

Moms, Tots & Beyond

Policies & Procedures

Moms, please review the policies and procedures we have in place for our children's safety, health and well-being

Sign-In Procedures

- Until 2 childcare providers are in the room, we cannot allow any child to enter for their safety
- Any special instructions, including allergies, should be noted in writing
- Moms are responsible for signing in their child(ren) on the provided attendance form. Please record your pager # on this form (may use same pager for multiple children if desired)

Labeling Personal Belongings

- Please label ALL belongings with your child's name. Tape/stickers will be available for this purpose. Labeling items at home will speed up the check in process, of course.
- *Diaper bags* should have a visible label/nametag on it. *Drinks* should be brought in spill-proof cups clearly labeled with permanent marker or sticker so other children do not use them. If *pacifiers* are used, they should be sent with a (labeled) clip that prevents their falling on the ground or being used by other children.

Check-Out Procedures

- Moms, **please be as prompt as possible** when picking up your child. If you would like to extend your time of fellowship, please pick up your children first
- Please **return your pager** and sign out your child at the time of pick up.

Crying Policy

- Children may cry when dropped off by their mom. In many cases, crying stops a few moments after the moms leaves, as the child becomes more comfortable and becomes interested in a toy/activity
- However, if a child has been crying steadily for 15 minutes and cannot be consoled, mom will be paged to come and attend to her child.

Health Policy

- Children and staff with the following conditions are to be excluded from the nursery/toddler areas: persistent and/or green nasal discharge, hacking cough, fever, diarrhea or vomiting in the last 24 hours, undiagnosed/untreated rash, or communicable disease.
- A child who is identified with any of these conditions will be isolated and the mother will be notified. Moms are encouraged to consult their health care provider if there is any uncertainty about the health of their child. We ask, for the sake of others, that you err on the side of caution.

Accident/Injury Guidelines

- We will notify you of any injury sustained by your child, immediately if the injury is significant (any head injury, bleeding, severe pain), otherwise you will be notified when you pick up your child.
- A caregiver who witnesses an accident will complete an Accident/Injury Report Form and have you review and sign it; this will be submitted to the Childcare Coordinator

Diapering/Bathroom Guidelines

- Caregivers follow safe diapering procedures, which include using clean waxed paper on the changing surface and using disposable gloves. Only adults are permitted to change diapers.
- Please let us know if your toddler is potty-trained. These children may use the child-sized toilet in the Toddler 3 room; the door between Toddler 2 and Toddler 3 may be used to access this as needed.

But Jesus called the little ones to Him and said, "Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these." -Luke 18:16