**St. Ann Catholic Parish Nursery Program**

**Procedures for Requesting Childcare Services**

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Coppell, Texas 75019

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***Philosophy***

As members of St. Ann Catholic Parish, we acknowledge that children are a sacred gift from God. It is our duty to uphold the rights of children and deliver the best care possible.

 **“…Permit the children to come to Me; do not hinder them; for the**

 **Kingdom of God belongs to such as these.” *-Mark 10:14***

**IMPORTANT CONTACTS**

**St. Ann Catholic Parish Main Office 972-393-5544**

 **Email:** **parishoffice1@stannparish.org**

**Nursery Program Coordinator: Rita Delgado 972-393-5544, ext. 1907**

 **Email:** **rdelgado@stannparish.org**

**Nursery Scheduler: Mireya Reyna 972-393-5544, ext. 1908**

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**Accounting Dept.: Mary Jorgensen 972-393-5544, ext. 1106**

 **Email:** **accounting@stannparish.org**

**Parish Building Scheduling: Rachel Kollhoff 972-393-5544, ext. 1111**

 **Email:** **scheduling@stannparish.org**

**Child Abuse Hotline 800-252-4000**

 **Website: txabusehotline.org**

**Texas Department of Family and Protective Services (TDFPS) 800-582-6036**

 **Website: dfps.state.tx.us**

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***1. Nursery Program Mission Statement***

The Mission of the Nursery Program at St. Ann Catholic Parish is to love God completely and love all unconditionally while providing a positive and meaningful experience to all children receiving care, as well as to offer parish families the opportunity to attend weekend Masses and participate in Parish Ministry/Organization hosted events while remaining on-site. These opportunities of spiritual growth will allow individuals to come together with Jesus and become intentional disciples, who will in turn transform others.

***2. Purpose of Procedures***

The purpose of the following Procedures are to ensure all requests and reservations for childcare, Caregivers, and Nursery rooms scheduled accordingly, for all accommodations to take place in a timely fashion, and to promote an open-line of communication with all involved. These Procedures will guide and explain what needs to take place while Departments/Ministries/Organizations request childcare services from the St. Ann Catholic Parish Nursery Program. St. Ann Catholic Parish continues to strive to enhance its Nursery Program; thus reserves the right to add, amend, change, or eliminate any or all of these Procedures. These Procedures are in accordance with St. Ann Catholic Parish requirements, based on guidelines required by the Texas State Regulations for Childcare. **The St. Ann Nursery Program is not licensed by the state due to its non-profit status.**

***3. Ages and Childcare Services***

Childcare services during Saturday and Sunday Masses are provided for children from the age of six months to the age of four years, up to the day before their fifth birthday. Children five years and older should attend Mass or Sunday school. Childcare services for Dept./Ministries/Organizations are provided depending on their Event needs, while in accordance with the guidelines required by St. Ann Catholic Parish, based on guidelines required by the Texas State Regulations for Childcare. Requests for childcare from Depts./Ministries/Organizations will be considered on a case-by-case situation.

The age standard for childcare services with the St. Ann Catholic Parish Nursery Program for all events except Masses is from six months to twelve years, up to the day before their thirteenth birthday. Children 13 and over will not be allowed to receive childcare services. Since Nursery Events are scheduled in advance, a close watch to child/Caregiver ratios takes place during every Nursery Event. All parents must partake in a scheduled church Event and remain on St. Ann property while receiving childcare services.

The St. Ann Catholic Parish Nursery Program only operates with part-time, fully trained Caregivers, **and does not use volunteers.** There will always be a minimum of two unrelated Caregivers per each scheduled Event at all times, in all separate rooms, and during transitioning periods if and when they apply**. The state mandated ratios for childcare have been implemented for use in our nursery. The following Child to Caregiver State Ratio Guidelines will apply:**

* **six months to eighteen months = four children to one Caregiver (4:1)**
* **nineteen months to four years = six children to one Caregiver (6:1)**
* **four years+ to twelve years = eight children to one Caregiver (8:1)**

**\*Children older than depicted in the state ratios will not be allowed in the childcare area of the Nursery.**

**\*\*All non-enrolled children are prohibited from entering the Nursery care areas during any scheduled Event, until properly registered by parent belonging to a Dept./Ministry/Organization or attending Mass.**

