



Nursery Handbook 2022

Bryn Mawr Presbyterian Church
625 Montgomery Ave.
Bryn Mawr, PA 19010

Welcome to the Bryn Mawr Presbyterian Church Nursery

The nursery is a “first church” for many children in our congregation. We are honored to provide dedicated space and staff for our youngest children as they grow in faith. We are committed to sharing Christ’s love with your little one and offering the highest quality care in a safe, healthy, and welcoming environment.

This handbook includes information about:

- Location
- Childcare Reservations
- Contact and Staff Information
- Drop off and Pick Up Procedures
- What to Bring
- Transitions
- In Case of Emergencies
- Health Policies
- Additional Information for Young Families at BMPC

Location:

The nursery is located in the **Education Building** on the south side of the church campus, off of Fishers Road. The nursery itself is found on the main floor and can most easily be accessed through the sanctuary side entrance. There are two doors situated behind the shepherd statue. The nursery is straight through the doors, past the stairs and is the first room you come to on your left. You can also access the nursery through the Fisher Street entrance. Upon entering the building, take the elevator to the 1st floor.

The nursery has both dedicated toddler and infant space, as well as room for sleeping children and nursing mothers. Changing tables and a toddler bathroom are also located in the nursery and available for families to use.

Childcare at BMPC:

Childcare is provided during all worship services at Bryn Mawr Presbyterian Church and for many church activities. During all programs, we require that you leave a cell phone contact where we can reach you in case of emergency.

Sunday Morning:

On Sunday morning, the nursery is fully staffed from 7:45 a.m. until the end of programming, typically 12:30 p.m. Hours are adjusted on holidays and during the summer.

Childcare after 11:00 a.m.: Please let childcare staff know if you will be using childcare after 11:00 a.m. so that we can assure adequate coverage.



Contact Information

Childcare Requests: Childcare@bmpc.org

Nursery: 610-525-2821, ext. 8827; this is a direct line only monitored during programs.

Staff Contact Information:

The Rev. Rachel Pedersen

Associate Pastor for Children and Family Ministry

RachelPedersen@bmpc.org, 610-525-2821, ext. 8810

Rebecca Kellich

Childcare Coordinator

Childcare@bmpc.org

Mary Richards

Assistant, Children and Family Ministry

MaryRichards@bmpc.org, 610-525-2821, ext. 8811

Katie Singh,

Program Assistant, Children and Family Ministry

KatieSingh@bmpc.org, 610-525-2821, ext. 8828

Staff Information

All of our staff members are at least 18 years of age and have demonstrated an understanding and appreciation of early childhood education. Our staff is certified in both CPR and First Aid. They are also required to have the following clearances: Child Abuse clearance, State Police clearance, and FBI clearance. In both our childcare and Sunday School programs, there are always two teachers or staff members present.

We maintain a 1:4 ratio in our nursery, always ensuring there are at least two staff members present. We welcome cleared volunteers from the congregation to help in the nursery.

Drop Off & Pick Up

Children may not be in the nursery without an adult.

Drop Off:

Parents are asked to sign their children in and leave a cell phone contact information with childcare staff. We encourage adults to say goodbye to their children before departing as it helps develop trust.

Sharing Information on Your First Visit:

Please plan to drop off your child with enough time to have a conversation with the Childcare Coordinator. In this conversation, please provide the coordinator with the following information:

- Child's age and name
- Whether or not he or she has been in childcare before
- Any allergies or medical conditions that the child has
- Whether or not the child is potty trained
- What types of food are safe for the child to eat
- Who is picking up the child
- How to soothe the child if he or she becomes upsets

Pick Up:

Only designated adults will be allowed to pick-up a child. We cannot release a child to someone under the age of 18. ***Be sure to identify who will pick-up your child when you drop off.***

During Pick Up:

- Nursery Staff will share about your child's day
- Return labeled items

What to Bring

Please plan to bring the following items:

- Diapers
- Wipes
- Extra set of clothes
- Pacifier (if needed)

Children may keep their items in one of the nursery cabinets. Nursery staff will change both wet and dirty diapers. We ask that you bring all necessary supplies so that we can appropriately care for your child.

