

## Child Sign-Out Procedures

- ⌘ Please present your pager to the Nursery Supervisor.
- ⌘ A Nursery Worker will remove the name tag from your child.
- ⌘ Please pick up your child immediately after the service you are attending.

We are grateful for your patience as you wait at the Nursery Desk to pick up your child.

## Advancement

Infants are advanced to the Toddler Nursery when they can walk. Toddlers are promoted to the 2 year-old (Lambs) room in September. To avoid over-crowding, please don't advance your child(ren) without approval from the Coordinator.

## Nursery Team Scheduling

All parents using the Nursery on a regular basis will be contacted to join our Nursery Team. Our desire is to provide a safe environment. We realize that many parents are busy with other ministries, but it is impossible for us to adequately staff the Nursery without your help. Volunteers will be scheduled on a rotational basis once every month.

Thank you for your cooperation with these procedures. We desire to serve God by providing a safe and clean environment for His little ones.

†  
**Westbrook**  
—CHURCH—  
Children's Ministry  
(262) 367-8422  
1100 Hwy 83  
Hartland WI 53029  
WestbrookChurch.com  
Children@WestbrookChurch.com



# Welcome To God's Garden

## *A Nursery for Infants, Crawlers, & Walkers*

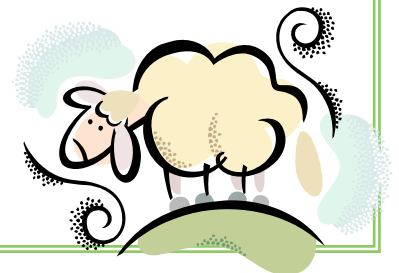
Dear Parents,

The entire Nursery staff welcomes you. We realize you are entrusting us with a great treasure, and we are grateful for the opportunity to serve you. Our desire is to give each precious child the safest and most loving care possible.

This pamphlet will acquaint you with a few policies and procedures which will help ensure proper care and protection for your child. Please read carefully.

“He tends His flock like a shepherd;  
He gathers His lambs in His arms  
And carries them close to His heart  
He gently leads those that have  
young.”

- Isaiah 40:11



## Nursery Staff

Rachel Stricker  
Nursery Coordinator  
262-303-4088

Wendy Jones  
Coordinator of Nursery & Preschool  
262-367-8422 x247

The Nursery staff desires to provide an important ministry to Westbrook Church. Our goal is not simply to provide a baby-sitting service, but rather to be a means of caring for the physical needs and also the spiritual needs of the children in a warm, loving, instructive, and Christ-like atmosphere. This ministry also sets a goal of reaching not only the children, but through them and beyond them to the parents. The staff hopes the parents will find fellowship with other parents through practical service in the church by scheduling them regularly to help in the Nursery area.

The Nursery, as seen by the staff, is more than a well-oiled machine. The rules, planning, and organization are needed, but even more vital is a spirit of dedication and unity among all believers involved in this ministry. Please be praying for your Nursery and Preschool Ministries at Westbrook Church.

## Child Sign-In Procedures

- ⌘ Please register your child before entering the Nursery room.
- ⌘ Please complete all information on the registration form.
- ⌘ Every service the child must be signed in on the attendance form.
- ⌘ The Nursery Supervisor will pin the child's nametag on the back of the child. Visitors will be given a temporary nametag.
- ⌘ Please label the diaper bag and all personal belongings with your child's name.
- ⌘ The parent will receive a pager with a security number on it. This is your required identification. No one else will be allowed to claim your baby. This system has been designed to keep your child safe. Our workers don't always know a parent personally so we want to ensure that the child is always given to the appropriate adult.

## Parent Seeker System

If you are needed to assist in the care of your child, your pager will vibrate. Simply push the button on the side to stop the vibration and make your way quickly to the nursery.

## Sick Children

Please bring your child to the Nursery only when your child is well. According to the Waukesha Health Department and the Wisconsin State Day Care licensing policy, children should not be permitted in group care settings and will not be permitted in the Nursery room if the child is experiencing any of the following.

- ☹ Temperature over 100 Degrees
- ☹ Diarrhea
- ☹ Heavy Cough
- ☹ Green or Yellow Nose Discharge
- ☹ Sore Throat
- ☹ Inflamed Eyes
- ☹ Any Kind of Rash
- ☹ Vomiting

We want our Nursery to be a healthy place.  
Thank you for helping.

## Medications

The nursery staff will not dispense medication. If a child needs medication, the parent will need to be paged.

## Diaper Bags

Please equip the diaper bag with the following items, so the Nursery Staff can meet the needs of your child(ren) better.

- ⌘ Diapers
- ⌘ Pacifier (If Used)
- ⌘ Bottles (Enough for Baby's Stay in the Nursery)
- ⌘ Sippy Cup (for those out of a bottle) so they can have juice or water with their snack.