

Registration & Security

For security purposes we register all children in the childcare program birth through age five. The parent must fill out the two-piece security form provided at the front desk or on the table outside the nursery. Upon completion the parent will take the tag with the child's information and place it on the child's back. The remaining portion has a corresponding number for the parent to keep. This identifies the parent at the time of pick-up and also acts as an emergency number if we need the parent. There is a **black box** located on either side of the choir loft in the worship center. If we need the parent tell them we will put their number up on the black box or page them (if applicable) and they are to come immediately. We also have our **personal pager system** for those families with children birth through two and those that are visiting our church. **One pager** will be given to those families with children in this age range when they check in at the preschool front desk. REMEMBER, the **pager is vibrating only** and must be worn at all times. It will do family or us absolutely no good if they put the pager in their purse. We will be able to page them at any location on the premises

ROOM CHECK IN: All children coming to childcare must be brought to the classroom and signed in by a responsible adult. At this point the parent will be required **to sign the child in** on the required form at the classroom on which they will write the pager and sticker number. Due to the volume of people in a small space, to create a safer environment and one of less anxiety for the children we are asking that only one parent drop off the child. Please take older children to class first then bring in the younger child. This helps the younger child to feel like the whole family is not leaving them and it helps to prevent an overcrowding situation in the classroom areas.

ROOM CHECK OUT: The responsible adult will give the pager and their portion of the security sticker to the classroom volunteer when they pick up the child. At this point the parent will be required **to sign the child out** on the required form at the classroom on which they have written the pager and sticker number when they checked in. If by chance they have **lost** their part of **the security sticker** they must **show a government issued picture ID**. Parents should not enter the classroom unless the teacher or volunteer invites them. A crowded classroom creates a security problem for us. If the responsible adult will just knock on the door the teacher will be glad to get the child and their things. .

A child will be released from childcare only to those who are 15 years or older and have the correct security tag and pager if applicable. If those authorized have not picked up their child within 30 minutes of closing and all emergency contacts have been exhausted, the Child Protective Services or the police will be contacted.

If there are court orders prohibiting any individual from picking a child up, a copy must be presented to the Childcare Coordinator and placed on file in the Minister to Preschool and Children's office. Any changes to the court order must be in writing with a new copy for our files.

The Childcare Program must remain neutral in all custody proceedings. The Childcare Program is required to follow all custody papers and the instruction of the primary custodial parent.

SURVEILLANCE: Our Preschool area, including classrooms, is under video taped surveillance during those times when children are present. This is done for the safety of the children as well as our volunteers.

QUALITY ASSURANCE GUIDELINES FOR VOUNTEERS & PAID WORKERS:

Worker Ratio: (minimum of 2 workers per room)

- Baby room will always have a minimum of 2 teachers
- One adult to every four babies
- One adult to every six toddlers
- One adult to every 12 two-year olds through kindergarten
- One adult to every 14 School age children

Worker I.D.

Picture ID Badges

All childcare workers are required to wear a church issued picture ID badge. If you forget your name badge, please obtain a temporary one in the Childcare office. If you see someone who does not have a name badge on and they are in the classroom, please ask them if you can help them in some way.

Two-way Radio's:

All childcare workers are required to have a two-way radio in each occupied classroom at all times in order to call for assistance, help or general communication.

Updated 12/06