

CHILDCARE POLICIES

- The cost for childcare is a flat fee for the year, you will receive an email invoice for this fee.
- Your child will receive two name tags, one for your child to wear and one for his or her bag. Please bring these name tags with you each week.
- It is OK to bring a snack for your child. Please put your child's name on their snack and juice cup.
- Tell the childcare worker if your child has special needs or allergies.
- Please bring diapers, wipes, change of clothes, or anything else your child may need while in childcare.
- Parents should not give their child a pain/fever reducing medication before attending due to teething, pain, etc. before bringing children to childcare.

When to keep your child home from child care:

As we are a (church and) school and for the safety of all the children we care for, we ask the following - please keep your child home:

- If your child is running a fever of 100.4°F/38°C or higher or has had a fever of 100.4°F/38°C or higher in the last 24 hours;
- If your child has or has had diarrhea or vomiting in the last 24 hours;
- If your child has an active green runny nose;
- If your child has an unidentified or contagious rash;
- If your child has a heavy, persistent cough.

When your child is free of the symptoms for a full 24 hours without medication, they are welcome to return.

COVID-19 POLICIES FOR CHILDCARE

Because St. Matthew will follow the latest mandates and guidelines from the Oakland County Health Division (OCHD), please check their website for all of the latest updates, as this changes often. <https://www.oakgov.com/covid/Pages/Health-Orders.aspx>
If you or your child(ren) have been exposed to COVID-19, have any symptoms of COVID-19, or test positive for COVID-19, please contact child care and the International Friends office to let them know as soon as possible. All information is confidential.

- If your child(ren) and/or any household member have a fever of 100.4°F/38°C you must stay home from class and child care. You can return to class and child care when you are fever free and medication free for 24 hours. This is different if you have COVID-19. Please see below on what to do if you have been exposed or tested positive for COVID-19.
- If there is anyone in the household who has come down with symptoms of COVID-19, please contact your healthcare provider. COVID-19 symptoms are listed here - <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/symptoms.aspx>.
- Per LARA (Michigan Department of Licensing and Regulatory Affairs) - If your child has a fever of 100.4/38°C or higher, and anyone in your household has COVID-19 symptoms, your child must stay home for 72 hours or 3 days fever free and medication free before returning to childcare.
- If your child(ren) or any household member has come in contact with someone who has tested positive for COVID-19, the household should self-quarantine according to current OCHD guidelines. <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/self-monitor-quarantine-isolation.aspx>
- If your child(ren) or household member has tested positive for COVID-19, the family should remain home and follow current OCHD guidelines as to when you should return to class and child care (see the above website for latest information as this changes often).
- The Center for Disease Control (CDC) also has detailed explanations for a variety of scenarios regarding COVID-19 and exposure. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

CHILDCARE DROP OFF AND PICK UP PROCEDURES

The childcare drop off and pick up area will be in the back lobby (we call it the HUB) of the main building. Anyone entering the building age 4 and older MUST wear a mask. Children under the age of 4 do not have to wear a mask in the building or in childcare.

- Please see the attached map on where to park.
- Maintain safe, social distancing when in the back lobby/HUB area.
- Temperatures of children will be taken at the childcare entrance door.
- Because of COVID-19 social distancing rules, you may not enter into the childcare room. Someone will check your child in and take them and their belongings into the childcare area. This is for your child's safety.
- You will be given a beeper, if your class is in the main building. This is to alert you if there is an issue with your child(ren). If your class is in the HOME or Youth House, Childcare will call on the phone if there is an issue.
- After picking up your child from childcare, please exit the main building; you may talk with other moms outside.

THERE WILL BE A GREETER IN THE BACK LOBBY AND CHILDCARE DOORS TO LET YOU IN 10 MINUTES BEFORE CLASSES BEGIN. FOR PICK UP IF YOU ARE IN A CLASS IN THE HOME OR YOUTH HOUSE, PLEASE RING THE DOORBELL. PLEASE BE PROMPT WHEN DROPPING OFF AND PICKING UP YOUR CHILD.

It is normal for children to cry when they are first separated from mom. It is ok. We are happy to work with you to help them adjust. Usually after a few visits, they will get used to childcare. You may request that we tell you if they become very upset.

Absence from child care:

If your child is going to be absent from childcare due to an illness, going on vacation, or you cannot come to class, please let the childcare workers know as soon as possible.

If you no longer need to use childcare, (you will be moving; your child will start school; you need to drop your class) please let your class leader and the childcare workers know.

You can notify childcare by sending an email or text to **John.**

Email address: John.Welte@st-matthew.org or

Text: 248-787-0049

Please be sure to include the following in your message:

- Your name,
- Childs name,
- Day and time of class.

Emergencies:

Evacuation:

If childcare needs to be evacuated due to fire or other hazardous situations, Please **DO NOT** go to the childcare room to get your child. St. Matthew staff will make sure your child is safely evacuated. After children are evacuated, attendance will be taken, and all children will be taken the H.O.M.E. (small white house next to the parking lot). You can be reunited with your child in the H.O.M.E..

Tornado or Bad Weather:

If there is bad weather, everyone in the main building will go to the basement for safety. If your class is in the main building, please go to the childcare room to get your child. If your class is in the H.O.M.E. or Youth House, St. Matthew staff will take your child to the basement and care for them until the danger is over.

