

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 CHILDCARE

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.

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.

- Please see the map on where to park.
- Because of Childcare Safety Policies, 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 AT THE CHILDCARE DOORS TO LET YOU IN 10 MINUTES BEFORE CLASSES BEGIN. 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 CHILDCARE

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 to the back parking lot, attendance will be taken, and your children will be returned to you. (If there is bad weather or a true emergency, everyone will go to the H.O.M.E. - small white house next to the parking lot – and wait for further instructions). Please **DO NOT** go to your car.

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.

