



## *BabyQuest Handbook*

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## *Introduction*

Dear BabyQuest Volunteers:

Thank you for your willingness to serve in BabyQuest at Reston Bible Church!! With your help, we can provide a safe and fun space for the youngest members of RBC to experience the love of God, while giving their parents and families an opportunity to worship & learn, or serve elsewhere in the church. We cannot do this very important job without your help—this is a ministry that serves the whole Church Body and requires a lot of volunteers!

This handbook will help you learn more about BabyQuest, our policies and procedures, what to expect as a volunteer, help you handle any difficulties, and answer any questions you might have. If you have any additional questions, please reach out to a Quest Staff member.

## *About BabyQuest*

BabyQuest is our ministry to children under age three. It is divided into three classrooms: Infants, Wobblers, and Swimmers (2's).

**Infants (0-1):** In this class, volunteers play, pray, sing, and introduce God and His love along the way! Infants can begin attending BabyQuest at whatever age their parents are comfortable with--there is no minimum age. Depending on nursery and volunteer numbers and developmental ranges, Infants and Wobblers can be combined at the discretion of the Nursery Coordinator, and ratios will continue to follow the same rules.

**Wobblers (1-2):** In this class, volunteers use a play-based curriculum that repeats through ten Bible stories. This is an informal learning environment where we use daily situations to point to God so that the children begin to see His hand in everything. Children who turn 2 by October 1st can move up to the Swimmers class on Move-Up Sunday (generally the last Sunday in August).

**Swimmers (2s):** In this class, leaders/assistants use the same play-based curriculum, with room to add additional activities as appropriate. They begin to transition, learning routines similar to our preschool classes. Swimmers will move up to the Divers (3s) class on Move-Up Sunday if they are 3 by October 1st.

# BabyQuest Curriculum

There are a total of 10 lessons (one per month) over the course of the “school” year. Repetition is key for this age! During the summer (July & August) class content is the leader’s choice. Bring a special book, or choose one from the classroom or library. Think of a few simple crafts to do or offer new coloring pages.

\*\*In the weekly Quest News email, there is a link to the full curriculum under Resources.

## **Infants/Wobblers:**

Volunteers interact with the children, sing with them, talk to them about God, show them love, and pray for and with them! Many of the older children in this class will have the attention to give to a short story time, prayer, song and possibly a simple craft or coloring page (large crayons are available in the room closet).

A lesson calendar, classroom routine, and lesson of the month are available to follow in the classroom *BabyQuest Handbook* binder.

## **Swimmers:**

We introduce more formal learning to the children in this class. Lead teachers are trained in the curriculum, and assistant volunteers help with implementing it. The children have free-play, a Bible story, a simple activity and/or craft, game time, and a light snack together.

The Lesson book on the front table will be open to the current month’s lesson. If you are taking over for a leader or subbing, this will walk you through the curriculum activities with the class.

Are you an assistant who would like to be trained in using the curriculum? Contact the Quest staff and we’d be happy to walk you through it!

## **Current Materials Available:**

- Monthly Lesson Plan Book (Swimmers)
- Full Curriculum: Available on the Quest website and in the weekly news email. For a hard copy and coloring page originals, see the *BabyQuest Curriculum* binder on the BabyQuest shelf in the Quest closet
- Books
  - Hug-a-Bible
  - Jesus Storybook Bible (Swimmers)
  - Books of the Month: selection is found on the BabyQuest shelf in the Quest closet, or in the cabinet in Rm 141
  - Please return Books of the Month to the BabyQuest shelf or Rm 141 cabinet
- Hands-on learning props (provided or already in the toy collection)
- Craft Supplies (unless provided by leader; also available in Quest Closet or upon request)
- Coloring Pages: please ask for more copies if needed
- Learning Center table activities (later in the year)
- Snacks & Games (Swimmers)

# Policies and Procedures

## Before You Volunteer

**Steps to Becoming a Volunteer:** There are four things you must do before you volunteer in BabyQuest:

1. Complete a background check (if you are over 18)
2. Fill out a Volunteer Form
3. Read this handbook carefully!
4. Complete the Quest Orientation.

\*\*See the contact information on p.10 to connect with a Quest staff member if you have not already heard from them.

**Junior Volunteers:** We love our junior volunteers! Volunteers ages 12 and up can serve by themselves, while younger volunteers may serve with a parent at first and will be considered by themselves on a case-by-case basis.