Children are welcome to bring a comfort item (blanket, stuffed animal, etc.) if you feel this will help your child with his or her time in the nursery. *Aside from comfort items however, we ask that children leave toys at home, especially small items. The nursery is stocked with extra items in case of emergency.*

Transitioning to the Nursery

If it is your child's first time in the nursery, we encourage you to take an extra five minutes and play with your child in the nursery, say goodbye, and quietly exit. Your child may get upset when you leave. This is completely normal! Our workers will engage individually with your child and do their best to help them cope with the experience. Please do not visit after drop off, as that can be difficult for the child to understand and can be upsetting.

If your child continues to cry and staff is concerned that he/she is no longer able to self soothe (typically 15-20 minutes of sustained distress), we will contact you. If we cannot reach you and are concerned about your child, we will look for you in the sanctuary.

Transitions can be difficult for children. All children go through periods when they are more anxious in new settings or with unfamiliar people. It is our goal to make children as comfortable as possible. When they need the emotional support of a parent or a known caregiver, we will reach out to you.

In Case of Emergency

If there is an emergency regarding your child, you will be contacted immediately.

If the Education Building needs to be evacuated, children will be taken to one of three designated locations on the church campus. Once we are fully evacuated, parents will be directed to the meet-up point (typically in the Fisher Street parking lot). There will be an additional sign-out protocol, and we request that you work with staff to assure an orderly process.

Sick Policy

If our nursery staff feels that your child is too ill to remain in the nursery, you will be contacted. We expect you, or someone you have designated, to pick the child up immediately. Children should not be sent to the nursery and will be sent home if any of the following conditions are apparent:

- A temperature of 100.3° or more
- Vomiting within the past 24 hours, regardless of the cause
- Diarrhea regardless of the cause
- Fifth disease
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Rashes at childcare coordinator's discretion
- Conjunctivitis (pink eye) until treated for 24 hours
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola
- Bronchitis or other throat infections, until treated for at least 24 hours

Covid: If your child has a close exposure: Mask for 10 days; please test on day 6. If your child tests positive: After 5 days quarantine, if no symptoms, the child can return to regular programs wearing a mask for 5 days.

The child must remain free of symptoms, fever, nausea, etc., for 24 hours before he or she can be readmitted to the nursery.

Snack/Allergy Policy

Children will be given snacks during their time in the nursery. The nursery is stocked with the following snacks:

- Gerber Puffs
- Goldfish
- Pretzels
- Gluten and Dairy free snacks are available upon request

We never serve food items that contain peanuts or tree nuts and kindly ask that you leave food items which contain nuts at home. If your child has a food allergy please contact nursery staff to confirm any allergy protocol as soon as possible. Before sending a snack with your child, please confirm that snack with nursery staff so that we can assure the safety of all children in our program.

If your child has particular allergies or special needs, please contact the Nursery Coordinator to discuss how to best welcome your child.

Ministry with Infants and Toddlers

Baptism: For many, baptism is key moment in a child's life. Baptism is celebrated each month at Bryn Mawr Presbyterian Church in the 10:00 a.m. worship service. If you are interested in learning more about baptism, please contact Mary Richards, MaryRichards@bmpe.org.

Y-Group: A community group for mothers with young children. Meeting monthly during the school year, they engage in fellowship, service, and support for another.

Sunday School: Each September a new class of two year olds are welcomed to Sunday School. Sunday School for our youngest students is a developmentally thoughtful program that introduces children to key Bible stories and practices of our faith. Please contact Mary Richards, MaryRichards@bmpe.org or 610- 525-2821, ext. 8811 for registration or questions.

Helpful Information

Weekday School: During the school year, there is a half day preschool for ages 3 to pre-Kindergarten called the Weekday School. They meet on the ground floor of the Education Building. Please contact Robin Macon: weekdayschool@bmpc.org, for more information.

Changing Tables: Our best changing table facilities are located in the Education Building in the nursery and infant rooms, and in the first floor bathrooms. Changing tables can also be found in all “Family Bathrooms” located across campus.

High Chairs: Several high chairs are available for use during congregational meals in Congregational Hall (Ministry Center). They can typically be found in the coat closet. Ask a volunteer or facilities staff if you are looking for one.

Kitchen: A small kitchen is located in the Education Building Hall. If your child has formula or food items that need to be kept cold, we can accommodate this request. Simply let our staff know, and we will put your child’s labeled items in the fridge.

Playground: There is a great playground on campus that is accessible after 2:30 p.m. on weekdays and on weekends. It is directly behind the Education Building, accessible by the sanctuary parking lot or down the outdoor staircase, which is in between the chapel and Education Building.

