

CHILDCARE GUIDELINES FOR OCOF PROGRAMS FOR FAMILIES

The following guidelines apply to all Our Children, Our Future programs and events at all sites. They have been created based on established best practices in childcare, various legislative requirements and to maximize the benefit to parents/caregivers and the children in care. These guidelines reflect the values of Our Children, Our Future and our commitment to creating healthy children, healthy families, and healthy communities.

1.0 Guidelines for Parents/Caregivers

- 1.0.1 All children must be signed-in completely, with both first and last names and any allergies, special needs or other important information noted on the sign-in sheet.
- 1.0.2 Childcare is offered to all members who have called in advance to reserve their childcare spots. Remaining childcare spots are available on a first-come-first-serve basis.
- 1.0.3 Please respect the need to book childcare in advance. In order to guarantee that there will be enough staff and resources to safely care for your child, we require you to contact our staff at least 24 hours before the program when you are in need of a childcare spot.*
- 1.0.4 **Childcare is offered only to children between the ages of 9 months (if they are mobile) and 10 years.** Childcare will be offered to children of other ages at the discretion of program staff. Any children not eligible for childcare must remain in parental care for the duration of the program.†
- 1.0.5 The childcare room is available before programs begin; however, you are required to remain with your child until program time.
- 1.0.6 You are required to remain on site at all times while your child is in childcare.
- 1.0.7 Childcare providers will contact you if your child is in need of parental assistance; otherwise, you are discouraged from frequent trips in and out of the childcare room during program time. This is to ensure a safe and consistent environment for both children and staff in the childcare room.
- 1.0.8 Before placing your child in the childcare room, please ensure that he or she is wearing a clean diaper or has visited the restroom. For health and safety reasons, if your child has a soiled diaper while in childcare or requires a trip to the restroom, staff will contact you to attend to your child.

* At home childcare ratios will be followed as close as possible to ensure the safety of all: There should never be more than 5 children per childcare provider.

† Children are permitted to accompany parents to programs, with the exception of Collective Kitchen cooking sessions. Absolutely no children, regardless of age, are permitted to enter the kitchen during this program.

- 1.0.9 Please label all of your child's personal items. We are not responsible for items brought from home.
- 1.0.10 Nutritious snacks and beverages are provided to all children in childcare. It is your responsibility to ensure that staff is aware of any food-related concerns you may have with your child.
- 1.0.11 In consideration of the health and safety of other families, please do not attend programs or place your child in childcare if he or she is sick. Participants with the following symptoms should not be in programs or childcare:
- a) unusual spots or rashes
 - b) discharge from the eyes
 - c) severe breathing difficulty
 - d) earache
 - e) fever above 101F
 - f) repeated diarrhea or vomiting
 - g) head lice or nits
 - h) **Any** contagious illness
- 1.0.12 We strive to make your child's separation from you as positive of an experience as possible. When children cry, we will make every effort to comfort him or her. If we are unable to do so within 5-10 minutes, we will contact you to attend to your child. If this timeframe is of a concern to you, please notify staff prior to the start of program
- 1.0.13 Aggressive play is not tolerated. In the event that a child begins aggressive play, he or she will be redirected to another activity. If any discipline issues develop, you will be contacted and may be asked to remove your child(ren) from the room.
- 1.0.14 You are encouraged to bring any concerns you may have directly to the program staff and not with the childcare workers.
- 1.0.15 Staff reserves the right to decline childcare with valid reasoning. These reasons must be explained and arrangements will be made for return transportation.