

## **Tardiness/ Absenteeism cont.**

If you fail to show up for your scheduled time without giving a legitimate excuse it could result in immediate dismissal or a 90 day probation period.

A record is kept with all tardys and absences. If there seems to be a pattern or they are happening too frequently your supervisor will approach you on this matter and action will be taken.

## **Required Availability**

In addition to the regular Sunday morning and Wednesday evening schedule there will be additional times you are expected to work throughout the year. Examples are as follows:

- **Mandatory Meetings** – Scheduled Nursery Meetings, and church wide meetings (Annual Meeting...)
- **Special Events/ Classes** – Such as VBS, Discovering Jesus Class...
- **Holidays** - Please remember you are working for a church, Christmas and Easter are the most important and busiest times of year. We will need you to work during the holiday services, so please plan on being here. The list below is the typical schedule (subject to change) during the holidays to give you an idea of when you will be working.

### **Easter Week**

6:00 pm - Maundy Thursday Service  
7:00 pm – Good Friday Service  
8:00 pm – Saturday Evening Easter Service  
8:00 am – Flowering the Cross  
9:00 am – Easter Sunday Service  
11:15 am- Easter Sunday Service

### **Christmas Eve**

3:45 pm Children’s Pageant  
4:30 pm – Family Service  
10:30 pm – Candlelight Service

## **Corrective Action Procedure**

In the occurrence of minor offenses Holy Cross uses a progressive action procedure. First offense being a verbal warning, second a written warning, a third offense will result in a three day suspension, fourth offense termination.

**Welcome as an employee to Holy Cross Episcopal Church.  
We are excited to have the opportunity to work with you.  
This manual will explain our rules and procedures.  
If you have any questions, please contact your  
Nursery Director or Christian Formation/Children’s  
Director for further assistance.  
Again, welcome to our team!**

## **Employee Screening**

To keep consistent with state regulations of child care facilities we require an annual criminal background check for every nursery employee. The first screening must be complete prior to your start date.

At this time the criminal background check is the only screening we require, but for us to keep up to date with government regulations and/or for general safety reasons there is a possibility you will be asked to take part in other screenings.

## **Mandatory Courses**

As an employee of our church, we require that you take certain courses to keep ourselves, and our children safe in the nursery and our work environment. These courses include Safe Church Training and infant/child CPR.

## **Reporting to your Supervisor**

The chain of command is the most important chain of communication in any work place. We like to follow this procedure at Holy Cross. We want to hear your ideas and the opinions you have while working here, feel free to talk to your immediate supervisor (Nursery Director) about any concern you may have. If there is a specific issue you have reported that needed addressed and you feel later it still hasn’t been taken care of, you then may report to the Christian Formation/ Children’s Director until the matter is resolved.

## **Daily Tasks and Procedures**

Children must be checked in upon entering the nursery. At this time parents should be asked if there is any special instructions (feedings, allergies...) Please welcome each family and give them the individual attention they need to feel comfortable with our nursery at Holy Cross.

To change diapers you must always use the proper procedure by: wearing gloves, proper disposal of the diaper, and sanitizing your hands. Diapers should be checked 10 minutes before the end of the church service hour if they have not been changed before so. Please change diapers at that time unless, they are totally dry.

The Nursery must be cleaned and disinfected every time it is in use. This includes: Picking up all toys, sweeping, and taking out the trash. All surfaces need to be wiped down and disinfected.

There must be two workers in the nursery at all times. No exceptions. We have this rule for the safety of ourselves and for the children and their parents. If for any reason you report to work and the second worker is not in the nursery by the time scheduled, report it to your supervisor immediately, so the proper procedures can be taken. Failure to do so will result in immediate action.

## **Discipline**

You are never to discipline a child in a physical manner. There are other methods of dealing with children who are misbehaving. If a child has a great deal of difficulty in the nursery then let a supervisor know and make a note to inform the parent when they pick up their child.

## **Injuries or Illness**

Children should not be left in the nursery if sick. If a parent makes any notion that a child is sick, please inform the parent of the hazards and ask they do not leave the child in the nursery.

## **Injuries or Illness cont.**

If a child is to get sick, take immediate action to make him/her as comfortable as possible and inform your co-worker to contact the parent. If you cannot find the parent, present the problem to the supervisor on the premises.

If a child is injured, a first aid kit is available to treat the wounds, in extreme cases, call 911 and then report to the supervisor on the premises. An incident report will need to be filed.

## **General Conduct**

Respect the children and parents as people. You will undoubtedly hear confidential information concerning the children and their families. We expect all staff to use their best judgment and refrain from talking about information to other employees, parents and anyone else that is not directly concerned with the matter at hand. If you expect physical or sexual abuse of a child, you must contact a supervisor immediately so it may be reported.

There is to be no homework, friends, lounging, or cell phone use in the nursery when children are present. Language must be appropriate. There is never to be any kind of inappropriate behavior of any kind with other employees or children.

Your appearance is a statement! Please do your best to look neat, clean and to dress appropriately. No sweat shirts/ sweat pants. No holes allowed in clothes. No Shirts with inappropriate language. No mid-drifts.

## **Tardiness/ Absenteeism**

If you are to be tardy please call your supervisor as soon as possible to let him/her know of your tardiness, so that a replacement can be found to fill in until you arrive.

If you are sick please let your supervisor know as soon as possible so a replacement can be found.

I understand all the policies and procedures listed in this booklet I realize they are expected to be followed, and failure to do so can lead to a 90 day probation period and /or immediate dismissal from my position.

Signature

Date



Email – [holycross@holycrossep.org](mailto:holycross@holycrossep.org)  
Rector's email – [Rector@holycrossep.org](mailto:Rector@holycrossep.org)  
Christian Formation/ Children's Dir. email – [children@holycrossep.org](mailto:children@holycrossep.org)  
Website – [www.holycrossep.org](http://www.holycrossep.org)  
Parish Office – (864) 967-7470; Fax Number – (864) 967-0393

205 E. College Street, Simpsonville, SC 29681

**Nursery Employee Manual**

**HOLY CROSS  
EPISCOPAL CHURCH**



**205 E. College St.  
Simpsonville, SC 29681**