## When You Arrive

**Arrive Early:** *IMPORTANT!* Volunteers are expected to be in the nursery **20 minutes** prior to the start of a service. Many families serve in other areas and need to drop their babies off early so they can get to where they need to be! This will also give you some time to review your lesson plan. Remember to wash your hands!!

**Name Tag:** We have name tags available for Quest volunteers--if you do not have one in your room or at the Quest desk, please let us know and we will make one for you!

Note: When working with the little ones, sometimes name tags can be pulled, chewed, and just aren't practical--we ask that you wear the name tag if you are checking kids in/out during drop off and you are standing by the door as a means of identifying you as an approved Quest volunteer to parents. You can remove the name tag if it gets in the way of interacting with the children during classtime! Return your name tag to a hook in the nursery or at the Quest desk.

**Prepare the Room:** Before children arrive, make sure that toys are put away, the room is straightened, and pay attention to any safety concerns, such as making sure cleaning supplies are out of reach, blind cords are not hanging down, doors and gates (bathroom!) are properly shut, etc. Set out some table toys or activities to draw children in when they first enter the room.

**Technology Guidelines: (Instructions on the wall near the TV)** You may turn on the TV but we would like to keep videos to a minimum, especially in consideration of parents trying to minimize screen exposure. Examples of acceptable YouTube videos are listed on the wall.

**Shoe Policy:** In our infant room (Room 139), we require **shoe covers or socks** for anyone who enters that gated area. Children are crawling on the floors and we want to keep them as clean as possible. When you walk into the main door of the infant nursery, remove your shoes or use shoe covers before entering the gated area. This rule applies to everyone, so please remind parents before they enter the gated area as well and offer them shoe covers. You can store your shoes in the cabinet next to the door.

### Check-In

When parents check their children in at the check-in stations they receive their child's name tag and sticker with a corresponding code. If the child has not yet received a name tag, direct the parent/s to the computers where they can check in. Once the child has a name tag with a code number, write that number on the check-in sheet on the clipboard and receive the child into the nursery. Explain to any new families that we will text them if their child is restless and cannot settle after 10-15 minutes. **Remind the parent that they must have their corresponding code sticker to re-enter the Quest area and pick up their child.**

**Visitors:** Visitors can check in with an attendant at the Visitor Check-in computer at the Quest Desk. Visitors will have a blue name tag so you can easily identify a first time child, although occasional regular attenders might have one if they checked in late at the Quest desk. Be sure to give the visitors a warm welcome and make them feel at home!

**Allergies:** A *red circle sticker* on the child's name tag indicates they have an allergy. Often the specific allergy is printed on the name tag as well. Please look out for the red sticker/printed allergy when checking in a child. Remember, **allergies can include not just food items, but skin products, diapers/wipes, and more.**

**Food Policy:** Snacks are only offered in the Swimmers class. Graham crackers and Chex cereal (Gluten free option) are available. No other outside food is allowed in the nursery due to allergy concerns. Labeled cups or bottles with water are permitted if necessary but we discourage them due to mix-ups. Please label them with the child's name using tape or a blank label if not labeled. **IMPORTANT:** Keep all sippy cups/bottles out of reach when they are not being used.

**Sick Policy:** Please do not admit children with the following symptoms to BabyQuest:

- A fever within the last 24 hours
- Diarrhea or vomiting in the last 24 hours
- Runny nose that is green and/or yellow
- Severe cough or rash
- Pinkeye (conjunctivitis): redness of eye and lid, swelling, severe tearing, and discharge.

NOTE: If a child exhibits these symptoms during the service, please have a Quest staff member text the parents immediately. If you see any symptoms that could be related to another issue (allergies, blocked tear ducts, etc) don't be afraid to **ask the parent** about it to clarify if the child should be in the nursery that day.

### Ratios

We are not a licensed child care facility, however we find it prudent to follow the guidelines set up for child care centers in Virginia. Below is a table showing the adult:child ratios in state-licensed facilities compared to the RBC recommendation. We will follow the RBC recommendation with the flexibility to go up to the state requirement. This will depend on the experience of the classroom volunteers, and the classroom atmosphere as a whole. For example, if the infant nursery has 2 adults, and 4 children, but most are sleeping, content, or older, they may be able to check in 1-2 more at the discretion of the Nursery Coordinator.

