Childcare Provider Handbook

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What It Means To Provide Care

Our kids need the leadership of loving adults who will guide them as they grow in their understanding of themselves, of God, and of God’s love.

A DCC Kids care provider will strive to:

- Know the plan, taking time to read over what’s planned each week.
- Care holistically for the kids in their classroom: body, mind, and heart.
- Prepare for absences by notifying Kate, and if possible, finding a sub at least 2 days in advance.
- Be faithful in attendance, arriving 15 minutes before the start of the service for which they are working, to set up activities and develop a plan.
- Participate in occasional training meetings and workshops.
- Maintain a professional demeanor with parents and co-workers.
- Do their best to work as a team, being flexible and friendly while maintaining standards.
- Work at getting to know and love each child. This means:
  - Learning each child’s unique needs and how to help them be their best.
  - Remembering their likes and dislikes.
  - Becoming aware of their ability levels, and working with them accordingly.
- Take initiative in the room to which they are assigned. This means:
  - Not reacting to circumstances and problems, but noticing potential problems before they arise.
  - Proactively creating positive scenarios that will benefit all the kids in the room.
- Take leadership in the room to which they are assigned. This means:
  - Enthusiastically greeting parents and kids.
  - Stepping in to provide direction and nurturing for smooth transitions at drop-offs.
  - Taking ownership over the environment of the room. “What could be better?”
  - Offering feedback to each parent upon pick-up.

Training and Resources
Paid training sessions will be held four times a year to equip you to do your best. All employees are required to attend. Any absences at a training will be noted and make-up sessions will need to be arranged. If you would like additional training, simply ask Kate to provide you with resources!
Policies

These policies are written to protect both our precious kids and our valuable care providers! If you have any questions regarding the purpose of these policies please don't hesitate to ask Kate, Minister of Children and Youth.

General Childcare Provider Policies
- Care providers must be 18 years or older, or approved by the personnel committee.
- All adults must fill out an application and pass a background check prior to working.
- Care providers must hold a current CPR certification.
- Care providers must hold a current first aid certification.
- Care providers must be approved through a live-scan fingerprinting.
- Care providers must wear a name tag at all times.
- Care providers must be vaccinated against COVID-19, and follow DCC’s current COVID protocols at all times.
- Care providers must complete an annual online child abuse prevention training.
- Care providers must adhere to basic levels of professionalism:
  - Appropriate clothes that are clean and respectful.
  - Positive and nurturing language suitable for small ears.
  - A consistent work ethic: when on the clock, please work.
  - Appropriate cell phone use. Cell phones are for contacting Kate or other co-workers, in an urgent personal matter that cannot wait, or in emergencies.
- There must always be at least two leaders in a room of children at all times unless parents have signed a 1-on-1 care waiver.
- For safety purposes, we do not permit any non-staff to visit or walk through the children’s area (with the exception of parents). Please approach any non-staff/ non-parents and let them know the childcare wing is a restricted area.
- Please contact Kate as soon as possible if you exhibit any of the following symptoms within 24 hours of a working shift: fever, a non-clear runny nose, a cough, diarrhea, or vomiting.

Positive Environment Policy
- We want each and every child’s experience with DCC to be positive! The more positive experiences a child has in childcare (even if these experiences are brief), the more likely they are to want to return.
- At DCC we recognize that children do best when they are allowed to explore and try new things at their own pace. Children who are forced to separate from their parents before they are ready, or who cannot locate their parents when they want them, will not associate our childcare with secure, calm, or positive feelings. When (and if) they return, they will likely resist going to childcare even more than before.
- No one benefits from a child being miserable: not the child, not the other children, not you, and not the parents. Please refer to the check-in sheet for any specific instructions the parents left regarding contacting them. If there are no instructions, follow the procedures below.
- If a child is crying continuously for more than 5 minutes, despite your best efforts to comfort and distract them, they need to be reunited with their parents. Please contact the
parents using the cell phone number provided. **Text first.** If no parent arrives within 3 minutes, and the child is still distressed (actively crying or not), call.

