



ONSITE CHILDCARE POLICY AND PROCEDURES

- **Policy Statement:**

Our onsite childcare service is dedicated to providing a safe, nurturing, and engaging environment for children while their parents or guardians participate in events hosted by our organization. We prioritize the well-being and development of each child entrusted to our care and adhere to strict policies and procedures to ensure their safety and happiness.

1. Staffing:

- All onsite childcare providers are thoroughly screened, including background checks and reference verification.
- Staff members are trained in CPR, first aid, child development, and emergency procedures.
- The staff-to-child ratio is maintained at a level that ensures adequate supervision and attention for all children in our care.

2. Ratio:

Age Group	# of Children	#of Caregivers
0-2	2	1
3-5	4	1
6-12	5	1

3. Health and Safety:

- All childcare areas are regularly inspected for cleanliness, safety hazards, and compliance with health regulations.
- Children must be signed in and out by a parent or authorized guardian upon arrival and departure.
- Only authorized individuals listed on the child's registration form are allowed to pick up the child.
- Parents are required to provide emergency contact information and any pertinent medical information for their child.



4. Child Supervision:

- Children are supervised at all times by qualified childcare providers.
- Age-appropriate activities, games, and crafts are provided to engage and entertain children in our care.
- Children are encouraged to participate in group activities while also having opportunities for individual play and exploration.

5. Communication with Parents:

- Parents are kept informed of their child's activities, meals, and any notable events that occur during their time in our care.
- Open communication channels are maintained between childcare staff and parents to address any questions, concerns, or special instructions regarding their child's care.

6. Emergency Procedures:

- Childcare staff are trained to respond swiftly and effectively to emergencies, including medical incidents, fire drills, and evacuation procedures.
- Emergency contact information for parents or guardians is readily accessible in case of urgent situations.

7. Behavior Management:

- Positive reinforcement and redirection techniques are utilized to encourage appropriate behavior and resolve conflicts among children.
- Discipline policies focus on maintaining a safe and respectful environment for all children, with clear guidelines outlined for addressing disruptive behavior.

8. Special Needs Accommodations:

- Our childcare service is committed to accommodating the unique needs of children with disabilities or special requirements.
- Parents are encouraged to communicate any specific accommodations or support their child may need in advance, allowing us to tailor our services accordingly.



- **Health and Hygiene Policy:**

9. Sanitization of Toys:

- All toys, equipment, and surfaces are regularly sanitized and cleaned using child-safe disinfectants.
- After each use, toys are thoroughly cleaned and sanitized to prevent the spread of germs and bacteria.
- We adhere to industry standards and guidelines for sanitization practices, ensuring that all toys and play areas are safe and hygienic for children to use.

10. Management of Sickness:

- Parents are required to notify us if their child is experiencing any symptoms of illness, such as fever, cough, or runny nose.
- Children who are sick or exhibiting symptoms of illness are not permitted to attend our childcare services to prevent the spread of illness to other children and staff.
- In the event of a sickness outbreak among children or staff, we follow strict protocols for containment and prevention, including increased sanitization measures and communication with affected families.

11. Continuous Monitoring and Compliance:

- Our staff members are trained in proper sanitization procedures and are vigilant in ensuring that all toys and surfaces are kept clean and hygienic.
- We monitor the health and well-being of children and staff members and take proactive measures to prevent the spread of illness within our childcare facilities.
- Compliance with our health and hygiene policies is regularly reviewed and enforced to uphold the highest standards of cleanliness and safety for all children in our care.

12. Confidentiality and Privacy:

- Confidentiality of all information related to children and families is strictly maintained by childcare staff.
- Personal information and records are kept secure and accessible only to authorized personnel.



13. Management of Staff Illness:

- Staff members are required to notify management if they are experiencing symptoms of illness or have been diagnosed with a contagious condition.
- Any staff member exhibiting symptoms of illness, such as fever, cough, or respiratory distress, is required to stay home to prevent the spread of illness to children and other staff members.
- Staff members are encouraged to seek medical attention and follow appropriate protocols for managing their illness, including obtaining clearance from a healthcare provider before returning to work.
- In the event of staff illness, we have contingency plans in place to ensure adequate staffing levels and minimize disruption to childcare services. This may include temporary staff replacements or adjustments to staffing schedules as needed.
- We maintain open communication with staff members regarding illness policies and provide support and resources to help them manage their health and well-being effectively.

14. Signing In and Signing Out Procedures:

- **Option 1: Paper Sign-In/Sign-Out Sheet:**

- Upon arrival, parents or authorized guardians are required to sign their child in on a designated paper sign-in sheet, providing the child's name, arrival time, and any relevant notes or instructions.
- Similarly, when picking up their child, parents or authorized guardians must sign their child out on the paper sign-out sheet, indicating the departure time.
- The sign-in/sign-out sheet is located at the entrance of the childcare facility and is managed by childcare staff to ensure accuracy and accountability.
- Any changes to pick-up arrangements or emergency contact information should be communicated directly to childcare staff to update the sign-in/sign-out sheet accordingly.

- **Option 2: Online Portal Sign-In/Sign-Out:**

- Parents have the option to sign their child in and out through our secure online portal, which is accessible only to the lead sitter.
- The lead sitter is responsible for managing the online portal and updating attendance records as needed.



- Parents are provided with unique login credentials to access the portal, where they can digitally sign their child in upon arrival and sign them out when departing.
- The online portal allows for convenient and efficient sign-in/sign-out processes, providing parents with real-time access to their child's attendance records and any important updates or messages from childcare staff.
- Our online portal is encrypted and password-protected to ensure the privacy and security of sensitive information.
- Parents are encouraged to utilize the online portal for signing in and out whenever possible to streamline the process and enhance communication between parents and childcare staff.

15. Review and Compliance:

This policy and its procedures are regularly reviewed and updated to ensure compliance with industry standards and regulations. Feedback from parents, staff, and stakeholders is welcomed and utilized to enhance the quality of our onsite childcare services.