

# Child Care Information for University Christian Church

Child Care is provided on Sunday mornings for nursery through Kindergarten from 8:45 a.m. to 12:15 p.m.

Child Care is available for many other program opportunities at UCC. Each of these child care opportunities are by reservation. Reservations are imperative as they allow us to provide the best environment with appropriate ratios of children to child care providers and age groups of children. Once a child care opportunity is approved and scheduled by staff, parents make their reservations by the Thursday before an event with the **Nursery/Child Care Coordinator, Ann Bowling at ext. 159.**

Child Care is provided by trained employed workers who have passed a thorough background check process. Our policy is to provide two workers in each room and divide children by age for safety concerns.

See below for information and instructions about the check in and pick up system we use for all child care at University Christian Church.

## Off Site Events

Are you attending a UCC event that includes time spent away from the church property? If child care has been offered for that event, we need a medical release form for your child on file prior to the event. Child Care reservation deadlines are usually publicized in descriptions of the events in the Sunday bulletin Update, the monthly church newsletter *The Journal*, or on Facebook. If not, simply contact our office. OK, the good news is that you only have to fill it out once for the program year (August to August). You can find this medical release form on our blog [ucckids.org](http://ucckids.org).

## Locating You

When you drop off your child at any UCC child care room, we always ask that you write your cell phone number on the sign in sheet. You can keep the phone on vibrate, but this gives us the quickest means of reaching you in the event of an emergency. The medical release form doesn't take the place of this step since many times an alternate phone might be used and, after all, you only want one phone vibrating at you, right?

## Sunday Morning Preschool Child Care

University Christian Church uses an ID card system for all preschool Sunday School rooms (Infants through Kindergartners). What does this mean for you?

### At DROP OFF time:

Write child's first & last name, age, and parent location on sign-in sheet. Write your cell phone number on the class sign-in sheet (and set your phone to vibrate). Take child's ID card with you. These are stored alphabetically in the classroom index file box. If leaving belongings (food, bottle, diaper bag) attach the matching stickers provided in classroom if you have not labeled your belongings prior to arrival. Stick one sticker on your infant or toddler for easy identification in rooms without nametags. If this is your first visit, you will need to complete a Child Information Card for each of your children before leaving the classroom. Among other things, this provides us with any allergy or medical alerts we should be aware of in caring for your child.

### At PICK-UP time:

Present your child's ID card. You may not pick up your child without this ID card. You can hand it off to your spouse or other adult or high school age sibling (no younger children). If you have lost the ID card, you must show your driver's license or other proof of identification. Please write your departure time on the sign-in sheet. This helps us better plan for high traffic times.

For your child's safety only one outer door in each child care wing is unlocked: Rogers Street entrance for Infants-Threes, Lobby entrance for Fours & Kindergartners.

## **Saying Goodbye**

After you have completed the sign-in process, simply wave a quick good-bye and leave for worship or your adult class or meeting. It is normal for little ones to cry when leaving a parent. This doesn't last long and separation becomes easier as you develop regular attendance routines. Our caregivers will quickly try to interest your child in a toy or activity and give assurance that you will return in a little while. If your child cries for an extended period of time, we will call you on your cell phone.

## **Illness Guidelines**

Although we love seeing your child at UCC, we want to be very careful not to spread germs to others. So, we request that you do not bring your child to the nursery or preschool area while they are at risk of exposing others. The following symptoms would exclude your child from the nursery/preschool area: fever, diarrhea, vomiting, rash, or yellow/green matter from eyes or nose.

Children will at times become suddenly ill. If this were to happen, we may isolate your child from the others; then call you on your cell phone. It is very important that you do not leave the church building while your child is in our care unless this is a pre-arranged UCC event. We need you to be readily available in the event of an emergency.

## **Sanitary Procedures**

We follow the same procedures as our accredited UCC Weekday School. All toys that infants or toddlers may have put in their mouths are sanitized. The tables, cribs, and changing tables are sanitized between uses. The sheets are changed in the crib room at least every day. Only employed staff (or the child's parent) may change diapers. Hand washing is mandatory before and after a diaper change, before serving snacks, and after wiping noses or any other times of possible contamination.

## **Snacks**

We may provide a morning snack for the children once they are able to crawl. (Before this stage, an infant may only receive food the parent provides.) The food items consist of water, Goldfish, saltines, graham crackers or ritz crackers. If your child has an allergy, you should have already listed this on the Child Information Card. Once we receive any medical information, it will be printed on a list attached to the class roll. In this way any teacher or worker can have access to this information about the children in their class.

## **Safe Sanctuary Guidelines**

UCC Children's Ministries utilizes a "Safe Sanctuary" program that includes yearly background checks of all paid workers as well as volunteers who may have the sole responsibility for a child or youth. Included in this program is a formal written policy (Child Abuse Prevention Program) which is given to every worker and recurring volunteer. This document includes instructions to follow if abuse is suspected as well as directives about proper interaction with children. It is our goal at UCC to have two adults in every room supervising or instructing children. We have CPR trained workers available in the child care areas on Sundays and during daytime weekday hours. (The "Child Abuse Prevention Program" document is available in our office or by email — [susan@uccftw.com](mailto:susan@uccftw.com)).