

# Grace Baptist Church Nursery Procedures and Policies

## NURSERY HOURS

Sundays - 8:45 am  
Wednesdays - 6:45 pm  
*Opens 15 min prior to  
scheduled services or events.*

## LOCATION

Room 107 - Toddlers  
Room 108 - Newborns  
Room 109 - Crawlers

### Dropping Off Your Child

After giving your child to the nursery caregiver, please fill all the requested information into the sign-in notebook. You will be given a numbered pager that will light up and vibrate should we need you to return to the nursery. The number of that pager will match the number of the hook or cubby where your child's belongings will be placed. Please, have all of their belongings labeled, especially bottles, cups, pacifiers, etc.

### Picking Up Your Child

No one is allowed to pick up a child without the correct numbered pager. Once you've returned the pager and been given your child and their belongings, please initial the sign-out notebook in the column to the far right of your name. We do appreciate your prompt pick up immediately following the service.

### Visiting Your Child

It can be very upsetting to your child for someone they are familiar with to *peak in* and then leave again. That is why we discourage visitation during your child's time in the nursery. We do have one-way windows for the Crawler and Toddler nurseries so that you can see your child without them seeing



**Nursery Director**  
Susan Toczyłowski  
stoczyłowski@gcbcbowie.org



**Children's Ministry Assistant**  
Lila Fraser  
lfraser@gcbcbowie.org



**Pastor of Children**  
Jamie Miller  
jmiller@gcbcbowie.org

### Crying Policy

Unless otherwise instructed by a parent, if your child cries continually for more than 10 minutes, you will be paged.

### Sickness Policy

Please keep your child home with any of the following symptoms or illnesses:

Conjunctivitis	Measles
Coughing	Mumps
Chicken Pox	Questionable rashes
Diarrhea	Runny Nose
Fever lasting 24 hrs	Any other contagious illness
Impetigo	

If your child has some of the above symptoms due to non-contagious allergies, let a nursery caregiver know.

If your child is being treated with antibiotics, they should be on the medication for at least 24 hours before returning to the nursery.

### Cleaning Policy

All nurseries are cleaned and disinfected prior to all scheduled services. In addition, all toys are thoroughly washed or wiped clean and all crib sheets and blankets are changed after each child's use.

### Volunteer Policy

We strongly encourage anyone with a child in our nurseries to volunteer somewhere within our Children's Ministry. Contact Susan Toczyłowski at [stoczyłowski@gcbcbowie.org](mailto:stoczyłowski@gcbcbowie.org) for more information on volunteering.

### Screening Policy

All caregivers are required to fill out a screening form, which allows us to check references and perform background checks. All approved workers are then given a name tag to wear during each time of service. No one other than approved caregivers and parents\* of the children in attendance are allowed in the nurseries during caregiving times.

*\*Please note: Men are not permitted in the Newborn nursery at any time so that we may ensure the privacy of the moms in the Nursing Mothers' Room.*