- If no parent answers or comes within an additional 3 minutes, and the child is still distressed (actively crying or not), please physically locate the parent. If it’s a Sunday, the best choice is to text Kate to retrieve the parent. If Kate is not present, please reorganize the staffing so another care provider can retrieve the parent while you stay with the distressed child. **If there are only two providers, communicate with your co-worker first, then you may take the child to the parent, and return as quickly as possible to the childcare wing.**

**Touching Policy**

- Care providers must remain conscious of physical boundaries with children at all times. Should a child approach a care provider seeking physical touch or affection, it is the care provider’s responsibility to maintain appropriate boundaries, whether through physical cues or verbal requests. *(i.e. “I like you, too, but no kissing please.”)*

- Always ask before touching a child in any way, and respect the child’s wishes. For your safety, all hugs should be side-hugs, with one arm around the child’s shoulders. If a child initiates sitting on your lap, this is fine, but please don’t ever pull a child onto your lap. While a child is sitting on you, please don’t wrap your arms around the child or place your hands on their legs. Always give the child plenty of space so he or she doesn’t feel trapped.

- When guiding or directing children, always use an open hand. Grabbing a child’s arm, shoulder, or clothing should be a last resort used only to pull a child from harm’s way.

- Always follow the underwear rule. Never touch a child in an area that would be covered by their underwear, unless using a wipe during a diaper change or using toilet paper in a potty-helping situation.

**Special Needs Policy**

We at DCC will recognize every special needs child for the unique individuals that they are, and so will consider our ability to provide for their care on an individual basis. Should parents feel that their child would do well in our programs, please ask the parent to first speak with Kate. We currently do not have the facilities or the personnel to accommodate severely disabled children or children requiring 1-on-1 care. Should a care provider feel overwhelmed by or unable to care for any child in their class, they will notify Kate, who will follow up with the child’s parents.

**Discipline Policy**

This discipline policy **for ages 3-5** is designed to create an atmosphere that allows each child the opportunity to grow in knowledge and love in a safe and enjoyable environment while at church.

- **Children under age 3:** Please note that discipline for very small children should be focused around making them feel heard, loved, and cared for first, and then redirecting them away from the problem situation. They are too young for real discussion, and usually just need a loving “reset.”

If at any time a child displays outright disrespect or violence toward other children, the facility or supplies, or the leaders, the following 3-step disciplinary action will be taken:
**First Occurrence** – Stop the child and have a conversation about what went wrong and what the expected behavior is.

**Second Occurrence** – Separate the child from the group for a brief (1-minute) cool down, and give a loving explanation of expected behavior.

**Third Occurrence** – Separate the child from the group for a longer (2-minute) cool-down. Give a warning of removal and a loving explanation of expected behavior.

**Fourth Occurrence** – Parents are called in to deal with their child.

Children ages 3 to 5 are cognitively capable of understanding cause and effect, and what a cool-down time is, even if it’s not in their routine at home. As long as it’s consistent at childcare each week, a child will catch on. If a child is younger than three, simply separate them from the problem and distract them with something else.

All disciplinary interactions should follow this pattern:
- Separate the children in question.
- Squat or kneel to speak with the “offending” child.
- Do not question them, but identify what in their behavior was not OK.
- If possible, take a moment to teach empathy using the “offended” child as a lesson.
- Reassure them that they are being held to the same standards as others.

A cool-down (2nd and 3rd occurrences) interaction should follow the above steps, then continue...
- Tell the child they’re going to a new spot so they can calm down.
- Always take them to the same designated, out-of-the-way, safe, toy-free, spot.
- Tell them it’s time to sit, that you will stay with them, how long you will both wait (1 or 2 minutes), and that you will let them know when it’s time to get up. If you are needed elsewhere in the room, tell them where you’re going, and that you’ll be right back.
- Set a timer or make sure to keep an eye on the clock. Stick to your word!
- Squat or kneel to gently tell the child their time out is done.
- In a pleasant tone, remind them of the rule, and get a verbal OK from them.
- Lead the child to “say sorry” to anyone they overtly injured.
- After the child apologizes, praise them and release them to play.
- If the child won’t apologize, and/or they are clearly still in a “mood”, then they are likely to repeat the same behavior. They will need to revisit their spot to calm down. Repeat the procedure from the beginning, explaining that we always “say sorry” if we hurt someone.

