Birth & Beyond Family Resource Center

**Playcare Guidelines**

**Instructions**: To ensure the safety and wellbeing of all children being cared for at the Family Resource Center, staff and caregivers must agree to the following Guidelines. Please check each item and sign below.

**Caregiver Agrees to:**

* All children must be accompanied by parent or legal guardian. Only the parent/legal guardian attending the workshop may sign a child IN and OUT of Playcare using the Playcare log.
* Greet FRC Staff and assist in transitioning the child(ren) into Playcare by walking them all the way in the room, explaining where you will be and saying, “see you soon.”
* Remain at the FRC while the child(ren) are in Playcare. **If a caregiver leaves the building while the child is in Playcare, they are in violation of B&B Policy.**
* Respond to your child’s emotional needs through nurturing parenting.
* Attend to your child’s **toileting/diapering** needs.
* Inform staff of child’s **allergies**.
* **No food/snacks** are allowed during Playcare, other than what is provided by the site unless approved by FRC supervisor.
* Clearly label the child’s **bottle** with their name and bring the bottle to the attention of the Playcare staff.
* Ensure children are free of **illness**. Such as: runny nose, fever, lethargic, sores, lice, diarrhea, vomiting, coughing, eye discharge and ear infections.
* May bring a transitional item with child(ren) to help provide comfort, such as a blanky, pacifier or favorite toy. FRC staff are not responsible for safe keeping of items.
* Pick-up your child within 5 minutes of the end of the event/workshop. Encourage child to say good-bye to staff.

**FRC Staff Agrees to:**

* Open Playcare at least 5 minutes prior to the start of the event/workshop.
* Greet caregiver(s) and child(ren) with a smile and welcoming words.
* Explain that children will be engaged in structured activities while in Playcare.
* Playcare is only available during the time that caregivers are present and participating in an event/workshop at the Family Resource Center.
* There is a maximum capacity of 12 children in Playcare.
* Children aged 12 and under will be allowed in Playcare. Older children may be allowed at the site supervisor’s discretion.
* A child may be returned to a caregiver if the child becomes inconsolable, unruly, or is upsetting the other children.
* Inform the caregiver when a child has a dirty diaper or needs to use the toilet.
* MAY provide snacks during Playcare. Check log for allergies.
* Feed infants with his/her prepared bottle.
* Inform caregiver of illness. Medication cannot be administered to any child by staff.
* Inform the caregiver of their observations of the child’s interactions with other children and FRC Staff, when possible.
* Say good-bye to the children and caregivers.

I have read and understand the Birth & Beyond Family Resource Center Playcare policy. I agree to abide by the Playcare policy and understand that failure to do so may result in the termination of my right to use Playcare services.

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| Print Caregiver Name | Caregiver Signature | Date **[valid for 1 year]** |
| Print Staff Name | Staff Signature | Date |