

Guidelines adopted by Program Commission, May 21, 2001.

Each Sunday, a large number of children are entrusted to the care of volunteers who take their turn in CMCL's nursery. The following outline of guidelines and responsibilities have been made to ensure the best care and maximum safety for these children:

Child Care Coordinators

1. Schedule volunteers to care for children in nursery and pre-school areas for all Sunday morning worship and Christian Education services and distribute to volunteers.
2. Schedule volunteers for all congregational meetings.
3. Schedule volunteers for special services as requested by pastoral team, pastors or church administrator.
4. Maintain supply of tissues, spare diapers and other necessary items in child care area.
5. Clean all toys, books and furniture in child care area periodically.
6. Post responsibilities for child care volunteers (see below) in child care area.
7. Post responsibilities for parents (see below) in child care area.
8. Maintain sign-in whiteboard for childcare volunteers in child care area.
9. Provide adhesive labels for parent use in child care area.
10. Annually review and update state clearances for all volunteers in collaboration with Director of Children and Youth

Child Care Volunteers

1. Sign in on white board when arriving so that parents know who is in charge.
2. Prepare and wear ID label with following information: Child Care; Name; Date. (This identification is particularly important for visitors bringing children to child care.)
3. Return toys and books to storage areas at end of child care session.

Parents

1. Prepare label with child's name, parent name and any special instructions and attach to child's back. Permanent labels with clip attachments will be available for regular attenders.
2. Prepare label with child's name and any special instructions and attach to diaper bags.