

Good Shepherd Lutheran Church

Nursery and Sunday School Guidelines

Nursery Parents are expected to

- Reserve the nursery for infants through preschoolers
- Remember that children may not enter or leave the nursery unescorted, regardless of their age
- Register their children with the child care staff when they enter the nursery and sign them out when they leave
- Receive a pager, so we can contact you during Sunday School or the worship service if a problem occurs - nursery staff cannot leave the nursery unattended to find you
- Return their child to the worship service during Holy Communion, to receive a blessing at the altar
- Remember that in order to provide a safe and healthy environment for all children in our nursery, we are able to serve only well children. What may be a simple cold to one child could lead to more serious illness for another. If your child has a fever of 100° or higher, cough, diarrhea, vomiting or rash, please keep your child home or seek another alternative for care.
- If your child is approaching an age where the nursery is no longer appropriate, begin encouraging them to experience worship with you. To help you, at the Welcome Table there are always quiet toys, activity packets and children's bulletins focusing on the Sunday lessons.

Sunday School Parents are expected to

- Remember that regular attendance is important for your child's growth in faith
- Remember that arrival time is 9:00 am and pick up time is 9:45 am
- Remember that children may not enter or leave the Sunday School unescorted, regardless of their age
- Sign your child in and out of the classroom
- Keep your child's teacher aware of current emergency phone number at all times
- Inform your child's teacher of any issues that may affect the child's behavior that day
- Read take home papers and reinforce lessons learned
- Once their child has received a Bible from Good Shepherd, insure their child brings the Bible to class

Sunday School Teachers are expected to

- Remember that their primary reason for teaching is to ensure that all children feel that they are loved by God
- Review materials prior to teaching date and gather necessary supplies
- Arrive by 8:45 am to set up their classroom
- Ensure that parents sign in/sign out their children, and a registration form is filled out for each child in attendance
- Keep an attendance chart and let the Sunday School Coordinator know if a child has three missed weeks
- Accept all children in class, encourage creativity, and reinforce the lesson in an age-appropriate, easy to learn format
- Alert parents of any behavior problems encountered
- Communicate any problems or issues to the Sunday School Coordinator
- Ensure that each child has been picked up and signed out by a parent or guardian before leaving the classroom
- Not leave the classroom until every child has been picked up
- Notify the Sunday School Coordinator for help in locating parents or guardians
- Pack up unused supplies to the cart and return the room to the exact condition it was found in
- Get newsletter information to the Sunday School coordinator by the second week of the previous month

The Sunday School Coordinator is expected to

- Arrive at 8:40 am, and bring the Sunday school supply cart to the Sunday School hallway
- Maintain the supply cart
- Stock cart with juice boxes and backup snacks
- Maintain registration forms, making a copy of each to be kept in the church office
- Mail post cards and follow up calls to children who have missed three weeks
- Follow through with any problems encountered, and notify parents if needed
- Assist Sunday School teachers as needed
- Gather newsletter information and e-mail to church secretary by the third week of the previous month
- Return the Sunday school supply cart to the proper store room