

### Night Care Policies for CUMC

These policies are for the health and safety of our children and our workers

1. ALL nursery care provided for and during CUMC programming is to take place ON-SITE.  
\*CUMC is not responsible for any off-site nursery service. \*
2. Night Care is provided for Students from First to sixth grade, (ages 6-12).
3. All students must be signed in by their parents in the notebook provided. Parents are to note where they will be while their children are in the night care room, their cellphone number, in case there is the need to contact them and who may pick the student up. Students will then hang up their bag and jacket.
4. Student's bags and jackets must be labeled with their name; this will be done by a night care worker.
5. Night care workers are *not* to receive guests while working.
6. Students are strongly discouraged from bringing toys from home.
7. Eating must be done at the table. No food or drink allowed in the common areas.
8. When a student is extremely upset, the parent will be contacted.
9. There is an expectation that students will respect all property of CUMC as well as personal belongings, including but not limited to toys, furniture, equipment, etc. This includes respect towards the workers, and the ability to stay in the designated areas provided.

10. There must be two night care workers in the room at all times.
  
11. If the computers are not needed for homework, then students may play provided games. Students are expected to take turns using the computers for games. Homework will take priority on the computers.
  
12. Due to potential allergy concerns, students will only receive snacks provided by CUMC.
  
13. NO pictures should be taken of students while in the night care room, nor should pictures be posted on a personal social media site. (\*Per CUMC Child Protection Policy.)
  
14. Cell phone use:
  - Workers: for emergencies or to contact a parent that is in the building.
  - Students: cellphones should be kept in their bags; they are not to be used during care.
  
15. After students leave, night care workers *must*:
  - a. clean and sanitize all surfaces
  - b. place toys in the provided bags
  - c. place the toys in the designated office or space
  - d. put supplies away, leave the room clean and ready for the next use.
  
16. Night care workers may not come to work with their own children unless they have received prior permission from the Child Care Coordinator.
  
17. Changes in scheduling are to come from the Child Care Coordinator, *not* a fellow co-worker.

18. When leaving employment all keys are to be returned directly to the office manager or the program director.

February 26, 2018