

2012-2013



# BabyLife MANUAL

The nurseries at  
New Life Glenside

a guide for parents and volunteers



Baby Sleeping! Read quietly.

Dear Parents and Volunteers,

New Life Glenside is privileged to offer effective childcare year after year under the name of BabyLife. BabyLife is for New Life's *really* new lives.

By offering this support service, we intend to do all in our power to provide households the opportunity to participate in the primary purpose of this community of faith: to worship the Lord Jesus Christ each Sunday until He returns again.

Our support service is:

- Optional. Parents may stay with their babies if preferred. Parents may also use our crying room and feeding room. No one is required to place their babies within our care.
- Free. There is no charge for our support services.
- Protected. We run background checks on all our BabyLife team (Coordinators and Doorkeepers) and have policies in place ensuring reasonable care of your particular child.
- Widely Supported. A wide swath of church membership is involved in supporting the BabyLife team. Our members enjoy helping out. In fact, we request all our members to help out. It's a way we all value the littlest ones among us.
- Part of a much larger effort. BabyLife falls under the oversight of Kids Life. We look forward to sending your child into our KidsLifeSunday programs by age 2 and work hard to communicate helpfully between our KidsLifeSunday Coordinators and parents.
- Musical. We start babies singing early. Each week, a musician visits and helps lead some simple songs about our great King Jesus.

Please review the material enclosed for more detailed procedures and restrictions. It's divided into the categories of Facilities, Equipment, Emergencies, CAPP, Parents, General Restrictions, Food and Beverages, and Special Events. We conclude with quick-reference FAQ's pages. Where you discover errors or items that are unclear, please notify us.

Serving you and your babies for the Kingdom's sake,

Rosemarie Green  
Director of Children's Ministry

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**Facilities**

A. Our bright and busy facilities are shared with the New Life Nursery School on Mondays, Tuesdays, Thursdays and Fridays while Women's Bible Study uses BabyLife space on Wednesday and includes the following rooms:

- B-06** (Toddlers),
- B-08** (Infants),
- B-08A** (Infant's Quiet Room),
- B-07** (Nursing Mother's Room),
- 101** (Crying Room/Narthex) and
- Toddler's bathroom** between rooms B-06 and B-08.

Due to the nature of our facilities and equipment (see below), children over age 2 are not permitted in either the Toddlers or Infants room. For Special Events (see below), Coordinators are encouraged to use the 2's room in the local hallway.

- B. Each Sunday morning, our Coordinators arrive early to staff their respective rooms. Rooms B-06 and B-08 *only* are staffed prior to service start times and are closed 15 minutes after the second service ends around 12:00pm.
- C. Special Events: BabyLife facilities are available for limited special events and community needs. Please contact Rosemarie Green [rgreen@newlifeglenside.com](mailto:rgreen@newlifeglenside.com) or Martha Cochran [mcochran@newlifeglenside.com](mailto:mcochran@newlifeglenside.com) one week prior to intended usage. Scheduling priority is first come first serve.
- D. Clean Up: Each room should be left 'ready to go' for the next usage (Toys put in their proper place, cabinets locked, paperwork completed and filed, windows shut securely, and air conditioning and lights shut off). New Life's Facilities Manager maintains vacuuming, straightening, and special needs where necessary. Toy sanitizing occurs once yearly led by Coordinators. Refer broken or damaged toys to Coordinator.

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**Equipment**

BabyLife equipment is purchased when necessary through budgeted funds. Small gifts of toys or equipment in good shape and clean are received gratefully. Cash and checks are not accepted. Much but not all of our equipment is shared with the New Life Nursery School and Women's Bible Study. Not a complete inventory of BabyLife's equipment, we provide:

- a. Plastic playground set
- b. Ball pit
- c. Books
- d. Stuffed animals
- e. Cars and Trucks
- f. Music
- g. Diapers
- h. Wipes
- i. Swings
- j. Cribs
- k. Changing tables
- l. First Aid Kits
- m. Sink with soap and towels (both Infants and Toddlers)
- n. Assorted toys.

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## Emergencies

- A. Emergencies range from routine to severe. We've provided the following steps for volunteers to follow and parents to take comfort in.
1. First Aid boxes are located in main cabinet and local hallway maintenance closet.
  2. Cuts, scrapes, and bruises received in play during BabyLife will be adjudged for their seriousness, tended quickly, and communicated to parents upon pick up.
  3. In the event of an evacuation as announced by KidsLifeSunday Coordinator on duty, babies are to be gently carried away from the building to a protected place to wait for parents to gather them. Parents should not attempt to pick up their child in BabyLife rooms during an evacuation.
- B. Sickness Thresholds: These apply to *both* volunteers and babies. Please honor these for the safety of all involved in BabyLife by finding a replacement for your slot on the weeks where the following are manifested:
1. A badly congested and runny nose (green or yellow discharge)
  2. Hacking cough
  3. Fever (slight or otherwise)
  4. Has a serious cold
  5. Vomiting or diarrhea in the last 24 hours
  6. Has an open sore
  7. Baby is being treated with antibiotics and hasn't been on medication for at least 24 hrs.
  8. If baby has ANY of the following transmittable childhood illnesses:
    - a. Chicken Pox
    - b. Mumps
    - c. Conjunctivitis (Pink Eye)
    - d. Impetigo
    - e. Meningitis
    - f. Roseola
    - g. Staph infections

