

# Nursery Team

## Expectations & Responsibilities

### Overview

The CHBC Nursery is designed for babies and toddlers 0-2yrs whose parents are in the worship service and/or small group.

### Team Leader Expectations

\*see Personnel Team job description as this is a stipend position

### Team Responsibilities

1. Receive children aged 0-2 from their parents (check for check-in tags, allergies, other important information from parents).
2. Provide a warm and caring atmosphere for our youngest church attendees.
3. During teaching time, toddlers should be seated at the table with snacks, a short video lesson will be in the DVD player. The lesson to play and discuss will be communicated to you prior to Sunday.
4. Care for babies/toddlers by offering snack, changing diapers/taking them to the restroom, holding/rocking, and playing with them.
5. Help babies/toddlers clean up at the end of each service so that the nursery is in order for the children coming in for the next service. (If nursery cups are used, please empty them in the restroom sink and place them in the “dirty cups” basket.)
6. Wipe down surfaces if necessary (e.g., table/changing table/counter).

### Frequently Asked Questions

1. **How will I know when I am scheduled?** You will receive a text verifying your availability on the Sunday you will be asked to serve. (Currently nursery workers serve for both services once every 8 weeks.)

You can check the volunteer schedule any time at [www.coralhillbaptist.com/thisweek](http://www.coralhillbaptist.com/thisweek)

\*If you serve one time per month you will likely serve on the same Sunday each month (e.g., first Sunday of the month, third Sunday of the month) during the same service time. If you cannot serve during your schedule time please contact the Coordinator as soon as possible so a substitute can be scheduled. You may also swap dates with other volunteers if mutually agreed upon, but please notify the Coordinator of this change.

- 2. What time am I expected to serve? to arrive?** Unless otherwise worked out you will serve for both services. Please arrive by 8:40 and please be prepared to stay until the last child is checked out
- 3. Will I need to complete a background check?** Every Nursery volunteer will need to complete a background check.
- 4. Are there any other responsibilities or expectations I should be aware of?**
  - a. A note about check-in: Please verify that all children are checked in, as evidenced by a check-in sticker either on the back of their shirt or their diaper bag, and remind parents that the person picking the child up needs to provide the “Guardian Receipt”. Do not allow a child to leave with an older sibling or other family member without the receipt. In the event that a receipt has been lost, verify identity of the parent picking up the child (either with state-issued ID or verification by someone who knows the parent and child).
  - b. A note about snacks: Approved snacks are on the counter in the nursery on the side with the table. Please verify potential food allergies with parents if you are unsure. Some parents bring snacks for their child to eat, please do not allow the child to share this snack with others in case of food allergies/sensitivities.
  - c. Food and drinks are ONLY allowed when children are seated at the table. Toddlers should not be allowed to walk around carrying food/drinks as they play as this can result in sharing cups, extra messes, etc.
  - d. Behavior & Discipline Policy (\*Separate Form)
  - e. Discipline Incident Report (\*Separate Form)
  - f. Accident Report Form (\*Separate Form)