Age	RBC Recommendation	State Requirement for Licensed Child-Care Centers
Infants-15 months	1:2 adult:child	1:4 adult:child
15 months-2	1:3 adult:child	1:5 adult:child
2-3 years	1:4 adult:child	1:8 adult:child

**\*\*There must always be at least two volunteers in every room, even if the ratio is met by one volunteer, ie. If you take an infant into Room 139 there would need to be two volunteers, with at least one being an adult.**

If you have reached the ratio, you can check with a Quest staff member to see if there are any floaters available to step in. If not, here are some options for the parents:

- Invite the parent to stay with the child in the nursery
- Take their child to the *Infant Care Room* off the lobby
- Find a space in the lobby where the service is played via livestream video
- Attend the service with them
- Take a Worship Packet
- Remind them that they can check out books from the Quest Library

## During the Service

### **Diapering:**

Change diapers as needed. **Only female volunteers may change diapers in Quest**--this is a rule to protect both the children and volunteers.

We have our own diapers and wipes in the baskets at the changing stations (extra supplies are located in the cabinets below: diapers, extra clothing, changing pad paper; other supplies are located in the Quest supply room)

REMEMBER: children may have allergies or other concerns noted by the parents so please attend to the **allergy sticker**.

Please also remember to use the roll of paper on the diaper changing pad, unroll to replace it, and replace the "CLEAN" sign on the clean paper, tucking the paper in at the foot.

Many of you have changed countless diapers, but remember that changing a diaper in a child care setting can be a little different and unsettling for a child. Check out our ***step by step guide*** on p.13 of this manual for information on how to safely diaper a child in a classroom setting.

**Toileting Accidents:** In the event of a toileting accident, we have extra clothes available in the room closet/under sink cabinet. Please place the dirty clothes in a ziplock bag (label it when you complete the change), clean and change the child, and when picked up, *ask the parents to wash the borrowed clothes and return the next time, if possible*. If the floor is wet, spray with alcohol spray and soak up with paper towels. For vomit, keep the area clear of children and use the absorbent powder supplied. (beneath undersink counter). Proceed with the above method to sanitize.

**Accidents/Incidents:** Please let a Quest staff member know immediately of any injuries or major behavioral issues and we will help determine if the parents need to be contacted. An official report may need to be completed. If the child is hurt but no mark appears (such as if they bump their head but there is no bruise or bump), please give the parents a heads up in case a mark does appear later. First aid supplies are located in the metal cabinet (Rm 140), on the counter shelf (Rm 141), and at the Quest desk or in the closet. Icepacks are also available.

**Supplies:** If you find your class is running low on any supplies (diapers, tissues, wipes, snacks, etc.) please let a Quest staff member know. You can also check the Quest closet for additional supplies, but please give us a heads up if those items are running low or if you take the last of something. There are "supply needs" white boards in the Quest closet. In the classroom *BabyQuest Handbook* binder there is also a weekly supply list of things that should be on hand in your classroom.

**Safe Sleep Practices:** At RBC, we keep up to date with the latest American Academy of Pediatrics recommendations for safe sleep. This is usually only an issue that comes up in the infant room (Rm 139), but we want all volunteers aware of safe sleep practices. While parents have to decide what is right in their own homes, and while you may do something different with your own children as each situation is different, we do want to be consistent with the children that are in our care. Safe Sleep Practices for children under 1 include:

- Children sleep on their backs. If they roll over on their own they may be left, but all children must be placed on their backs to start.
- Children may not sleep in swings, rockers, play equipment, or their car seats (even if brought in asleep in them; please let the parents know you will need to take them out)
- Children can be placed on their backs in the pack n play\* to sleep, but nothing else can be in the pack-n-play with them (no blankets, pillows, stuffed animals). The only exception is a single pacifier (no stuffed animals/clips attached).

For more information on safe sleep visit the American Academy of Pediatrics website:

<https://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

## After the Service

### **Cleaning:**

Please clean the toys with the alcohol/water solution provided. **See the checklist and divide the tasks among all volunteers!** If there are toys that have been in mouths during either service, please retrieve them and place them in the sink to be cleaned after the service. Use dish soap and hot water, and let them air dry in the provided colander marked "Clean." Spray all toys, placing smaller toys in labeled bins (First/Second Service) and allowing them to air dry. Place those bins out of reach for the next service, or leave them where they are after the last service. Bring bins of clean toys to the ground for the next service. Spray and wipe all counters, tables, playmats and other soiled surfaces. If you run out of cleaning solution, use the alcohol provided (under the sink or in the cabinets) to mix more—50% water, 50% alcohol. If you have more questions about cleaning and sanitizing, **see pages 11 and 12. Expectations are posted in each classroom.**