A proper disciplinary interaction sounds like this:

**Squatting down**, say in a calm, empathetic voice, “Sadie, I know you wanted to play with that car, but we never hit. That’s not OK. Do you see Connor’s face? He looks so sad that you hit him. Hitting hurts our bodies AND it hurts our feelings. I won’t let anyone hit you, and I won’t let you hit anyone else.”

*(If this is a second or third occurrence, continue to cool-down procedures…)*

“We’re going to have a little break so you can calm down.” (Lead child to the cool-down spot.) “We’re going to sit here for ___ minutes. I’ll let you know when we can get up.” When time is up, make eye contact and say, “OK, Sadie, cool-down time is over. Remember, we never hit, OK?” *(Prompt child to say ‘OK’).* “Thank you, Sadie. Now we need to go say ‘Sorry’ to Connor. (Lead Sadie to the child she hit, and prompt her to say ‘Sorry.’) Smiling, say “Good job, Sadie. I’m proud of you. You can go play now.”
Please be as consistent as possible with this system and do not modify it unless Kate gives specific approval. It is best for children to have stability and predictability. We want DCC Kids to be a consistent place where children know what to expect.

**Phone Policy**
- Please refrain from **taking or showing** any pictures or videos during your time at DCC Kids. This is to protect the children, yes, but also to protect you.
- Phones should be kept away at all times, either in your personal belongings or hidden from sight on a counter. They are to be used only when contacting Kate or other co-workers, if you have an urgent personal matter that cannot wait, or in the event of an emergency.
- All personal belongings such as backpacks and purses should be stored in a safe and secure location away from children, such as an upper cabinet or a locked lower cabinet.

**No Care Needed Policy**
- If you’re on a shift where no kids have arrived after 30 minutes into the event time, please make one of two choices: You can either stay for one hour and clean (disinfect the toys, dust the corners, remove fingerprints from the glass, etc.) or you can go home and enjoy the free time.
- It’s California law to pay employees a minimum of one hour for each shift, whether they stayed or not, so either way, you’ll be paid at least an hour. Do keep in mind that if you’re going to stay, it would be a great help to us all if you would clean.
- If you’re on a shift where you’re **not really needed** (if there’s a high ratio of adults to kids) please make one of three choices: You can stay and clean for the **entirety** of your scheduled shift, you can stay and clean for **one hour**, or you can go home (again, you’ll be paid for 1 hour, since you were scheduled and you came in).
- Please do not just sit and hang out. This damages the quality of the childcare environment to have unengaged adults hanging out. If you know that more kids will arrive later, please busy yourself with doing something productive (cleaning, organizing the books or toys, tossing dried up art supplies, etc.)

**Well-Child Policy**
Davis Community Church maintains a strict well-child policy at all times. This means that we can’t allow any child with a fever, a non-clear runny nose, a cough, diarrhea, or any vomiting episodes within the past 24 hours, to enter childcare. Parents should keep their child home if they have shown any of these symptoms. If you discover a child is showing any of these symptoms while in your care, please contact the parents/guardian immediately, and request them to return and retrieve all of their children in care.

**COVID-19 Policy**
- Masking is required indoors **for all** people age 3 and up. This includes parents/guardians during drop-off and pick-up. Please remind parents to mask. If children are having a difficult time remaining masked, invite them to play outdoors for a “mask
break.” If a child’s mask falls apart, becomes wet, or otherwise uncomfortable or unusable, let them choose a disposable child-sized replacement mask.