**3. A. Special Needs:**

**The safety and welfare of all children receiving care services is our main priority. Our number one goal is to provide the best possible balanced care with the limited resources we have within our nursery. Notwithstanding the nursery staff’s limitations, some reasonable modifications are made on a case-by case basis to accommodate some children with some special needs, unless to do so would be a fundamental alteration of services.**

**Please be advised nursery staff is unable to safely meet the needs of children with disabilities and or special needs, whose care calls for a one-to-one ratio (caregiver to child) type of setting or environment. Medical or special needs that require specialized training and or equipment, are beyond the scope of skills of the nursery staff and facilities, and therefore may prevent participation in the nursery for some children.**

**3. B. Development:**

The Nursery Program focuses on children’s developmental process through socialization and free-play. Through socialization, children learn the ability to communicate, create, cooperate, negotiate, trust, resolve, and ultimately, understand and accept they are part of a greater community. The Nursery Program does not incorporate any academic teachings or tutoring processes while providing care. All Caregivers will make every possible effort to engage all children in a variety of free-play activities and bring children closer to God.

***4. Nurseries***

**4. A. Nursery Locations:**

The nursery is outfitted with first-aid basic supplies, temporal thermometers, restrooms, changing tables, cribs, appropriate toys, books, videos, and music. Nursery is located in room 306, corner across from the east side entrance to the church. Nursery events must be scheduled prior to use, as it is not a drop-in nursery.

**4. B. Maximum Room Capacities:**

Maximum Capacities are posted and determined by the City of Coppell Fire Department; thus, childcare services are provided on a first-come, first-serve basis until max number is reached. Maximum Capacity numbers should aid in the planning of events requiring childcare services. Maximum Capacity numbers indicate all persons allowed in any given room at the same time, which include Caregivers and children together: Nursery Room 306 – 24 persons, Room 305 – 19 persons, Room 304 B – 19 persons, Room 304 A – 24 persons, and Playground – 22 persons.

 If when a Department/Ministry/Organization requests childcare and asks to split-up a large group of children where a huge age disparity exists, an attempt to separate children according to age groups will be considered, as long as there is Caregiver availability and we remain within our ratio guidelines and Maximum Capacities.

Caregivers will always abide by the “Child-to-Caregiver Ratio Guidelines” and the Maximum Capacities at all times with all events.

Departments/Ministries/Organizations must reserve the nursery room through Parish Scheduling, and Caregivers need to be scheduled through Nursery Scheduling. Whenever the Nursery is in use, there must always be two unrelated Caregivers at all times

**4. C. Nursery Hours of Operation:**

Nursery Events are contingent upon prescheduled Ministry/Organization Nursery Events. Each Nursery Event is scheduled by each Ministry/Organization’s Nursery Contact Person, in conjunction with the Nursery Coordinator, Nursery Scheduler and the Parish Building Scheduler. Nursery Events can be scheduled between the hours of 8:30 A.M. and no later than 8:00 P.M., to allow for parish clean-up of rooms and parish grounds by maintenance department.

Scheduling of Events for Monday – Saturday is contingent on Caregiver and Nursery availability. Priority for childcare is given to the Saturday and all day Sunday Mass services, which are on-going-year-round Events, except during closures, listed below, but not limited to such list. The parish alarm system remains in effect during all other hours.

***5. Closures:***

The Nursery will be closed on the following: July 4th Independence Day, Annual Caregivers’ Training Day (during hours of training) , Some Additional Training Hours, Labor Day Weekend, Carnival Weekend (limited), Thanksgiving Day through Weekend, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, along with weekends if applicable, Ash Wednesday, Good Friday, Holy Saturday, Easter Sunday, National Caregiver’s Appreciation Day, Mother’s Day Weekend, Memorial Day Weekend, In-Depth Cleaning Hours, Monthly Meeting Hours, and some Team Building Events. **\*Some of these closures may include a weekend closure depending on the day of holiday observance.**  Every effort will be made to post any last minute closures and changes to the regular schedule. Please refer to the Emergency Closures section for all other closures. A Closures Calendar is posted on the Nursery bulletin boards.

***6. Scheduling, Cancelling, and Payment of Childcare Services***

Please be aware that when reaching out to the Nursery Program, the call, text, or email will be prioritized according to the level of urgency, so please be specific with details.

