

Registered Childcare Policy 2015

1. All registered childcare on campus is coordinated through the Childcare Coordinator, Lacy deSouza (ldesouza@valleybible.org.) The Childcare Coordinator ensures that all paid workers and volunteers have been through screening and training, viewing of the “Reducing the Risk of Sexual Abuse” video, fingerprinting for those aged 18 and over, and that labor laws are being obeyed. Childcare is provided for ages infants through 5th grade.

2. Childcare will be provided free of charge for the following ministries:

- Tuesday Evening Small Groups (Tues.) 6:30-9:00pm
- R3 Workers (Tues.) 6:15 pm-9:15 pm
- Wednesday Evening Small Groups (Weds.) 6:30 pm–9:00 pm
- Worship Ministries Rehearsals (Weds.) 6:30 pm–9:00 pm
- Awana workers (Weds.) 6:30 pm–8:30 pm
- LGP Workers (Thurs.) 6:45 pm–9:15 pm
- ESL Classes (Thurs.) 6:45 pm–9:15 pm
- GriefShare (Thurs.) 6:45 pm-9:15pm
- Lifegroups (Thurs. and Wed) 6:45pm-9:00pm)
- Special Events that vary in date and time

*Please refer to the Childcare Schedule (under online registration) for a more detailed listing of events on a monthly basis.

3. REGISTRATION POLICY:

In order to ensure the safety of our children:

- All registration for each event must take place online (valleybible.org>quicklinks>online childcare registration). No child will be permitted to enter a childcare room unless they have been registered online by the deadline set for that event. This allows the Childcare Coordinator sufficient time to secure the number of workers needed to provide a safe environment for all children. We will leave open spots for guests only.
- Registration deadlines are NORMALLY 3 DAYS PRIOR to an event. After the registration time, childcare will be offered based on availability. Contact the Childcare Coordinator at: (510) 799-3171 ext. 110 or ldesouza@valleybible.org
- If internet access is not available to the family, contact the Childcare Coordinator by phone or email to arrange childcare.
- If registration does not take place: Childcare will be provided for the un-registered child based on the determination by the childcare Team Leader that there is an appropriate number of workers available for care. During this time, parents must wait with their children until 15 minutes after the event starts to assure that childcare can be provided for those who had already registered online and first-time guests.

4. RATIOS:

Online Registration is very important because it allows the Childcare Coordinator an appropriate amount of time to secure the number of workers that is needed to provide a

safe environment for all children. At all times, we strive to provide an appropriate ratio between childcare workers and children. These ratios vary depending on the ages of children (younger ones require more care and therefore more workers). Because we strive to be good stewards of the resources of Valley Bible, we have a

5. SICKNESS POLICY:

At Valley Bible Church we strive to ensure that all children under our care will be in a safe and healthy environment. Following is our sickness policy put in place to help protect the wellness of your children. If your child becomes sick while under our care, we will make every attempt to contact you first with the use of a pager and then at the phone numbers you have provided. Please note that childcare workers will not administer medication to any child under their care. In order to protect the health of all children participating in childcare we will not be able to care for any child who:

- Has a fever, or has had a fever during the past 24 hours.
- Has an unexplained rash.
- Has been taking an antibiotic for less than 24 hours for a contagious disease.
- Has a heavy nasal discharge, coughing or sneezing (with the exception of a clear nasal discharge due to allergies.)
- Has been vomiting or has had diarrhea during the last 24 hours.
- Has been exposed to a contagious disease.

5. CANCELLATION POLICY:

Please contact Lacy DeSouza, the Childcare Coordinator, with any cancellations as soon as possible. We understand that there may be times when sickness or unforeseen events prevent your child from being able to attend childcare that you have registered them for. Please contact Lacy DeSouza to let her know of your cancellations, even if it is the same day of the event. We believe it is important to be good stewards of the resources that God has given us. We provide childcare based on the number and ages of children who are pre-registered. When we do not have accurate information, we may not be able to provide the most appropriate childcare OR we may overbook our workers, which does not reflect good stewardship. Please see the next section for our No-Show Policies.

6. NO-SHOW POLICY:

If there are no children present one hour after the event has started, childcare workers will close down for the remainder of the event.

Please note the following policy for those who sign up for childcare and then do not participate without informing the Childcare Coordinator:

- Second time as a no-show: We will send parent(s) an email reminding them that their children were pre-registered for a particular event.
- Third time as a no-show: We will consider that childcare is no longer a service that is needed for your family. You will need to re-register your family if this is not the case. We will not be able to provide your family with care until re-registration takes place.

7. FOOD POLICY:

Outside food is not allowed in the childcare center. Childcare will provide snacks for the children during their time with us. (Exceptions: longer events that are cleared by the Coordinator; or severe allergies where children cannot have the snacks we provide).

8. SIGN-IN & SIGN-OUT PROTOCOL:

- Workers will arrive 15 minutes prior to the commencement of an event. Children will not be permitted in the designated Childcare centers until there are at least 2 workers available.
- SIGN-IN: Proceed with Assisted Check-In through our Fellowship One program. Parents will be given a numbered pager and ID tag that correlates with the child's adhesive ID tag and the cubby into which their child's bag is placed. Parents should also, if possible, leave a cell phone number as an alternate method of making contact. Parents are expected to stay on campus for the duration of their child's stay in the childcare center. Leaving campus, even for a brief period of time, is not permitted (Exception: participation in a Life-group that is off-campus).
- SIGN-OUT: Return the pager and ID tag to pick-up your child. Parents should pick-up their children promptly after their event.

Valley Bible Church Childcare
Lacy DeSouza, Childcare Coordinator
(510) 799-3171 ext. 110
ldesouza@valleybible.org