



## **ST. EDITH STEIN CATHOLIC CHURCH NURSERY LETTER TO PARENTS**

### **Welcome to our Nursery!**

We welcome you and your children to our church. It is the goal of St. Edith Stein Catholic Church to provide a safe, comfortable and nurturing environment for your child. We also want you to feel secure about your child's well-being while you attend Mass and activities at St. Edith Stein. We feel that we accomplish this goal in two ways.

We strive to provide you, the parent, with the information you need to know about our nursery program: how it is run, the rules that we have crafted to ensure a safe environment, and contact information you may use to have your questions answered.

We provide your child with an environment that is safe for them. Your child is safe to explore the room – it is properly childproofed. The room will also be properly staffed to ensure that there is always enough individual attention paid to your son or daughter.

Please take the time to read the following guidelines that we have prepared for you. This short booklet will answer most of your questions as well as introduce you to the policies that we have put in place to safe guard all of the children we care for. Your understanding and cooperation are deeply appreciated.

### **This is an overview of the policies that we have adopted to provide a safe environment for your children:**

1. Children from infant up until the age of four are accepted for care in the nursery.
2. Children above nursery age are not allowed in the nursery.
3. The nursery is regularly available for all Sunday morning Masses.
4. Nursery workers will not accept children that are currently ill, or have been ill within the last 24 hours.
5. Nursery workers will not give medication to children.

6. Parents are required to sign-in their child in with a nursery attendant. You are required to provide us with a working cell phone number where you can be reached at all times, including during Mass.

7. You will receive a numbered tag at check-in and the corresponding tag will be placed on your child. You will use the numbered tag to pick up your child at the end of the Mass.

8. Children will only be released to a properly identified and preauthorized adult with the verified numbered tag with the corresponding number. If a parent does not have a tag they must show a picture ID to pick up their child/children.

9. Siblings under the age of 18 may not pick up children from the nursery.

10. Children who are able to walk must have shoes on; children who are not walking need to have either shoes or socks on at all times.

11. Essentials bag (diapers, clothing, etc.) need to be clearly labeled with the name of the child.

### **Safety**

For safety reasons, we separate the children into 2 separate rooms by age; Room 104 ages 3-4yrs. old and Room 106 6wks – 2yrs old. Older children do not always understand the care and maintenance of a room for small children and infants. They can leave small objects that could be choking hazards, unplug safety devices, etc.

### **Nursery Availability**

The nursery will begin accepting children 30 minutes prior to the scheduled start of the Mass. Please pick up your children as soon as the Mass concludes, as we need to make room for the children coming in for the 11am Mass.

### **Child Illness**

If your child becomes ill or injured during the Mass, you will be contacted by cell phone. **For the health and safety of all children, all toys are disinfected between each Mass and at the end of the day.** For the health of nursery staff and the peace of mind of our children's parents, **children that have had the following symptoms within the last 24 hours will not be accepted:**

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea, or is feeling unwell
- Cough, croup (except in the case of allergy)
- Colored runny noses
- Contagious skin rash
- Pink eye
- Lice
- Impetigo (infected wounds), boils, untreated ringworms
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

## **Cry Room**

A Cry Room is available in the back of the sanctuary. It is a sound proof room in case your child is crying. There is a sound speaker inside so you can still hear the Mass.

The Nursery is a designated Nursing area. A nursing mother may come and nurse her child in the nursery and then return to Mass.

## **Medication**

Our nursery staff is not adequately trained to dispense any type of medication. If your child requires medication, please administer it prior to check-in.

## **Drop Off and Pick Up**

In addition to receiving check-in tags, the child sign-in sheet lets the nursery workers know about any food allergies or other special attention your child may require.

We request that only one parent drop off or pick up the child. This will help keep the area clear and avoid congestion and/or confusion.

It is common for children in the nursery to suffer from separation anxiety. Please tell your child "good-bye" when leaving him or her in our care and exit the nursery.

It is common for children to cry when you leave. Normally, the children will calm down in just a few minutes. If your child continues to be upset for 15 minutes (or sooner by parent's request) with no sign of calming down, you will be contacted via cell phone.

## **Feeding**

Food allergies are one of our top concerns. If your child has food allergies, please note that on the sign in sheet.

For the safety of your child, we also ask that you specifically tell one of the nursery staff that your child has food allergies so that all nursery staff will be aware.

The snack we provide is Pepperidge Farm Goldfish (Cheddar Cheese) and Glazed Donuts and pink or yellow Country Time Lemonade.

## **Nursery Staffing**

The goal of the St. Edith Stein Catholic Church Nursery is to offer quality care for your child. We will always have a minimum of two nursery workers on duty in each room and will contact additional staff if needed.

