

## **Children's Ministry Policy Burlingame United Methodist Church**

### **Policy**

BUMC provides a special ministry to our children and youth and their parents and guardians. We offer a loving, safe and nurturing environment for them to learn and play while their parents and guardians worship with our BUMC family. We have established procedures to maintain a safe, healthy and comfortable experience for them.

BUMC follows the Good Shepherd policy of the United Methodist Church by fingerprinting employees and primary volunteers that work with our children's and youth ministries and ensuring two adults are in attendance for church-sponsored child care, Sunday school and activities.

BUMC offers a safe and secure nursery for our infants and a fun and safe toddler room for our younger children who are walking. Young children will remain in the nursery and toddler rooms at all times. At no time will they be allowed to leave the area.

### **Parent or Guardian Procedure for Nursery Care**

1. Sign in and sign out their child from child care, noting any special instructions for care. In an effort to maintain safety and security, siblings will not be allowed to pick up their younger brothers or sisters. Those in nursery care will not be allowed to leave the childcare area unless signed out by their parent or guardian.
2. Mark personal items such as bottles, diaper bags, pacifiers and blankets with the child's name.
3. Observe your child through our windows at any time. Please remember that your child can hear you through the windows and door.

### **Nursery Care Best Practices**

#### **Sanitation**

Cleanliness and wellness are important to the health of your child and others participating in the child care ministry.

- Diaper changing: Prior to changing, the table will be either disinfected or will have a clean changing cloth. Our childcare team will have rubber gloves available and will wear them. Upon completion of the diaper change, we will sanitize the table. The child care team will wash their hands after each diaper change.
- Sheets: Crib sheets are changed weekly or between uses by children. These items are bagged at the conclusion of the Sunday morning services. Disinfecting methods are adhered to when laundering the items.
- Garbage: All garbage is disposed of at the conclusion of our Sunday morning services.
- Toys: We strive to sanitize all toys that have been played with. BUMC uses state-approved sanitation methods. Because it is difficult to keep your toys separate from the nursery toys, we request that you only bring a toy if it aids in making your child feel comfortable in our nursery.

## **Crying**

We want your time at BUMC to be uninterrupted, but realize this isn't always possible. As you sign in your child, please advise us regarding your child's temperament, crying tendencies and methods that work to console and quiet your child.

If attempts to quiet your child have failed, we will send a person to find you, or we will call your cell phone if you so instruct us. (Please keep it on vibrate so as not to disturb worship.) Our general rule of thumb is to try to soothe the child for 10 minutes. If you would like us to notify you sooner or later than 10 minutes, please let us know.

## **Illness**

If your child is not feeling well, he or she will be much happier in your care. If you think your child may be coming down with an illness or if your child has displayed one or more of the following symptoms within the last 24 hours, please do not leave them with child care that day.

- Runny nose or consistent cough
- Fever exceeding 100°, vomiting or diarrhea
- Contagious diseases, rashes, eye infections

Since we are not capable of determining if a runny nose or cough is the symptom of something contagious, we have taken a conservative approach to minimize the spread of illness. The only exceptions are:

- If your child has been on antibiotics for 24 hours
- If your child's runny nose is clear and/or from allergies

## **Concerns or Ideas for Improvement**

Please report any concerns or ideas for improvement with our children's ministry to the BUMC Staff Parish Relations Committee in writing to:

SPRC  
Burlingame United Methodist Church  
1443 Howard Avenue  
Burlingame, CA 94010

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