



WELCOME TO THE TRINITY NURSERY!



Our intent is for this place to be a safe, happy haven for your child while you are attending Trinity events.

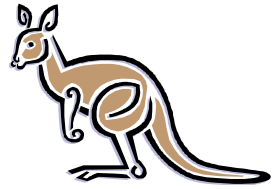
You will be given a vibrating pager when you leave your child in the nursery. The nursery staff will page you if your child needs you for any reason.

If you would like to use the nursery for a personal event, please schedule your time with the front office and follow all posted safety and cleaning procedures.

If you have any questions or would like more information, please contact Charissa Simmons, Family Ministry Coordinator, at 503-478-1220 or charissas@trinity-episcopal.org



PARENTS



Only parents or guardians may drop off and pick up children from the nursery. Children will not be released to older siblings or friends.

Parents must sign their child *in and out* of the nursery each time the child attends.

Please label all personal items left for your child, *including sippy cups*.

Please inform the nursery staff and fill out an allergy card if your child has any allergies or dietary restrictions. Snacks are served in the nursery every Sunday.

Please pick your child up from the nursery within 15 minutes of the end of the service or event.



Nursery staff will assign you a pager. Keep your pager where you will feel it vibrate if you are needed in the nursery.

Nursery staff are not allowed to change diapers due to safety issues. If your child needs changing, the staff will page you.

Diaper changing facilities are available in the restroom across the hall from the nursery.

Please return your pager each time you sign your child out of the nursery.

Cribs and a private nursing area are available in the room adjoining the nursery. If a child is sleeping in this room, the door to the nursery must remain partially open so nursery staff can monitor the area.

Please do not bring your child to the nursery if they are ill. We want to keep all of our children and staff healthy. If a child is ill, nursery staff may page you to have the child removed so no other children are exposed to the illness.



NURSERY STAFF

All nursery staff are required to pass a criminal background check and attend the Episcopal Church Safeguarding God's Children training.

Staff will maintain a clean and safe environment in the nursery.

Nursery staff will page parents if needed (for example, if a child is crying for more than 15 minutes or needs changing).



A phone is available in the nursery in case of emergency. In an emergency, the staff will call 911 if necessary and will call the church school coordinator and the sexton on duty. The emergency evacuation route is through the door at the back of the nursery.

Nursery staff will accompany toilet-trained children to the restroom. See Trinity Safety Policy for detailed restroom policy.

If a child is sleeping in the crib room, the door must remain partially open to the nursery so staff can monitor the area.



NURSERY CLEANING PROCEDURES

- Clean up snack items and take dishes to kitchen for washing
- Take used washable toys to kitchen in a rack for sanitizing
- Put away all other toys
- Wipe down large toys, tables, doorknobs, cribs, and other surfaces with disinfectant
- Take used linens to kitchen for washing
- Put chairs up so floor can be vacuumed
- Turn off all pagers
- Make sure attendance information is complete

• MEET THE NURSERY STAFF

ALISON BURRELL: I've been working at Trinity in the church school and nursery for eighteen years. I love cuddling and playing with the children. During the week I work at Portland State University where I am surrounded by adults. Being in the nursery on Sundays is a welcome and wonderful change of pace.

CHRISTIAN PATON: I have been helping out around Trinity for a few years, and this summer I started helping in child care. In my free time I produce and engineer music.

LYDIA TERJESON: I have enjoyed working in Vacation Bible School as well as Sunday School at my home church and am excited to join the team here at Trinity. I am a junior in high school and ready for all the playing and learning in the nursery!

MABEN HART: I am truly blessed to have this opportunity working with all the little ones. I began in August and I'm looking forward to the months and years to come. I enjoy sewing, riding my bike, growing food, and learning about people and the environment.

