



Registered Childcare Policy 2009–2010

1. All registered childcare on campus is coordinated through the Director of Registered Childcare, Tiffany Bunney (tbunney@southsidefellowship.org). The Director ensures that all paid workers and volunteers have been through screening and training and that labor laws are being obeyed.
2. In order to ensure the safety of our children:
 - **No child will be permitted to enter a childcare room unless he or she has been registered by the deadline set for that event.** This will allow the Director of Registered Childcare sufficient time to secure the number of workers needed to provide a safe environment.
 - Parents will be required to abide by the set security procedures.
 - You must check your child in at a kiosk upon arrival at Southside Fellowship, at which time you will receive a printout of labels you will need when dropping off and picking up your child in his or her room. Sunday night participants will also be asked to write down a cell phone number and location of where you will be, in case of an emergency.
 - When picking up your child, you must present the appropriate printed label to the childcare worker. If you have misplaced the label, you must see Tiffany Bunney before picking up your child.
3. **Sickness Policy:** At Southside Fellowship we want to do everything possible to ensure that all children under our care are in a safe and healthy environment. The following sickness policy has been put in place to help protect the wellness of all children.
 - Upon recommendation of the American Academy of Pediatrics, a child should remain home if he or she has any of the following symptoms of illness:
Fever, vomiting, diarrhea, runny nose (accompanied by any other symptom), unexplained rash, sore throat, skin infection (boils, ringworm, lice), any symptom of childhood disease (such as scarlet fever, measles, mumps, rubella, active chicken pox or whooping cough), conjunctivitis (pink eye), or other eye infection.
 - A child must be free of symptoms for **at least 24 hours** before coming to our care. If a child develops any symptoms of illness while in our care, the parent will be contacted to take the child home.
4. Please note the childcare hours for each event. No children will be allowed to enter the rooms before the childcare start time for that event, except for children of workers.
 - Monday & Thursday mornings 9:30 a.m. - 11:30 a.m.
 - Wednesday mornings 9:00 a.m. - 11:00 a.m.
 - Wednesday evenings 6:15 p.m. - 8:30 p.m.
 - Tuesday evenings 6:30 p.m. - 8:30 p.m.
 - Sunday evenings 5:30 p.m. - 8:30 p.m.
 - Refresh evenings (w/o café) 6:00 pm - 7:30 pm
 - Refresh evenings (w/café) 6:00 pm - 8:30 pm

5. **Registration Procedure:** Attendees will have the opportunity to register for childcare online at www.southsidefellowship.org (by clicking on the "Online Registration" button on the homepage), or by filling out a *Registered Childcare Registration Form* in the church office.
- Sunday night Community Group Childcare and Awana Worker Childcare will have the opportunity to register online from the 1st through the 25th day of the month prior to the month that childcare is needed. (For example, if you need childcare for September events, you will need to register from August 1-25.)
 - Women's Ministry Bible study participants will register for childcare online for the entire semester (up until 10 days before the first meeting day).
 - All other events will register online until 10 days prior to the scheduled event.

After the online registration is closed, childcare will be offered until 3 days before the scheduled event based on availability. To request childcare after online registration is closed, contact the Director of Registered Childcare, Tiffany Bunney, at 234.7033, ext. 1644 or tbunney@southsidefellowship.org for availability.

6. **No-Show Policy:** We understand there are times when sickness or other unexpected events prevent your child from being able to attend childcare. Please contact the Director of Registered Childcare (Tiffany Bunney at 234.7033, ext. 1644) to let her know of your cancellation, even if it's the same day of your scheduled event. Please note the following policy for those who sign up for childcare, but then decide not to use it without informing Tiffany:
- a. **First and second time as a no-show:** We will send the parent(s) a postcard as a reminder that their child(ren) was registered for childcare for a particular event, and we hired workers based on the number of children we were expecting. When registered children do not attend and parents do not notify us of a cancellation, it impacts our ability to determine how many workers are needed. In order to be good stewards of the resources that God has given us, it is important that we know how many children to expect.
 - b. **Third time as a no-show:** An email will be sent to the parent(s) as a reminder that their child(ren) was registered for childcare (for the reasons stated above). At that time the parent will also be informed that they will need to pre-pay for childcare if a fourth no-show occurs.
 - c. **Fourth time as a no-show:** The parent(s) will be required to pay a fee of \$10.00 per child per night for the next time childcare is needed. Checks should be made payable to Southside Fellowship and given to Tiffany Bunney when the child is dropped off. At this point the process starts over as stated in paragraph "a" above.

7. **Sunday Night Childcare:** For parents who use Sunday night childcare, we ask that you serve two times per semester. If you have to cancel the night you are scheduled to work, you will be asked to make up the day you missed. You will not be able to send a substitute in your place unless there is an emergency. Failure to serve on Sunday night may affect whether you will be able to use the Sunday night childcare.

The following applies to Sunday night only: We have established the following guidelines for feeding children in childcare:

In the infant rooms, we will have additional staff to ensure we can safely feed the children their bottles or snacks provided by parents. Pizza will not be provided for children in the infant rooms.

For children 2 years and older, you will have an opportunity to order dinner for your child at the cost of \$3.00 per child. Money will be collected on Sunday nights. This is a voluntary plan. **An exception to this** would be on the nights we have *Refresh*. On those nights, pizza will be ordered **only if there is a Café** following *Refresh*. If there is no Café, then all children will receive a snack of Goldfish and water.

Children who do not plan to eat pizza are asked to eat dinner before coming to childcare. Parents will not be permitted to bring dinner to the church for their children as this has caused problems with the other children in the past.

8. Please do not bring toys from home to Registered Childcare. If your child brings a toy, he/she will be asked to put the toy away until parents come back for pick-up time. This eliminates problems with sharing personal toys.
9. Crying: Please be advised that if your young child is crying for more than 30 minutes, the director will call you to come and pick up the child. It is hard for the child to be upset this long, and it causes the other children to get upset also. We will try everything possible to calm your child, but after the 30 minute period, a call will need to be placed.

Tlb/lgs 7/1/09