

## **Policies and Procedures**

These guidelines were developed by our staff in order to provide a safe, healthy, positive experience for families who attend the Parent/Child Center. If you have any questions or concerns about the guidelines, please feel free to speak with Terry Beem, Program Coordinator.

### **Attendance Policies**

For health, safety, and insurance purposes, one parent or caregiver per family must remain on the premises at all times. Family Network parents may bring only their own children to the Parent/Child Center; if an emergency arises, parents must give written permission for someone else to bring their child, and the Program Coordinator must be consulted. If a caregiver will regularly be bringing your child to the center, a parent must fill out the "Caregiver Registration Form", discuss the plan with the Program Coordinator, and accompany the caregiver and child to the center for an initial orientation visit.

Our programs and space are designed for children from birth to age 4. When your child is approaching his/her 4th birthday, please consult the Program Coordinator. We try to accommodate the individual needs of families whenever possible. On very busy days, we may occasionally have to limit attendance in the children's rooms for safety reasons. We appreciate your understanding.

### **Parking**

- Please park in the parking lot on the north side of Laurel Avenue. The Church and neighbors have requested that parents DO NOT park on the south side of Laurel Avenue.
- Strollers may be parked in the upstairs side hallway, on the right before you come down to Family Network. If you wish to use the elevator, you may bring your stroller into the gym, and park downstairs in the Family Network hallway.

### **Health Guidelines**

Please do not bring yourself or your child to the center when he/she is

1. is vomiting
2. has diarrhea
3. has a fever/has had a fever in the past 24 hours
4. has a contagious cold or cough

5. has a runny nose with greenish or yellowish mucus
6. has conjunctivitis (this must be checked with your doctor)
7. is in the first 24 hours of taking antibiotics for a contagious illness such as strep throat
8. is in the first 7 days of chicken pox
9. has head lice

If your child contracts a contagious illness or condition (strep, chicken pox, head lice, etc.) and may have been contagious while at the center, please inform the staff so the information can be shared with other parents. Please be sure to let the staff know if you or your child has allergies or other medical conditions which could affect you while you are at the center.

These health guidelines have been developed to protect you and your children (as well as our staff) as much as possible from contracting contagious illnesses. We know that parents are not always sure whether their child is contagious, nor can they always predict how an illness will progress. Please follow these guidelines, and ask or call a staff member if you are not sure what to do. We want to support you as a parent, but must also keep in mind the welfare of all our families.

Please note: Emergency evacuation drills will be held each year.

### **Emergency Evacuation Procedure**

At the sound of the fire alarm, Sunshine & Rainbow Room teachers will immediately take children outside through the nearest designated exit, with the help of parents who are present. Parents should also exit immediately; to avoid confusion, please do not try to go to your child's room if you are not already there! Parents in the Baby & Me Room exit with their infant, and may be asked to help carry any infant whose parent/caregiver is not present. The Program Coordinator or her designated substitute will check all rooms before exiting the building, and when outside will match the sign-in sheet with each parent/caregiver and child. Please do not leave the outdoor assembly area until directed by the Program Coordinator or Fire Department staff. PLEASE FAMILIARIZE YOURSELF WITH POSTED EXIT DIAGRAMS IN EACH ROOM.

### **Social Work Services**

The Family Network Social Worker, Eileen Tarnoff, LCSW, is available to meet with parents during morning drop-in hours, either informally in the parent room & children's rooms, or for individual consultations in her office. Eileen is also available to help with referrals to outside resources when needed. Our staff works as a team to plan to meet the needs of children in the program, and all information that parents share with staff is confidential.

## **Families with Special Needs**

Family Network is committed to including all families in our programs, and the staff is happy to meet with parents to develop plans to accommodate any special needs. The staff meets regularly with the Program Coordinator and Social Worker to plan for the needs of all participating children and families. All information shared with staff is confidential. If it is necessary to share information with outside professionals or agencies, parents will be requested to sign release of information forms.

## **Parent/Staff Communication**

Staff members are always available to discuss questions, concerns, or plans with parents or caregivers. Although this is sometimes possible during drop-in hours, often it is best to schedule a mutually convenient time to talk before or after drop-in hours, or we can call you at home. If you would like to speak with any of the staff, please leave a message at the FN office.

## **Parent Lounge**

We hope you will be able to relax and enjoy some time with other parents in the Parent Lounge, once your child is comfortable with his/her teachers. We very much hope that you will feel welcomed - and that when new parents arrive, you will help them to feel welcome. In this diverse and informal setting, please be respectful of the feelings of others.

During morning drop-in hours, please *do not* bring your child into the Parent Lounge on a regular basis once he/she is actively moving around and exploring; if your child needs you, please come out into the hallway or into the children's rooms. When there is a speaker in the Parent Lounge, you may bring your baby in with you, but please be considerate of others when you try this!

Please *do not* bring children into the Parent Room for snacks; the donated baked goods are meant for parents and caregivers. If your child is hungry before his/her group snack time, you are welcome to bring a snack from home, but please take your child out of the classroom if you wish to do this. Cheerios are always available if needed!

Parents are welcome to use the bulletin board in the Parent Room for "help wanted" ads, or to advertise organizations or services that are of interest to our population. You are also welcome to borrow books from the Parent Library, as well as from the Children's Library in the hallway. See receptionist or Program Coordinator for assistance in signing out books.

**THANK YOU FOR YOUR HELP IN MAKING FAMILY NETWORK WORK!**