All Departments/Ministries/Organizations are encouraged to schedule childcare services as early as possible, given the large number of requests received on a regular basis.

**Departments/Ministries/Organizations requesting childcare services for the first time, whether Parish-Based or Non-Parish-Based, need to adhere to the following list of required steps *in* *the order they appear*, to eliminate confusion or a break in communication:**

 **ADVOCATE’S ROLE:**

1. Department/Ministry/Organization Leads must first acquire approval for childcare services from their respective Parish Advocate before attempting to schedule childcare services for the first time. \* The Parish Advocate must summit in writing such granted approval, the name of the department/ministry/organization, and title of the event, to the Nursery Program, Parish Scheduling, and Accounting before any planning can take place***.***

**LEAD’S ROLE:**

1. Once a Lead person has been granted approval from their Parish Advocate to move forward with the childcare planning process, the Lead person will need to appoint a Nursery Contact Person to be in-charge of all their planning and communication with the Nursery Program, if they themselves will not be the actual Nursery Contact Person.
2. The Lead person must then send written confirmation to the Nursery Program, Parish Scheduling, and Accounting, of who has been appointed Nursery Contact Person to take care of all their childcare requests and needs. This allows the scheduling process of Caregivers to formally begin.

**NURSERY CONTACT PERSON’S ROLE:**

1. The Nursery Contact Person will need to contact the following individuals in the following order:
2. Nursery Coordinator, for distribution of Procedures and all other pertinent Nursery Program information needed.
3. Nursery Scheduler, for availability and scheduling of Caregivers. The Nursery Contact Person will need to provide the number of children and their ages to the Nursery Scheduler **IN WRITING**, as this will determine the number of Caregivers needed to render childcare services. This number might fluctuate throughout the planning process, so it is imperative to update the Nursery Scheduler with any changes, and have a final headcount confirmation **three business days before the start of the** **Event.** Please keep in mind that the final countdown will determine if there is an overflow situation requiring more Caregivers to be assigned to work the event, and to keep in accordance with ratios and maximum capacities. Please know that if an increase in the number of Caregivers as dictated by a final increased headcount will increase the cost for childcare services.
4. Parish Scheduling, for reservation of meeting room(s), Nursery room, and over-flow room if applicable. Parish Scheduling does not schedule Caregivers.
5. Accounting, to ensure an account is set up **for payment of Caregivers’ cost, plus payroll taxes**.

**\*Non-Parish-Based Ministries will need to set-up an account in advance through Accounting, with enough money deposited to cover all the costs for childcare services including taxes, for at least four meetings at a time, before childcare services can be rendered. Fist initial deposit should be made at the beginning of the fiscal year to cover costs ahead of time. Future deposits should be made at least five business days in advance before the next scheduled event to ensure no conflicts take part due to accounting office closures and to ensure payments are made in a timely manner. Please call Accounting ahead of time to inform of incoming deposit. Non-Parish-Based Ministries will not carry over any monies that are due to the Nursery Program from month to month. Any balance owed to the Nursery Program should be paid immediately. Caregivers are not allowed to receive any type of payment for services. \*No future Events will be scheduled until full payment is received.**

1. The Nursery Contact Person will be responsible for having parents create a free KidCheck account through KidCheck.com using their phone number prior to dropping off children at the nursery. This phone number will be required during check-in time. Please make sure parents do not use an email or a special code when creating an account, only their phone number. The nursery staff does not create or update KidCheck accounts. The Nursery Program only subscribes to KidCheck for check-in services. Parents need to make sure they update their accounts with changes such as adding children to the family or giving pick-up permission to more individuals.
2. The Nursery Contact Person will need to inform the Nursery Program of the headcount and ages of children requiring childcare services three business days prior to the event. The Nursery Program will be able to assign the correct number of Caregivers based on the children’s ages and the total number of children requiring services.
3. This Nursery Contact Person should also be readily available to interact and communicate with the Nursery Coordinator, Nursery Scheduler, Parish Scheduling, and Accounting when the need arises.

