

# Nursery Handbook for Parents



**Bethany United Methodist Church**

10010 Anderson Mill Road

Austin, TX 78750

(512) 258-6017

[www.bethany-umc.org](http://www.bethany-umc.org)

Rev. 1/18

## Who to Call

<b>Bethany Church Office</b> .....	<b>512-258-6017</b>
<b>Nursery Administrator &amp; MOM Ministries Coordinator</b>	
Elizabeth Nettles .....	x270
elizabeth.nettles@bethany-umc.org	
<b>Nursery Supervisor &amp; MOM Ministries Facilitator</b>	
Christin Smith .....	x270
christin.smith@bethany-umc.org	
<b>Pastor to Children &amp; Families</b>	
Jessica Petersen.....	x232
jessica.petersen@bethany-umc.org	
<b>Nursery Hotline</b> .....	<b>x243</b>
<b>To schedule a Baptism</b>	
Kellye Noret .....	x222
<b>To request Childcare for an Event</b>	
Christin Smith .....	x270
<b>To cancel Childcare for a sick child</b>	
Nursery Hotline.....	x243
<b>To ask about Sunday Nursery</b>	
Christin Smith .....	x270
<b>To ask about MOMs' Ministry</b>	
Elizabeth Nettles .....	x270
<b>Adult Sunday School</b>	
Thomas Johnson.....	x271
<b>Children's Sunday School</b>	
Jen Seibel.....	x233



Weekly Groups - Kids' Night Out

Dining Divas - Missions

May Celebration of Moms - Baby Ornaments

Merry Marketplace - Christmas Tree Sale

**Moms need care too!** We want to help moms here and around the world take care of themselves and their families. We periodically use a meeting time to gather and assemble supplies for various mission projects or to fellowship at brunch or dinner.

**Book Studies**

- Moms with kids & grandkids of all ages meet for fellowship and discussion
- Thursdays, 9:30-11:30 a.m. OR 6:30-8:30 p.m. in room D211
- Cost is the purchase of the book we are reading together
- Childcare is provided upon request for an additional fee.
- Morning childcare is extended to 2:00 p.m. to give moms some extra time for fellowship, lunch or errands.

**Merry Marketplace**

- The Merry Marketplace crafts fair each November is a fundraiser for the Bethany Nursery. Our moms' groups help with the event and a bake sale which raises funds to help moms locally and around the world.

For more information about MOM programs and events, check out our web page at [bethany-umc.org/moms](http://bethany-umc.org/moms).

**Table of Contents**

Message from the Pastor to Children & Families .... 2

Welcome..... 3

Suggested Diaper Bag Contents..... 4

Policies and Procedures ..... 5

Sunday Morning Nursery ..... 9

Weekday Childcare..... 10

Bethany Nursery Fees ..... 11

Baptism Information..... 12

Worship Services..... 13

Moms On Mission ..... 14

Maps ..... 15

Who to Call ..... 17



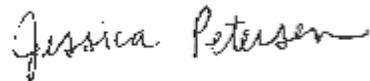
Dear Parents,

Welcome to the Nursery Ministry at Bethany United Methodist Church! We believe that children are a gift from God and we strive to provide a special place for them in the church. Just as Jesus welcomed and blessed children, we seek to do the same: "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs." (Mark 10:14)

The purpose of our Nursery Ministry is to provide quality care for your child(ren) while you seek opportunities for spiritual growth and fellowship in this community of faith, so that each of you might grow in your love of Jesus Christ. Our nursery staff care for children, play with them, and meet their needs while also helping them to experience God's love during their time in the nursery.

The Bethany Nursery Ministry seeks to make our nursery a safe, fun and stimulating environment for even the youngest of children. We offer a loving Christian atmosphere. Our nursery is staffed by paid workers who are experienced in caring for children and certified in CPR and First Aid. While I understand it can be difficult to leave your child(ren) in the care of others, I want to assure you that our staff has genuine love for children. Thank you for trusting us to care for your most precious blessing.

