

# Nursery Handbook For Families



St. Timothy's  
Episcopal Church

# Welcome

Dear Parents,

Welcome to our nursery at St. Timothy's Episcopal Church! We are committed to provide a loving and faith-filled environment that is safe, secure, and clean. Care for children ages 3mos-4yo is offered Sundays 10:00am-11:45am and during seasonal special events.

We hope this handbook will be of assistance to you. Please take time to review and understand our policies. If you have any questions, please feel free to reach out to me.

In Christ's Love,

Martha Whitesides  
Director of Christian Formation  
[formation@st-tim.org](mailto:formation@st-tim.org)  
919-606-7213

## Registration

Each child that participates in the nursery (and any other event) needs to have information on file for St. Timothy's to safely and securely provide the best possible care for our young people. You will find a paper form at the end of this packet that is for nursery age only (3mos-4yo). You may also fill out the online version, which will have a few extra questions since it covers all ages (3mos-18yo).

## General Policies

### Check in/out

1. The nursery is in Classroom 2 of the Education Building. The easiest way to enter is through the red door facing the Chapel. Once in the entryway, enter the hallway and the classroom will be the first one on your left.
2. The adult dropping off must fill out the check-in sheet each time. Please fill it out in full to help the nursery staff best care for your child(ren). Most questions should be easy—things like name, phone number, allergies, bottle schedule, etc.
3. When leaving, the adult must also sign the child out.

### Food

There will be no snack provided and no snack time set up. We ask that non-bottle food be consumed before or after nursery time. In the event of a longer nursery stay, snack will be considered on a case-by-case basis for that specific event. **Regardless, our Education building is a nut-free building.**

### Bottles

Please provide specific instructions for babies needing a bottle during the time frame (whether scheduled or otherwise).

### Diapers

All children should arrive with a newly changed, clean, dry diaper. At least one change should be provided and left in the nursery in a bag labeled with the child's name.

### Pacifiers

All pacifiers must be securely clipped to a child's clothing.

### Service Needs

Should a parent/adult be needed during the service/event, they will be texted by one of the nursery workers. Please keep your phone available in case.

# Health Policy

**'TIS THE SEASON FOR RUNNY NOSES!**

**Please help keep our St. Timothy's children healthy by adhering to the Nursery Health Policy below.**

**PLEASE KEEP YOUR CHILD HOME if your child shows any of the following symptoms or has been on antibiotics for less than 24 hours:**

- **Fever (within past 24 hours)**
- **Runny Nose**
- **Unknown or Contagious Rashes**
- **Coughing**
- **Diarrhea**
- **Chicken Pox**
- **Hand Foot Mouth**
- **Conjunctivitis (Pink Eye)**
- **Lice**

We realize that some symptoms remain long after a child is no longer contagious. However, these guidelines are in place because we want our caregivers and all of the children in our care to remain healthy. What may be "just a cold" for your child may mean months of ear infections for another child.

If a child in our care is observed having any of the above symptoms, we will have to ask the parents to take him or her home. Thank you for helping us to achieve our mission!!

**Any questions about Nursery Policy should be brought to  
Martha Whitesides, Director of Christian Formation  
919-606-7213  
[formation@st-tim.org](mailto:formation@st-tim.org)**

St. Timothy's Episcopal Church  
Nursery Registration Form

School Year: \_\_\_\_\_ - \_\_\_\_\_

A completed form is required for any child to participate in the nursery. Please fill this out OR scan this QR code and fill out the one online. **This paper form may only be used for nursery age children (3mos-4yo); all older children must have an online form filled out.**

Child 1 Information

1. Name (First and Last) \_\_\_\_\_
2. Goes By Name \_\_\_\_\_
3. Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_\_
4. Known allergies (medication, food, environmental, etc.)  
\_\_\_\_\_
5. Dietary Restrictions \_\_\_\_\_
6. Any additional medical needs or other things we should know about this child? \_\_\_\_\_

Child 2 Information

1. Name (First and Last) \_\_\_\_\_
2. Goes By Name \_\_\_\_\_
3. Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_\_
4. Known allergies (medication, food, environmental, etc.)  
\_\_\_\_\_
5. Dietary Restrictions \_\_\_\_\_
6. Any additional medical needs or other things we should know about this child? \_\_\_\_\_

## Adult Information

1. Adult 1 Name (First and Last) \_\_\_\_\_
2. Adult 2 Name (First and Last) \_\_\_\_\_
3. Preferred email contact(s) \_\_\_\_\_
4. Preferred cell phone contact(s) \_\_\_\_\_

## Permissions (General/on-site)

1. Liability Immunity: In consideration of my child(ren) being allowed to participate in the St. Timothy's activities, I understand that all reasonable safety precautions will be taken by the program leaders during each activity, and that the possibility of unforeseen hazard does exist. I hereby assume all risks and release St. Timothy's, its employees, and volunteers from all liability whatsoever for any injuries or accidents in connection with my child's participation. I intend this release to be binding not only for myself, but also on my family and all legal successors in interest.  
**Initial Here** \_\_\_\_\_
2. Basic First Aid: I give permission for the child(ren) listed to be treated by a physician, nurse, or other person appropriately trained in first aid in case of an emergency. I understand that every attempt will be made to contact the adults listed within this form if medical intervention is needed. **Initial here.** \_\_\_\_\_
3. Sometimes church staff or volunteers will take photos or videos of participants for use in online or print publications. Only a first name would be used to identify a minor.
  - a. **Yes**, I give permission for this child's photo or video to be used as described. Initial \_\_\_\_\_
  - b. **No**, I do not want such images published of this child. Initial \_\_\_\_\_