

**It's people like you, who faithfully give of themselves, that help the ministry to our children be a success. We want you to know how much we appreciate you. Thanks for all your support and cooperation! May God bless you richly: spirit, soul and body.**

**Winter Haven Worship Center  
Children's Department**

# Winter Haven Worship Center

## Nursery Guidelines

The following guidelines are for the benefit of children and parents using our nurseries. In order to help make our nurseries a safe and happy place for our children, we ask that you take time to carefully read and follow these guidelines. Thank you so much for your continued cooperation.

1. Nursery 1 is for children six weeks to 1 year. Nursery 2 is for children 1- 2 years. Preschool is for children 3-4 years. Kindergarten is for children 5-6 years. Team Kid's Zone is for kids 1<sup>st</sup> grade- 5<sup>th</sup> grade.
1. Please arrive 30 minutes prior to the start of service. All classes open 20 minutes before the start of the service. Preparation for sign-in and prayer time are to be done before the classes open to receive children.
1. Please, no sick volunteers in classes. If you have symptoms, or are still believing for your healing, please trade service times with someone by referring to the Nursery Phone Directory. After trading service times, please notify the Nursery/Preschool Supervisor.
1. The classes are also for well children. If a child is sick, has been sick, or has not fully recovered, he/she must stay with his/her parent. This is for the well being of other children and teachers.
1. Parents, brothers, sisters, etc. are not allowed in the class with a child. If a child is crying uncontrollably, after a reasonable amount of time, you may call the parent for assistance. Encourage the parents to leave their child for a time during which you do all you can to make the child feel happy and comfortable ( play toys with them, show them wall decor , sing with them, etc.).
1. For the children's safety , Never give medication to a child, feed children baby food, or mix formula that is not pre-measured.
1. Never spank a child. Take the child aside and explain why he/she is being corrected. It may be necessary to sit the child in a chair for a few minutes. After a few minutes, he/she may get up. Always be sensitive to the child, not harsh.

The nursery is for well children. We do not have the facilities to give separate, special care to sick children. If a child has any of the following symptoms, we cannot accept them in the nursery, preschool, or kindergarten.

1. Fever over 98.6. Fever is associated with infection and is not acceptable with teething. A child with fever will feel warm about his body.
1. Vomiting within the last 24 hours.
1. Diarrhea within the last 24 hours.
1. Skin rashes or eruptions of unknown origin, including impetigo, measles, chicken pox, etc.
1. Coughing associated with respiratory infection, including the common cold, bronchitis, etc.
1. Runny nose with yellow or green colored discharge, or congestion associated with a cough or fever.
1. Conjunctivitis, or pink eye, which may also have a colored discharge or drainage.
1. Parasites, any form of lice, mites, or ringworm, which is very contagious.
1. Draining ears. They are usually infectious and uncomfortable for the child.

We never give medication to a child. Medications needed for overcoming an infection indicate that the child may be contagious and should not be in the nursery.

If a child is recovering from an illness which is usually contagious, but the doctor says the child is no longer contagious, he/she may return to the nursery, but please be sure to tell the supervisor and bring a note from a doctor.

1. Arrive 30 minutes prior to start of service. Have prayer time. Prepare sign-in area. Start music tape. Open class 20 minutes before service begins.
1. As babies are signed in, please label baby, baby bag, bottles, pacifiers, blankets and all items belonging to each baby. Label babies and belongings using masking tape by writing the babies name and number on the tape. Put baby bags in numbered slots or on hooks. Give parent a pager after recording the pager number on the sign in sheet. Pager must be returned at the time of child pick up. Have another teacher take child to play area. Receive three (3) children for every one(1) teacher.
1. After all babies are signed in and service has began, shut top half of door and begin See & Know with the babies. See & Know is located in the slots by the sign-in door.
1. After See & Know, change all babies following Winter Haven Worship Center Changing Procedures (Pg. 4) from nursery guidelines booklet.
1. Allow babies to play the remainder of service. Check babies' diapers before the close of service. All babies are to be changed once.
1. As parents pick up their children, leave the bottom half of the door closed.
1. Receive pager from parents one (1) at a time. Parents must have the pager to receive their child. Send all belongings home with child.
1. After parents have picked up all babies, please pick up toys and arrange them neatly, return See & Know to the folder and place it in the slot, vacuum room, spray all toys with Lysol, put soiled linens in laundry bag, and take trash to the dumpster.