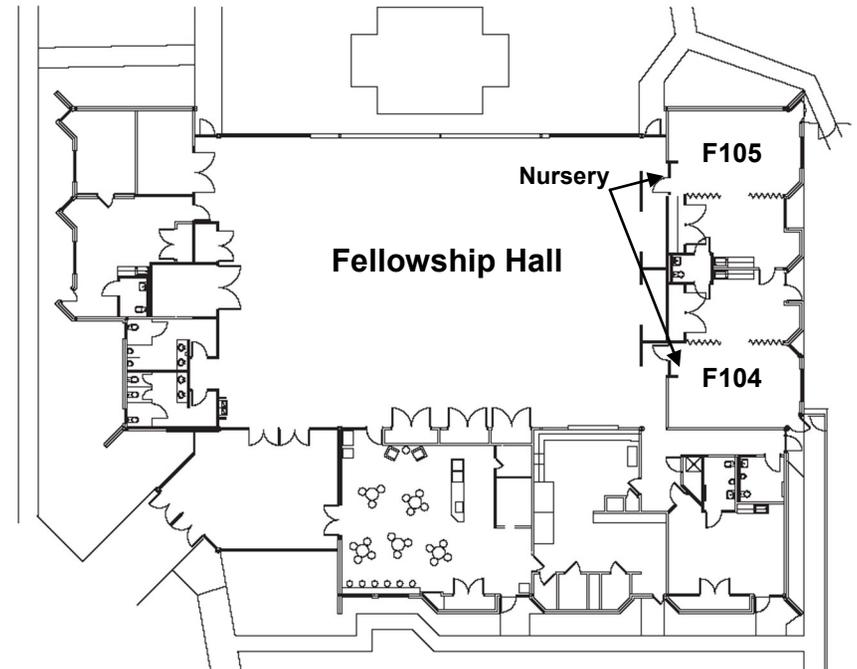
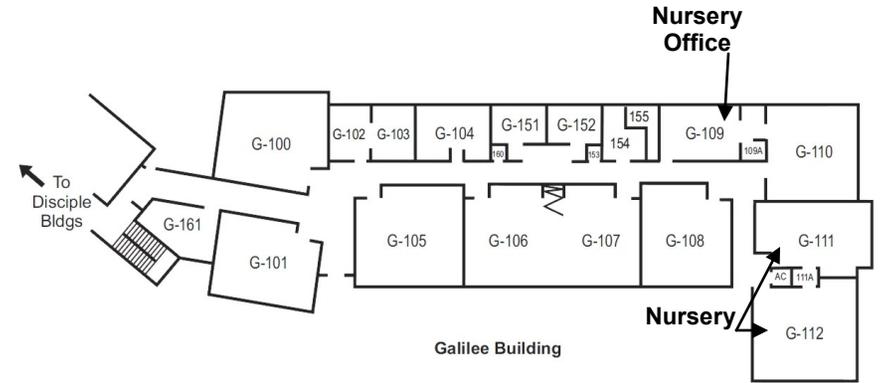
Grace and Peace,



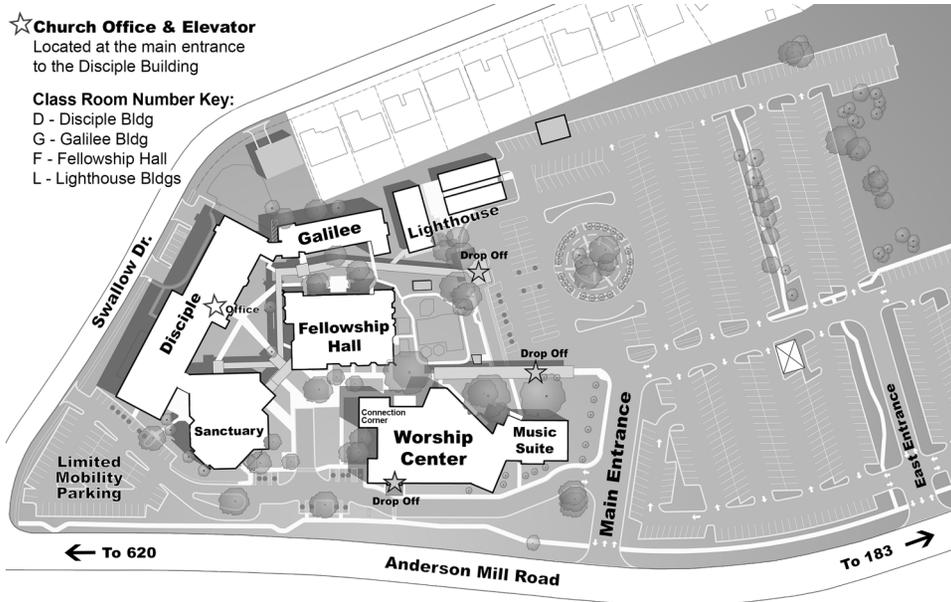
Jessica Petersen  
Pastor to Children and Families