### **Pick-Up:**

*Make sure the parent has their code tag.* Match their code to the child's code on his/her nametag before allowing the child to leave. Inform the parent if the child has had a diaper change, if there were any accidents or incidents, if babies have had a nap or bottle, etc., as well as something positive that the child did during the service (ie. something the child enjoyed doing or playing with). If the child did any crafts or coloring pages please make sure they take them home, along with any other personal belongings (backpacks, jackets, shoes, hairbands, bottles, pacifiers, etc).

### **Children Present for Multiple Services:**

Keep in mind some children stay for both services, though it is rare. Their parents should have checked them in for both services--both will be printed on the child's name tag. To help with the transition, identify which children are staying and stay until the next service's volunteers have arrived—making sure you stay until they are in ratio. There must be at least two volunteers present when children are present.

## Emergency Procedures

Please review the **Multicolored Emergency Procedures** in your classroom that are posted near each door on a clipboard. Because the younger classes have nonmobile children, we do have some additional guidelines in case of an evacuation:

- Note that there is a walkie talkie by each door. It should be turned on to Channel 2 in the event of an emergency. This is a direct line to Quest staff members.
- Extra floaters will be sent to help with the babies first if needed to help safely evacuate
- In an emergency evacuation, you can place multiple children in the pack-n-play in Rm 139. Unlock the wheels and roll the pack-n-play outside, allowing you to free up hands to help with other children.
- Always keep the number of children in mind. If you need to evacuate, take the walkie talkie and check-in clipboard with you. Count the children as you do a sweep of the rooms and bathroom, including areas of the room where children may not be as visible.
- Proceed as directed to the LEFT SIDE (Jr High) of the youth building.
- When arriving, instruct volunteers to confirm all children are present by nametag with the check-in sheet and wait for further instructions from Quest staff members.

**Severe Weather:** Quest leaders will notify you of any severe weather emergency that involves a *shelter in place* and will provide help in moving babies to a safe location (hallway or Clubhouse). While you wait for guidance, help keep children calm and away from windows.

## Additional Resources

### **Contacts:**

Susan Rebeiz, Children's Ministry Director [susanrebeiz@restonbible.org](mailto:susanrebeiz@restonbible.org)

Alicia Miller, Children's Ministry Assistant [aliciamiller@restonbible.org](mailto:aliciamiller@restonbible.org)

Emily Holt, Children's Ministry Assistant [emilyholt@restonbible.org](mailto:emilyholt@restonbible.org)

Kendra Schultz, BabyQuest Volunteer Coordinator [kendraschultz@restonbible.org](mailto:kendraschultz@restonbible.org)

General Children's Ministry [kids@restonbible.org](mailto:kids@restonbible.org)

Prayer [Questprayer@restonbible.org](mailto:Questprayer@restonbible.org)

**Incidents (ie. Behavior issues) & Accidents (ie. Injuries):** Please report immediately to a staff member at the Quest desk for guidance and necessary reporting. Parents will be informed.

***These policies and procedures are specific to BabyQuest--for overall Children's Ministry policies and procedures please see the Children's Ministry Handbook.***

## *Expectations on How to Leave a Classroom*

We have been very blessed to have such an amazing building to use. These classrooms belong to God and we want to do our best to treat them as we would in God's house! An important way we can do that is by leaving the classrooms ready for the next class/ministry who uses them for His glory!