## **Winter Haven Worship Center Diaper Changing Procedures**

1. Always change baby on changing table.
1. Always wear disposable gloves while changing diapers. Change gloves between each baby.
1. After each diaper change, throw away gloves and wipe changing table pad with wipes. After all babies are changed, spray changing pad with Lysol.
1. Fold wet diapers before throwing away. All “messy” diapers should be put in a plastic bag and tied before going into the trash.
1. If cloth diapers are used, place them in a plastic bag before returning them to child’s diaper bag. During changing time, be sure to stick any diaper pins into the mattress away from the child.
1. Never leave baby unattended on the changing table.
1. Always change each child at least once during the service. Re-check each child before leaving.
1. Only adult ladies are to change babies’ diapers. Men and youth are not permitted to change diapers.

**Thank you for your understanding and cooperation.**

# Nursery 2

## Order of Service

Arrive 30 minutes prior to start of service. Have prayer time. Prepare sign-in area. Start music tape. Open class 20 minutes before service begins.

1. As babies are signed in, please label baby, baby bag, cups, pacifiers, blankets and all items belonging to each baby. Label babies and belongings using masking tape by writing the babies name and number on the tape. Put baby bags in numbered slots or on hooks. Give parent a pager and write the pager number on the sign in sheet. Have another teacher take child to play area. Receive three (3) children for every one(1) teacher.
1. After all children are signed in and service has began, children have play time for 5-10 minutes. After play time have all children help clean up room.
1. Take children who are “potty training” to the bathroom at this time. Follow “potty break” guidelines form page 6 of the Winter Haven Worship Center Nursery Guidelines Booklet.
1. Place all children in Tiny Tots table for See & Know. Do See & Know lesson.
1. After See & Know pass out one (1) napkin, 2 cookies and a cup of juice to each child. Have children pray before they have their snack. “ Thank you for our cookies & juice. Bless it in Jesus’ name. Amen.”.....
1. While children have their snack, teach the See & Know theme lesson.
1. Clean up snack area.
1. Allow children to color. Then they may play or watch a video.
1. Change all children following Winter Haven Worship Center Changing Procedures (Pg. 4) from nursery guidelines booklet. Re-check diapers before class ends.
1. As parents pick up their children, leave the bottom half of the door closed.
1. Receive number from parents one (1) at a time. Parents must have their pager to receive their child. Send all belongings home with child, including color sheet.
1. After parents have picked up all children, please pick up toys and arrange them neatly, put See & Know in order in the folder and place it in the slot, vacuum room, spray all toys with Lysol, clean Tiny Tots table with disinfectant and take trash to the dumpster.

## “Potty Break”

1. All children who are potty training are to be taken to the potty during play time at the beginning of service.
1. Take only two (2) children per one(1) adult. **Only ladies are to take children to the potty. Men and youth males are not permitted to take children to the “potty”**
1. Be sure child’s clothing is out of the way so there are not “accidents”.
1. All children must wash their hands before returning to class. Encourage kids to flush the toilet and throw away their paper towels.
1. Teachers should wash their hands before returning to the classroom.
1. Never leave a child unattended in the bathroom or outside of the bathroom.
1. NEVER leave children in a classroom with only a male teacher or only youth helpers present in class. This guideline protects you as well as WHWC.

# Order of Service

**Sign-In:** Sign- In children. Label each child and belongings with corresponding number from sign in sheet. Allow children to play during this time.

