



Our Lady of the Assumption Catholic Church
Brookhaven, GA

OLA Sunday Mass Nursery Volunteer Procedures

The OLA Sunday Morning Nursery offers parents the opportunity for more prayerful worship during Mass time. The nursery seeks to provide the youngest members of OLA with a safe and happy place to participate in age-appropriate activities while their parents attend the Mass.

All parents utilizing the services of the nursery are required to take turns volunteering in the nursery, under the direction of the Nursery Coordinator, Laura Kleinman.

Volunteer Requirement

Families wishing to join must have at least one family member who is willing to volunteer in the nursery approximately once every 8 weeks (depending on the number of volunteers available each Mass.)

All adults who will work in the nursery must complete training and a background check and view Archdiocesan Safe-Environment materials.

There must be at least two adults present at all times while the nursery is open and children are present. If two adults are not available, the nursery **WILL BE CANCELLED** for that Mass and an email notification will be sent out.

Volunteer Schedule

The volunteer calendar will be posted on PlanHero signup. You are responsible for providing a current email address that you check regularly. Volunteers will receive an e-mail the day before their shift as a reminder.

Once you are scheduled, please give the coordinator at least 24-hour notice if you are unable to work on your assigned date for any reason.

Please make careful note of the date you are scheduled.

Spouses or other family members may substitute for you only if they have received Virtus training and a background check.

Arrival Procedures

Nursery volunteers should arrive at least 15 minutes before Mass begins (8:45 am) The nursery may be postponed or cancelled if two Nursery Leaders are not present by the time the first child arrives so please do your best to be on time.

Sheets will be provided to cover classroom shelves. We want to respect the classroom and the teachers who work hard to maintain it. Sheets will be provided to cover the preschool toys.

Welcome parents and children and make sure all children are signed in the appropriate sign in log. Make sure visitors fill out all information, including a cell phone number.

Please remember to take note of how the classroom was set up before the nursery. Our goal is to leave the classroom as it was so that things will run smoothly for the preschool classes the next day.

Safety and Health:

Keep track of how many children are present at various times during Mass. No more than 12 children for 2 nursery volunteers.

Pick up toys to keep walkways clear. Throw away any objects that may pose a choking hazard (broken crayons, etc.)

Be aware of what is happening around the room at all times and interact with children as needed. Try not to stay in one place the whole time.

Put toys that have been in someone's mouth in the sink and clean at the end of the nursery.

If a child appears to be sick (they are listless, have a very runny nose, continuous coughing, unusual rash, feel very warm to the touch, etc.) please locate parents and inform them of any symptoms you notice.

Diapering

Change diapers as necessary.

The nursery does not supply diapers or wipes. Parents must bring a diaper bag if their child is not yet potty trained.

Locate supplies before you put a child up on the changing table. Never leave a child unattended on the changing table, even for a few seconds.

Dirty diapers should be placed the trash. The trash must be taken out after each nursery time. Please do not use the diaper genies in the classroom. The diapers will be left overnight and will

cause the classroom to smell for the teachers and children on Monday morning. The trash must be taken out to the dumpster after mass.

Do not allow children, other than those being changed, into the changing room.

Separation Anxiety

Please be aware that it is normal for nursery-aged children to experience some separation anxiety when a parent leaves.

Do your best to comfort a child who becomes upset when a parent leaves. Remain calm while engaging the child in an activity.

If a child becomes extremely upset or cries for ten minutes or more, please text the parent in church and ask them to come to the nursery.

If a parent is called to the nursery, please encourage them to stay in the nursery with their child until the child is calm and content. This will make for an easier adjustment the next time the child attends the nursery.

Discourage parents from repeatedly checking on children as this usually causes further anxiety for the children. Reassure parents we will contact them if there is a problem.

If parents are not ready to leave children for the duration of the Mass, encourage them to bring the child for the last 20-30 minutes of Mass and gradually increase the amount of time they spend in the nursery.

Discipline

Seek to interact with children in a way that promotes and reinforces positive behaviors ("I like how you are sharing with your friend.") This will greatly reduce the need for other types of interventions.

If necessary, positive redirection should be used for inappropriate behavior ("Please walk." "Please hand your friend a toy." "Please share all the toys." rather than "Don't run!" "Don't throw!" "Don't grab toys!")

Time-outs are not to be used. If a child fails to respond to redirection, parents should be notified at the end of Mass or during Mass if the behavior is extreme.

Any behavior problems should be reported to a Nursery coordinator.

Departure Procedures

Nursery leaders should make plans to stay in the nursery until Mass is over (i.e. Please make plans to receive communion at another time). The last twenty minutes of Mass are very busy as children begin to be picked up. Every adult who is not checking out children is needed to watch the remaining children.

Release children only to the parents/ guardians listed on the sign-in log. Visitors should only be released to the parent who signed them in. If a sibling or other relative comes to pick up a child, please inform them of our check-out policy and ask them to locate the person who signed the child in.

Please take dirty toys from the sink and clean them.

The nursery can use the preschool's cleaning supplies. Please wipe down all surfaces before leaving.

Before you leave, please help straighten toys and put away supplies so the room is left as you found it.

Please take out all trash and dispose of in the many dumpsters located on the school grounds.

Make sure all nursery items are with the nursery bin and that all lights are turned off when leaving.

The nursery volunteers, children, and parents are not allowed to play in any of the other classrooms or the preschool atrium. Preschool computers, books, and atrium toys are off limits for the nursery and are only for the purpose of the preschool.