

## Reservations:

Except for Sunday morning worship services, we require parents to make reservations for their childcare needs. This ensures that we have enough childcare workers to provide adequate supervision for the children and to plan age-appropriate activities. We reserve the right to turn away children who have not been registered, if we do not have enough workers scheduled to provide adequate supervision.

Reservations **can only be guaranteed when made at least 72 hours** in advance. To reserve childcare, please email: [Childcare@ManchacaUMC.org](mailto:Childcare@ManchacaUMC.org).

Registrations can also be made on sign-up clipboards or online sign-up sheets. When registering for childcare, please include the names and ages of all children planning to attend. It is equally important that you **cancel your reservations** if your childcare needs change.

## Manchaca United Methodist Church Nursery and Childcare Policies: A Parent's Guide

*Updated September 2015*



At the Manchaca United Methodist Church, our nursery caregivers model the love of God by providing a safe, nurturing environment where the emotional, physical, social and spiritual needs of children are met with consistency and caring.

### **Safe Sanctuary:**

As a Safe Sanctuary congregation, we are committed to safeguarding all children and youth from abuse. Our policies include that all paid workers and volunteers with children have regular background checks, are provided with adequate training, and follow our Safe Sanctuary policies. All childcare workers are caring adults who are trained in CPR and First Aid.

### **Sunday Morning Nursery:**

Childcare is available for infants through preschoolers (ages 0-5) for parents attending worship. Childcare reservations are not necessary. The nursery is located in Room 14 on the North end of the Education Wing. We may open room 15 for infants and toddlers as needed.

### **Childcare for Other Events:**

The church provides childcare by reservation for classes, meetings and special events for infants through 5<sup>th</sup> grade. Older children and siblings are not allowed in the nursery. Childcare is not provided for church-wide family events such as church picnics, luncheons or festivals. Reserve childcare by emailing: [Childcare@ManchacaUMC.org](mailto:Childcare@ManchacaUMC.org). Please cancel your reservations if your plans change.

### **Drop Off and Pick Up:**

When you drop your child off at the nursery, you will fill out a security tag with your child's name, age, parents' name and cell phone number, and other important information such as allergies and special needs. Please put your phone on vibrate so that we may call you if we need to. Each name tag has a number with a matching stub. Children will only be released to parents with a matching stub. Children will not be released to older siblings. If someone else will be picking up your child, please leave their name with the childcare workers. A driver's license may be required if the person picking up the child is not known by the childcare workers.

### **Illness Policy:**

Sick children are not allowed to stay in the nursery. Please do not bring your child if fever, vomiting or diarrhea, have occurred in the last 24 hours or, if they have any contagious disease like pink eye. Medicine (including diaper rash treatment) will only be given to a child with a parent's written permission. Medication must be in its original container and labeled with the child's name.

### **Cry Rule:**

When children cry for extended periods of time, it no longer feels like a safe place for the child crying or for others in the nursery. If a child cannot be consoled in 15 minutes, we will ask the parents to come and offer comfort.

### **Snacks:**

Snacks are rarely provided by the church and only given with a parent's permission. You may choose to provide a snack for your own child in a labeled container. Due to allergies, children are not allowed to share their snacks with their friends in the nursery.

### **Personal Belongings:**

With the exception of "lovies," we ask that children's personal belongings stay in bags or cubbies. Please label all belongings! If your children are in diapers or potty-training, please bring diapers, wipes and a change of clothes.

### **Discipline Policy:**

We do our best to provide a nurturing environment for all children. Our childcare workers are trained to use positive guidance techniques to manage children's behavior, including praise and encouragement, limit setting, problem solving and redirection.

Parents may be asked to temporarily remove their child from the nursery for the following reasons:

- Failure to comply to repeated attempts at redirection
- Repeated violent behavior
- Cursing (repeatedly)
- Temper tantrums that last longer than 15 minutes
- Abusive or sexually inappropriate behavior

### **Confidentiality:**

We will uphold confidentiality unless a child's well-being or safety is at risk. By law, all suspicions of abuse or neglect must be reported.

