

Immaculate Heart of Mary's Divine Playtime: Policies & Procedures (2017)

Monday – Friday, 9:00 AM – 1:00 PM

Director: Natascha Beck; Divineplaytime@ihmatlanta.org; cell: (470) 658-5191

- Divine Playtime provides drop-in care for children **ages 6 weeks to 5 years** while parents are on or off campus enjoying personal time.
- Due to licensing exemptions, **children under 24 months of age may only attend up to 2 days/week.**
- Please dress children appropriately for play. No flip-flops or open-toed shoes are allowed.
- To ensure the safety and well-being of every child, parents are not allowed inside the classroom, and we ask that **pick-up and drop-off be done at the door.**

What to bring:

- A mid-morning, nut-free snack will be provided. Parents are asked to send a **nut-free lunch, a bottle/cup for water, diapers & wipes and a change of clothes** (please label all items).

Reservations/Payments:

- To appropriately staff Divine Playtime on a daily basis, **ALL reservations are to be made no later than 5:00 PM the evening before.** Daily rates are as follows:
 - **\$35/child**
 - **\$60/sibling group**
- **Wait list payment options:** If a family reserves a place in line on the wait list and subsequently is called up for that day, **payment by check/cash is required the day of the reservation and should be dropped off at the church office (checks should be made payable to IHM, with Divine Playtime on the memo line).**

Cancellation/No-Show/Late Policies:

- **Reservation payments will be forfeited** if parents do not call/text/email the Program Director (Natascha Beck) by at least 8:00 AM the day of the reservation (see above for contact information). Allowances will be made in extenuating circumstances.
- As an exempt program, we can only operate 4 hours/day. Therefore, **we CANNOT accommodate early drop-offs or late pick-ups.** Pick-up may begin at 12:45 pm and will conclude at 1:05 pm. A late fee of \$10 will be charged for children who are picked up after 1:05 pm, with \$1/minute added thereafter (i.e. 1:07 pm pick-up will result in a late fee payment of \$11). Payment is immediately due and must be dropped off at the church office (cash or check will be accepted).

Wellness Policy:

- In order to ensure a healthy environment for all children, please **DO NOT** bring your child if they exhibit any of the following symptoms:
 - Fever 100 degrees F. or higher measured under the arm (within 24 hours)
 - Excessive coughing
 - Runny nose with thick, green discharge
 - Vomiting/nausea
 - Diarrhea
 - Runny Eyes
 - Rash of unknown origin or any communicable disease
- If a child is being treated with an antibiotic, the child must have received medication for at least 24 hours before returning to Divine Playtime.
- If your child becomes ill while in our care, parents will be notified immediately to pick them up.
- We reserve the right to refuse care due to illness.

Safety:

- Health
 - All staff are Adult & Infant CPR/AED certified.
- Lock-Down
 - A lock-down procedure for situations of eminent danger is in place. Please be aware that in “Lock-down”, NO PARENT/CAREGIVER may enter or leave until the situation is clear.
- Fire Drills & Severe Weather
 - Fire evacuation plans and severe weather plans are in place and are practiced on a monthly basis.

Discipline Policy:

Divine Playtime believes that each child is a true gift from God. We encourage all children to treat each other with kindness and respect. In order to maintain a safe and loving atmosphere, the staff uses **positive techniques of guidance such as redirection, positive reinforcement and praise. Should a child need more guidance, a “time-in” will be instituted.** Time-in is when a child that is having a difficult moment is kindly invited to sit somewhere near a care giver to express their feelings and eventually cool down.

- Biting Policy:
 - We want to ensure that every child is safe while in our care. While we understand that biting can be a normal stage of development for young children who are teething and

are still developing their language skills, we still take biting very seriously. Our policy for handling a biting incident is as follows:

- The biter is immediately removed from the group with a firm “NO biting”. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
 - The biter is not immediately allowed to return to play and is talked to on a level that he/she can understand then redirected. A “time-in” may be necessary.
- Bullying:
 - Bullying is defined as repeated, aggressive behavior intended to make another child feel inferior. Any incidents of bullying will be dealt with in a timely and appropriate manner. Bullying at parish preschools will not be tolerated.