

Childcare Team Policy, Parent or Guardian Procedure and Best Practices Burlingame United Methodist Church

Policy

BUMC's childcare team provides a special ministry to our young children and their parents and guardians. We offer a loving, safe and nurturing environment for our young children to learn and play while their parents and guardians worship with our BUMC family. We have established procedures to maintain a safe, healthy and comfortable experience for our children.

BUMC follows the Good Shepherd policy of the United Methodist Church by fingerprinting all employees and volunteers that work with our children's ministries and ensuring two childcare team members are in attendance at least during Sunday worship services.

BUMC offers a safe and secure nursery for our infants and a fun and safe toddler room for our younger children who are walking. Children will remain in the nursery and toddler rooms at all times. At no time will children be allowed to leave the area.

Parent or Guardian Procedure

1. Sign in and sign out their child from childcare, noting any special instructions for care. In an effort to maintain safety and security, siblings will not be allowed to pick up their younger brothers or sisters. Those in nursery care will not be allowed to leave the childcare area unless signed out by their parent or guardian.
2. Mark personal items such as bottles, diaper bags, pacifiers and blankets with the child's name.
3. Observe your child through our windows at any time. Please remember that your child can hear you through the windows and door.

Childcare Best Practices

Sanitation

Cleanliness and wellness are important to the health of your child and others participating in the childcare ministry.

- Diaper changing: Prior to changing, the table will be either disinfected or will have a clean changing cloth. Our childcare team will have rubber gloves available and will wear them. Upon completion of the diaper change, we will sanitize the table. The childcare team will wash their hands after each diaper change.
- Sheets: Crib sheets are changed weekly or between uses by children. These items are bagged at the conclusion of the Sunday morning services. Disinfecting methods are adhered to when laundering the items.
- Garbage: All garbage is disposed of at the conclusion of our Sunday morning services.
- Toys: We strive to sanitize all toys that have been played with. BUMC uses state-approved sanitation methods. Because it is difficult to keep your toys separate from the nursery toys, we request that you only bring a toy if it aids in making your child feel comfortable in our nursery.

Crying

We want your time at BUMC to be uninterrupted, but realize this isn't always possible. As you sign in your child, please advise us regarding your child's temperament, crying tendencies and methods that work to console and quiet your child.

If attempts to quiet your child have failed, we will send a person to find you, or we will call your cell phone if you so instruct us. (Please keep it on vibrate so as not to disturb worship.) Our general rule of thumb is to try to soothe the child for 10 minutes. If you would like us to notify you sooner or later than 10 minutes, please let us know.

Illness

If your child is not feeling well, he or she will be much happier in your care. If you think your child may be coming down with an illness or if your child has displayed one or more of the following symptoms within the last 24 hours, please do not leave them with childcare that day.

- Runny nose or consistent cough
- Fever exceeding 100°, vomiting or diarrhea
- Contagious diseases, rashes, eye infections

Since we are not capable of determining if a runny nose or cough is the symptom of something contagious, we have taken a conservative approach to minimize the spread of illness. The only exceptions are:

- If your child has been on antibiotics for 24 hours
- If your child's runny nose is clear and/or from allergies

Concerns or Ideas for Improvement

Please report any concerns or ideas for improvement with our childcare ministry to the BUMC Staff Parish Relations Committee in writing to:

SPRC
Burlingame United Methodist Church
1443 Howard Avenue
Burlingame, CA 94010

6/9/2011