**GENERAL DO’s and DON’TS FOR SCHEDULING CHILDCARE SERVICES**

**\*Each Department/Ministry/Organization requesting childcare services is required to inform its members they must remain on parish premises at all times while their children are receiving childcare services, as they receive religious instruction.**

**Departments/Ministries/Organizations, in the course of scheduling Nursery Events with the Nursery Program and with Parish Scheduling, will need to adhere to the 4.5 of maximum care allowed per Event, for 12 maximum hours of childcare services for each individual child per week, in accordance with Texas Minimum Standards and Childcare Licensing Guidelines. Members are encouraged to plan according to these maximum limits as they sign up to participate in meetings/events. The start of each week starts on Sunday and runs through Saturday; therefore hours of care will be tracked from Sunday through Saturday for each child.**

 **\*\*Time for children attending Mass Nursery Events does not count toward the maximum 12 hours per week requirement. All Departments/Ministries/Organizations are asked to be cognizant of the end time for their event, to as not run over the 4.5 limit and allow for proper pick-up time of children by parents.**

1. Departments/Ministries/Organizations should never contact the Caregivers directly. Caregivers’ personal information will not be shared with departments/ministries/organizations.
2. For established and on-going Nursery Events, Departments/Ministries/Organizations can directly contact the Nursery Scheduler.
3. ***Final Scheduling for childcare services must be submitted and confirmed 72 hours (three business days) in advance from the date of the Event. This is done through the Nursery Scheduler, in order to obtain appropriate number of Caregivers and abide by mandated ratios and maximum capacities. \*Please, remember that nursery room must be scheduled and cancelled through the Parish Scheduling Dept., not through the Nursery Program. The Nursery Program only schedules Caregivers not rooms.***
4. *Childcare services will only be scheduled for groups of children with a minimum of three children, unless otherwise approved by Nursery Coordinator.*
5. Departments/Ministries/Organizations **will not hire outside Caregivers** for their Departments/Ministry/Organization to care for children in the St. Ann Catholic Parish Nursery Program.
6. Departments/Ministries/Organizations will not promote and/or provide childcare outside of the Nursery Program that exists within parish grounds while having St. Ann as their home parish.
7. Departments/Ministries/Organizations will not recruit volunteers to care for children in the St. Ann Catholic Parish Nursery Program. St. Ann Catholic Parish Nursery Program operates with only part-time, fully trained Caregivers.
8. No children will be cared for in any other room outside of the Nursery room.
9. Parents will not care for their children while participating in an adult learning scheduled event in any meeting room, unless younger than the six months.
10. Departments/Ministries/Organizations and or individual members will not be reimbursed for receiving childcare services from an outside source.
11. When an Event has been scheduled, but no head-count and ages have been submitted to the Nursery Scheduler within the allotted time, only two Caregivers will be scheduled. This means that Caregivers will only accept as many children as the ratios will allow, based on ages.
12. Caregivers will close an Event, if no children show-up after one hour after the official start time of the Event. Departments/Ministries/Organizations will still be charged the fifteen minutes of set-up time incurred, for a total of one-hour and fifteen minutes plus taxes, per Caregiver. Caregivers will begin count of time at the official start of the Event, not the start of Set-Up time. Caregivers will only be paid for the fifteen minutes for Set-Up and the one-hour, but not the fifteen minutes for Clean-up when an Event is closed due to “no-shows.”
13. When scheduling new events, Departments/Ministries/Organizations are strongly encouraged to allow for an extra fifteen minutes for the first two-three meetings to allow parents an opportunity to register children properly, find their meeting room, and acclimate themselves to their new event schedule. These are fifteen extra minutes apart from the fifteen set-up minutes, for a total of thirty minutes.
14. **Departments/Ministries/Organizations must inform their members of the “official start time” of their Event, and the time they need to begin dropping-off children at the nursery.**
15. **Departments/Ministries/Organizations need to cap-off the number of families they register for an Event according to maximum capacities and ratios.**
16. **When Departments/Ministries/Organizations overbook families for childcare services by accepting too many families, Caregivers will only accept the number of children ratios allow according to their ages and maximum capacities before they start turning families away.**
17. **\*Having a KidCheck account does not automatically hold a spot with the Nursery Program for any event, for any one child, as the nursery operates on a first-come-first-serve basis. Departments/Ministries/Organizations will need to inform their members that childcare is offered on a first-come first-serve basis, and Caregivers will only accept the headcount previously submitted by the department/ministry/organization 3 days before the event will take place.**
18. **\*Cancellation for childcare services needs to be submitted to Nursery Scheduler at least 24-hours in advance to avoid incurred costs.**
19. When cancelling childcare services, Departments/Ministries/Organizations must first contact the Nursery Scheduler to cancel the use of Caregivers**. \*Ministries who fail to promptly cancel a Nursery Event through the Nursery Scheduler will incur a one-hour-fee and the fifteen-minute set-up time, in addition to payroll taxes, for each Caregiver scheduled to work such Event.**
20. Departments/Ministries/Organizations must also contact Parish Scheduling to cancel usage of nursery rooms and meeting room(s), to include over-flow-rooms if applicable**. \*Failure to cancel use of Nursery room(s) and over-flow-rooms if applicable, incurs unnecessary heating/cooling costs on the parish.**
21. The Nursery Program requires all Caregivers to arrive fifteen minutes before and remain fifteen minutes after each Nursery Event to Set-Up and Clean-Up. This half-hour will be charged to the Ministry/Organization that has requested childcare services for every Event scheduled.
22. Caregivers will remain until all children are picked-up from the Nursery. If a child is picked up after the scheduled time, the given Department/Ministry/Organization will be charged for the extra time accordingly.
23. **Please advise all parents to keep their phones turned on, as this is the only mode of communication the Nursery Program has during an emergency.**
24. **Parents should respond to any communication during their meeting/event that comes from the nursery program, as it may be an emergency.**
25. In the ***rare situation*** when two pre-approved Events are scheduled at the same time in the Nursery, and two Departments/Ministries/Organizations wind-up sharing an odd number of Caregivers; thus sharing the cost for Caregivers, the Department/Ministry/Organization with the larger number of children will be assessed the cost for the one Caregiver that doesn’t allow for an even split. The sharing of Caregivers will be pre-approved by the Nursery Scheduler, contingent upon meeting all requirements, especially the childcare ratios and Maximum Capacities allowed.
26. When more than one Department/Ministry/Organization receive services during Events scheduled at the same date, time, and Nursery room, and over a period of time attendance for one of the Ministries grows to where ratios are affected, the Nursery Coordinator will communicate with all Departments/Ministries/Organization involved to decide on a plan of action to accommodate the increase.
27. As a reminder, keep in mind that the Caregivers are employees of the parish, and at times Caregivers will be rotated or moved to service other Events depending on the needs of the parish. All Caregivers receive the same type and amount of training hours over a fiscal period.

