



## Ministry in the Nursery

The following guidelines are designed to ensure a safe, loving, and structured environment for children in eKiDS nursery ministry.

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### General Requirements

- **Love for Children:** Volunteers must genuinely love and care for children.
  - **Background Checks:** All volunteers in children's/student ministries must pass a background check.
  - **Membership Requirement:** Volunteers must be members of Emmanuel for at least six months and in good standing.
  - **Child Protection Guidelines:**
    - Never raise your voice or strike a child.
    - A leader may **never** be alone with a child.
    - A leader may **never** private message a child of the opposite sex.
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### General Information and Instructions

- **Check-In Process:**
  - Assist parents with child check-in when needed.
  - Ensure children receive a security tag with their name, allergy alerts, and an alphanumeric code. Parents must receive a matching label.
  - Add the child to the check-in roll and confirm any allergies or specific instructions.
- **Classroom Staffing:**
  - All classrooms must have at least two volunteers present at all times.
  - Children should never be left unattended. A parent must remain with a child until a teacher arrives.
- **Safety and Privacy:**
  - Keep classroom doors closed to prevent wandering.
  - Volunteers may not take photographs of children in eKiDS or post them online.



- **Bathroom Needs:**

- Proactively ask children if they need to use the potty and assist appropriately.
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### **During Service**

- **Toys and Activities:**

- Only use toys provided by Emmanuel.
- Teach respect for toys and peers. Allow use of chalkboards, coloring books (on tables), and puzzles (on tables).
- Supervise all activities, including book reading.

- **Snack Time:**

- Ensure parent approval before providing snacks. Follow check-in instructions regarding allergies.
  - Clean up after snack time and have children help.
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### **Handling Misbehavior**

- **Discipline Approach:**

- Never raise your voice or strike a child.
- Use positive reinforcement and a “three-count” system:
  - For continued misbehavior after three warnings, place the child in time-out.
  - If necessary, contact the child’s parents and notify the Ministry Director.

- **Contacts for Escalation:**

- Diane Roberge: (603) 361-3074
  - Brian Parent: (603) 268-4230
  - Rick Morin: (603) 785-5146
  - Ron Anstey: (603) 703-2498
  - Peter Clow: (603) 361-4167
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## Accidents and Emergencies

- **Medical Emergencies:**
    - Dial 911 if emergency medical attention is needed, then notify the parents and ministry contacts.
    - For non-emergency injuries, notify ministry contacts and fill out an incident report form.
  - **Non-Medical Emergencies:**
    - In case of evacuation:
      - Take the check-in list to ensure all children are accounted for.
      - Exit the building and proceed to the playground (emergency meeting place).
      - Recheck the attendance list and wait for further instructions.
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## End of Service

- **Child Pick-Up:**
    - Check diapers before releasing children if parental approval was given during check-in.
    - Release children only to approved guardians with matching security labels.
    - Mark the child as picked up in the check-in roll.
  - **Clean-Up:**
    - Clean tables with Clorox wipes.
    - Vacuum carpets as needed.
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These guidelines aim to create a safe, joyful, and structured environment where children can learn, play, and grow in Christ's love.