

## Dear Maranatha Nursery Volunteers,

First off, we would like to say a huge THANK YOU for taking the time on Sunday's to help watch our littlest Maranatha members! Your willingness to help out in the nursery is greatly appreciated by all!!

As we're sure most of you have already noticed, the nursery has recently been renovated and we are so blessed to have such a bright and welcoming place for our nursery kids to gather each week! In light of these renos, we have also made some slight changes in the nursery and want to make sure all our volunteers are aware of these. Please make a note of the following:

1. Please remove ALL soiled/wet footwear before entering the nursery and store them on the shoe rack inside the nursery. There is a Swiffer beside the rack to clean up any messes that may arise.
2. Make sure the sign-in sheet is completed when a child is dropped off, and again used to sign-out each child at the end of the service. This sheet needs to be completed by the adult dropping off the child(ren), so please make sure visitors are aware of where/how to sign-in their child. Each child can also be assigned a cubby where they can keep all their belongings during the service – this helps to keep things organized and allows the nursery personnel to know which items belong to which child.
3. The nursery now has a wireless speaker which can be turned on to listen to the service upstairs. This is stored in one of the upper cubbies. To listen to the service, turn the pink speaker on and use the black unit to adjust the volume. Please remember to turn both units off at the end of the service.
4. Please keep the door to the closet closed at all times – this is used for nursery storage only. Cookies, books and Kleenex are now stored on a shelf under the window so there is no need to go into the closet.
5. There is a green board by the sign-in sheets which lists any of the children's allergies – please take note of these. Also, other than any specific snacks a parent may send for their child, ONLY give the children the cookies we have provided as we have ensured these are nut and gluten free.
6. According to the Safe Church Policy, there is a diapering procedure which is now posted in the nursery bathroom. Please follow the procedure and remember to ALWAYS leave the bathroom to nursery door open while diapering a child.
7. Toys: We have added a green bin which has been placed on the shelf under the window – please use this to place any toys that need to be washed (such as from a child who has stuck something in his/her mouth or any other soiled toy) and Chelsey/Cherise will check it periodically to clean those toys. Any toys that are damaged and need to be disposed of can also be placed in this bin. During clean-up after the service, please try to return toys to their proper bins – this will help us immensely in our routine toy cleans and in keeping the nursery organized.
8. Child Ratios: According to the safe church policy there needs to always be a minimum of two unrelated nursery personnel regardless of how many children are present – please make sure you have enough help. If someone else is needed, please inform the hall monitor. The established ratios are as follows:
  - a. Two Nursery Personnel for every 6 infants (birth – 15 months old)
  - b. Two Nursery Personnel for every 10 toddlers (15 months – 3.5 years old)
9. The nursery is designed for children 0-3.5 years old ONLY. Older children are not permitted to be in the nursery during church services unless they are accompanied by their parent.

Also, don't forget we now have a hall monitor, so if anything should arise during the service, flag down the monitor so they can further assist you in whatever you need. It is important to remember that you must remain in the nursery for the entire service and not to leave the room OTHER than for an emergency.

Lastly, please take your scheduled turn seriously. If you are unable to make your turn, please find a replacement or let Cherise or Chelsey know so we can find one for you. It is very important that we have enough helpers each week in the nursery, so our children are cared for safely. Also, if you are scheduled to help, please remember to arrive in the nursery by 10:15am!

If you have any questions or concerns, or if any supplies in the nursery need to be re-stocked, please let Chelsey or Cherise know! Thanks again, everyone!!

Chelsey Velthuisen & Cherise Velthuis