



## **Nursery Handbook 2023**

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

# Bryn Mawr Presbyterian Church Map

Updated as of April 2022



- ① **Foerderer House & Patio**
  - Sunday Morning Youth Ministry
- ② **Ministries Center**
  - Art Gallery
  - Atrium
  - Church Office Suites
  - Congregational Hall
  - Gymnasium
  - Middleton Counseling Center
- ③ **Atrium**
- ④ **Sanctuary**
  - Fine Arts Center
- ⑤ **Chapel**
  - Chapel Memorial Garden

- ⑥ **Education Building**
  - Outdoor Playground & Porch
  - Sunday Morning Children's Programs
  - Weekday School - Ground Floor
- ⑦ ⑧ ⑨ **Manses**

- **Main Entrances**
- ♿ **Handicapped Parking**

# Welcome to the Bryn Mawr Presbyterian Church Nursery

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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 space 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.

You can request childcare for church events. We will do our best to meet all requests but may be limited by staffing. Requests are made in advance by emailing [Childcare@bmpc.org](mailto:Childcare@bmpc.org).

## **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 the 10:00 a.m. worship service so that we can assure adequate coverage.



# Contact Information

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**Childcare Requests:** [Childcare@bmpc.org](mailto:Childcare@bmpc.org)

**Church Phone Number:** 610-525-2821

## Staff Contact Information:

The Rev. Rachel Pedersen

Associate Pastor for Children and Family Ministry

[RachelPedersen@bmpc.org](mailto:RachelPedersen@bmpc.org), 610-525-2821, ext. 8810

Erika Henry

Childcare Coordinator

[Childcare@bmpc.org](mailto:Childcare@bmpc.org)

Mary Richards

Assistant, Children and Family Ministry

[MaryRichards@bmpc.org](mailto:MaryRichards@bmpc.org), 610-525-2821, ext. 8811

Katie Singh

Program Assistant, Children and Family Ministry

[KatieSingh@bmpc.org](mailto:KatieSingh@bmpc.org), 610-525-2821, ext. 8828

Nursery Staff:

Sarah Jenchura, Lindsey Jensen, Olivia Klenn, Aissata Kouyate, Kathy La

## Staff Information

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All of our staff members are at least 18 years of age and have demonstrated an understanding and appreciation of early childhood education and care. 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

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Children may not be in the nursery without an adult present.

## Drop Off:

At drop off, sign your child in and provide a cell phone contact to childcare staff. Take time to say “goodbye” as your child transitions.

## 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

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**Please plan to bring the following items:**

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

Children may keep their items in one of the nursery cubbies. 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 or stuffed animal) if you feel this will help your children with their time in the nursery. *Aside from comfort items, 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

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If it is your child's first time in the nursery, we encourage you to take time to play with your child in the nursery, say goodbye, and exit quietly. 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 after you leave and staff is concerned that your child 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, but sometimes a child will need the emotional support of a parent or known caregiver, and we will reach out to you. Please let us know how we can best help you and your child feel most comfortable in the nursery.

# **In Case of Emergency**

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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 or near 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**

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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

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

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

- Gerber Puffs
- Goldfish
- Pretzels
- Teething cookies
- 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

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**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@bmpc.org](mailto:MaryRichards@bmpc.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 and three 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@bmpc.org](mailto:MaryRichards@bmpc.org) or 610- 525-2821, ext. 8811, for registration or questions.

# Activities in the Nursery

## Nursery Monthly Themes

<p><b>September</b> God Made The Earth</p> <p>Bible Story: Noah pg. 16 Frolic Book: Good Morning World</p>	<p><b>October</b> The Church is God's House</p> <p>Bible Story: Jesus in the Temple pg. 66 Frolic Book: We're Better Together</p>	<p><b>November</b> God Made Us</p> <p>Bible Story: Creation pg. 8 Frolic Book: God Made Us</p>
<p><b>December</b> Jesus Was a Baby</p> <p>Bible Story: Jesus is Born pg. 62 Christmas Board Books</p>	<p><b>January</b> Baptism</p> <p>Bible Story: Jesus is Baptized pg. 68 Frolic Book: God Finds Us</p>	<p><b>February</b> Jesus Loves Me</p> <p>Bible Story: Jesus Blesses the Children pg. 78 Frolic Book: God Made Feelings</p>
<p><b>March</b> Jesus Takes Care of Us</p> <p>Bible Story: Jesus the Good Shepherd pg. 86 Frolic Book: Clap Sing Dance</p>	<p><b>April</b> Easter</p> <p>Bible Story: Jesus Dies/ Jesus Rises pg. 110-112 Frolic Book: God's Wonderful World</p>	<p><b>May</b> The Church Helps</p> <p>Bible Story: Jesus Calls Disciples pg.118 Frolic Book: I Can Help</p>
<p><b>June</b> We Pray To God</p> <p>Bible Story: Jesus Teaches Us To Pray pg. 84 Frolic Book: Pray to God</p>	<p><b>July</b> Thanks to God</p> <p>Bible Story: Abraham and Sarah pg. 18 Frolic Book: Thank you God</p>	<p><b>August</b> God Made Feelings</p> <p>Bible Story: Joseph and his brothers pg. 26 Frolic Book: Everyone Gets Upset</p>

*Stories are available in the Desmond Tutu Story Book Bible.  
Additional stories are available for check out in our Children's Library.*

# Helpful Information

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**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](mailto: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.

