



POLICIES & PROCEDURES - MidWeek Childcare (Abide, Blessing, Church Child Care)

We love being able to serve the Families of Grace through these ministries - the following helps us do that in the best way possible:

CHECK-IN

- Check in is completed either with a hard copy sheet or electronically.
 - If electronically, we may also have you complete a special instruction sheet for your children (re: snack, diaper/potty training, naps, etc).
- Children will be released only to individuals designated in our system as authorized for pick-up. If the child will be picked up by anyone other than the person who dropped the child off, please let us know and write it down in the special instructions section. An ID or Driver's License will need to be provided at the time of pick if it's someone other than the parent.

SUPPLIES

- Please provide any diapers/pull-ups necessary for your child (and change of clothes or underwear if potty training) - labeled with Child's name.
- Pack a snack and water/drink for your child. Label all bags, snack containers, water bottles, etc.
 - Any items containing tree nuts or peanuts are prohibited from the classrooms. Food items that state they were "processed in a facility that contains tree/peanuts" are okay as long as tree/peanuts are not in the ingredient list.
 - Eggs are also prohibited, unless baked into another product (ex: no hard boiled eggs, but a muffin with eggs in the ingredients is okay).
 - We only give children the food brought for them, but we also want to take an extra step to reduce possible accidental or indirect allergy triggers.

HEALTH & SAFETY

- Incident report: Though our staff does their best to ensure a smooth and safe environment, at times incidents do occur. You will be advised of all injuries, even if minor, and of any notable conflicts with other children (ex: biting). You will be provided with a physical incident sheet.
- Allergies: Please ensure your child's profile in our database is updated with all known allergies. Please let the Children's Midweek Childcare Coordinator know if your child has any new or has graduated any or all allergies.
- Medication: Except in emergency situations (ex: epi-pen, rescue inhaler), our staff will not administer any medication.
- Injuries: Except in emergency situations (ex: AED/CPR), our staff does not render medical treatment outside of bandaids and/or cool packs.
- Illnesses:
 - Please refer to the following when evaluating if your child is too sick to participate in our programs as we want to do our best to keep everyone healthy.
 - Hand/Foot/Mouth: Signs and symptoms normally appear 3-6 days after exposure to the virus.
 - Please keep your child at home if your child has a fever and feels generally unwell and/or has flat discolored spots or bumps that may blister, on the hands, feet, and mouth, and occasionally buttocks and groin. (The rash generally goes away on its own in about a week)
 - The viruses that cause HFMD are spread through close personal contact, through the air from coughing, and the feces of an infected person, so if your child has these symptoms please keep them at home until cleared by a Doctor.
 - Rash: A rash may be the first sign of many childhood illnesses. Please do not bring a child with a rash to any programs until your doctor has said it is safe to do so.

- Stomach Ache/Vomiting/Diarrhea
 - Please keep your child at home if your child has a stomach-ache that lasts longer than 4 hours or has had two or more loose/watery stools if not due to diet/medication. Especially excluded if the stool is bloody or the child cannot participate comfortably or is severe enough to limit activity and for at least 24 hours after vomiting and until your child can keep food down and/or for at least 24 hours after diarrhea has stopped.
- Fever: A fever is defined as a 100.4° F temperature or higher (99° F or higher for armpit temperature).
 - Please keep your child at home until he or she has been free of fever for at least 24 hours, without fever-reducing medicine such as Tylenol and Motrin.
- Common Cold/Persistent Cough/Difficulty Breathing: A cold presents the most frequent problem to parents. A child with a “heavy” cold or hacking cough should be kept at home, even when there is no fever. A persistent cough is one of the primary ways viral infections are spread. Any new or unexplained wheezing, barking cough or shortness of breath.
- Sore Throat: Please keep your child home if they have a sore throat, if the back of the throat looks red and/or if white spots are present, if your child has swollen glands, or if a fever is present. Strep throat can return 24 hours after starting antibiotics.
- Lice: Please wait until they have been treated and are free of lice and nits (eggs) before returning to any programs. Please notify the Children’s Director if you discover lice on your child after recently being at one of our programs.
- Appearance/Behavior: Please keep your child home if they are unusually tired, pale, have no appetite, are hard to wake, or appear confused.

Should you have any questions regarding the above, please contact the Children’s Midweek Childcare Coordinator Melissa Rivera at mrivera@gracefellowshipchurch.org

I have read and agree to the above policies:

Signature

Print Name

Date