

## Grace Kids Policy

### **Vision Statement**

We seek to create a safe environment where children can experience, learn about, respond to, and grow in the truth and love of Jesus Christ.

### **Safety**

Safety is our number one priority in Grace Kids. We understand that you are entrusting with your child's safety while they are with us and this is something we take seriously.

The following is a list of requirements that must be completed for all team members.

- Background Checks - All of our team members undergo a background check. PROVIDE DETAILS
- Safety Training
- Grace Kids Orientation
- CPR Certification
  - In our commitment to create a safe atmosphere for children, and a carefree environment for parents we offer a CPR training annually for all Grace Kids volunteers.

### **Grace Kids Check In System**

Upon a child's arrival, the person responsible for the child will be given two stickers with a number. One sticker badge will be placed on the child, the other sticker badge with the corresponding number will be given to the parent to hold on to during service and to use to pick up the child after service. At the time of pick up, the ticket must be displayed for release of the child. A sticker for the diaper bag and stroller will also be printed when needed.

All allergies will be noted on the sticker badge that is placed on the child.

### **Check in times**

In order for us to ensure the best experience for our new and existing families we ask that parents check in during the appropriate times. We encourage you to be on time as our activities are scheduled beginning at the start of service. Children checking in late can be disruptive as the teacher will need to stop and greet the child and explain the current activity. However, we understand that sometimes we ALL run late and that is okay. We are just glad you are here!

**First Service – Check in begins at 9:20am**

**Second Service – Check in begins at 10:50am**

## **Check out times**

We understand that in some cases you will need to pick your child up early from class. In these cases, we ask that during drop off you let the teacher know so that we can be prepared. We ask that you do not consistently pick up your child early from class. We ask that you only pick the child up when the full service in the main space is over. Picking a child up early is very disruptive for the child and the other children in class (especially the younger children who experience separation anxiety). We also want your child to be able to have the best experience possible so we put a lot of thought and time into every minute of our program. Our program is designed to check out children only during check out time. Again, we ask that you only pick the child up when the full service in the main space is over.

## **Staff/Child Ratio**

It is our desire to be flexible and accommodate as many children as possible. However, we will always be required to follow the NJ staff/child ration in order to maintain safety. Our staff/child ratio for our age groups are as follows:

### New Jersey State Requirements

<http://www.daycare.com/newjersey/>

0 - 18 months	(1:4) 20 max
18 months - 2 1/2 years	(1:6) 20 max
2 1/2 - 4 years	(1:10) 20 max
4 years	(1:12) 20 max
5 years and older	(1:15) 20 max

Annual Events

Parent Serve

Labor Day Weekend

Teacher Appreciation

Parents Serving in general

## **Incident Reports**

If an accident occurs causing bleeding, injury to the head or child has trouble using any part of their body, the parent will be called right away. An Incident Report will be completed by the teacher, a witness and the leader. The leader must also immediately report this to the Grace Kids Director.

**Illness and Disease Policy**

We kindly ask that you do not bring a sick child to Grace Kids where he or she can pass an infection onto other children present. If a member of the Grace Kids team notices signs of illness, for the benefit of your child as well as the other children, we will have someone contact you during the service and ask that you take your child out of the class.

Some signs of illness in children are:

Unusual fatigue or irritability, Coughing, sneezing, or runny nose, Fever  
Questionable rash, Vomiting or Diarrhea, or Ear infection.

We understand that irritability, coughing, sneezing or a runny nose does not always imply the illness of a child and that the symptoms can be due to allergies. However, we do ask that you alert us of these symptoms at the time of check-in.

- A child should be fever free without the use of fever-reducing medication for at least 24 hours before being admitted into class.
- If a child is given antibiotic medication for an illness (Strep Throat, Pink Eye, Tonsillitis, etc.) medication must be taken for at least 24 hours before being admitted into class.

We have provided a chart below listing common diseases, incubation periods, and the period during which the child is considered contagious.

<u>Common Diseases</u>	<u>Incubation Period (Days)</u>	<u>Contagious Period</u>
Chicken Pox	10 to 21	Until crusts have fallen off.
Measles	7 to 14	Until 5 days after rash develops.
German Measles	12 to 21	Until 3 days after rash disappears.
Mumps	12 to 28	Until swelling has completely disappeared.

**Classroom Policy**

There will always be at least two people with the children at all times.

**Diaper Changing Policy**

Unless otherwise directed by the parents, the children in the Babies, Crawlers and Toddlers will be changed by **female workers** unless there is an earlier need.

**Bathroom Policy**

**Children Ages Toddler through Kindergarten**

As needed, two female teacher/helpers will direct the child to the bathroom. Unless a child is in obvious need, no female teacher/helper should go inside the bathroom stall with any child. If the child needs help, a female will help while another teacher/helper watches or stands by. Only females take the children to the bathroom. Child will always be encouraged to wipe themselves.

**Children Grades 1<sup>st</sup> through 5<sup>th</sup>**

Teachers will send children to go to the bathroom. If the child does not return in three minutes, the teacher will notify the Grace Kids Director.