**Essentials Bags**

Essentials bags (diapers, clothing, etc.) need to be clearly labeled with the name of the parent or child. All of the items in the bag should also be clearly labeled with the name or initials of your child. If you have any special items that your child may need, please point them out to the nursery staff.

**Your essentials bag may need to contain the following items:**

- a. All items required for a change (diaper, creams, ointments, salves, wipes, etc.)
- b. Extra diaper(s)
- c. Bottle or cup as needed
- d. Pacifier (clip on type is preferred) or other item your child may find comforting
- e. Change of clothes.
- f. Extra socks

**Comments, Questions and Concerns**

Please feel free to contact Diane Flynn, Nursery Liaison or Melissa Powell, the Director of Religious Education to address any and all comments, questions and/or concerns you may have regarding the St. Edith Stein Catholic Church Nursery. We welcome your input and are happy to have the chance to address any concerns or answer any questions you may have.

**Melissa K. Powell**

Director of Religious Education  
St. Edith Stein Catholic Church  
W 281-492-7500

**ST. EDITH STEIN CATHOLIC CHURCH  
NURSERY CONSENT AND MEDICAL LIABILITY WAIVER**

**CHILD'S NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**PARENTS/GUARDIANS:** \_\_\_\_\_

**CELL PHONE #:** \_\_\_\_\_ **HOME PHONE #:** \_\_\_\_\_

**AGE OF CHILD:** \_\_\_\_\_ **SEX:** \_\_\_\_\_

**MEDICAL/ALLERGY INFORMATION & CONSENT**

**EMERGENCY MEDICAL TREATMENT**

Should my child \_\_\_\_\_ suffer an injury or illness while in the care of St. Edith Stein Catholic Church Nursery and the Nursery is unable to contact me immediately, the Nursery staff shall be authorized to secure medical attention and care for the child as may be necessary. I (We) agree to keep the Nursery program informed of any changes in telephone and cell phone numbers so I can be promptly reached. The Nursery agrees to keep me informed of any incidents requiring professional medical attention involving my child.

**PARENTS/GUARDIAN SIGNATURES:** \_\_\_\_\_

**In the event of an emergency and you are unable to contact me, please contact:**

**Name & Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**MEDICATIONS**

We do not administer any medication (prescription or over the counter) to any children under the supervision of St. Edith Stein.

**MEDICAL CONDITIONS INFORMATION** (Nursery personnel will take reasonable care to see that the following information will be held in confidence)

**My son/daughter has:**

~ Has had an episode of the following or has been diagnosed: \_\_\_\_\_ Seizures \_\_\_\_\_ Asthma \_\_\_\_\_ Diabetic

~ Any allergies (please include foods, dyes, environmental etc.): \_\_\_\_\_

Has the following physical limitations: \_\_\_\_\_

Is there anything else about your child that we should know so we can provide the best care for your child?

Permission / Liability Release:

I, \_\_\_\_\_ the parent/guardian of the child (ren) listed above, hereby give my permission for him/her to attend Nursery at St. Edith Stein Catholic Community. I release St. Edith Stein and any volunteers from any liability for injuries received while on church property.

In the event that your child should be ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea you will be contacted immediately. Please be aware that you must keep your cell phone with you at all times while your child is under the supervision of the nursery. Should there be any changes to any of the above information, it is the responsibility of the parents/guardians to provide us with the new information. A new form must be filled out once a year. The Nursery staff can refuse to accept any child that is showing signs of illness. This is for the protection of the staff as well as the other children in the Nursery.

I state that, to the best of my knowledge, the information provided is accurate, that my child is in good health, and I assume all responsibility for the health care of my child.

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

**\*Any questions or issues please contact Melissa Powell, Director of Religious Education at 281-492-7500 or [melissa@stedithstein.org](mailto:melissa@stedithstein.org).**

**ST. EDITH STEIN CATHOLIC CHURCH**  
**NURSERY PARTICIPATION CONSENT FORM**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

AGE: \_\_\_\_\_

**GENERAL INFORMATION**

**Parishioner:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Father's Cell Phone: \_\_\_\_\_ Mother's Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mass that you normally attend: \_\_\_\_\_ 9:00 AM \_\_\_\_\_ 11:00 AM

Child's Living Arrangements:

\_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

Child's Legal Guardian:

\_\_\_\_\_ Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_

**MY CHILD MAY BE RELEASED TO ONE/BOTH PARENTS OR TO THE FOLLOWING ADULTS (OVER 18. Please indicate the name and address of each individual. (Staff is required to request a photo ID from these individuals))**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

My child \_\_\_\_\_ has my permission to attend the Nursery at St. Edith Stein Catholic Church. I release St. Edith Stein and any nursery workers from any liability for injuries received while under the care of the Nursery staff on church property.

Signed \_\_\_\_\_ Date: \_\_\_\_\_