

## **Parent Expectations for Receiving Day Care provided as a courtesy through ASGC**

Page 1 of 2

1. A **Sign in and Sign out sheet** is kept at the front door. Parents **MUST** remember to sign their children in and out at each meeting. Signatures must match sign in signature for child to leave.
2. A **Name Tag** will be provided for each child. Parents must fill out first and last name of each child on the tag.
3. **Separation** – It is normal for some children to have difficulty separating from parents during departure. Please be very brief (no more than 5 minutes) during these transition times. Most children are nearly always quick to get involved in activities as soon as the parent leaves. In the event that a child is not consolable after a 20 minute period, the parent will be required to take the child out of the day care room.
4. **Toys from home** – Please be sure that any toys brought from home are age appropriate for all children, infants through age 12. Please be aware of choking hazards for small children. We encourage respect for others toys. However, we cannot be responsible for any items that are lost or broken during their stay.
5. **House Rules for children** – Any violation of the following will result in parent removing child from day care room:
  - a. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting themselves or others.
  - b. No intentionally breaking anything.
  - c. No running, jumping, wrestling or climbing on furniture or chairs.
  - d. No picking up babies or toddlers.
  - e. No leaving the day care room without permission.
  - f. No name calling, yelling, foul language or teasing. Everyone deserves to be treated with respect.
6. **Safety** – Please be in control of your child during arrivals and departures. At departures, please do not let your child leave the room until you are leaving also. Children are not permitted outside the room unattended.
7. **Health & Illness Policy** –Day Care workers will not care for a child who has a fever of 100 or higher, is vomiting, has diarrhea, sore throat, runny nose, draining eyes and ears, unexplained rash, ringworm, lice, sever coughing & sneezing or shows signs of a communicable disease (chicken pox, mumps, measles, influenza, conjunctivitis, etc.) Please keep your child home if he/she is ill in any of these forms. Should any child become ill during the course of our meeting, parents will be asked to remove their child from the day care room promptly.

**Parent Expectations for Receiving Day Care provided as a courtesy through ASGC**

Page 2 of 2

- 8. Food from home** – Please do not bring food, drink, gum, or candy from home. Food brought from home will be put away until it is time to leave.
- 9. Diapering – Changing** – The day care staff will notify parent in the event of diaper change or accident. The day care staff will not change diapers or clean up bodily fluids or waste. It is the parent’s responsibility to do so, if necessary.
- 10. Bathroom/Water Breaks** – If a child needs to use the restroom during the meeting, a day care worker will escort the child to the restroom. No child will be permitted to leave the room unattended.
- 11. Pre –Registration** for child care is required at least 7 days prior to the meeting. The ASGC provides day care as a free service so our parents are able to take advantage of attendance at our meetings. We must have enough day care staff to cover the amount of children in attendance. If special care is needed, such as 1 to 1 supervision, please let us know when registering child. Parents may register on line at [support@asgc.org](mailto:support@asgc.org) or phone (216) 556-4937. If a child is not on the list, they will not be permitted to stay in the day care room. No Exceptions.