## Building Maps



## Campus Maps



## Welcome!

We welcome you and your child(ren) to the Nursery Ministry of Bethany United Methodist Church. The purpose of this booklet is to acquaint you with the Nursery and our policies and procedures.

Our Nursery Ministry is here to offer the love of Christ to your little one and to care for them so that you have the freedom to seek ways to grow in your own walk with God.

- Care is regularly provided for worship services and adult Sunday School classes:

### Worship Services

Saturday 5:00 p.m.  
Sunday 8:15 a.m.  
Sunday 9:30 a.m.  
Sunday 11:00 a.m.  
Wednesday 6:30 p.m.

### Adult Sunday School

Sunday 9:30 a.m.  
Sunday 11:00 a.m.

- Childcare for church-related meetings and classes is based on individual requests. To ensure childcare is available for your event, simply turn your care request in to the event leader. Please have your event leader contact us two weeks prior to the event for which childcare is needed.

Should you have any questions, concerns, or suggestions regarding the Nursery Ministry, contact our Nursery Administrator and MOMs Ministry Coordinator, Elizabeth Nettles, at 512-258-6017 ext 270 or [elizabeth.nettles@bethany-umc.org](mailto:elizabeth.nettles@bethany-umc.org).



## Suggested Diaper Bag Contents

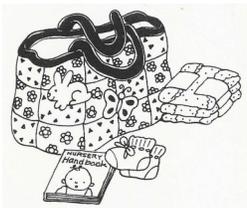
When bringing your baby to the Nursery, please equip the diaper bag with the following **labeled** items:

- Diaper bag or backpack
- Extra diapers (disposable please; if there is a medical reason you need to use cloth diapers please contact us)
- Bottles (not glass), enough for baby's stay
- Sippy cup (if applicable)
- Pacifier (if applicable)
- Bib
- Change of clothing
- Wet wipes
- Your child's favorite blanket or comfort article
- Sack lunch or dinner if your meeting or class falls during those times. Please check with a worker to determine if lunch/dinner may be served.
- Babies who are under 6 months need to bring their own snacks. During second and third services on Sunday and during classes and meetings, the Nursery Ministry may provide a light snack for the children that may consist of dry cereal, crackers, or a cookie. **Make sure all allergies are listed on the Sign-In Sheet.**



### Need a "Bag Tag"?

As a courtesy to our members and continuing visitors, Bethany provides laminated Diaper Bag Tags. Request forms are available in the classrooms.



## Baptism

Holy Baptism is the sacrament of new life in Christ Jesus and initiation into His church. Infant baptism is the visible acting out of God's prevenient grace - that is, God's love which searches us out and claims us as God's own even before we are aware of it. As United Methodists, we affirm and encourage infant baptism, which has been the practice of much of the Christian church from the earliest days. The gift of baptism is celebrated within the context of worship, with the community of faith present as witnesses of and participants in God's grace at work in the life of the one being baptized.

Baptisms are scheduled in Sunday worship services on the 4<sup>th</sup> Sundays of the month only. We will also schedule baptisms on Saturdays, except for those on which we celebrate Holy Communion (Saturdays that occur with 1<sup>st</sup> Sundays).

