

# St. Michael's Infant and Toddler Nursery Duties and Guidelines

## UPON WORKER ARRIVAL:

- Sign in the exact time you begin to work your nursery shift (sheets on bulletin board).
- Put all personal items away in closet.
- Put on nametag and Noah's Nursery apron.
- Survey room for supplies and cleanliness. Does anything need to be restocked (diapers, wipes, snacks)? Does anything need to be cleaned (swept, wiped down)? Does anything need to be put away or put into place?
- Set up sign-in sheets on clipboards for children to be signed in.
- Set out nametags and parent pick-up cards for easy access.
- Have extra nametags and/or tape to label belongings.
- Set up pagers, turn them on and plug in receiver.

## UPON ARRIVAL OF CHILDREN AND PARENTS:

- Determine nursery worker primarily responsible for check-in
- Stand up and greet every child and their parents with a smile and your name.
- Talk to the parents about the child's likes and dislikes, things that comfort child, etc. Ask parent if child has any special needs, especially allergies. Notify parent of cookies/crackers and apple juice snack given during the nursery time.
- Take your time completing the check-in process. Get as complete information as possible.
- Sign in child and give nametag. Make sure parent takes a pager and understands that it is needed to pick up the child. Write down pager number.
- Put nametag on child's back and on diaper bag or other belongings. Put name on bottle or sippy cup.
- As parents leave, be prepared to interact with and distract child. Many children have problems with separation and parents need nursery workers to take be proactive about helping with this transition. If child is upset attend to him (hold him, read to him, play with him, get down to his eye level, etc.).

## DURING NURSERY TIME:

- As parent monitors arrive, be sure to greet them and introduce yourself to them. Orient them to the duties and procedures. They are in the nursery to be an extra set of hands and eyes and to interact with children. You may ask them to read a Bible story to the children, help with particular activities or serve snack.
- Protect children at all times and assure they are watched and attended to.
- Play and interact with children throughout the entire time. You need to be on their level or seated on the floor as often as possible. Do not sit in a chair watching children play.
- Use the child's name as often and lovingly as possible.
- Take notes of each child's time with you, and tell parents about it when they return.
- We do not discipline in the nursery. If a child is misbehaving or crying, then hold her, play with her, give her some attention, and talk with her about how to play and act nicely in the nursery. Remove her from a situation if necessary.
- Check children's diapers often (at least once an hour and after feeding) and change them if necessary. Soiled diapers should be changed immediately. Use antibacterial waterless soap

before and after changing diapers to clean your hands. *Never leave a child unattended on the changing table.*

- Wash hands thoroughly after all diaper changes and nose wipes.
- To toddlers, serve a small snack of cookies/crackers and apple juice. *Keep food and drink at table.* Hand out sippy cups and personal snacks only to those who have brought them. Do not let them share cups or snacks!
- Wipe down tables and start picking up toys after snack, before parents come if possible.
- Notify parents immediately if child becomes sick, seriously hurt or cries continuously after being left. Notify Amy Smith at 906-1064 if a child gets seriously hurt or sick during the nursery visit.

UPON DEPARTURE OF CHILDREN:

- Stand up, greet parents and provide a verbal report of child's visit to the nursery (i.e. feeding times, diapers, behavior).
- Collect the pager from parent and check that it matches the child's tag. Child should only be released to the parent with the proper pager.
- Help parents collect their child's belongings and give a cheerful good-bye.

AFTER ALL CHILDREN HAVE LEFT:

- Straighten and clean the room in preparation for the next visitors.
- Make note on white board or bulletin board of any items that are needed (diapers, wipes, etc).
- Sweep room (especially under tables) and pick up toys and return to the proper location. Check condition of toys and books and put in cabinets if broken or missing batteries.
- Put anything left behind in the "Lost and Found" box.
- Wipe down changing tables and tables with disinfectant.
- Tie up trash bags and diaper pail bags.
- Return your nametag and apron to closet.
- Sign out exact time of ending shift.
- Please leave the room better than you found it.

**In case of emergency, dial 911 from phone in room and send for help.  
NEVER LEAVE CHILD UNATTENDED**

Notify Amy Smith, DCF, as soon as possible at 906-1064  
if you are going to be absent or late for any reason.