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**CAPP (Child Abuse Prevention Plan)**

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Below is a thumbnail of the larger Child Abuse Prevention Plan and Application available in hard copy or on our website, [www.newlifeglenside.com](http://www.newlifeglenside.com). We take child abuse very seriously and have procedures in place for precisely what occurs upon the suspicion of abuse whether inside or outside of our direct BabyLife purview. It is our effort to jointly protect those unable to protect themselves while honoring the civil authorities.

- A. New Life Glenside has implemented a comprehensive Child Abuse Prevention Plan in order to reduce the risk of child abuse, engender trust in the households we serve, and to meet insurance requirements.
1. Every volunteer working more than 75 minutes per month is required to submit to the CAPP Application and Background Check every 7 years.
  2. Part of the App/Background Check is the CAPP Seminar, offered twice yearly and must be attended once every 7 years. Records for attendance are on file through CAPP Administrator, Jan Timlin.
- B. The appropriate ratio for adults/teens to babies are 1/3. There can be no more than 2 teens (17 or younger) working in BabyLife in a typical Sunday slot. This ratio includes the present and scheduled Coordinators and Doorkeepers in its count of adult/teen.
- C. Special Restrictions
1. For all bathroom assistance, females are to help children wherever possible.
  2. At no point are two males allowed to work in BabyLife or any Special Event setting without the presence and assistance of an adult female.
  3. Do not yell or scream at a baby for any reason.
  4. Physical force is not to be used under any circumstances to control a child while in BabyLife care. Spanking will not occur by any BabyLife volunteer.
- D. Suspecting abuse: What happens if I suspect something?
1. All suspicious activity or what could be deemed the symptoms or marks of abuse must immediately be reported to either the Pastor or Lead Coordinator in confidence. *If you suspect it, you must report it.*
  2. If unsure about what could constitute abuse, please refer to
    - i. Our CAPP document
    - ii. Contact Childline directly (PA Dept Children and Families abuse helpline) 1-800-932-0313 for help in discernment.
    - iii. Pastor or Lead Coordinator. Pastor will immediately investigate to determine whether Childline should be contacted and an Abuse Incident Report completed.
- b. Never
- i. Discount reports due to the age of the one reporting
  - ii. Promise any particular outcome to abused or the person making the allegation or expressing suspicion
  - iii. Initiate an investigation. Always report to the level above you.

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**Parents**

- A. Birth: At the birth of their baby, parents are urged to make contact with the Pastor for immediate prayer and blessing of the newborn and the household. It's a privilege of our Pastoral team to visit newborns.
- B. Communication: Especially with your first child, we encourage parents to communicate directly with our Coordinators upon arrival about any special needs or requests. Please label all your baby's bottles and diaper bags clearly.
- C. Complaints: Please be on the lookout for things we could improve, and items that don't seem baby-friendly. While we appreciate feedback and comments from our parents, we are not able to fulfill every request. If concerned about a particular volunteer, please speak directly to a Coordinator in private and be as specific as possible.
- D. Inconsolable? If baby is inconsolable after several minutes, Coordinator will contact parent. Please provide a cell phone number so we can reach you quickly.
- E. Moving Up: When your toddler turns 2, we will encourage you to move your toddler to our 2's KidsLifeSunday class one door away. This is a transition that is best done at the start of the KidsLifeSunday Fall season (the Sunday following Labor Day), or on the first Sunday of the following March. Please discuss any exceptions to this guideline with the BabyLife Lead Coordinator, KidsLifeSunday Coordinator, and 2's instructor before moving your toddler on to the 2's class.

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**General Restrictions**

- A. Drop Off/Pick Up
  - 1. Please sign your child in upon arrival updating any health or allergen and contact info. At that point, your child will receive a nametag and new children will need a registration form completed for Doorkeeper.
  - 2. The same parent is to pick up the child. Only written exceptions allowed.
  - 3. Older siblings are not permitted to pick up younger siblings.
- B. Please do not leave New Life facilities, even briefly, for any reason without your baby.
- C. BabyLife Coordinators and volunteers are not permitted to dispense medication. Only parents may medicate,
- D. Diagnoses: Volunteers are not to make medical or psychological diagnoses of the children they're charged with watching.
- E. When changing diapers, please use gloves.

