

Dear Nursery Parent,

We are happy to be able to provide care for your child in our Nursery (ages birth-3.) It is of the utmost importance to us that you feel comfortable placing your child in our care. The following information will answer some questions you may have, as well as provide information on our procedures.

Staffing and Safety

The Nursery will be staffed each Sunday morning with a trained, paid childcare worker and a volunteer. Everyone working directly with children has completed all background checks required by the State of Pennsylvania. Additionally, our paid childcare provider has completed an extensive background check, and volunteers have completed an online Child Protection Program required by our Diocese.

Our nursery is a bright and welcoming space, and includes a Koala Care Infant Changing Table and an area for storing diaper bags. *Safety guidelines allow for 13 people (of all ages) to populate the room at any one time.* Parents are encouraged to leave their children in the care of the nursery worker and volunteer, but are permitted to stay with their child if they prefer. Keep in mind that once room capacity is reached, additional children/parents will not be able to use the space until others leave.

Children must be dropped off/picked up by a parent or guardian (no siblings under the age of 18.)

Sign-In Process

Children may be dropped off starting at 9:45am. Please check-in with the Nursery Volunteer and complete the sign-in sheet. You will receive a numbered ID Badge that corresponds with your child's registration number, and your child will receive a nametag with the same number. Diaper bags may be placed in the storage area with the same number by our staff as well.

First-Time Visitors

At your first visit to our Nursery, you will need to complete a Children's Ministry Registration Form, which will be kept on file for future visits. Please bring along a diaper bag for infants that includes diapers, pacifiers, bottles and any other items that your child needs (please label personal items with your child's name.) This will be stored in our Diaper Bag storage area out of reach of the children.

The first drop-off can be stressful for new parents & children. We ask that when the sign-in process is completed that you give your child to the staff and immediately make your way to the first floor. A quick transition will likely be easier for your child, and may prevent a chain reaction of crying by others already in the room. If you are concerned that your child will remain upset for an extended period of time, please check-in by viewing the room through the 2-way glass on the door without popping your head into the room (it may incite a new crying episode.) If you need to enter, please knock and a staff member will let you in. We have lots of toys to help children adjust, but if your child remains upset for more than 10 minutes, we will find you.

Sign-Out Process

Please pick up your child by 11:45am. Children will only be released to the parent/guardian or those listed on the Registration Form as alternate responsible parties. This person ***must also return the ID Badge*** in order for the child to be released to their care.

Thank you for your patience as we transition from a self-care to a provided-care atmosphere. We are adapting to the needs of families and staff alike in providing a safe and enjoyable experience for our youngest members.

Yours in Christ,

Bridget Michael
Operations Manager

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