

HOLY FAMILY CATHOLIC CHURCH

Nursery Ministry

Handbook



“Let the children come to me”
Matthew 19:14

Holy Family Catholic Church
9100 Crockett Road
Brentwood, Tennessee

HOURS OF OPERATION

- Open during both Sunday morning Masses all year.
- The nursery will be open 15 minutes before Mass begins and will close 15 minutes afterwards.
Please be prompt after Mass in picking up your child.
- Open during R.E. sessions for catechist's children only.
- Open during some church events when requested and approved in advance with the Nursery Coordinator.
- The Nursery will be CLOSED on New Year's weekend. Other dates of closing will be announced via the church bulletin and weekly email.

EXPECTATIONS

A parent can expect:

- At least 2 catechists (minimum of 1 adult) to be in the nursery at all times
- A warm, secure and safe environment for their child
- A clean nursery

Parents are expected to:

- Sign their child in with the Nursery worker at the door.
- Grab both of their child's name tags and place one on their back and take the other to mass. This one is what they will use to receive their child back after mass.
- The adult on duty will be there to help ease this process since several children check-in all at once.
- If they have not yet registered for the Nursery, they can use the temporary name tag stickers on the table. They must leave their cell number on this tag so that we may contact them if we need to concerning their child. Once they register online, their child will have two name tags waiting for them the next weekend.

STRUCTURE/CURRICULUM

Children are taught about the love of Jesus through age-appropriate materials. Bible stories, Christ-centered praise songs, and the Sign of the Cross will be done at each Nursery session.

SAFE AND HEALTHY CHILD

General Health Issues:

We strive to provide a clean, healthy environment for our children. Please adhere to the below guidelines for the wellbeing of everyone!

A **well child** is a child with:

- No fever in the last 24 hours
- No runny nose
- No diarrhea or have thrown up in the last 24 hours
- No cough or cold
- No crusted, mattered eyes
- No unusual rashes

Diapering Procedures:

- Volunteers are to wash their hands before & after each diaper change
- Disposable gloves are to be worn when changing a diaper. Gloves are to be changed after each time a diaper is changed.
- Changing pad disposable paper is to be changed after each diaper change. Spray down changing pad with cleaning solution after each diaper change.

Accidents and Injuries:

A parent will be paged when a child has a special need or an injury requiring a parent's special attention. Most injuries are minor and typically can be treated with a Band-Aid and loving attention. A First Aid Kit is located in the cabinet under the sink.

Emergency Evacuation Plan:

If the fire alarm goes off nursery staff should exit promptly and orderly with the children. Keeping the children together, they will take the Sign-In sheet with them in order to account for everyone. They will re-enter the building when given the signal. Parents may take their children once they are back in the nursery and can properly check children out.

HOLY FAMILY NURSERY VISION

Our vision is to foster within each child the desire to discover God in a personal way, leaving an eternal imprint of God's love on his/her life.

We would love for each child to "graduate" from our Nursery knowing the Sign of the Cross and ready to attend Mass with their parents.