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**Food and Beverages**

- A. Snacks are optional for babies.
- B. We request that no food of any kind (food or beverage, including coffee or tea) is brought into BabyLife spaces for any reason with the one exception of individual beverage cups or bottles provided by parents and clearly labeled for their babies.
- C. Please use only the food provided by Coordinators. Food is not to be supplied from any other source than the cabinets.
- D. BabyLife is a peanut and tree nut free zone. In addition, we serve only dairy and gluten free snacks to all toddlers. This allows us to ensure the safety of allergic children and prevents cross-contamination – a real problem with children under two years of age. Please do not ask the BabyLife staff to give your child a snack from home. We recommend that you send only dairy free beverages if you bring a beverage cup for your toddler. Dairy based formula in bottles is allowed in the Infant Room (B08) for nursing babies. Please speak to the coordinator if you have particular concerns.

## Special Events (Non Sunday AM)

- A. Reservations: BabyLife facilities are available at various times for intra-church ministries and community groups to be run by CAPP-checked Coordinator willing to submit to the following guidelines. Please contact Rosemarie Green [rgreen@newlifeglenside.com](mailto:rgreen@newlifeglenside.com) at a minimum one week prior to intended usage or Martha Cochran [mcochran@newlifeglenside.com](mailto:mcochran@newlifeglenside.com). Scheduling priority is first come first serve.
- B. Guidelines
- a. Please secure the necessary approval for space usage by either Rosemarie Green or Martha Cochran.
  - b. Secure the necessary forms for Special Event check-in procedure.
  - c. Familiarize yourself with the facilities available and the emergency procedures, food and beverage restrictions and the general restrictions in this Manual.
  - d. Children age 3 and up are not permitted in the BabyLife spaces. Please open the 2's room when there's a need to do so with the correct adult/teen to child ratio.
  - e. Ratio's to Maintain: for every 3 children, there should be 1 adult or teen.
  - f. A maximum of 3 teens are permitted to serve during Specials Events.

## FAQ's for Parents

- ✓ Who will watch my baby?  
*Competent and gracious BabyLife team and volunteers.*
- ✓ When may I drop off my baby?  
*15 minutes before Sunday worship or Special Event begins. Register/sign in and leave materials in a clearly-labeled diaper bag.*
- ✓ When may I pick up my baby?  
*Anytime during Sunday worship or Special Events and **as soon as reasonable** after such.*
- ✓ May I leave the building while my baby is in BabyLife?  
*No. Please do not leave New Life facilities while your child is in BabyLife.*
- ✓ May I pack food and beverage for my baby?  
*Yes and no. For the protection of all involved, we restrict all food to the simple and allergen-free snacks provided by the program. We allow sippy-cups or bottles for babies that parents have packed.*
- ✓ What if my baby cries?  
*Depending on the severity, length, and other factors, we will do the best we can. If continual, we may need to inform you. It's very normal for children to cry at drop off.*
- ✓ May I assume that Special Events will bear the same protections as Sunday worship?  
*Yes. We've worked hard to maintain our standards of gracious competence in both Sunday worship and Special Events sponsored and supported by New Life Glenside.*
- ✓ May I place my baby in BabyLife with a cold?  
*It depends. Please consider the other babies and volunteers when deciding, but we think it would be wise to err on the side of caution – to ensure the health of all.*
- ✓ Sunday's my first visit to New Life. Where do I go? *Proceed through the lobby upon entering the building through the triple glass doors and look left for room numbers and BabyLife signage.*



## FAQ's for Volunteers

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- ✓ How did I get on the BabyLife roster?  
*All our members are asked to serve BabyLife unless physically or otherwise unable.*
  
- ✓ What should I wear?  
*Dress to work in a public setting keeping in mind those with sensitive consciences and the general impression given by choice of clothing.*
  
- ✓ When do I report?  
*Please do all in your power to arrive early to facilitate excellent baby-care in lieu of services. Especially if serving during the 10:45am Sunday service, please arrive by 10:25 to relieve the workers from the 9:00am Sunday service.*
  
- ✓ To whom do I report?  
*The Coordinator in Room B06. They'll let you know how they'd like you to serve.*
  
- ✓ What do I do while in BabyLife?  
*Play simple games and talk with, help sing and read aloud, and guide activity between babies.*
  
- ✓ What if I can't be there?
  - *Secure your own substitute from the roster mailed to your home.*
  - *Call another New Life member to take your place.*
  - *Contact the Lead Coordinator with news of your situation.*
  - *Please don't skip your turn in BabyLife! It hurts our babies, volunteers, and parents!*



Rosemarie Green, Director of Children's Ministry  
Judy Trach, BabyLife Coordinator  
New Life Presbyterian Church  
467 N. Easton Road, Glenside, PA 19038  
215.576.0892x16  
rgreen@newlifeglenside.com