

## CHILDCARE POLICIES

- The cost for childcare is a flat fee for the year, you will receive an email invoice for this fee,
- Please sign the check in sheet for your child every class. This is for your child's safety. If your child's name is not on this sheet, please tell a child care worker.
- 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.
- You will get a beeper when you take your child to childcare. If your child needs you, the childcare staff will contact you with the beeper during the class. If your beeper lights up and vibrates, please go to the childcare room.
- Please respect the childcare workers' time. Please pick up your children from childcare as soon as your class is finished.

***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.***

### **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.

### **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 **Jocelyn** at:  
**Email address:** [nursery@st-matthew.org](mailto:nursery@st-matthew.org) or  
**Text:** 989-506-9585

Please be sure to include the following in your message:

- Your name,
- Child's name,
- Day and time of class.

### **Emergencies:**

#### **Evacuation:**

If the building 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. You can be reunited with your child in the parking lot only after attendance has been taken so that we are sure everyone is out of the building. All children and international friends classes will be moved to the H.O.M.E. (white house) until it is safe to re-enter the building.

#### **Tornado or bad weather:**

If your class is in room 304 your children will be brought into the hall for you to pick up, and then go with them quickly to the basement. Please **DO NOT** enter into the childcare room to get your child's belongings, there will not be time. There are no strollers allowed in the basement. If your class is in another building, St. Matthew staff will take your child to the basement and care for them.