***7. KidCheck Accounts***

The new calendar for a new year begins July 1st of each year.

Nursery services are provided for all St. Ann Catholic Parish registered Department/Ministry/Organization members. Nursery services for non-Parish-Based Ministries are considered on a case-by-case basis, based on availability. Before a child can attend a Nursery Event, parents will need to have created a KidCheck account. To minimize the delay of parents starting their Event, all parents must create their KidCheck account thru www.kidcheck.com, prior to dropping off children at the nurseries. Please have them use a phone number (NOT AN EMAIL ADDRESS OR A SPECIAL CODE) to create their account, as this is the same number they will need to be able to check-in children when dropping off at the nursery. If parents show up without having created an account, they will be required to create one before they can attend their event. Children will not be accepted for services without an account. If the check-in system is down, temporary registration paper forms for such event will be used and can be acquired through any nursery staff member in the nursery while in operation. A KidCheck account will still be required thereafter. Parents should update their KidCheck account on a regular basis. Due to Confidentiality Guidelines, Nursery staff cannot create or update accounts.

Children are not allowed to receive more than 4.5 hours of maximum care per day, for 12 maximum hours of childcare services per week in accordance with Texas Minimum Standards and Childcare Licensing Guidelines. A week runs from Sunday thru Saturday. \*Time for children attending Mass Nursery Events does not count toward the maximum twelve hours per week requirement.

***8. Snacks/Meals/Drinks***

**Each Ministry/Organization is responsible for purchasing and providing their own snacks, meals, and drinks for their group of children for all Nursery Events.**  The Nursery Program stocks snacks to be used only during emergencies, or when parents occasionally forget to pack a snack. Please be advised the Nursery Program will only stock and serve the following snacks: fish-crackers, Cheerios, pretzels, animal crackers, and water.

