

Smyrna First United Methodist Church
1315 Concord Road • Smyrna, GA 30080 • (770) 436-4108

Nursery Policy and Guidelines

Purpose: Smyrna First UMC (SFUMC) provides a safe, nurturing and clean environment for our children to play, learn and grow, allowing our parents to focus on their ministries here at the church. This document describes the policy and procedures necessary for us to provide consistently safe childcare for our children. *Please note that this policy applies to all recurring, as well as single event, nursery care requests.*

Policy / Process

- The Nursery Ministries Team provides childcare weekly during all Sunday worship services, Sunday evenings from 4:00-5:30pm, and Wednesday evenings from 5:00-8:00pm for *children ages **12 weeks** to 7 years*.
- Due to the schedule of the Smyrna First Preschool, and other established programs, nursery and preschool classrooms are only available in the afternoons and evenings. Nursery availability on specific days/times is dependent upon the availability of: age appropriate classroom(s) and equipment, and Nursery staff.
- All groups (Bible studies, meetings, events, etc.) needing childcare outside the events/times identified above should complete a **Nursery Request Form**. (This form is attached to this policy, and can be found in the Church Office or on our church website at: <https://www.smyrnafumc.org>)
- Due to the unpredictable nature of funerals and weddings, we are unable to provide childcare for these services.
- The Request will be submitted at least two weeks prior to the event to the Director of Nursery Ministries. The Children's and Nursery Council will then review recurring request for compliance, prior to childcare being provided.
- SFUMC utilizes an online registration tool to identify the children placed in the care of the Nursery staff. Online registration of all children is required three days prior to the event to guarantee a childcare spot. (Please advertise accordingly.)
- It is the responsibility of the Requestor to inform all parents of the process to sign-up children for childcare. The Director of Nursery Ministries will forward a sign-up link to the requestor.
- For ongoing, annual programs, we ask that a new form be submitted once per year (by July 15, as we prepare for the new school year).

Event Definition & Policy

- Church-wide event Request: This is defined as an event that is “open to the entire congregation and *not a fundraiser*”. There will be no cost incurred.
- Single Occurrence Request: This is defined as a single occurring event that is either: not sponsored by SFUMC, is a Fundraiser for SFUMC/Other group, or is simply a one-time meeting.
 - The Director of Nursery Ministries will calculate the cost of the nursery care and provide you with an invoice *within 30 days following the event*. This invoice should be paid directly to the church: SFUMC.
- Recurring Nursery Request: This is defined as any event (meeting, study, etc.) that falls outside the above definitions and will meet multiple times (typically on the same day/time of the week). We require:
 - Three families with children *in a specific age category* (see categories in Guidelines section) must be planned for the event before the nursery can be **approved**.
 - *If the three family minimum is not met **three days prior** to the event, childcare will be cancelled and the Requestor will be notified.*
 - The Director of Nursery Ministries will calculate the cost of the nursery care and provide you with a *monthly invoice*. This invoice should be paid directly to the church: SFUMC.
- For all events, we schedule our caregivers for a *minimum of two hours* of paid time. Please budget accordingly.

Safety guidelines

- In accordance with our Safe Sanctuary Policy, and State of Georgia’s guidelines on adult-to-child supervision ratios for center-based care, adult caretakers 18 years or older will be assigned using the guidelines below. *A minimum of two safe sanctuary-trained staff caregivers will be present.*
- Failure to comply with the state-mandated adult-to-child ratio can be considered "negligence per se" (negligence through the violation of statues and regulations). Therefore, adherence to these guidelines is followed.

Age Category	Teacher : Student Ratio
Baby (12 weeks to 1 year)	2:6
Toddlers (13 months to 23 months)	2:10
2-year olds & 3-year olds	2:12
4-year olds through 6-year olds	2:16
<i>Multi-age Nursery (12 weeks to 2 years)</i>	2:6
<i>Multi-age Nursery (3 years to 7 years)</i>	2:12