1. **Clean Up:** Approximately 5 minutes after service begins, have children clean up classroom by playing “clean up song” cd.
1. **Song Time:** Let children choose songs one at a time. Please sing songs that relate to God. Refer to “Song Time”( Pg. 8) in WHWC Nursery Guidelines Booklet.
1. **Offering Time:** Allow children to help take up the offering and pray over the offering.
1. **Playground Time:** Children are allowed to play on the playground for 10-15 minutes. Only during Daylight Savings Time and when weather is suitable for outdoor play.

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1. **Potty Break:** Have children line up and escort them to the restroom. Go over restroom rules, such as “don’t put paper towels in the toilet. Don’t sling your wet hands on the floor,” etc. Have children sit on the stairs and have each child go to the potty. Each child is to wash their hands after going to the potty. “Potty” guidelines from Pg. 6 also apply in this class.
1. **Lesson:** Go over Bible lesson with instructions in lesson. Ask appropriate questions. Follow numbered order of lesson.
1. **Craft ( when applicable):** Follow instructions for provided craft. Re-emphasize the lesson theme during the craft.
1. **Snack Time:** Have children wash hands with Purell. Also have the children sit down at the table for snack time. Give each child a napkin, 2 cookies ( or snack provided), and a small cup of juice. Have children pray before eating their snack. After they finish their snack, have each child throw away their trash.
1. **Color Sheet / Puppet/ additional craft:** Follow lesson directions.
1. **Game:** Play any game that is provided by following attached instructions.
1. **Video:** Show video if time permits.

## **Song Time**

1. Gather children in a circle or one area of the room.
1. Don't wait for them to be quiet or still.
1. Teachers begin singing a song. The children will follow.
1. Allow the children, one at a time, to suggest songs to sing.
1. Please do not teach children nursery rhymes such as " Ring Around the Rosy", " London Bridges," etc. You may teach them Christian songs.

### **Examples:**

- Father Abraham**
- Love is the Flag Flown High From the Castle of My Heart**
- Deep and Wide**
- Father, I Adore You**
- I've Got the Joy, Joy, Joy**
- Jesus Loves Me**
- Jesus Loves the Little Children**
- O, How I Love Jesus**
- His Banner Over Me is Love**

# Nursery Confessions

As we minister to the physical needs of these children, we must also minister to their spirits. Allow the children to hear you “ thank God” for them. Some suggestions are listed below. Always remember “ Death and life are in the power of the tongue...”, therefore, we must speak life over these babies.

Fill the empty blanks with the child’s name. “ Thank you, God”, Praise you, Jesus”, and Thank you, Lord “, etc. should be used as a preface to these confessions.

- ...that great will be \_\_\_\_\_’s peace and he/she is taught of the Lord.
- ...that I am an able minister of the gospel to \_\_\_\_\_.
- ...that \_\_\_\_\_ is a gift from you, created in Christ Jesus, made perfect and complete.
- ...that \_\_\_\_\_’s daddy and mommy are glad and rejoice because \_\_\_\_\_ is a wise child and God’s favor is upon him/her.
- ...that \_\_\_\_\_ is taught of the Lord and when he/ she is old \_\_\_\_\_ will not depart from it.
- ...that the Word works in the life of \_\_\_\_\_’s mommy and daddy.
- ...that \_\_\_\_\_’s spirit is alive unto you, receptive to the love of God.
- ... that the teachers are strengthened with might in the inner man and the love of God is shed abroad in their hearts. We speak in love, we act in love, we think in love for one another and for the children and their parents.
- ...God is not a god of confusion, but the God of peace. There is no confusion in this place.
- ...In all things we give thanks.

## **Nursery Assistance**

If you see the numbers below on the visual display, we need a volunteer in that nursery.

901....Nursery 1

902....Nursery 2

904....Preschool

905....Kindergarten

**Thank you for your help !**