**Allergies:** Even though the Nursery Program is not a Nut-Free-Zone, it strongly encourages everyone to minimize the exposure to nuts, by not bringing in any items that may contain nuts, and by washing hands regularly. Departments/Ministries/Organizations requesting childcare services will need to ensure parents indicate any type of allergy on their KidCheck account. For parents with children with allergies, and who forget their snack, please be advised the Nursery Program will only stock and serve the following snacks: fish-crackers, Cheerios, pretzels, animal crackers, and water.

**\*It is important to remember to budget and plan things out when scheduling a Nursery Event that runs for more than three hours at a time, with a maximum of 4.5 hours, as children will need to be fed after receiving three hours of consecutive service in one Event, according to St. Ann Catholic Parish requirements, which are based on guidelines required by the Texas State Regulations for Childcare.**

Departments/Ministries/Organizations will need to plan on what to serve as a meal and or snack, considering children’s allergies and the length of the Nursery Event. \*\* It is strongly encouraged for Departments/ Ministries/Organizations to discuss the menu items with parents of what will be provided to the children, and to provide parents with a release form of sorts to sign-off on regarding food allergies.

During the planning stages, please keep in mind there will be no hot liquids or hot solids served to any child, nor consumed by any Caregiver or cleared adult while caring for children.

Departments/Ministries/Organizations will need to plan to order, purchase, and deliver the children’s meals to the Nurseries. Caregivers will not be ordering, purchasing or delivering any food/snack items. Caregivers will only receive and serve such meals and or snacks.

***9. Communication***

Good communication is of the utmost importance. It is imperative that all Departments/Ministries/Organizations consistently communicate any issues, concerns, questions and feedback in a timely manner, to the Nursery Coordinator, in order to render a positive outcome, and to continue serving all Ministries/Organizations in the best way possible. It is equally important to communicate any changes in scheduling to the Nursery Scheduler, as soon as possible. Please remember a final headcount and children’s ages are required no later than 72 hours (3 business days) prior to the start of the Event.

***10. Safety and Security Procedures***

The Nursery Program at St. Ann Catholic Parish consists of highly, well-trained Caregivers who provide a safe, positive, high quality, fun experience for all children. In order to keep the Nursery Program in compliance with St. Ann Catholic Parish requirements, which are based on guidelines by the Texas State Regulations for Childcare, and highest standards, all Caregivers are required to complete a job application, receive a Safe Environment Clearance, go through a criminal background check, a reference check process, partake in detailed interviews, and receive mandatory yearly Child-Care Training as stipulated by St. Ann Catholic Parish needs.

* If there are Departments/Ministries/Organizations who require some of the children in their group to be walked to another event during the course of the scheduled Nursery Event, Ministries will need to have the parents come and pick-up the children themselves. The “children to adult ratios” already stated during their planning stages may be affected and risk putting the ratios in jeopardy. Keep in mind there must be a minimum of two unrelated Caregivers at all times with any group of children being cared for. If parents cannot leave their meeting, they will need to update their KidCheck account to update the individuals that can check out their children. This must be done in advance or children will not be released to other than the parents in the account.
* Children can only be dropped-off at the Nursery if a minimum of two unrelated Caregivers exist. If only one Caregiver is present, kids will not be allowed to be checked-in until a second Caregiver shows-up.
* Children will be properly checked-in every time at drop-off, and only the parent or legal guardian that dropped off will be allowed to pick-up, as designated during the KidCheck account creation by the parents.
* The Nurseries are outfitted with basic first-aid supplies; yet, a parent will immediately be contacted for any kind of head injury, or any incident requiring more treatment than a Band-Aid and a hug would call for.
* There are Automated External Defibrillator (AED) units available throughout the parish grounds.
* Each member wears a parish issued identification badge and any special clothing item indicative of the parish as required at all times while in the nursery. No one without a Safe Environment clearance will be allowed in the childcare area of the Nursery when in use.
* Surveillance Safety cameras are in operation in all childcare areas of the Nursery.
* Only scheduled Caregivers and invited parents are allowed within the actual childcare area, any others must remain on the other side of the counter.
* There will always be at least two unrelated Caregivers in each Nursery room during hours of operation.

