

**Johns Creek Christian Church**  
**Sunday Worship Child Care Policies and Procedures**

**Nursery and Toddlers**

**Ages:** Nursery -- Under 2 years; Toddlers -- 2-3 Years

**Sign In/Out:** Child care providers for the Nursery and Toddlers will begin receiving children at 9:15 am at the entrance to their respective rooms. Parents should drop children off at the door and sign in. The child will be given an identification tag and the parent will be given a matching tag. At the close of service a parent must present the id tag to pick up the child and sign out. Children will only be released to adults, not to older siblings. Children in the Toddler age group should not be dropped off in the Nursery. They are to enter and leave through the door to the Toddler room.

**Registration:** All children who stay in the Nursery or Toddler room should have an up-to-date Registration Form on file. First-time visitors should complete a Registration Form and indicate to volunteers if there are allergies or other concerns to be aware of.

**Snacks:** JCCC staff keep simple, age-appropriate snacks on hand for the children to have each Sunday. In an effort to avoid problems with food allergies, the staff is asked not to take children to get snacks from the hospitality table. Only a parent should allow children in this age group to get snacks from the hospitality table.

**Diaper Changing/Potty Breaks:** Nursery staff are asked to wear disposable gloves when changing diapers and to make sure that each child's diaper is changed prior to pick up. Toddler leaders will do the same for those children still in diapers but will also take a potty break during worship for those children who are potty trained or in the process of being trained.

**Staff:** We have 1 paid staff member who oversees the care in the Nursery each week. She is assisted each week by a trained volunteer who is part of a rotation schedule. All volunteers are to be at least 14 years old. Our Toddler group is led by a screened volunteer on a monthly rotating schedule. All staff should wear a nametag or a JCCC T-shirt indicating that they are on the Nursery or Toddler staff.

**Accident Reports:** If a minor accident occurs with a child while in the care of JCCC Nursery or Toddler leaders, the appropriate action will be taken and an accident report will be filled out and given to the parent at the time of pick up. If an accident occurs that requires the immediate attention of a parent, a volunteer will report to the worship center to find the parents.

**Preschool and Elementary Children's Worship**

**Arrival and Departure:** Children who are age 4 through 5<sup>th</sup> grade should accompany their parents to the start of the worship service. When the minister or volunteer calls for the children to come forward for the "Children's Moment," all children are invited to come. At the close of the prayer, adult volunteers will be waiting at the back of the worship center to accompany the children to their worship time. First time visitors with children in these age groups are encouraged to accompany their children to the worship area so they are familiar with where their children worship, as well as who is caring for them. They may return to worship once they feel comfortable leaving their children in their own worship time. At the close of the service, parents should report promptly to the Children's Worship area in the "Annex" to pick up their children.

**Staff:** Both Preschool and Elementary worship groups are taught by screened adult volunteers who work on a rotational basis.

**Snacks:** Because most children partake of the snacks provided through the weekly hospitality table, we do not provide snacks as part of the worship time for Preschool and Elementary children. In order to avoid problems with food allergies, we ask the worship leaders not to allow children to take snacks from the hospitality table without a parent's consent.

**Curriculum:** We use age-appropriate curriculum designed to help children experience church as a loving, caring place while nurturing the development of faith and spiritual language. Children learn about scripture from both the Old and New Testaments. Above all, the foundation and focus of this time is to surround children with an environment that helps them experience God's love for all people.