- When children are indoors, maximum airflow will be created at all times by opening all upper windows and running the air circulation systems in each room that is occupied.
- Upon arrival, children will wash their hands with soap and water for 20 seconds, and thoroughly dry them on a disposable towel.
- Unmasking will only be for snack time, and will happen only when children are seated 6 feet apart from non-siblings. Food will not be shared.
- Please do your best to ensure children are not unnecessarily close (hugging, wrestling, snuggling) to non-siblings.
- All hard surfaces (counters, tables, charis, shelves, and large toys) in the childcare rooms must be disinfected with a vinegar solution after every care session. Soft toys have been removed for ease of disinfecting; please do not bring them out.
- If DCC is made aware of a COVID case among a family who recently had children in care, the Minister of Children and Youth will immediately contact all caregivers and families who had children present in care at the same time so that follow-up testing can be pursued. Additionally, all childcare rooms used by someone later found to be COVID positive will be deep-cleaned, sanitized, and fully aired out before being used for care again.

Procedures

Outdoor Drop-off Procedure
- During outdoor drop-off, **someone should be manning the check-in binder**, to warmly welcome each family and answer any questions they may have. This person should also help children transition happily to playing. Sometimes this involves the parents staying with the child for a while. Every child is different, and we want to make sure to respect each child’s process with transitioning to childcare.
- Please make sure that parents/guardians fill out **all** the info in one of our sign-in books. When a parent drops off a child, please double check that all fields are filled in, and familiarize yourself with the information.
- Please put the child’s name tag on them. If they don’t have a permanent one, please make a sticky name tag for them (supplies in the binders), and if they’re a regular attender, make a note on the sign-in form that they need a name tag. (Babies don’t get a permanent name tag, only a sticky, since safety pins aren’t all that safe).

Indoor Drop-off Procedure
- At drop-off, **someone should be manning the door** of the Preschool room, and the desk of the Baby and Toddler rooms to warmly welcome each family and answer any questions they may have. This person should also help children transition happily to their age-appropriate room. Sometimes this involves the parents staying with the child for a
while. Every child is different, and we want to make sure to respect each child’s process with transitioning to childcare.

- If a parent tries to drop a child into your room that’s not the right age, please connect with them and make sure they know the right room for their child. It’s not against the rules to have older kids in younger rooms, but younger kids should not be attending the 4s to 5s room due to the presence of choking hazards, and other toy injury risks. It’s not designed for 2yr olds or younger to be safe in there. As soon as a 2-yr-old arrives, please rearrange the staffing as needed to appropriately staff the 2-yr-old room.
- Please make sure all kids get signed in fully. To sign a child into a classroom, parents/guardians must fill out all the info in one of our sign-in books. When a parent drops off a child, please double check that all fields are filled in, and familiarize yourself with the information.
- Please put the child’s name tag on them. If they don’t have a permanent one, please make a sticky name tag for them (supplies in the welcome center drawers), and if they’re a regular attender, make a note on the sign-in form that they need a name tag. (Babies don’t get a permanent name tag.)

Pick-up Procedure
- At pick-up, hold the book, and check each child out, making sure to get a signature. If you go to the playground to play, please take the book along with you. If someone other than the designated pick-up person comes to retrieve a child, please make sure to connect with the designated person via phone before releasing the child to someone else. When in doubt, contact Kate.
- Tell each parent a brief list of highlights from their child’s morning, and mention any ways to improve their experience. (i.e. “Sadie had a great time today playing with the cars. She seems to really enjoy our craft time, too. I noticed, though, that she had a hard time drinking from the plastic kid cups. Lots of kids bring sippy cups from home. If you’d like to bring one for her next week, I think that would help her feel more confident.”)
- Make sure to personally hand off to the parent their child’s craft, and any handouts or parent materials provided that day.

Cleaning Procedures
We strive to keep our playground and childcare wing inviting, clean, and organized at all times. Please do your best to ensure it stays that way!
- The play yard should be returned to its original state: sandbox toys put away, free from personal belongings and trash. Please be sure to lock all gates before leaving.
- **Opening and Closing procedures** are on clipboards in each room. When you are scheduled for a room, please follow the room opening procedures when you first arrive. After working in a room, please follow the closing procedures before signing out.
- We have diluted vinegar for cleaning toys and tables. This is the childcare gold standard. It’s safe for little ones and gets things disinfected naturally. Please use the spray bottles in each room marked "Disinfectant for tables and toys" to spray down all tables and counters before you end each shift. Let the spray sit for a minute, then wipe up with either a paper towel, or the thin white table-cleaning sponge found by the sink in each room.
- Please do not use harsh cleaning chemicals on anything touched by children.
- If a mess happens that you can’t clean up with the materials provided, contact Kate.
Diaper Changing Procedures