***11. Emergencies***

**11. A. Emergency Closures:**

In an emergency, the safety and security of the children and employees is of the utmost concern. St. Ann Catholic Parish requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency scenario.

Due to severe weather conditions or other emergencies, there may be times when the Nursery may be closed. Emergency closing is at the discretion of St. Ann Catholic Parish Administration.

**11. B. Evacuation Emergencies:**

In the event of a fire, each Nursery has a fire extinguisher, a smoke detector, and an Emergency Evacuation Plan and Map.

In the event of an emergency requiring evacuation, each Nursery room will follow the specific evacuation procedures for their room, while escorting all the children to the designated alternate safe location. Children who cannot walk will be carried or placed in the crib(s) already in the Nurseries to be used as evacuation cribs under these circumstances. Should such an emergency arise, Departments/Ministries/Organizations need to advice and encourage parents not to attempt to rescue children. These efforts may hinder the Nursery procedure to get all children and staff safely out of the building and to the designated alternate safe location. Instead, everyone should follow emergency plans already in place. Once evacuated, Nursery Employees will account for all of the children and will await release instructions from St. Ann Catholic Parish Administration or the Nursery Coordinator.

When moving children to another location due to an emergency, Nursery Employees will always follow the Emergency Evacuation Plan by:

* evacuating to the designated area
* escorting all children to and from locations
* securing and holding on to a roster at all times to ensure accountability of children
* always keeping count of children before exiting a location and when entering a new location
* always performing a visual sweep of the area before leaving, if possible
* accounting for all children and annotating on roster when arriving to new location

**11. C. All Other Emergencies:**

Other situations, including but not limited to: electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations, which may endanger the safety or health of children and employees, may result in the Nursery being closed at the discretion of St. Ann Catholic Parish Administration.

***12. Wellness***

Every effort possible will made to protect the health and safety of the children receiving childcare services, as well as that of all the staff members and parents. Departments/Ministry/Organization cooperation in helping prevent the spread of communicable diseases is of great importance. For the protection of everyone involved, please instruct parents to keep sick children at home. A child who is ill upon arrival to the Nursery will not be admitted. If a child starts exhibiting any signs of illness after being dropped-off, the child will be separated from the other children, and parent(s) will be notified immediately to take the child home. \*Caregivers will not administer any kind of medication to any child, with the exception of medications prescribed to an individual child for emergency life-saving situation, such as an EPI Pen.

Children that have had the following symptoms within the last twenty-four hours will not be accepted:

* Noticeably sick
* Fever (nurseries will be provided with thermometers)
* Temporal temperature above 100.3 degrees (used at school)
* Armpit temperature of above 100 degrees
* Symptoms and Signs of possible severe illness (others may apply) -
* Earache, lethargy, abnormal breathing, laryngitis, uncontrolled diarrhea, two or more vomiting episodes in twenty-four hours, rash with fever, mouth sores with drooling, yeast infection, thrush, impetigo (infected wounds), boils, bloody stools, ringworms, runny nose with mucus discharge other than clear, common cold, sore throat, strep throat, communicable eye infection, conjunctivitis (pink-eye), cough, croup, any symptom of infectious disease such as mumps, measles, chicken pox, or use of antibiotics for twenty-four hours or less
* Behavior changes, irritability, or continuous cries that require more attention than the Caregivers can provide without hurting the health, safety or well-being of the other children in their care, and all other signs that the child may be severely ill
* Lice or other parasites

**\*If a child has developed an infectious disease after he/she has been in the Nursery, please contact the Nursery Coordinator so we may notify other parents of their child’s exposure.**

**\*\*If a child continues to be upset or continues to cry for 10 or more minutes with no sign of calming down, a nursery staff member will get ahold of the parent to come and pick-up the child. Getting a child used to a new environment with new people may take some time, but the Caregivers will do their best to help with this process. At times, this is not enough for the child though, and the parent will need to take the child home.**

***13. Gifts or Gratuities***

Nursery staff is not to accept gratuities, gifts, favors or entertainment, directly or indirectly, from any person, Department/Ministry/Organization, or entity, when such could affect the performance of the employee’s duties in an objective manner. Questions or concerns should be discussed with the Nursery Coordinator.