask children if they need to use the potty and assist appropriately.
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During Service

- **Toys and Activities:**
 - Only use toys provided by Emmanuel.
 - Teach respect for toys and peers. Allow use of chalkboards, coloring books (on tables), and puzzles (on tables).
 - Supervise all activities, including book reading.
 - **Snack Time:**
 - Ensure parent approval before providing snacks. Follow check-in instructions regarding allergies.
 - Clean up after snack time and have children help.
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Handling Misbehavior

- **Discipline Approach:**
 - Never raise your voice or strike a child.
 - Use positive reinforcement and a “three-count” system:
 - For continued misbehavior after three warnings, place the child in time-out.
 - If necessary, contact the child’s parents and notify the Ministry Director.
- **Contacts for Escalation:**
 - Diane Roberge: (603) 361-3074
 - Brian Parent: (603) 268-4230
 - Rick Morin: (603) 785-5146
 - Ron Anstey: (603) 703-2498



- Peter Clow: (603) 361-4167
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Accidents and Emergencies

- **Medical Emergencies:**

- Dial 911 if emergency medical attention is needed, then notify the parents and ministry contacts.
- For non-emergency injuries, notify ministry contacts and fill out an incident report form.

- **Non-Medical Emergencies:**

- In case of evacuation:
 - Take the check-in list to ensure all children are accounted for.
 - Exit the building and proceed to the playground (emergency meeting place).
 - Recheck the attendance list and wait for further instructions.
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End of Service

- **Child Pick-Up:**

- Check diapers before releasing children if parental approval was given during check-in.
- Release children only to approved guardians with matching security labels.
- Mark the child as picked up in the check-in roll.

- **Clean-Up:**

- Clean tables with Clorox wipes.
 - Vacuum carpets as needed.
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These guidelines aim to create a safe, joyful, and structured environment where children can learn, play, and grow in Christ's love.