

BELLEFIELD CHURCH

Parent Handbook for the Infant & Toddler Rooms 2015-2016



Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

"Start children off on the way they should go, and even when they are old they will not turn from it." Proverbs 22:6

4001 Fifth Ave
Pittsburgh, PA 15213
412-687-3222
www.bellefield.org



Dear Parents,

Thank you for entrusting us with your children. As you know, children are never too young to learn about and to experience God's amazing love. Therefore, it is our hope that in addition to the Infant and Toddler Rooms being safe and caring environments, they will also be places where seeds of faith are nourished.

This handbook has been created in order to provide you with some important information about the Infant and Toddler Rooms at Bellefield. If you ever have any questions, comments, or concerns, please don't hesitate to communicate with one of us.

Thank you again for the privilege of partnering with you in sharing the Gospel of Christ with your children!

Yours in Christ,

Kathleen Carpenter
Nursery Coordinator
nursery@bellefield.org

Tanya Carter
Director of Children's &
Youth Ministries
youth.bellefield@gmail.com

Bellefield on Facebook: <https://www.facebook.com/BellefieldPresbyterian/>

Bellefield on Twitter: <https://twitter.com/BellefieldPres>



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The Pittsburgh Project for the helpful information that they shared during the process of
creating this Handbook.*

Overview

Mission of the Infant and Toddler Rooms

To provide Christ-centered, nurturing, safe, clean, inviting environments for the children
To communicate clearly, calmly, and respectfully with children, parents, and staff
To provide a resource that enables parents to Love, Share, Grow, and Serve
To begin the Christian education of infants and toddlers

Infants and Toddlers

Class Description	Ages of Children *	2 nd Floor Location	Adult to Child Ratios**
Infants	Newborn-23 Months	Room #204	1:3
Toddlers	2-3 years (Children must be 4 years old by September 1, 2015 in order to move out of the Toddler Room.)	Room #202	1:4

*Please talk with Kathleen or Karen if you feel your child is ready to move to another room before he/she reaches the designated age for that room.

**If the number of children in a room exceeds the adult to child ratio for that room, a caregiver may ask a parent to stay for that session.

Daily Routines

What to Bring to the Infant and Toddler Rooms:

Infants

Bottle or cup marked with your child's name
Snack that does **NOT** contain peanuts and is not made in a place where it could have been exposed to peanuts
Diapers, wipes, and possibly diaper cream
Extra set of clothes
Pacifier marked with your child's name (if your child typically uses one)
Comfort item/toy (blanket, stuffed animal, etc.)

Toddlers

Cup marked with your child's name

Diapers, wipes, and possibly diaper cream if your child is not potty trained

Extra set of clothes

*Parents will take turns bringing in a snack for all of the kids in the Toddler Room to share.

Drop-off Procedure:

1. If your child is potty training, please take him/her to the bathroom before dropping him/her off in the Toddler Room.
2. Fill out a nametag for your child and place the tag on his/her back. Make sure to alert the caregivers to any special medical information, such as allergies, and to inform the caregivers of specific feeding and napping instructions.
3. Place the "This Bag Belongs to..." portion of the tag on your child's bag.
4. Take the remainder of the tag with you so that you may use it to pick up your child.
5. Sign-in the attendance book.
6. Take a pager. A parent will be paged if his/her child is inconsolable, sick, has had an accident in his/her underpants, or is seriously misbehaving.

Pick-up Procedure:

1. Please pick-up your child IMMEDIATELY after the service or event.
2. Return your pager and present your tag so that it can be matched to the number on your child's back. If you've misplaced your pager, please retrace your steps to find it. Parents may be charged \$35 to replace a lost pager.



Safety and Security

Wellness Policy:

We strive to maintain the healthiest environment possible. The Infant and Toddler Rooms are cleaned thoroughly each week and after each use. Caregivers wash their hands frequently and wear disposable gloves for specific activities such as diaper changing and snack distribution in order to prevent the spread of germs. Furthermore, caregivers and volunteers have been told to stay home if they are sick or have any symptoms of possible sickness.

Please assist us in our effort to create a healthy environment by not bringing your child to the Infant or Toddler Room if he/she is sick or has any of the following symptoms:

Fever within previous 24 hours
Vomiting and/or diarrhea within previous 24 hours
Runny nose with discolored discharge
Sore throat
Eye infections
Coughing
Questionable rashes
Ringworm
Skin infections/Seeping wounds
Head Lice (you should be nit-free)

Screening and Selection of Caregivers and Volunteers:

- In order to maintain a safe and secure environment, all childcare employed staff and volunteers are asked to complete certain criteria before working with the children.
- Paid caregivers complete applications, are interviewed, have their references checked, complete background checks, and go through an orientation process.
- Volunteers complete an application, complete background checks (if over the age of 18), and go through an orientation process.

First Aid:

First Aid kits are located in the bottom drawer of the sign-in desks of the infant and toddler rooms.

In a first aid emergency, one Caregiver will page the child's parent while the other Caregiver provides first-aid.

Fire Evacuation:

In the event of an alarm:

Everyone **MUST** leave the building!

The Caregivers and Volunteers will quickly and calmly gather the children and the attendance book. Parents of children ages 0-2 years should try to come up to help with the evacuation if the pathway is clear of smoke/fire and it is safe for them to do so. The Caregivers will not wait on the parents, though.

Do **NOT** use the elevator!

Children will evacuate down the **stairs** and through the Thackeray Street doors in an orderly fashion. If that stairway or exit is blocked by fire, they will use the back staircase and exit through the doors to the side parking lot (adjacent to new construction).

Our meeting spot is Sci-Tech's school parking lot across Thackeray Street.

Shoes:

Shoes need to remain on the children's feet so that in the event of an emergency evacuation from the building, all children would be ready to go.

Inclement Weather Policy:

Sunday Mornings

In cases of inclement weather, please check Bellefield's website, www.bellefield.org, Facebook page, or Twitter feed for potential schedule changes or cancellations. You may also call the church office, 412-687-3222, for information.

Weekday Morning Activities

Weekday morning events like PRISM and Women's Bible Study decide whether or not to cancel based on the closing and delay schedule of the Pittsburgh Public Schools. If Pittsburgh Public Schools delay or close due to inclement weather, these weekday morning activities will be cancelled. Please check your local TV channel or its associated website for the latest school closing information.

Evening Activities

Please contact the activity leader for details. This information will also be posted on Bellefield's website, Facebook page, and Twitter feed when possible.