- It is very important that all care providers follow basic sanitary guidelines when changing diapers.
  1) Gloves. Always wear gloves when changing diapers.
  2) Bag it. Put dirty diapers into one of the small green bags and tie tightly before throwing into the trash by the changing table. **Always empty this trash** after every childcare session that generated a used diaper. Soiled or wet clothes (and cloth diapers) should be rinsed in hot water (wear gloves), wrung out, and placed in a tightly tied green bag before going into a child's backpack or diaper bag.
  3) Disinfect it. Please wipe down the sink with a disinfecting wipe after washing out soiled or wet clothes. Also, please disinfect the changing table with vinegar after changing a diaper.

- If a child has cloth diapers, please familiarize yourself with the way the first diaper is fastened before removing it from the child. Also, check the first diaper to see how the insert is oriented inside the cover before rinsing out the diaper. This way, you won’t put a child in a backwards or ill-fitting diaper, which is both uncomfortable for the child and discomforting for the parent!

- Babies and Toddlers should have their diapers checked **several times** throughout the morning. To do this, pull out the back of the diaper to peer inside for soiling. If clean, check for wetness by assessing the weight and thickness of the diaper.
  - A dry diaper is thin and papery-light. A wet diaper is thick, and feels like it has weight in your hand. (cloth diapers will need to be checked for wetness by laying the child down, opening the diaper, and looking for a wet spot. Also, a smell-test can help.) Please refer to the check-in instructions left by the parents as to whether or not they prefer to be contacted for changes.

- When changing diapers, get your supplies ready before you retrieve the child. A dry diaper should be laid open on the table, wipes close at hand, along with any dry clothes you think will be needed. Put on your gloves, then retrieve the child and lay them on the table, since your eyes and hands should ALWAYS be on the child while they’re on the table. Work quickly, but make sure to talk to the child. **Tell them step by step what you're doing**. This helps to alleviate apprehension about a stranger changing them.

- For all diaper changes, even mildly wet ones, use a wipe to remove the urine from the child’s skin. For dirty diapers, make sure to thoroughly wipe all skin folds, even if they don’t appear to be dirty. All used wipes should be folded inside the dirty diaper, and the diaper should be folded in on itself and secured with the tabs. Wet diapers may be placed directly in the trash can by the table. Dirty diapers must be placed in a **tightly tied green bag** before being placed in the trash.

- ALWAYS take out the trash to the outdoor bin at the end of your shift whenever a diaper of any kind (or in the case of a cloth diaper, any dirty wipes) have been thrown in the trash.

- Potty-training children (most 3-yr-olds) should be encouraged to use the bathroom in the children’s lobby **several times** throughout the morning. Please stand in the open doorway and coach the child to wait and relax so the pee-poo can come out. Wait until you hear the pee/poo, then help the child wipe (using gloves). If children resist using the potty, it might help to take two children at a time, as children this age both learn by watching, and enjoy showing off their potty skills. But please defer to the child’s wishes. Every child is unique. Please refer to the check-in instructions left by the parents for specifics on their child’s needs.

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**Bathroom Procedures**

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Children will at times need to be monitored while using the bathroom. A care provider may stand in the open doorway so as to keep an eye both on hand-washing and general behavior issues that may arise. If a child needs assistance inside the restroom, a care provider may enter to help the child while another care provider stands in the doorway. Gloves must be worn when helping in the bathroom.

Preschoolers will use the bathroom in the Preschool room. Please ensure the children thoroughly wash and dry their hands after using the bathroom.

Should a child have a potty accident, a care provider may assist him or her in getting cleaned up. Gloves must be worn when assisting children who have had accidents. If a child does not have a replacement set of clothing with them, extra pants in size 2T and 3T are available in the toddler room, and 3T and 4T are available in the preschool room. Please put on gloves, and wash soiled or wet clothes in hot water. Then place wet clothes in a plastic bag before returning them to parents.

