



Presbytery of Genesee Valley Child Care Guidelines

All children are precious to God. As a body of Christ, the Presbytery of Genesee Valley has a moral responsibility to ensure the safety of every child within our care. The goals of this policy include:

1. Protecting all children using our facilities from all forms of abuse.
 2. Protecting our Child Care Providers as well as all other volunteer staff from false allegations of child abuse.
 3. To provide quality childcare at all Presbytery meetings and events.
- Per Presbytery regulations, two caregivers are required. One must be at least 23 years of age
 - Ensure that completed Child Care Information Forms are accessible
 - Ensure that children are supervised at all times
 - Under no circumstances should a child be alone with a caregiver
 - Provide children, ages infant to teen, with support and engaging activities
 - Supervise with available crafts, games or play
 - Supervise any meals or snacks (food provided) with attention to any food allergies
 - Keep the playroom and childcare areas clean and organized
 - Provide opportunities for rest time and attend to children's needs (restroom, potty training, diapering)
 - Promote and reinforce positive, healthy, non-violent behaviors, while implementing positive behavior management strategies
 - Clearly and effectively communicate in a manner that children understand
 - Document any significant behaviors or concerns for parents' attention
 - Caregivers will be released after one hour if there are no children needing care, or one half hour after the last child has left, and will be paid for time served

Other notes – when possible, change in availability will need to be communicated to the Presbytery at least 48 hours in advance

A legal name and address is required for payment – payment will be submitted within one week of the event

Bathroom Policy:

No child, regardless of age, will be permitted to use a bathroom alone with an adult. ***Parents are expected to handle bathroom duties for their children. In the event that a child will need to use the bathroom, a parent will be contacted for assistance unless a waiver is signed by the parent. In the event that a parent is not available to assist, the following procedures will be applicable.***

Procedures:

The “Rule of Three” will be practiced, requiring there to be at least **three** people present – i.e., one Child Care provider and two or more children, or two Child Care providers and one child. Three or more children unsupervised do **NOT** meet the “rule of three” criteria.

Child Care providers will ensure the restroom is unoccupied and assess for safety before allowing children to use the bathroom, plus monitor the area while the child is using the bathroom. If the bathroom is occupied, Child Care providers will maintain presence in the bathroom the entire time children are inside.

Child Care providers take children to the bathroom in groups whenever possible, with the group being no larger than the number of stalls or urinals. If Child Care providers are assisting young children in the toilet stalls, the doors to the stalls must remain open.

Toileting, diapering, and clothing changes are all private activities that must be supervised using the “Rule of Three.” This policy allows privacy for the children as well as and protection for the child care providers.

Medication Policy:

Child Care providers will not be responsible for administration of medication. ***Parents are expected to administer any prescribed medication to their child as noted in the Child Care Information form.***

Procedures:

Child Care providers will contact the parent to administer medication to the child at the prescribed time required or any other time needed.