



Blue Line Train

“Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.”

Matthew 19:14

Through a safe and loving environment, Kid City, Holy Trinity Church’s ministry to children, exists to support parents as they teach God’s Word in the home to the next generation.

The Blue Line Train, which serves children ages 0-2, comes alongside parents in offering our youngest children a foundation of Jesus. Opportunities are provided for them to begin learning simple biblical truths as we care for and nurture them. We are not just caregivers, but ministers and prayer warriors for them. We want the nursery to be known as a place where children will experience God’s love and parents will feel secure leaving their children in our care.

Nursery Set-Up (9:15 am)

Volunteers for the 9:30 Sunday school hour should arrive by 9:15 to set up the nursery. Volunteers for the 10:40 Service hour should arrive by 10:30.

Remove blue “administrative” notebook from the cart. Open to a new sign-in sheet and place on the table outside the door.

Put on a blue apron.

Set carpet squares and lesson supplies by sign-in table.

Set up the CD player to play welcoming music while children arrive and throughout the morning.

Nursery Clean-Up (11:50 am)

Put away all toys, CD player, and volunteer aprons.

Spray/wipe any toys that have been chewed on with bleach solution or put in the blue bag to be washed.

Return the sign-in sheet and lesson supplies to the “Set Up” bin. Put used snack cups in blue bag to be washed.

Nursery Routines

Arrival/Drop-Off

- Volunteers should arrive at least 15 minutes prior to the ministry hour.
- Lead Volunteer greets families as they arrive to the nursery or assigns another designated volunteer.
- Parents and siblings should not enter the nursery unless they are an authorized volunteer and plan to assist the scheduled team. If a parent would like to comfort their own child, they are welcome to sign their child out (and in again) as needed. .
- Lead Volunteer directs parent to sign child in, receives child & bag, provides parents with a number claim tag, asks about any special instructions (these should also be noted on sign-in sheet), pins nametag on child, and pins number tag on bag.
- All volunteers assist children in saying goodbye to parents and becoming engaged in play activities.

Departure/Pick-Up

- Lead Volunteer brings child & bag to parent and removes nametags. Volunteer communicates to the parent any relevant information about the child's time in the Nursery (diaper changed, enjoyed story time, got a bump from a fall, etc.).
- Lead Volunteer receives number claim tag from parent and asks parent to sign child out on the sign-in sheet.

Snack Policy/Routine

- Only the snack provided by HTC (animal crackers and water) should be served in the Nursery due to concerns about food allergies. Parents are allowed to bring a sippy cup of water for older children and a bottle of milk or water for infants.
- Parents indicate on the sign-in sheet whether or not their child can eat the snack. During snack time, children who are unable to have the snack should be engaged in a special activity with one of the volunteers.

HTC Hyde Park Nursery Policy

- At snack time, gather children to sit against the wall. Wash children's hands with Hand Sanitizer gel. Pray for the snack. Give each child a handful of animal crackers. Children should remain seated until they are finished eating, at which point they may give their water cup and snack cup to a volunteer and resume free play. .
- Snack will be served during the 10:40 hour only.

Diaper Changing

- Due to the classroom safety precautions and staffing requirements, men and women may both change a child's diaper. Youth volunteers under the age of 14 should refrain from changing diapers.
- Before changing a diaper, volunteers should place a diaper pad on the table and put on gloves.
- Nursery changing tables need to be in full view.
- If a child needs a change of clothes, use those provided in his/her diaper bag or take from our supply if needed.
- Diapers may be disposed of in the trash can. Trash will be taken out at the end by the stewards.

Sleeping Children

- If a baby is sleeping or needs to sleep during the Nursery programs, some parents prefer for him/her to remain in his/her own car seat. In this case, the car seat should be placed out of the way of the other children but still in view of Nursery volunteers.

Toy Cleaning

- Any toys that have been chewed on during the nursery programs or are noticeably dirty, should be taken home to be washed.

HTC Hyde Park Nursery Policy

Nursery Schedule

- Infants are cared for according to their individual needs and have no set schedule. A schedule for toddlers is listed below.
- During free play, volunteers should engage with children in their play and help mediate conflicts.
- For music/story time, a volunteer should sit on the rug and invite all of the children to join him/her. Children may like to use the available instruments or clap along/do motions with the songs.
- Children should be encouraged to help clean up toys when the service is over.

Toddler Schedule

9:30	Free Play
10:00	Singing (see "Song Suggestions")
10:15	Free Play
10:30	Receive Children
11:10	Music (see "Song Suggestions") and Story for all ages (use "Infant Curriculum")
11:20	Pray/Snack
11:30	Free Play for Infants/Young Toddlers; Story for Older Toddlers in the gym (use "Toddler Curriculum") with Bible Memory Verse coloring page & action songs/games
11:50	Clean-up

Wellness Child Policy

For the sake of all Nursery children and volunteers, if a child is exhibiting any of the following symptoms and his/her parents choose to bring him or her to church, we ask them to please keep their child with them during the service.

Nursery volunteers should turn away children exhibiting these symptoms for the sake of others present:

- A fresh cold or signs of coming down with a cold (colds are very contagious at this time)
- Nasal discharge that is yellow or green in color; or a clear nasal discharge with a continuous flow
- A congested, wet, or constant cough, or one that produces mucus
- Temperature over 100 degrees within the last 48 hours
- Diarrhea or abnormally loose stools
- Vomiting
- Any undiagnosed rash other than mild heat rash or diaper rash
- Any eye infection

If a child is being treated with antibiotics for any reason, he or she should receive treatment for at least 24 hours prior to attending the Nursery. Nursery volunteers will only administer emergency treatment medicines (such as Epi-pens or albuterol) if a signed medical release is in place authorizing a volunteer to do so. Volunteers will receive proper training as needed.

If your child comes down with a contagious condition such as chicken pox, diarrhea, influenza (flu), croup, measles, pin worms, lice, etc. and was in one of the Nursery programs just before or at the onset of the illness, please call or email the Director of Children's Ministries, Donna Dortzbach, to let her know.