

Nursery Policies and Procedures

The nursery is a service provided by the parish for parents attending the 8:30am and 10:00am mass. Child/ren need to be walking up to the age of 4 years and 11 months.

Hours of operation:

8:30 am Mass

- Child/ren can be dropped off starting at 8:15am
- Child/ren must be picked up by 9:40am

10:00 am Mass

- Child/ren can be dropped off starting at 9:50am
- Child/ren must be picked up by 11:10am

Check In and Check Out Procedures:

- A completed Sunday Nursery Registration Form must be on file. If this is your first time, you will need to **complete this form prior to leaving your child/ren.**
- Parent will sign in for his or her child and receive a silent pager that is numbered to identify that particular child/ren.
- **Parents will not enter the nursery.** Only staff members are allowed in the nursery with the children.
- When parent returns to pick up their child/ren, they will return the silent pager and initial that they are picking up.
- If a different parent picks up that did not sign the child/ren in and they are unfamiliar to the nursery staff, **verbal communication between the Nursery Supervisor and the parent must take place as well as a photo ID of the person upon pick up. No child will be released without this documentation**
- **There is a replacement fee for any lost/unreturned pagers**

General Information:

Sunday Nursery Family Registration Form **must be on file for the current year.**

- Parents must sign in and out each Sunday they use the nursery.
- For the protection of all children and nursery staff, children who show signs of the following illnesses will not be accepted into the nursery.
 - Eye infection or conjunctivitis (pink eye)
 - Runny nose (no matter what color) or sore throat
 - Has a fever (100 degrees or above) currently or have had a fever in the past 24 hours
 - Coughing
 - Vomiting currently or have vomited in the past 24 hours
 - Diarrhea
- The Supervisor has the right to refuse admittance to the nursery based upon presentation of any of the above symptoms.
- If **any symptoms** develop during Mass, your pager will light up and vibrate to let you know that you are needed in the nursery.
- Nursery Staff is not allowed to dispense any medications (over the counter or prescription).
- **No food or drinks are allowed in the nursery.**
- **No toys from home are allowed in the nursery.**
- Child/ren need to reasonably be able to separate from parents. Some crying is common, but if your child becomes inconsolable, we will notify you via your pager that you are needed in the nursery.
- **Parents are expected to come immediately after Mass to pick up their child/ren.**