

GOOD SHEPHERD CATHOLIC CHURCH

NURSERY RULES

Good Shepherd has established the following rules for the security and safety of all families who use the Nursery. These rules apply to any and all children using the Nursery – whether during Mass or during a Special Event*. If you have any questions or concerns regarding the Nursery Rules or Operations, please contact Joan Sheppard, Director of Faith Formation, at (703) 780-4055 or joan@gs-cc.org.

1. Children occupying the Nursery must be no younger than 12 months old (and able to walk on their own), and shall be no older than 3 years of age.
2. Maximum Capacity in the Nursery is determined by the ages of the children and the number of adult staff and volunteers present. The following Child/Adult Ratio chart will be followed at all times:

Age of YOUNGEST child	1 Adult Per ____ Children
12 – 17 months	3
18 months – 3 years	6

3. All Adults working or volunteering in the Nursery **must be fully compliant with Diocesan Child Protection Requirements BEFORE** they may volunteer.
4. Volunteers must be at least 16 years of age.
 - a. If a volunteer is under 18 years of age, they must be accompanied in the Nursery by an Adult Volunteer.
5. The Nursery utilizes a ‘pager’ system to reach parents in the event a child is sick, needs to use the restroom or needs a diaper change, or is inconsolable. Parents agree to keep pagers with them at all times and to promptly report to the Nursery if their Pager is activated.
6. The Nursery is typically open for the Sunday 9:00am, 10:30am and 2:00pm Masses. Any Special Events which seek to offer Child Care must receive approval in advance from the Director of Faith Formation. The Parish Receptionist will not open the Nursery unless a Group has received prior approval and scheduled the use of the Nursery through the Parish Scheduling System.
7. Parents must sign their child IN and OUT of the Nursery. If someone other than a parent will be picking up your child, that individual must be listed on the Nursery Registration Form.
8. No Food or Drink in the Nursery at any time.

**For Special Events, older children may be in the Nursery as long as they are properly supervised (above child/adult ratios still apply) and have their own age-appropriate activities. Once the occupancy in the Nursery reaches 10, older children must be separately supervised by qualified volunteers in a separate classroom.