

Nursery Policies For Ministry Leaders

Sacred Heart is committed to serving all parishioners from infants through adults. The nursery provides a way to care for children in a loving, Christian environment while parents are growing in Christ. The Nursery is offered during Masses, Mother's Morning Out (English and Spanish), Virtus and Sacramental activities such as RCIA, Baptism Class, etc. The nursery may be requested for Parish wide formation activities by calling the office in advance and speaking to the Development Director. The nursery is not offered for childcare for ministry meetings.

The nursery is open to children who are in good health and are:

- 6 months – 4 years for Mass
- 6 months – 8 years for events (pre-registered preferred)

At least two nursery workers will be scheduled for any event requiring a nursery. Volunteers can supplement the 2 nursery workers. No video or photography may be taken of children in the nursery.

Nursery workers will reach out to families in the following cases:

- A child has a soiled diaper during Mass
- A child is sick
- A child continues to be inconsolable beyond 10 minutes
- A child is threatening or violent towards other children

Parent or Guardians will:

- Fill out paperwork to drop off child including provide contact info
- Will not bring a sick child to the nursery
- Will bring bottles for infant or drinks as necessary
- Will not bring food during Mass – Staff can only give milk and drinks to children during Mass
- May stay in the nursery for 5-10 minutes to help their child adjust (first two visits only)
- Will not leave a sibling outside of the approved age range in the nursery
- For events; will bring anything required for changing the child and food and drink
- For most events; will have pre-registered their child.
- Be reachable during Mass or the event in case the nursery needs to contact them.
- Promptly pick up their children from the nursery. For example, the parent should pick up their children from the nursery immediately after Mass before they start socializing.
- Will use the nursery only when attending Mass or an approved event. If parent or guardian uses the nursery as a day care, for example running errands between the two Masses, the office will be notified and will contact the family.

Ministry Leaders will:

- Get approval for nursery staff for their event at least one month in advance, preferably events that require nursery are discussed as part of the Ministry Leader Yearly Planning Meeting.
- Two nursery workers will be assigned to support your event. Six to eight children per nursery worker is the guideline (6 for infants).
- Monitor number of children and reassess need for nursery workers.
- If event goes over a meal or snack time, provide food for nursery to serve in the Fellowship Hall
- For long events, parents should be dismissed to feed their children to provide a 30 minute break for the nursery workers
- For events where there is a sign up, provide a list of expected number of children and ages
- If child care is needed for children over 8, the ministry leader will have organized that child care. Older child care is not the responsibility of the nursery.
- For events with no sign up (i.e. Town Hall), the ministry leader will need to use their judgment for the number of nursery workers needed. At least two workers required.
- When having events such as retreats and VBS, discuss possible activities/crafts with the nursery ahead of time and provide any necessary funding for supplies.
- Not use the nursery room unless there is approved staff or volunteers are available. The Development Director will have a list of approved staff or volunteers.