Emergency Procedures
Please familiarize yourself with the campus so you will be prepared to lead the children to safety should an emergency such as a fire, bomb threat, gunman, or earthquake occur.

FIRE
- Infants: Whenever a fire alarm is triggered, immediately retrieve all children and place them in the crib then collect the sign-in sheet for that morning, and ensure all children are accounted for. Roll the crib out a door choosing the safest route. You may use either the back alley exit to end at a safe place on D street, or the playground exit to a safe place on 4th street. Once outside and 100 feet away from the building, recount your class to ensure all children are present. Outdoor pick-up procedures are below.
- 2s-3s and 4s-5s: Whenever a fire alarm is triggered, immediately line all children up in an orderly manner, get out the white emergency rope, and tell each child to hold a handle on the rope, then collect the sign-in sheet for that morning, and ensure all children are accounted for. Instruct the remainder of the class to follow you, walking calmly, on your emergency escape route, with one caregiver in front, and one behind. You may use either the back alley exit to end at a safe place on D street, or the playground exit to a safe place on 4th street. Once outside and 100 feet away from the building, recount your class to ensure all children are present. Outdoor pick-up procedures are below.

- The procedures for a bomb threat are the same as for a fire. You will be notified of such a threat by a member of the church’s Emergency Response Team.

UNSAFE INDIVIDUALS
Should an unsafe individual enter the church property, you will be notified by a member of the church’s Emergency Response Team with instructions to either exit the building via an emergency route or to lock down.

To lock down the children’s wing:
- Lock all three lobby exterior doors by removing the brackets from the push bars.
- Close the curtains in the Baby room and bring all children as quietly as possible into the Baby room.
● Turn off the lights and direct children to lie on the carpet silently and “pretend to nap”.
● When the threat has passed, a member of the church’s Emergency Response Team or law enforcement will come unlock the doors and inform you of the outcome.

Should an unsafe individual come to your attention before the Emergency Response Team is aware, follow these steps:

● Remove exterior door push-bar brackets, if possible.
● Notify all adults in the children’s wing.
● Use radio to page Emergency Response Team for help.
● Slide the interior door lock blocks in, and shut the doors.
● Direct children away from windows.
● Use your cell phone to contact additional help on the emergency cell number list.
● Do not open classrooms until a member of the Emergency Response Team clears it.
● If necessary, evacuate children through secondary emergency exits.

**EARTHQUAKE**

● In the event of an **earthquake**, have children cover their heads in a fetal position under a sturdy metal-legged table, away from windows. In the Baby room, take the babies next door to the Toddler room, and get under a table with them. After the shaking has stopped for at least one minute, gather the check-in sheets and make sure children are all accounted for. Then lead children, with their arms still over their heads, through an escape route (whichever is safer) to a clear area outside and at least 100 feet from any building or power lines. If shaking continues to grow stronger, and the structural integrity of the building is beginning to fail (windows would shatter, loud groaning and loud cracking pops would be heard), do your best to transition to Severe Earthquake procedures.

● In the event of a **Severe Earthquake**, have children curl on their sides into the fetal position next to a large, attached furniture item and *not under it*... for example, cupboards. Children should be as close to the large object as possible. Should the roof collapse, tables will not bear the weight, but a counter, for example, will not fully compress and will create a triangle of safety. If possible, have children curl up next to something closest to the building’s perimeter. After the shaking has stopped for at least one minute, gather the check-in sheets and make sure children are all accounted for. Then assist children, with their arms still over their heads, through the escape route to a clear area outside and at least 100 feet from any building or power line.

**EMERGENCY PICK UP PROCEDURES**

After any type of building evacuation, once outside, keep your class as orderly as possible. Have children sit on a curb and take attendance using your sign-in sheets again. Children may not leave your group for any reason. Should any child be missing, inform a member of the church’s Emergency Response Team immediately. When the parents exit the church, please instruct them to line up and retrieve their children in an orderly fashion. Do not release a child to anyone not listed as a pick-up person.

