

**North Hills Church**  
**NURSERY CHILD SAFETY POLICY**

Approved As Of: 2024



**NORTH HILLS**  
**CHURCH**



### **No 1-on-1**

No nursery worker may ever be alone in a room with one child under any circumstances.

Do not begin check-in until at least two workers are present. If a worker is unexpectedly absent, see the Hall Leader for additional help beginning check-in.

### **Worker Age Requirements**

Infant Nursery: must be 16 years old

Crawlers Nursery: must be 16 years old

Toddlers/2s/3s/4s Nurseries: must be 12 years old

### **Dress**

All nursery workers must wear a nursery nametag at all times.

Workers should also come dressed in shoes and clothes that allow for free movement while effectively and modestly engaging with children on the floor, on the playground, etc. (Shorts must be as long as your fingertips when extended down your side/Skirts must come to your knee cap)

### **Diaper Changing**

Only women over 18 may change diapers.

Place dirty diapers in plastic bag before putting in trash.

Wash hands and sanitize diaper station after each diaper change.

**Bathroom Use**

2s/3s Nurseries: Only women may take children into the bathroom.

4s Nursery: Any nursery worker may walk a child to the hallway bathroom and wait outside the door. If the child needs assistance, the nursery coordinator or a female nursery worker may enter the bathroom keeping the door propped open. When taking a group to the restrooms, use the large restrooms off the lobby. One male worker and all boys or one female worker and all girls should enter the restroom together and then leave together. A nursery worker should never be in the restroom with a child alone. If you need additional assistance with taking children to the restroom, see the Nursery Coordinator, and she will be happy to help.

**Feeding & Snacks**

*Parents should be asked to notify workers of their children's food allergies at check in and bring an acceptable snack for their child.*

Infants/Crawlers Nursery: Workers will not feed children bottles or baby food. They may feed children puffs or Cheerios, while paying close attention to the special instructions (written by the parent) to avoid any allergies. When class numbers allow, parents are permitted to designate a single person to feed their child anything above and beyond snacks.

Toddlers/2s/3s/4s Nurseries: Workers may only feed children snacks that are posted on the approved list in the nursery, while paying close attention to the special instructions (written by the parent) to avoid any allergies.

**Decorating/Furniture**

Do not hang anything on the walls or add any furniture to the classroom. All requests for hanging something or for additional furniture should be directed to the Nursery Coordinator.

Unplug all extension cords after use.

**Check-in/Check-out Procedures**

Check-in/Check-out procedures are an extremely important aspect of how we serve families. Parents should never have to worry about whether we are overseeing their children at all times or to whom we will release them.

The following procedures must be followed at all times with all people—no exceptions.



All children must be signed in on the system with parent names, allergy information and family number. If a parent needs to be contacted, the Nursery Coordinator or Room Leader will do so by texting the parents. Children must wear the sticker printed at check in stations until the end of class, and the additional sticker must be placed in the roster notebook.

A pick up tag matching the child's number is required for pick up. North Hills Church strongly encourages parents to pick up their own children. Parents may give their pick up tag to someone else to check out their child. In both instances, parents assume responsibility for their child after they are checked out.

### **Child Abuse/Neglect**

Any nursery worker who suspects a child is suffering from neglect or physical/sexual abuse must report that information to the Nursery Coordinator or Director of Children's Ministry. For more information on North Hills Church's Child Safety Process, please read our child safety policy [here](#).