



## A PARENT'S GUIDE TO CHILDCARE



### WHAT PARENTS AND CHILDREN MAY EXPECT DURING THE MAIN WORSHIP SERVICE

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Our goal is an excellent childcare experience for every family. Much attention has been given to many details in order to create a safe and nurturing environment for young children to learn and play. To care for each child successfully, several volunteers must be working together seamlessly, each concerned with the detail of their position.

In order to provide the highest level of care, only healthy children will be allowed into the childcare facility. Childcare is only offered during the time period of worship service. The following is a framework of policies put in place to care for every child.

GBCN will...

relentlessly work to provide a secure, safe and Christ centered environment for all children placed in the nursery.

cautiously care for every child's health and welfare, physically and spiritually.

limit childcare, while meeting at Laurel Oak Elementary School, to those age 5 and younger with rare exceptions.

will meet all city and state regulations for childcare and childcare volunteers, including pre-screening of all volunteers.

### **The Guidelines**

#### **Diaper changing**

- Have all supplies assembled and ready before you start including wipes, paper towels, gloves and changing pad.
- Use only the designated diaper changing area.
- Always wear gloves when changing any diapers.
- Wash your hands. Place soiled diapers in a plastic bag, dispose in the proper receptacle. Wash your hands before touching any child.

#### **Restroom use**

- A volunteer is never allowed in a bathroom alone with a child.
- Assist children with their clothing in the open doorway before they go into the bathroom. Avoid helping a young child with his or her zipper of pants/skirt.
- Encourage children to do as much for themselves as possible.
- If you have an emergency situation where a child is sick or needs your assistance, please ask another volunteer to assist you.

## Security Policy

- Volunteers must:
  - Complete & maintain an updated application on file with GBCN.
  - Sign authorization for criminal records check.
  - Receive clearance from the church office to serve.
  - Volunteers must be 16 years of age to work with children 3 and older with rare exceptions. Only adults are allowed to work with children under 3 years old.
- Safety:
  - Children are not to be left alone or to exit the room alone.
  - The outside door must remain locked at all times
  - Should there be a need to exit the room:
    - A volunteer must count the children
    - Instruct all walkers to hold onto the “guide rope.”
    - Check the rest rooms for vacancy before exiting.
  - The nursery is not a forum for social conversations.
- Child abuse reporting:
  - Volunteers must immediately report any suspicion of child abuse or neglect of which they have knowledge or observe within the scope of the duties to the church office.
- Other precautions
  - There must be at least two volunteers in a classroom before children are received. No one is to be alone with a child.
  - Should a volunteer be unable to serve when scheduled, please secure a replacement from the approved list.
  - Popcorn, peanut products or medications should never be given to any child at any time.

## Discipline

A child is expected to be well behaved and friendly to other children. Leaders and volunteers will stress proper language use by the children.

Time out is the only method of discipline used. The child will be placed at a side portion of the room. During time out, it should be stressed that the child remain quiet and think about his/her behavior. Time out is 1 minute per year of age. Example: 5 years = 5 minutes.

A toy may be removed from a play area if children are unwilling to share.

If a volunteer feels it necessary, the parent will be located and summonsed.

**We welcome any suggestions that you have that might help us meet the needs of your child more effectively.**

## The Childcare Process:

- Room set up:
  - Retrieve equipment from trailer
  - Clean room using the provided supplies
  - Clean restrooms
  - Put on a clean smock
  - Set up pack & play
  - Set up play rug
  - Arrange chairs for teaching time
- Child Reception & Release:
  - Each parent must sign their child in using the “sign in” form.
  - The volunteer will place the name of the child on their back with masking tape.
  - Make sure every child’s belongings are clearly labeled.
  - Volunteer records any specific instructions on the “sign in” form (diaper bag, behavior instructions...).
  - Give the parent the white copy of the “sign in” form.
  - Before the end of the childcare session, update the sign in form with any incidents to be noted (i.e. biting, injuries, discipline problems).
  - Parents must present the “sign in” form at time of release.
- Childcare plan
  - The Bible lesson will be taught during the first 15 minutes.
  - Volunteers will assist the Bible teacher in the learning process by following up with singing and crafts.
  - Make sure every child goes home with a clean and dry diaper.
- Room return:
  - Clean all equipment.
  - Return all equipment to the trailer.
  - Restore room to pre-childcare condition.
  - Communicate any incidents or needs to church office!