Bethany United Methodist Church offers a class on baptism, intended primarily for parents who are considering bringing their infants and young children for the sacrament. This class meets on the third Sunday of each month at 11:00 a.m. in Room D208. You need to attend one of these classes prior to the baptism.

To register for the Pastor's Baptism Class, to schedule a baptism, or if you have any other questions, please call the church office at 512-258-6017 and ask for Baptism Scheduling.





## **Worship Services**

5:00 p.m. Saturday Worship  
F105 All ages

8:15 a.m. Worship Service  
F105 All ages

9:30 a.m. Worship Service / Sunday School  
Various rooms

11:00 a.m. Worship Service / Sunday School  
Various rooms

Other Services  
F105 All Ages

## **Adult Sunday School Classes**

9:30 a.m. Sunday School  
Various rooms

11:00 a.m. Sunday School  
Various rooms

Check the Bethany website for information about Adult,  
Youth, and Children's activities.

## **Health Policy**

Sick children will not be admitted into the Nursery. Some signs of illness in a child are:

- Unusual fatigue or irritability
- Fever (child should be fever-free for prior 24 hours)
- Vomiting
- Diarrhea
- Inflamed throat
- Rash

If a child should begin to show any of these symptoms while in Nursery care, in order to lessen exposure to other children, the parent will be immediately notified to pick up their child. Please help us keep our other children healthy, by watching for these signs before bringing your child into Bethany Nursery.

## **Weather Policy**

The Bethany Nursery will generally follow Round Rock Independent School District's pattern of opening and closing during severe weather. For evening care, if school has been dismissed early due to weather or is predicted to be closed the next day, care will not be provided. During inclement weather, you may call the Church office at 512-258-6017 or check the Bethany website at [www.bethany-umc.org](http://www.bethany-umc.org) to check campus status.

## Check-In Procedures

For the protection of all the children, half-doors are used in all of the Nursery rooms. To minimize foot traffic in the rooms, check-in stations are at the door.

At the check-in station:

- Log your child in on the Sign-In sheet giving full information for each child. Use one line per child and include all information requested. This information will allow us to locate you if necessary (see p.8).
- Give the child and their diaper bag, with a labeled bottle or sippy cup, to a staff member.
- Please share your feelings about your child's separation anxiety or any other special considerations with the nursery worker.

After your child is checked in, the staff will meet you at the door. The majority of children adjust to Nursery more quickly if you do not linger. If your child has trouble transitioning to the Nursery, please discuss other options for check-in with the Nursery staff.

## Nursery SS Registration

Please register your child aged birth through 2 years (as of 9/1/17) for Nursery Sunday School at [www.bethany-umc.org/nursery](http://www.bethany-umc.org/nursery) or scan the code.



## Bethany Nursery Fees

### Program (Non-Worship) Care

- In order to help cover some of the cost of childcare and encourage good stewardship of our staff time, a small fee is charged for non-worship childcare.
- The Nursery fee for all non-worship events is \$7 per child per event date, with a family maximum of \$20 per event date. This may be paid either by the parent, or by the ministry scheduling the event. Check with the leader of your event to determine if they will be covering the fee.
- There is **NO CHARGE** for any worship service or Sunday School care.
- **Scholarships** are available by speaking to the leader of your event. Please do not let childcare costs keep you from attending Bethany events.
- For individual cancellations the day of the event, such as a sick child, please call 512-258-6017 x243 ("Nursery F105") and leave a message. This is our **Nursery Hotline** and rings directly in Room F105. The messages will be checked by a staff member before each shift. There is no fee charged for a sickness call-in.
- No-shows will be charged the usual fee.
- There is a **pay drop box** on the wall outside the door to F105. Pay envelopes will be available at the door, and are in the pocket on the front of the box. Please make payments here, being sure to note your name and for which event you are paying.
- If you choose to pay in advance for a series of classes or meetings, you are welcome to do so. Please clearly mark the deposit envelope with your name and the event for which you are paying.

## Weekday Childcare

In addition to worship care, childcare is provided for various church-related functions on weekdays, Saturdays, and Sunday afternoons and evenings in F105 (Fellowship Hall) unless otherwise specified. Care is for children ages birth through age 12.

