Rules Regarding Children

General Guidelines

- Check the room for cleanliness and safety issues 15 mins prior to service time and stay in that area. If no children arrive, you can leave 15 mins after service starts.
- 2 adults present when children are in nursery area
- No visitors allowed (excluding parents)
- Fill out the nursery sign in sheet for every child
- Fill out the childcare registration form for all new children. It is vital that we have the parents/guardian's name and phone number
- Make sure the child's things (i.e. diaper bags, sippy cups, etc…) have child's name on them
- Do not give any form of medication to children
- The person leaving the child must be the one to pick them up unless otherwise stated on the sign-in sheet. No child/siblings may pick the child up.

Child Care

- When there are children present, you can read story books, listen to music, etc… This should be a learning experience for the children
- If the child's diaper needs to be changed, look at the sign in sheet. If the parent has requested to be contacted, do that and allow them to handle the situation. If they have given us permission, follow guidelines in child care policy (posted above the changing stations)
- Nursery workers are to stay within sight of the room at all times. If you must leave, ask someone to fill in for you.

Safety

- Purses and bags are not to be left on the floor. Store in a cabinet, closet, or top shelf so no child can access them.
- Physical touch must be limited to that which is appropriate and for the child's benefit (see children's policy for guidelines)
- All accidents beyond minor scrapes and bruises must be followed up with an incident report

Clean up

- Once children have left, make sure all cleaning is done (toys put away and everything put back where it belongs). Do not take dirty sheets and bibs home- leave in the room and let a staff member know that they need to be washed. They will be laundered during the week.
- Clean all toys used by any baby or toddler and clean all surfaces before you leave