



Imago Dei
CHURCH

Childcare

Policies and Procedures



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Classrooms

Imago Dei's Childcare serves children ages 0-4 years old.

- **Room 1:** Babies (0-12 months)
- **Room 2:** One Year Olds
- **Room 3:** Two Year Olds
- **Room 4:** Three Year Olds
- **Room 5:** Four Year Olds

Communication with Parents

If parents are needed during the service, a Childcare Coordinator will contact the parent by **text message**. We ask that all **parents' keep their phone on vibrate** during the service.

CHILD SAFETY Policy

Childcare Volunteer Procedures

- All childcare volunteers must have a background check on file and wear a "Childcare Volunteer" nametag at all times.
- There must be two adults present in each classroom at all times.

Drop-Off and Pick-Up

- Drop off begins **20 minutes prior** to the worship service. These times are **8:40AM** and **10:40AM**. Parents who are serving elsewhere at Imago Dei are asked to keep their children with them until these times.
- When dropping off, parents must check in with a Childcare Coordinator and receive a sticker for their child, the child's bag and themselves.
 - *Bags:* Please place a sticker on your child's bag. We ask that you label, with first and last name, all other belongings such as sippy cups or baby bottles that will be used during the service.
- For First Time Visitors, parents will register with a Childcare Coordinator. Their child's information will be logged into our computer database. Please be specific when listing allergies or any other important information about your child.
- When picking up, parents must present their sticker to the caregivers to receive their child.

Lost Sticker: If a parent loses a sticker, they must show proof of identification, such as a driver's license, to pick up their child.



Diapering and Toileting Procedures

- Only FEMALE volunteers may change diapers.
- Clean gloves and new butcher paper must be used with each child.
- Once a diaper is changed, place a "Changed With Love" sticker on the child's back.
- If children need to use the restroom, only a Childcare Coordinator may take them to the restroom.

Crying Children

If a child cries for longer than 15 minutes and is unable to be consoled, a Childcare Coordinator will notify the parents via text message.

SNACK Policy

We DO NOT provide our children snacks during childcare on Sunday mornings. Because of the allergy needs of our children we DO NOT allow any food in the classrooms other than Africa 1 and 2. Children are allowed to bring in drinks (in their bag) as long as they are labeled with their first and last name.

WELLNESS Policy

Our goal is to provide the safest and healthiest play environment for our children. To help achieve this goal we have implemented the following guidelines. We ask that parents and childcare volunteers alike cooperate with these health policies.

- Please do not come into our childcare classrooms if:
 - Fever over 100.4 degrees within the last 24 hours.
 - Vomiting or diarrhea within the last 24 hours.
 - Symptoms of a common cold, including yellow or green runny nose or sore throat within three days.
 - Any unexplained rash.
 - Untreated pink eye or any other eye infection.

No medication will be given to any child in childcare, except when it is required in a life-threatening emergency. If a child has a potentially life-threatening condition (allergies, seizures, etc.) and medication may need to be given, a Medication Authorization Form must be filled out and kept in Imago Dei's childcare records. If the parents or Coordinator are unavailable, administer the medication and **CALL 911**.

DISCIPLINE Policy

All of our childcare volunteers are encouraged to use a gentle but firm voice when working with our children. If there is an issue with aggressive behavior, hitting, or biting a Childcare Coordinator will be notified immediately and will inform the parent(s) of the issue. Additional measures will be taken as necessary such as: meeting with the parents, temporary removal of the child, etc.



CHILDCARE VOLUNTEER Policy

All covenant members of Imago Dei are required to serve in childcare. A quarterly schedule is emailed out to all members informing them of the time and date they will serve. If a volunteer is unable to serve in childcare due to schedule conflicts, sickness, etc. **it is their responsibility to find a fellow covenant member to serve for them.** Our Childcare Coordinator will be happy to assist you in finding someone to work in your place.

We ask that all covenant members serving in childcare cooperate with the following policies:

- Submit a background check
- Arrive to the building at **twenty minutes before** your scheduled serving time.
- Wear a "Childcare Volunteer" nametag at all times.
- Care for, play with, and read to the children.
- Clean and disinfect all toys and equipment after children have been picked up.

If you have any questions or would like additional information please email Jillian Prieto at jillian@idcraleigh.com.

