



Holy Spirit Nursery 2019-2020 Parent Policies

Mission Statement

We welcome the children of our community into a safe, positive, inviting, and enriching environment while encouraging each child to encounter Jesus, the Good Shepherd, in our Montessori inspired nursery.

Hours of Operation:

Parents and guardians may leave a child in the nursery ONLY to attend Mass or an event at Holy Spirit Parish. You must remain on campus at one of the listed events while your child is in the nursery:

- **Sunday morning 7:45am-12:15pm** (for 8am Mass, 9:15am-10:45am Children and Adult Faith Formation & RCIA, and 11am Mass)
- **Wednesday morning 9:00am- 11:00am** (for Mothers' Prayer and Study Group)
- **Wednesday evening 6pm-8:30pm** (for Confession, Mass, and Adult Bible Study)
- **The First Friday of the month 5:15pm-7:45pm** (for First Friday Family Adoration)
- Other occasional events as advertised in the bulletin or requested by organizations.

Ages for the Nursery:

We accept children in the nursery from age 12 months through 4 years old. Due to limited space and proper materials, we must be strict with this policy.

- Once they turn 12 months old, they are welcome to start attending the nursery.
- As soon as your child has turned five years old, they've aged out.

Sign-In Procedures:

The nursery has a sign-in station inside the room. For the safety of the children, please shut the nursery room door after you enter. Parents are welcome to stay a couple minutes to acquaint their child with the room, meet the caregivers, and sign them in. Parents are asked to be considerate and limit the length of goodbyes and traffic in the room to a few minutes at most.

At the sign-in station parents are asked to do the following:

- Sign a child in on the sign in clipboard. Complete ALL sections. Use one line per child.
- Label diaper bag and give to a staff member or place on shelf. There are labels available on the bag shelf.
- Communicate with staff member which event you'll be attending. For example: Mass only or Mass & Bible Study.
- Set phone on vibrate so the nursery staff member can contact you if necessary.

Parent/Guardian Contact:

Please make sure that the phone you list on the sign-in sheet is the phone you have with you. Please keep your phone on "vibrate" while your child is in the nursery in the event you are needed. If you are needed to return to the nursery, a nursery caregiver will send a text message simply stating, "YOU ARE NEEDED IN THE NURSERY." If you receive that text, please come to the nursery immediately.

Pick-Up Procedures:

At pick-up, please do the following:

- Sign the child out of the nursery. Please also include the time.
- Gather their belongings.
- Ask any quick questions (if they had snack, diaper changes, etc.).

- **Please make sure that you always shut the nursery door behind you when entering or exiting.**

Pick-Up Authorization:

Only parents/guardians, or individuals over the age of 12 that are listed on the registration form are allowed to sign children in and out of the nursery. If at any time you need to add additional individuals to the list, please provide the Nursery Supervisor with that information. Older siblings are allowed to pick up their younger siblings from the nursery, but they must be at least 12 years old.

Food/Drink Inside the Nursery:

A snack and drink are provided during each nursery stay. No outside food or drinks are permitted.

- Nursery caregivers will provide a snack that will be completely nut free. If there are any allergies or diet concerns, please notify the staff during sign-in. **No outside food is allowed in the nursery.**
- The nursery will provide a cup of water for children. Sippy-cups are also available for children to use.
- If you choose to bring a sippy cup for your child, it must be emptied and labeled.

Required Diaper Bag Contents:

The following is a list of items you will need to bring for your child (*make sure all items are labeled*):

- **A clearly labeled diaper bag**, sack or backpack (labels are provided in the nursery if you do not have your bag labeled already)
- **Extra diapers** (disposable only)
- **Change of clothing** (please replenish this each stay in the nursery)
- **Sippy-cup** (optional)
- Child's favorite comfort item (if needed – limited to one small blanket or stuffed animal)
- **NO other toys, food, drink, or outside items are allowed**

Wellness Policy:

Children are not allowed to attend the nursery when sick with any of the following symptoms:

- fever within the last 24 hours (fever is considered a temperature of 100.4 or higher)
- vomiting or diarrhea within the last 24 hours
- excessive coughing, sneezing, runny nose, or watery eyes
- any type of contagious or communicable disease such as flu, chicken pox, coxsackie virus (hand, foot and mouth disease), pink eye, or lice

Required Paperwork:

- All parents must read and adhere to this document, "Holy Spirit Parish Nursery Parent Policies". Parents must sign the parent policy portion of the Nursery Registration Form.
- A photography consent box is on the Nursery Registration Form. Please sign accordingly.
- Each individual child must have a Nursery Registration Form filled out and on file.
- Nursery Registration Forms are renewed each September and are good from September 1st to August 31st of the following year (as stated on the form).

Volunteers:

Adults are welcome to volunteer in the Nursery. Parents/Guardians are encouraged to do so as they are able. *All adult volunteers must have a background check and be Child Protection trained in the Archdiocese of Mobile.* Teens over the age of 12 are also permitted to volunteer in the nursery as a Teen Aide after undergoing training. Contact the Nursery Supervisor to volunteer and arrange training.

Cost/Contributions:

There is no cost to use the nursery, however, there are many ways that you can contribute:

- Complete training and sign up to work as a volunteer in the nursery (even just one shift per month or quarter is a huge help).
- Bring in approved snacks which are listed below (**ONLY** these snacks are allowed):

- 30oz. box Cheddar Goldfish Crackers, or individual packages
- 16 oz. bag or 24 oz. tub of Stauffer's Animal Crackers
- Plain/Original Squeeze Applesauce packets (any brand)
- Small bunch of bananas
- Honey Maid Original Graham Crackers
- Mozzarella String Cheese (any brand)
- Gerber Puffs (any flavor)
- Cheerios (regular/original – no other flavor)
- We do not accept used toys for the nursery as we have specific criteria for what materials we use. However, you can speak to the Nursery Supervisor or Director to see if there is a specific item that you could purchase.
- If you would like to donate specifically to the nursery, it must be done through Online Giving (parish website).

Communication:

Nursery Supervisor

Sarah Vanscoy

nursery@holyspiritmgm.org

334-277-1989 (office)

253-209-7071 (cell)

Nursery Director

Charity Firestone

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Children too are a gift from the Lord... (Psalm 127:3)