### **To do BEFORE YOU LEAVE the room:**

1. Sanitize and put away all toys (see **sanitizing guidelines on the next page**)
2. Wipe down surfaces: tables, counters, area around sink and diapering station, check-in counter and table, playmat (Rm 140), soiled doors or doorknobs
3. If the diapering station was used, make sure clean paper is on the changing pad with the "Clean" sign on top
4. Be sure all supplies are put back in their places (Notify QUEST staff if anything needs restocking)
5. All furniture should be arranged how you found it
6. If your room has a whiteboard, make sure all the lids are on the markers and put away and the whiteboard has been erased (ok to leave scripture verses).
7. In Rm 140, erase the whiteboard labels for the backpack hooks
8. Make sure any snack foods are put away/sealed to prevent critter invasion! (Ziplock bags provided). Restock snacks if needed, found in the Quest closet. *No snacks in Rm 139/140!*
9. Dirty laundry? Church laundry is generally done on Monday so dirty laundry (crib sheets, burp cloths, blankets, cloth toys, etc.) can be left in a marked bin in room 139 for servicing.
10. Lost and Found? Collect any items that were left behind by children/parents and place them in the labeled plastic bin located in the QUEST closet across the hall, just inside to the left on a shelf).
11. Do one last sweep of the room before you leave to make sure it is how you found it (or better!). Pay careful attention to safety hazards--are cabinets/gates locked, no cords hanging down, blind cords wrapped? Leave the room safe for the next ministry!
12. Throw away all trash, and **take any ziplock/disposal bags with stinky diaper trash out to the dumpster in the back parking lot when you leave.** (*this is a new request*, so the next class/ministry doesn't need to do it). Classroom leads, please do this after your service if needed.
13. Turn off the lights & TV, and close the door behind you when you exit (after second service only)

**You DO NOT need to:** Take out the trash, vacuum, or clean bathrooms. Our wonderful custodial team will handle this--but please be respectful of them and don't leave these areas a mess!

## *Sanitizing Guidelines*

At RBC, we use a 50/50 water and rubbing alcohol mixture in a spray bottle to clean the toys. At the end of second service/any ministry event that uses the nursery rooms, we spray all the toys that were played with and let them air-dry. If at any time you notice a toy in a child's mouth, please remove it ASAP and wash it with dish/hand soap and hot water. Place in the "Clean" colander to air-dry.

A sanitizing spray bottle is provided in your room and additional alcohol is under the sink, in the diapering station cabinet, or in the QUEST closet. Please remember to keep the spray bottles and additional alcohol put away and out of reach.

1. Smaller toys can be sprayed right in their toy bins and left to air dry.
  - o NOTE: In Room 140, there are two sets of bins labeled, "First Service" and "Second Service." Please keep them separate. After first service, spray those bins and put them on the top shelf to dry and move the "Second Service" toys down. After second service, spray those toys, leave them on the top shelf to dry, and move the "First Service" toys back down.
2. Toys that are larger or cannot be submerged may be sprayed, sit for five minutes, then wiped with a towel between services, or left to air-dry after second service.
3. Cloth toys--these can be washed in the washing machine periodically; there will be a bin on the counter in Rm 139 for dirty laundry/cloth toys
4. Books can be wiped down (front and back, and board book pages) with a cloth sprayed with the alcohol.
5. If you come into a classroom with toys drying on the counter or in the colander, you will know they are clean. ***Please do us a favor and put them away!***
6. Thank you so much for reading to the end!!! 😊

# Diaper PROCEDURES

## Changing



- 1 Get Ready  
Gather supplies (diapers, wipes, bags, gloves) and prepare changing table
- 2 Clean Child  
Get child, put on gloves, wipe child front-to-back
- 3 Change Diaper  
Place fresh diaper on child and dress them.
- 4 Return Child  
Wash the child's hands and return them to the play area.

- 5 Clean Up!  
Dispose of diaper (place in bag if needed), wipes, changing table liner, gloves and any other trash. Spray soiled surfaces with alcohol spray. Replace changing table liner and clean sign.
- 6 Wash Hands  
Wash and dry your own hands thoroughly!

## Remember:



Only female volunteers may change diapers.

Don't forget to change the liner and put the "clean" sign on it!

If you use the last of any supplies, or note they are running low, let a QUEST worker know.

Never leave a child on the table unattended, even for a second! Keep your hand on the child at all times.

Do not apply diaper cream or other skin care products--ask parents to do this if needed.

If a child has soiled clothing, bag and change into spares.

# Babies and Prayer



Don't forget to use your time in nursery to pray! Anytime is a good time to pray with babies--whether you are holding them, rocking them, or playing together!

Remember the goal that every child in this room should be prayed **WITH, AT,** and **FOR!**

## With

Pray **with** your babies. Demonstrate folding hands, closing eyes, and talking to God simply. Pray not just for the child but for your own prayer requests, the church as a whole, or other intercessions.

## At

Pray simple Bible truths **at** the children! For example, "Thank you, God, for loving Billy. You care about him. You sent your Son for him", etc.

## For

Pray **for** your babies! Pray for their physical needs, for their families, for their spiritual growth and futures. And don't forget to pray for them outside of church and throughout the week!

