



# Nursery Handbook 2021

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

# Welcome to the Bryn Mawr Presbyterian Church Nursery

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The nursery acts as 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 first floor and can most easily be accessed through the sanctuary side entrance. There are two doors situated behind the shepherd statue, one with an easily accessible ramp. 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 either use a nursery provided pager or 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.

**Summer 2021: Childcare hours are from  
9:30 a.m. -11:15 a.m.**

**Special Requests:** Many church programs will offer childcare, however, if you are participating in a program where childcare is not provided, you may request childcare. Requests must be made ***at least one week*** in advance by emailing: [Childcare@bmpc.org](mailto:Childcare@bmpc.org).



# Contact Information

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

Rebecca Kellich

Childcare Coordinator

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

Mary Richards

Administrative Assistant to Children and Family Ministry

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

## 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. 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. Employees and volunteers will also be trained on COVID-19 safety precautions. 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.

## **Drop Off:**

Parents are asked to sign their children in and pick up a pager. The pager will be used in the event that we need to contact you. We encourage adults to say goodbye to their children before departing as it helps develop trust.

## **Sharing Information:**

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 upset

## **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.***

All children who enter the nursery will receive a nursery report when they leave. It is our hope that these reports keep you updated on your child's time with us. A blank copy of the nursery report is attached to the back of this handbook.

## **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 necessary items:**

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

Each child will have an assigned cubby where their items can be stored. 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 all toys at home, especially small items.*

## Transitioning to the Nursery

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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. We do not suggest coming in to 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 with a pager and are concerned about your child, we will call you. If your phone number was not provided, we will try to locate you. *Our hope is for the nursery to be a positive space for your children and a space where all their needs are met.*

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**

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If there is an emergency regarding your child, you will be contacted immediately. We will use the pager system or seek you out whether in worship or in another meeting. It is helpful to keep your beeper readily available, not in your purse, as the pager only vibrates and does not make any noise. Vibrations can be missed in a bag.

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**

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If our nursery staff feels that your child is too ill to remain in the nursery, you will be paged or called. 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 Director'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
- Animal Crackers
- 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. Typically, we ask that outside food not be brought into the nursery.

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

## **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 Kim Black: [weekdayschool@bmopc.org](mailto:weekdayschool@bmopc.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 1st floor bathrooms.

**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 12:00 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.



# Sample Nursery Report

## Today in the Nursery . . .

Nursery Report Form for Your Child: \_\_\_\_\_

Today's Date: \_\_\_\_\_

*I had fun doing this!*

*Here is what I ate and drank today!*



*I played with my nursery friends.*

*I was cared for by:*



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**frolic**  
LITTLE STEPS, BIG STEPS

"This is the day that the Lord has made; let us rejoice and be glad in it." —Psalm 118:24

# Registration Card

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## *Child Information*

Today's Date \_\_\_\_\_

Child's Full Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Current Age (in years) \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Baptized? \_\_\_\_\_

Special Considerations \_\_\_\_\_

Siblings' Names and Birth Dates \_\_\_\_\_

## *Family Information (fill out once per family)*

Parent 1 Name \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Preferred Number \_\_\_\_\_

Email address \_\_\_\_\_

Preferred Communication: Phone \_\_\_\_\_ Email \_\_\_\_\_

Primary Address \_\_\_\_\_

Parent 2 Name \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Preferred Number \_\_\_\_\_

Email address \_\_\_\_\_

Preferred Communication: Phone \_\_\_\_\_ Email \_\_\_\_\_

Primary Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

Approved Persons for Pick-up \_\_\_\_\_

Preferred Family Mail Name \_\_\_\_\_

Names of Extended Family at BMPC \_\_\_\_\_

\_\_\_\_\_ Yes, I would like to receive the Children & Family Ministry E-news.

\_\_\_\_\_ Yes, information may be used in a class directory.

# **Registration Card Continued**

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## ***IMAGE/NAME PERMISSION RELEASE***

Bryn Mawr Presbyterian Church may wish to photograph, videotape, or otherwise record the activities of the Program participants for the purpose of promoting the Program. We will not publish identifying information (i.e. name, grade) in conjunction with an image. I give permission for my child in the Program to be videotaped, photographed, and/or recorded, in connection with the Program. I give permission for BMPC to use said videotaped, photographed, and/or recorded materials in BMPC publications, websites, social media, CD's, DVD's or other media, for publicity purposes or in any other non-commercial manner that it chooses. I hereby waive and release any rights that I may have to said videotaped, photographed, and/or recorded materials.

**Child's Name (please print)** \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

**Parent/Guardian Name (please print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_