Staffing is based on the number of children, with a minimum of two adult workers in the room. You should inform your class or meeting leader in advance if you will need childcare in order to ensure that there will be a place for your child.

Please note the suggested diaper bag contents (page 4). For events that span lunch or dinner time, the Nursery workers will feed the children meals IF the parent provides the sack lunch or dinner. Light snacks are regularly provided by the Nursery for the children. Please be sure to indicate any allergies.



## Wristbands

The Bethany Nursery uses a wristband system to help protect our children.

At check-in, you and your child will each be given a wristband with matching numbers. In order for us to release the child at pick-up, we will need to match the wristband on the parent to the child. If someone other than the drop-off parent is picking up the child, you may fill out a form with that person's information, which will be matched to their ID at pick-up.

If the parent has two children in care, or if there are two parents at drop-off, an additional wristband with the same number may be issued.

For security reasons, it is important that wristbands that are not attached to a parent's wrist not be allowed to leave the Nursery.

## Stickers

We have three sticker labels to aid in communication between parents and staff.

**"I'm Potty Training"** - Place this orange sticker on your child's back at check-in so staff will be aware of this special situation.

**"Allergy Alert"** - Very important! Place this yellow sticker on your child's back every time they come to the Nursery if they have any allergies we should be aware of.

**"I've Been Changed"** - Staff will place this colorful sticker on your child's back indicating when their diapers were checked or changed during their stay in the Nursery.

<b>I'm Potty Training!</b> Info: _____ Name: _____ <small>© BethanyNursery.com, 2002</small>
<b>Allergy Alert!</b> Type: _____ Name: _____ <small>© BethanyNursery.com, 2002</small>
<b>I'VE BEEN CHANGED</b> Your Child's Diaper Was Changed At: <input type="checkbox"/> Wet <input type="checkbox"/> Dirty <input type="checkbox"/> Wet <input type="checkbox"/> Dirty <input type="checkbox"/> Wet <input type="checkbox"/> Dirty <input type="checkbox"/> Wet <input type="checkbox"/> Dirty <small>www.bethany.com</small>

## Locating Parents

If a child cries uncontrollably for 10 minutes or appears to be sick, the Nursery will notify the child's parents. In order to find you, it is important you identify on the *Sign-In Sheet* where on the church grounds you can be located and carry a cell phone with you.

## Check-Out Procedures

Parents are requested to pick up their child as soon as possible at the close of each church activity. At the door of the classroom, ask for your child. He or she will be released once verification of wristband and *Pick-up Person* from the *Sign-In Sheet* has been confirmed by a staff member. You are also required to sign your name on the *Release Signature* line of the *Sign-In Sheet*.

Caregivers: _____		Room: _____		Attendance: 9:30 _____ 11:00 _____						
_____		Date: _____		ECA: 9:30 _____ 11:00 _____						
First Name	Last Name	Age	Allergies	Parent Names	Mom Cell	Dad Cell	Parent Location	Circle all Services to Spend in Care	Sign In	Sign Out
								9:30 11 12:30		
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## Sunday Morning Nursery

**9:30 and 11:00 a.m.**

We believe that the Nursery classroom should be a place where children have the opportunity to experience God. Our staff prepares each week to be the hands and feet of Christ for your children and to show them God's love as they care for them.

## Staffing

Each room is staffed by a core group of trained, paid caregivers. Two primary adults are usually assisted by a group of adults and youth. The core group staffing concept provides knowledge of:

- Individual children's needs
- Understanding and implementation of classroom routines
- Classroom curriculum and age-appropriate activities

## Sunday Morning Grouping of Children

The Sunday Nursery Department consists of five to six rooms in the Fellowship Hall and Children's (Galilee) Building.

<u>Groupings</u>	<u>Room Number</u>
Snugglers (0-12 months)	F104
Waddlers (13 - 24 months)	F105
Walkers (25 - 30 months)	G111
Movers (31+ months)	G112

Children are grouped by age and development. Placement of children will be determined by the Nursery Administrative staff.