



Parent and Guardian Guide

ALLEN TEMPLE BAPTIST CHURCH

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WELCOME

Welcome to the Nursery at Allen Temple! We are so happy to welcome you and your little ones! This guide is designed to introduce you to our nursery and to answer questions about our procedures and what you and your young ones may expect while you are in our care. Our Co-Coordinator are experts in the Early Childhood Education field. Co-Coordinator and Team members who serve at the Nursery at Allen Temple have been approved to work with your children only after undergoing an application process, interview, Live Scan background check through the Department of Justice (fingerprinting), and orientation/training regarding State of California policies and procedures. You may feel confident that your children are in trustworthy hands.

The Nursery at Allen Temple is committed to providing a safe, loving, nurturing and worry-free environment for our children while you are in worship. We cannot do this without a partnership with parents and guardians, working together in God's grace. You are an essential part of this ministry as well! Thank you for taking time to familiarize yourself with our ministry program. May God continue to provide blessings to you and your precious gifts from Him: your children.

Age Ranges

The Nursery at Allen Temple provides childcare for children from 6 months up to five years of age while parents and guardians are participating at worship services at Allen Temple. At five years of age, children are invited to participate in ATKidz' Children's Church that dismisses directly from each worship service.

Hours of Operation

Hours of operation are during each of the Sunday worship services (8:00am and 11:15am), and special worship services as announced by the Nursery at Allen Temple team (i.e., Revival worship services and some 3:00pm worship services). Doors open and check in starts 15 minutes prior to the start of each service. Pick up of your child is required no later than 15 minutes after the service you are attending is over.

Check in and out procedures

For the purpose of safety and security, we use a check in/out procedure. Check in/out is only allowed by an authorized parent or guardian as listed on the registration form you complete (that remains on file). The same parent/guardian that dropped off the child must pick him/her up. We make every effort possible to accommodate your child. It would help us greatly if you could please take your child to the restroom before nursery; there are restrooms adjacent to the check in station. Parents/guardians must remain on campus while their child is in care at the nursery.

Check-in procedure:

- Parent/guardian completes a registration form to be kept on file, listing all children who will attend nursery. Each child will have an individual form.
- Parent/guardian will check child in by signing their name on a color-coded roster according to the child's age group, and listing the child's assigned number for the day on the same line.
- A check-in volunteer will place a color-coded wristband with the child's number on him/her.

For infants only:

- We can place a correlating numbered tag on any necessary personal items (sippy cups, bottles, diaper bag, etc.) if not already tagged. Personal items belonging to older children must be kept by the parent/guardian.
- The check-in volunteer will distribute the same color-coded wristband with the correlating number from the roster, to the parent/guardian for identification.
- The parent/guardian will transport the child to the appropriate area and the area volunteer will identify the tag and wristband before letting the child enter.
- All infant toys are cleaned between services and before being used again.

Your Child's Time at the Nursery

- ***When packing a diaper bag for your infant, please include the following items; all of these will be verified prior to check-in***
 - At least three disposable diapers
 - Pacifier or other comforting item
 - A change of clothes in case your child has an accident
 - A bottle of milk, formula, juice or water
 - Please label all personal items with your child's first and last name before arriving at nursery. If an item is not labeled, we may label with a permanent marker.

Children With Special Needs

We welcome children with special needs and their families. Two of our coordinators are specially trained in attending to children who experience special needs. Please be confident that you may remain worry-free about your child's care while you are in worship; your child will be nurtured in a safe, loving and Christ-like environment.

Your Child's Health

We operate a well-child policy in in our nursery. For the protection of all the children and volunteers in our ministry, we cannot accept a child with a runny nose, fresh cold, fever (in the last 36 hours), rash, persistent cough, diarrhea (in the last 24 hours) or any other signs of illness. Please notify a Nursery Team Member if your child has persistent symptoms as a result of allergies or asthma and an exception can be made. Minor injuries, such as cuts and scrapes, will be handled in your child's area with basic first aid. You will be notified upon pick up if a minor injury should happen. Should any severe emergency occur in the nursery, you will be contacted in worship service via your cell phone after we have called 911.

Special Medication Needs

If your child requires medication, we ask that you provide medications to your child prior to coming to Nursery. If your child is asthmatic and may need a rescue inhaler near their person for emergencies, their inhaler that has been prescribed by their pediatrician is to be brought within a separate clear Ziploc bag with their name on it. Their inhaler should be within the Ziploc bag contained within its' original pharmacy packaging (with pharmacy label inscribed with their name and contains dosage instructions). The only Nursery Staff authorized to dispense is one of the Co- Coordinators.

Snacks

Fresh fruit, Cheerios, Goldfish crackers and water will be provided to the older children.

Saying goodbye

After you have completed the check-in process, simply wave a quick goodbye and leave for worship service. It is normal for little ones to cry when leaving a parent. This normally does not last long and separation becomes easier over time. Our volunteers will immediately try to create interest in a toy or activity and let them know that you will be returning to pick them up after worship service. If your child is not soothed within a 10 minute period, we will make contact with you via your cell phone.

Checking on your child

Feel free to check on your child, but please do so discreetly with the help of a Nursery Team member. It is better that your child does not see you. Your child will have an easier time.

First time guests

We welcome guests! Guests will follow the same guidelines as members for checking in their children.

Check out procedures

- Parent/guardian will return to the check-in desk.
- Parent/guardian will check out their child by signing the roster that bears their child's name.
- The checkout team member will compare the parent/guardian wristband and correlating number with that on the roster to ensure that they match.
- After confirmation of identity has been made and checkout completed, a checkout volunteer will assist the parent in retrieving the child and their belongings from the nursery.

Questions or Suggestions?

We'd love to receive your feedback. Your suggestions will help us grow and improve our nursery. Also, positive feedback is very encouraging to our team. Please do not hesitate to let us know how we can better serve you. Please speak to a Nursery at Allen Temple team member, send us an email at nursery@allen-temple.org, or leave us a note at the check in desk. Thank you!

The Nursery at Allen Temple Contacts

Sunday Morning Only Nursery Front Desk Phone Number

(510) 544-3821

Weekday Contact Number

(510) 544-8910

6 Month to 2 Year Old Coordinator

Alicia Talton

nursery@allen-temple.org

2 Year Old to 5 Year Old Co-Coordinators

Reyna Diaz de Zamora

nursery@allen-temple.org

Amanda Long

nursery@allen-temple.org

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(510) 544-8910**

Web: www.allen-temple.org

Email: info@allen-temple.org

Live Streaming on allen-temple.org Sundays 8am & 11:15am

MISSION STATEMENT

In obedience to the Great Commission of Matthew 28:19-20, given to us by the founder of the Church, Allen Temple Baptist Church seeks excellence in the ministry of Jesus by evangelizing all persons to accept Jesus as Lord and Savior, by educating all Christians to grow into the moral and spiritual likeness of Jesus Christ through the aid of the Holy Spirit, and by enlisting all Allen Temple members in personally extending the message and mission of God's love in Christ, throughout the world.

 **in f** Allen Temple Baptist Church

 **@allentemplebc**

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Pastoral Staff Twitter Handles Available on Allen-Temple.org