

### Minimum # of Volunteers

- There should never be fewer than 2 workers in the nursery for the safety of our children and protection of our volunteers, even if there is only 1 child in the room!
- Workers MUST stay in designated area with children to maintain worker/child ratio and for safety reasons in the event of a lockdown.

### Ratio of Volunteers to Children

- Ideal ratios:  
Infant room: 1 volunteer to 2 children  
Toddler rooms: 1 volunteer to 4 children
- Acceptable ratios– if you are comfortable with this many:  
Infant room: 1 volunteer to 3 children  
Toddler rooms: 1 volunteer to 5 children

### How & When to get Help

- If there are too many children or you feel overwhelmed, you need to use the 777 paging system to call for help.
- If there are not enough volunteers to add more children, please put up the sign that the nursery is full and turn away additional parents and children. [The sign is on the top shelf of the check-in counter.]
- If a child is crying and will not calm down, please page the parents. Our goal is to page if a child cries for about 10 minutes or is inconsolable.
- Directions for paging are on the check in table.

### Health Requirements for Volunteers & Children

- Please find a replacement for yourself if you are ill.
- Please turn away children who are ill.
- Illness includes: fever within 24 hours, vomiting or diarrhea within 24 hours, green or yellow runny nose, coughing, questionable rash, any communicable disease.
- If you are on antibiotics, your first dose must be AT LEAST 24 hours prior to your nursery service.

### When Should I arrive?

- 15 minutes before your time slot.

### Volunteer Name Tags

- Name tags MUST be worn at all times while working in the nursery. They are in the basket on top of the dishwasher.

### What to do if you Can't Work your Scheduled Time?

- Call another volunteer and work out a schedule trade. Let the office & Tonnie know so we send the reminder to the correct person.
- If you are unable to find a replacement call Tonnie.
- Reminder: the schedule is also online!



## VOLUNTEER HANDBOOK

Nursery Director | *Tonnie Fetter*  
Phone | (605)515-1296  
Email | [dtfetter@gmail.com](mailto:dtfetter@gmail.com)

Assistant Director | *Monica Sewell*  
Phone | (605)721-5904  
Email | [dsewellfam@yahoo.com](mailto:dsewellfam@yahoo.com)

Educational Director | *Lauralee Holsing*  
Phone | (605)343-1485  
Email | [education@parkviewefc.org](mailto:education@parkviewefc.org)

*Parkview Nursery*

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333 SANDRA LN. RAPID CITY, SD 57701  
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*Updated Winter 2019*

### Child Check-In

- Each week the Nursery Supervisor should help parents check in.  
-Sign-in sheet: Parents should place the correct mark indicating which service(s) the child will be in the nursery under the correct date to the right of the child's name. Near the end of your shift, please fill in the numbers at the bottom of the second sheet. This helps us schedule the appropriate number of volunteers each week. We need your help to make sure this gets accomplished!  
- Check the Visitor Sign-In Sheet to make sure the current date is on it. If not, replace with the current dated sheet, found under the counter. Place the old one under the counter where Monica can find to track the kids.

- Please use door C4 of the toddler room for drop-off and pick-up so the supervisor can keep track of how many children are present and talk to parents as needed.
- Parents need to label any sippy cups with a label, place their diaper bag on the correct hook, and pick up and turn on a pager that matches their child's name tag number.

### DRINKS

- If the parent has provided a sippy cup or bottle for the child, please be sure it is labeled.

### DIAPERS

- If parents provide a diaper, please just change the diaper when needed.

### SNACKS

- For the safety of children with allergies, the only snacks that will be allowed into the nursery are those provided by the nursery leadership.
- All snacks are gluten and nut free.

### ALLERGIES

- Please check to make sure you are aware of any child allergies.

### Child Pick Up

- Please make sure that the child is only released to adult family members in the photo on the child's name tag.
- Parents may request that another adult pick up their child when they drop the child off.

### Older Children in Nursery

- If you have middle or high school aged children who would like to help with your nursery service, please have them fill out a volunteer application.
- If you have children age 3 through middle school and it is possible for them to stay in the service, please keep them in the service. If it is not possible for them to attend church, please consult with Monica or Tonnie. Please send children to Children's Church when appropriate.

### Snack Time

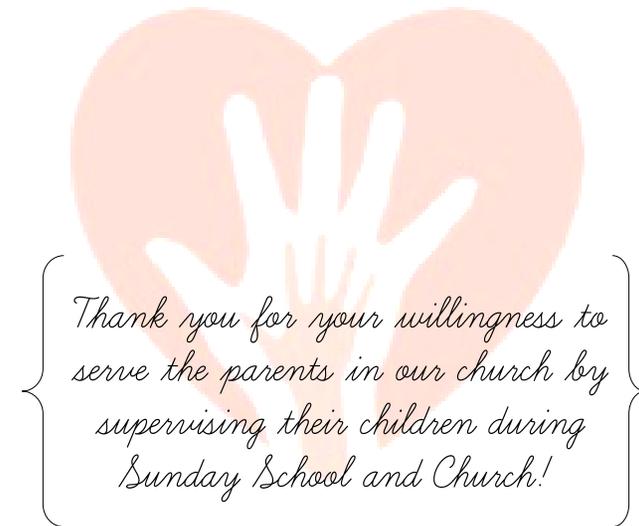
- Whether or not to serve a snack is at the discretion of the Nursery Supervisor. We recommend it in order to raise their blood sugar if the majority of the children show signs of discontent. It will make their and your experience more enjoyable.
- Due to allergy contamination issues, we no longer leave the room for snack. Simply place the provided plastic tablecloth on the floor and sit the children around it.
- Try to wait and do this after adult singing time to catch the later admitted kids.
- Have the children sanitize their hands, pray, and provide them with a napkin, water (or sippy cup).
- Cups, napkins, allergy-safe snacks, and a pitcher for water are all provided and sitting on the shelf in the upper-most level of the wooden cubbies.
- All snacks are gluten free and nut free!
- After the children are finished, pick up the tablecloth and dump the crumbs in to the trashcan, spray it, then fold it up.
- Use the small vacuum, located in the sign-in area to pick up crumbs on the carpet.

### Taking Children to the Restroom & Changing Diapers

- Always have an adult female volunteer accompany a child who needs assistance in the restroom. Always have an adult female change the diapers.

### Cleaning Toys

- Please clean all toys at the end of the service.
- Put all small toys in the mesh bags into the dishwasher.
- Larger toys should be sprayed and left to dry unless they have cloth or material that would be damaged by too much moisture. In those cases, please use the cleaning wipes.
- Please spray all of the free-standing items in the room, paying special attention to where hands touch them, i.e., handles, arm rests, window frames around the house (inside and out), etc.
- Please put away most of the toys after Sunday School (unless they've been in a child's mouth-then place in mesh bag). After church service, only the toys that are either sprayed or wiped get put away.



Thank you for your willingness to serve the parents in our church by supervising their children during Sunday School and Church!