

St. Luke Catholic Church
Nursery Volunteer Guidelines

- Regular Sunday mass Nursery is staffed on a volunteer basis
- A schedule will be mailed to you at your home and posted in the nursery.
- There will be two (2) persons scheduled in the nursery when open
- The Austin Dioceses regulates that there will be an adult scheduled in the nursery when open
- You are responsible for finding a replacement for your scheduled time if you are unable to make your schedule sitting time.
- Please contact the Nursery Coordinator to let her know you are unable to make it AND who you have coming in your place
- **All Adults must find another adult to sub in their place. Volunteers under 18 may find another youth to sub or an adult. There must be an adult present when the Nursery is open.**
- The Nursery Volunteer Roster will be filed with the Parish Office and you may be called upon to staff the nursery for special events that the parish hosts.
- The Parish will compensate special events at an hourly rate of \$5.00.
- Community Service Hours may be logged by those needing time (i.e. confirmation, etc) Contact Nursery Coordinator to set up tracking.
- All Volunteers will be asked to complete the following:
 - o Babysitting Course (S&W, Red Cross, or other)
 - o Austin Diocese Ethics and Integrity Course
 - o Application for Service (Adults Only)(further information and dates can be found on the Austin Diocese's website <http://www.austindiocese.org/departments/home.php?id=9>)

Working the Nursery

- One volunteer must make contact with each parent upon child drop off
- Volunteer must check IDs of the parent when checking in a child
- Volunteer will issue a name tag and an ID Number to the parent for each child they drop into the Nursery
- Volunteer must ensure that the ID Number is written on the Child's Name Tag.
- Please write down any special needs the child may have on the dry erase board available in the Nursery
- Please do a diaper check on all children at the bottom of the hour
- In the event of an emergency, one volunteer must stay in the Nursery while the other pulls the child's parent out of church &/or calls 911 and talks to emergency personnel.

Child Pick Up

This is a very critical step when working the Nursery

- One volunteer needs to remain in the nursery while the 2nd checks the children out with their parents.
- Use tables from the parish hall to set up a “U” shape at the Nursery Door
- please ask all parents to form a single line at the table
- please ask all parents NOT to enter the nursery
- please ask the parents for the state issued ID and for their ID Number they were given upon drop off
- Give the parents the sign in/out sheet and have them sign out their child while you go get the child and his/her belongings

Closing up the Nursery

- Please gather up all the ID numbers and put them in the box for storage for next time.
- Please put all toys neatly away
- If you notice any toys that are broken or harmful to the children, please toss them out.
- If any belongings are left behind, please take them to the parish office
- For Security purposes and a paper trail, please DO NOT throw away the sign in/out roster.