**Medical Procedures**
- We are not authorized to dispense any medications, prescription or otherwise. If a parent asks you to do so, kindly decline and offer to contact Kate to discuss the matter with them further if they'd like.

- **Emergency medications** such as an inhaler or an epi-pen are acceptable, granted that at least one care provider in the room feels comfortable administering the medication, and is properly informed by the parent about which circumstances warrant the use of the medication. Should all care providers present feel uncomfortable helping, kindly decline and contact Kate to follow up on the matter.

- If **you** as a care provider become ill, injured, or disabled in any way that may affect your ability to lead, please notify Kate and dismiss yourself from the session.

- Each classroom has bandages and disinfectant in the cupboards or drawers, and there is a **first-aid kit** in the Hospitality desk. If you are unable to locate what you need, or if bodily fluids are involved, notify Kate immediately. There is a fluid clean-up powder in the cupboards of the infant room. Please wear gloves when cleaning up any bodily fluid.

- When an accident occurs, however minor, please treat the child to the extent that you can and complete an **“Accident/Incident Report”** (from the check-in binders) as soon as possible. Please give the report to Kate to make a copy for you to give to the parent or guardian upon their return. Please take the opportunity to explain to the parent what happened. Kate will follow up with the parent later if necessary.

**Serious incidents** involving broken bones, convulsions, unconsciousness, fainting, or any serious bodily injury to children or care providers should be dealt with as follows:

1. Stay calm and keep children and the injured person as calm as possible.
2. Do not move the injured person unless they are in serious danger in their present environment, and do not leave them alone.
3. Use a radio or a cell phone to find a member of the church’s Emergency Response Team for assistance. (ERT member’s cells are listed inside the upper cabinets in each room).
4. The Emergency Response Team will contact security, and if necessary, they will call 9-1-1.
5. The Emergency Response Team will contact the injured person’s emergency contact on record.
6. If the person is to be transported to a hospital and the contact cannot be located, the Emergency Response Team will accompany them.
7. All adults involved in the incident will be required to fill out an Accident/Incident Report, and Kate will follow up with the parents.

**Choking Incidents** should be dealt with as follows:

1. Based on the choking person’s age, begin the Heimlich Maneuver (over age 1) or chest thrusts and back blows per normal emergency response procedures.
2. Have another worker or adult call 9-1-1.
3. Continue emergency response Heimlich Maneuver / chest thrusts and back blows until the object is dislodged or the person loses consciousness.
4. If the person loses consciousness, lower them carefully to the ground. Begin chest compressions while another worker or adult retrieves the LifeVac. (LifeVac is not recommended for use with infants under 22 lbs.)
LifeVac Instructions:
5. Strongly insert the appropriate mask (child or adult) into the LifeVac.
6. Place mask over the person’s nose and mouth, holding chin upwards. Hold mask firmly over nose and mouth with one hand.
7. With other hand, push handle down to compress unit. Then, pull handle upward with a short tug while holding mask firmly in place.
8. Roll person on their side and sweep the mouth to clear any debris. Check LifeVac for debris.
9. Repeat as necessary, giving 10 chest compressions after each Life Vac or until EMTs arrive.
This handbook has been prepared for you! We want to make sure that all our care providers understand our policies, procedures, and the philosophy of DCC when it comes to serving children. Please read this handbook carefully. When you feel like you have absorbed most of the information, please turn to the final page in the book, sign the statement at the bottom and return that page to Kate so we can have it on file. This page is your copy of the acknowledgement, so you have a copy of what you signed.

I, ___________________________, have received and read a copy of the Care Provider Handbook which outlines the policies, procedures, and philosophy of DCC for ministering to young children. I have familiarized myself, at least generally, with the contents of this handbook, and I feel comfortable with the expectations placed on me as a care provider. I understand that this handbook isn’t designed to cover every situation that may arise, but is simply a general guide.

By signing below I acknowledge, understand, and accept the information contained in the Care Provider Handbook provided to me.

Signature____________________________________________    Date: ________________