



## Nursery Policies

- 1) All employees and volunteers of the nursery will participate in a background check as outlined in the policies of the Diocese of Nashville.
- 2) You must be a registered parishioner of CTK and have a nursery registration form on file to use the nursery each week.
- 3) Our nursery is for infants and children to age 3. Children will remain in the Nursery until August, following their third birthday, at which point they are eligible for PREP.
- 4) Each time a family uses the nursery, they must sign in on the sheet provided. It is important for parents to communicate to the nursery staff any special information about their children each week.
- 5) If your child has an allergy of any kind, please make sure it is listed on his/her registration form.
- 6) We will not allow snacks of any kind in the Nursery. Sippy cups can be kept in a child's bag to be given upon request. The cup must be labeled.
- 7) Parents must provide a labeled bag with diapers and a complete change of clothes for each visit, even if the child is potty-trained.
- 8) **ALL ITEMS, including the bag, MUST BE LABELED WITH THE CHILD'S NAME.**
- 9) No medications will be administered by the employees or volunteers of Christ the King nursery. For safety reasons, we ask that you do not bring them to the nursery.
- 10) If a minor accident occurs, such as a scraped knee, no medication will be given. The nursery staff will clean and cover the affected area and wait for your additional treatment after mass.
- 11) If an emergency occurs, a member of the nursery staff will call and/or find you at mass.
- 12) It is important for all families to respect the health and well-being of all of our young children. In an effort to keep a healthy environment for all to use, the nursery will not allow children who are ill to attend the nursery. Please keep your child home if they have experienced any of the following during the 24 hours prior:
  - a. fever,
  - b. vomiting or diarrhea,
  - c. cough, runny nose with green or discolored discharge, or
  - d. illnesses like pink eye, croup, or other contagious viruses.

13) Christ the King will not participate in any physical discipline of children; instead, we will use positive behavior supports to manage child behavior. If excessive and repeated aggressive behavior (e.g. biting) occurs, you will be contacted by the director to discuss the issue further.

14) The nursery will be closed on the following days/weekends of the year:

- a. New Year's Day
- b. MLK Weekend
- c. President's Day Weekend
- d. Easter
- e. Memorial Day Weekend
- f. Fourth of July Weekend (see nursery calendar)
- g. Labor Day Weekend
- h. Thanksgiving Weekend
- i. Christmas Day

Any other closures throughout the year will be posted ahead of time.

15) Guest Policy: Christ the King welcomes guests to the nursery.

- a. In-town guests can visit the nursery one time per year before registering.
- b. Out-of-town guests can use the nursery up to three times per year.
- c. A guest registration must be on file at the time of your visit.
- d. Guest registration forms can be found in the nursery.

16) In the event of a closure due to snow or ice, an email from the Director and a notification on the parish app will be sent to all registered families.

If you have any questions about these policies, or if you have any comments or concerns throughout your involvement in the nursery, please contact the *Director of Children and Youth Formation*, Kirsten Osborne.



Kirsten Osborne

***DIRECTOR OF CHILDREN & YOUTH  
FORMATION***

Office: 615.292.2884

Direct: 615.777.8908

***Christ the King Catholic Church  
3001 Belmont Blvd  
Nashville, TN 37212***