



*Unitarian Universalist
Church of Chattanooga*

Nursery Policies and Procedures

General

All nursery staff of UUCC are subject to the policies and procedures outlined in this document.

Definitions:

- UUCC- Unitarian Universalist Church of Chattanooga
- DRE- Director of Religious Education
- Employee/ Nursery Staff- Those who are employed by UUCC and work in the nursery.
The terms are used interchangeably.

I. Employment Requirements

Employees must submit an application, including their resume and three references, to the DRE. The DRE will complete the following when hiring:

- A complete background check of employee on file.
- Contact all references and document results.
- Minimum education requirements are:
 - High School diploma or equivalent
 - One year experience in an early child care setting.
- An interview by phone or in person with the DRE.
- Complete a paid onboarding with the DRE by coming a Sunday before the start date to complete paperwork, go over policies and procedures, and see the nursery.

II. Attendance

Nursery Staff will work 9:30 to 12:30 PM each Sunday as scheduled, with extended hours as required when congregational meetings follow the service or have events during the week.

A. Tracking attendance

Nursery Staff will write the time they worked on their timecard in the Nursery notebook. The DRE will report their time worked to the bookkeeper.

- Workers will be compensated on the 15th and last day of the month.

B. Procedure for requesting absences

Once the schedule is made and sent to Nursery Staff, requests for absences must be made at least 15 days in advance of the day of the scheduled shift. If the absence is requested less than 15 days before the date of absence, then the DRE will contact other Nursery Staff or RE volunteers about filling the absence. If no one can fill the absence it is the employee's responsibility to work the shift, unless excused by the DRE.

C. Excessive Absences

Excessive absences are more than one unexcused/uncovered absence each year. Any excessive absences or inability to regularly schedule shifts may result in termination of employment or reduced opportunities for additional shifts.

D. Sickness

If sick on the day of a scheduled shift let the DRE know as soon as possible. The health of UUCC staff and youth is of utmost importance. Staff will wear a mask when mandated by UUCC health guidelines.

III. Employee Performance

Nursery Staff begin employment with a 90 day probationary period. During this time, employee performance is evaluated for continued employment. Nursery Staff performance is evaluated six months after start of employment and yearly thereafter in October by the DRE.

- Violation of Nursery or church policies may result in a letter of reprimand, which will require the employee's signature.
- Two letters of reprimand or two negative evaluations may be cause for termination.
- A serious violation of policies may be cause for immediate termination. If an employee decides to leave his/her job, a two week notice is requested.

IV. Interactions

A. Children

Staff will engage children by playing and reading to them.

- Nursery Staff should play with the children on the floor or at the tables with an activity.
- Equally important is the attitude the staff displays while in the children's presence:
 - Speak in warm, loving tones, avoiding sarcasm. Never yell at a child.
 - Use positive messages. Never resort to condescending or shameful language.
 - Get down on the child's level and do not speak down to them.
 - Recognize that all children are raised differently. Our job is to treat them with the love and respect every person deserves.
 - It is the responsibility of the nursery staff to clean and straighten the nursery each Sunday before leaving.

B. Parents

It is the Nursery Staff's job to help parents feel comfortable leaving their children in the nursery. Kind words and a smile go a long way!

- Staff should stand and greet parents and children as they enter.
- Spend time introducing newcomers to our policies including sign-in/out sheets and each Nursery Staff working.
- Report to the parents any positive or negative behavior when they pick up their children.
- If any Nursery Staff has a negative experience with a parent, write down the incident and speak to the DRE as soon as possible.

V. Accidents

Any accident should be written up on a UCC Accident/Incident form.

- Some injuries (Head injuries, deep cuts) require immediate notification of the parent.
- Completed accident forms need to be given to the DRE the day of the incident.
- Immediately notify 911 and the DRE in the case of a life-threatening injury.

VI. Mandatory Reporter

If there is information or a situation that leads you to suspect abuse or neglect, you have a legal and moral responsibility to report it to the Tennessee Department of Children's Services (877-237-0004). However, anytime you make a report, these steps should be followed:

- The caregiver notifies the DRE of all information pertaining to the suspected abuse or neglect.
 - UCC will take all allegations seriously.
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UUCC Policy and Procedures Acknowledgement

Please sign and return to the office.

_____ I agree to the policies and procedures of the UUCC.

_____ I have read the policies and procedures in their entirety.

Printed Name

Date

Signature

Date