

Cathedral of Mary Our Queen Sunday Nursery Registration 2011-2012



Dear Parent(s):

Welcome to the Cathedral Sunday Nursery Parent Cooperative Program. Enclosed in this packet you will find information about registering your child(ren) and using the Nursery during the 9:15 a.m. Sunday Mass.

Every child must be formally registered before he/she begins the program. The Registration Form is the only way we can ensure a safe and happy environment for your child(ren).

There is no cost to use the Sunday Nursery, however, because this is a Parent Co-Op, the adults who staff the Nursery are the parents of children in the program. Once you register your child(ren), you will be placed on our rotating schedule to staff the Nursery. Usually, a family is scheduled once every 6-8 weeks. **All parents must be STAND certified.** If you need to be STAND certified, please contact Cathleen Whalen at cwhalen@cmoq.org or 410-464-4006.



The Sunday Nursery is a special and important ministry that our Cathedral parish family provides. If you have any questions or concerns regarding the Sunday Nursery, please do not hesitate to contact me. Thank you for making this valuable ministry possible.

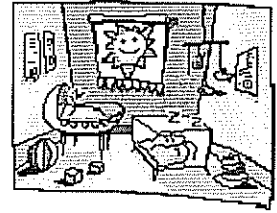
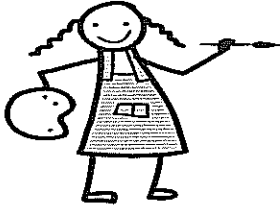
Sincerely,

Meghan Cosgrove
Director
Youth & Family Ministry

Sherri Rachuba
Coordinator
Youth Evangelization & Catechesis



CATHEDRAL OF MARY OUR QUEEN
YOUTH AND FAMILY MINISTRY
SUNDAY NURSERY PARENT CO-OP
2011-2012



INFORMATION & GUIDELINES

The Sunday Nursery is a Parent co-op open during the 9:15 a.m. Sunday Mass, October through May, except for major holidays.

The Nursery opens at 9:00 a.m. to allow parents time to drop off their child(ren) and be seated in the Main Church for Mass. Children cannot be left unattended in the Nursery. Please wait until a scheduled staff member arrives before leaving your child in the Nursery. All children must be picked up immediately after the 9:15 Mass.

The age range for children in the Nursery is 9 months through age 3.

The maximum number of children in the Nursery cannot exceed 15.

Parents who register their child(ren) for the Nursery are scheduled to staff the Nursery. Parents are placed on a regular, rotating schedule and are responsible to staff the Nursery on the weekend when scheduled. If you cannot attend, it is your responsibility to find a replacement. Phone numbers for registered families can be found on the rotating schedule.

Families using the Sunday Nursery must complete a Registration Form for each child in the Nursery. This form is the best way to ensure a safe and happy environment for all children.

If your child(ren) becomes overly distressed, staff will call parents out of Mass to remove their child from the Nursery.

In the case of inclement weather, the Nursery will follow the LPCH's schedule for closing

DIAPER CHANGING POLICY:

* As a general rule, staff will not change a child's diaper; please be sure your child is clean and dry prior to dropping them off in the Nursery.

- * In order for staff to change a diaper in an "emergency", written permission must have been given by the parent prior to leaving the child in the Nursery (this is part of the Registration Form).
- * In case of sickness, parents will be called out of Mass to tend to their child.

It is requested that parents sit on the right side of the Church (near the Pulpit) during Mass and as far front as possible. This will help our staff locate you in the Church should an emergency arise involving your child.

ILLNESS:

If your child exhibits any of the following symptoms, please keep them home for the health and safety of the other children in the Nursery:

- | | |
|---|---|
| * chills | * ear ache |
| * sore throat - unable to swallow | * rash of any sort |
| * diarrhea | * vomiting |
| * fever 100° (F) or more with oral thermometer | * flushed face especially cheeks |
| * headache + 1 other listed symptom | * severe or raspy cough |
| * runny nose, especially thick white green mucous | * red, itchy, swollen or discharging eyes |

Fire Emergency Evacuation Procedures are posted on the Bulletin Board in the Nursery. In the event of fire, staff will move all children out of the building and across the driveway to the designated waiting area. Please pick up your child in this area - DO NOT COME TO THE NURSERY to pick up your child.

A First-Aid Kit is provided in the Nursery toy closet, which includes band-aids, first-aid creme, cold packs, and alcohol swabs. These are the only medications that will be administered to your child. If your child is allergic to any of these items, please note this on the registration form. The staff can not administer all other medication, including what your child may already be taking. If your child requires medication, please be sure they have taken it before coming to the Nursery.

Thank you for participating in our Sunday Nursery. If you have any questions or concerns, please contact the Office of Youth & Family Ministry at 410-464-4014 or Office of Youth Evangelization & Catechesis at 410-464-4010.

CATHEDRAL OF MARY OUR QUEEN
SUNDAY NURSERY REGISTRATION
2011-2012

Child Name: _____ Age: _____ DOB: _____

Parent Name(s): _____

Address: _____

E-Mail: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

STAND Certified: Yes No

Please list any allergies your child has: _____

Please note any other information about your child that will help us provide a safe and happy environment for him/her and the other children in the Nursery:

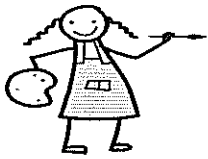
If your child is in diapers, please note below whether or not you give permission for the staff to change his/her diaper **in the event of an emergency**. Refer to the Nursery Guidelines regarding our policy on diaper changes before completing and signing below.

_____ In the event of an emergency, I give the Nursery staff permission to change my child's diaper. I understand that if this "emergency" is caused by sickness, I will be called out of Mass to tend to my child.

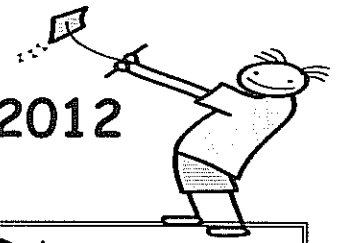
_____ I do not give permission for the Nursery staff to change my child's diaper. I understand that I will be called out of Mass to tend to my child in the event of a soiled diaper.

Parent Signature
(regardless of choice selected above, signature is required)

Date



Cathedral's Sunday Nursery 2011 - 2012



OCTOBER		Families on Duty
10/2	Nursery Open	
10/9	Nursery Open	
10/16	Nursery Open	
10/23	Nursery Open	
10/30	Nursery Open	
NOVEMBER		
11/6	Nursery Open	
11/13	Nursery Open	
11/20	Nursery Open	
11/27	CLOSED - THANKSGIVING	
DECEMBER		
12/4	Nursery Open	
12/11	Nursery Open	
12/18	Nursery Open	
12/25	CLOSED - MERRY CHRISTMAS	
JANUARY		
1/1	CLOSED - HAPPY NEW YEAR	
1/8	Nursery Open	
1/15	CLOSED - MARTIN LUTHER KING	
1/22	Nursery Open	
1/29	Nursery Open	
FEBRUARY		
2/5	Nursery Open	
2/12	Nursery Open	
2/19	CLOSED - PRESIDENTS' DAY	
2/26	Nursery Open	
MARCH		
3/4	Nursery Open	
3/11	Nursery Open	
3/18	Nursery Open	
3/25	Nursery Open	
APRIL		
4/1	CLOSED - PALM SUNDAY	
4/8	CLOSED - HAPPY EASTER	
4/15	Nursery Open	
4/22	Nursery Open	
4/29	Nursery Open	
MAY		
5/6	Nursery Open	
5/13	Nursery Open	