

Childcare Guidelines for Parents and Workers

WELCOME to Childcare at the Park Slope Food Coop. We provide a free service for children of Coop Members whose parent or guardian is working and/or shopping in the Coop building. Children to age twelve may use the childcare room for up to four hours during specified times.

Childcare rules have developed over the years and are for the protection of the children and the Coop. If you have questions, please speak to your Childcare Shift Coordinator. You will find the phone numbers on the childcare committee schedules

Please know that Childcare is considered to be among the MOST DIFFICULT and most valued in the Coop. We are here to keep the rules clear and support you for following them.

EMERGENCY & PERSONAL SAFETY

The First-Aid kit is above the sign-in desk.

The Poison Control Number is
1 (800) 222-1222

The number is programmed into the Childcare telephone, as is 911. Push "Poison" or "911" as needed.

IN CASE OF FIRE

-**GRAB** the children's sign-in book

-**MAKE SURE ALL CHILDREN ARE ACCOUNTED FOR!** Check the bathroom, the kitchen area, and check for any sleeping children on the mattress or in strollers.

-**EXIT WITH CHILDREN;** one childcare worker in front one behind.

-**EXIT DOWN STAIRS** off upstairs lobby. If you see flames or smoke coming from the stairwell continue to next, staircase.

ARRIVING AT CHILDCARE

Please be on time so there is a real fifteen-minute overlap between shifts. This overlap is not a leeway; it facilitates a smooth transition between workers for the sake of the children. **Workers who are more than fifteen minutes late risk working on the shopping floor for the duration of their shift as they may be replaced by a walk-in make-up.**

Check the "Childcare Sign-in Book" and match the names to the kids before any workers leave. Check with outgoing workers regarding any special instructions. If you are the first shift, set up the Sign-in Book" to a new page and date it. Check to see that no child is there longer than the allotted four hours. Childcare worker need to be 18 years of age or older.

WORKER SIGN-IN

Sign in for your shift before proceeding upstairs. If you are running late go upstairs, settle the children and page the Shopping Squad-leader to bring the sign-in book upstairs. **If there are no children (or not**

enough to justify three workers) the Shopping Squad-leader has the right to ask one of you to work downstairs, Shift Coordinators, after consulting with Shopping Squad-leaders, may also instruct the third Childcare Worker to work downstairs.

MAKE-UPS; NUMBER OF WORKERS

If three scheduled Childcare Workers are present, no make-ups are allowed. The three regular workers have priority. To schedule a m/up in childcare, call the office. If you are a walk-in, you must wait until the first fifteen minutes of the shift has passed.

If there are fewer than three workers, check with the Shopping squad-leader before going upstairs; the Shopping squad-leader may need you.

DO NOT CALL the Childcare Coordinators or Shift Coordinators about missing your shift or scheduling a m/up. For planned absences find a sub, for unexpected absences call the office and your shopping squad-leader. Additional info can be found in the Coop print-out "Attendance—the Basics," in the Coop lobby.

TOO FEW WORKERS

If you need a second or third worker, call and ask the Shopping squad-leader to send up a coop trained Childcare Worker. If none are available, reduce the workload by paging a parent to come get her/his child. (Working parents have preference over shopping parents.) If comfortable, a childcare worker may work alone on days when the office is open with up to 5 kids.

SECURING THE ROOM

Periodically childproof the room. Be sure the floor is clear of small objects. Minimize clutter by engaging the children in "Put Away" as an activity at least once or twice during the shift and once fifteen minutes before the new shift begins. Be sure the bathroom is clean and stocked with toilet paper. The cleanliness of the bathroom is the responsibility of the Childcare Workers. Empty the diaper bin at the end of each shift. The bathroom door should remain closed, and children should not play in there. Please sweep if you have time.

MISCELLANEOUS ADULTS

The only adults allowed to stay in childcare are trained Childcare workers. Babysitters, visitors and relatives (except nursing moms!) may not spend extended time in the Childcare room.

CHILD SIGN-IN

All children must be properly signed in. Parents/Guardians must show their membership card in order to drop off children. Likewise they must show their card to retrieve their child. Members who do not have their Coop Id must present an alternate photo ID and entrance slip when checking-in as well as picking-up their children. The "Coop App" cannot be used for childcare drop-off- or pick up.

Take the parent's membership card and use it to sign in the child. Fill in all requested information: Date, Sign In Time, Parent/ Guardian Name, Coop ID number, Child's Name, Age, Pick-up Person's Name, & Special Instructions. Special Instructions should include life threatening allergies and other medical or emotional issues. **Please do not let parents write in the book.** Childcare Workers **MUST** have their own children signed in, preferably by another Childcare worker. Children and workers must wear name tags at all times.

MAXIMUM NUMBER OF KIDS

5 kids max with one worker

10 kids max. with 2 workers

12 kids max. with 3 workers.

Twelve is the upper limit and is not to be exceeded. The Childcare workers must feel collectively in control of the room and may refuse to accept the maximum number of children. Keep in mind that workers' children have priority over shoppers' children and that younger children have priority over older ones. Members may drop off a maximum of 2 children.

LOCKING THE DOOR

Be sure the entrance is locked at all times since a child could run out during comings and goings. Always be the person who opens, closes and locks the door.

KIDS CLOTHES & SHOES

The wearing of shoes will be at the discretion of each family. During sign in, parents/guardians should let the Childcare worker know whether shoes may come off or not. Crawlers should dress appropriately; there is no rug.

NO ELECTRONICS

Children as well as adults are not to use any electronic devices including video games. Workers please silence your phone and limit your phone use to emergency calls.

NO JUMPING

Do not allow children to jump, stand or climb on the furniture or poles.

SNACKS

The Coop provides bagels and filtered water for the children, nothing else. Parents/Guardians who do not want their children to have bagels must inform the Childcare worker during Sing-In. Do not allow kids to help themselves to bagels. Please give only snack-sized portions. The bagels are meant to help calm a fussy child or change the focus of a situation etc. If children need to eat during their shift, page the parent who can feed the child outside of childcare.

DIAPER CHANGING/BATHROOM USE

A Childcare worker can not change diapers. Page the parent. Do not close the bathroom door while taking little children to the bathroom. If children want their privacy, page the parents to help.

DISCIPLINE IN CHILDCARE

If you are having difficulty with a child during your shift, page the parents to help talk to the child. We avoid yelling and scolding even with our own children. If you raise your voice to any child in the room or scold in judgmental ways, you will not be allowed to work in Childcare. Childcare workers should have some handy things to say like "Let's find another way to do this," or "Kids in this room can't hit."

UNHAPPY KIDS

The three unalterable standards for the Childcare room are that it should be safe, pleasant and nurturing. We work with children who are hesitant to stay in the hope that they might relax and choose to stay. However, any child who is crying, fussy sobbing and obviously not ready to be in Childcare should not be.

Families may stay in the room a few minutes to help a child feel comfortable. Page a parent whose child remains disconsolate after a few minutes of comforting.

An aggressive, misbehaving child should also be returned to the parent. As always, be tactful and non-judgmental. Be sure to explain that you tried your best and were not able to improve the situation. Stress the safety and attention required for all the children in the room. It is enough to say that the child does not seem in the mood for quiet play, or seems uncomfortable in the room that day. Make it clear that the parent SHOULD NOT DISCIPLINE THEIR CHILD IN THE CHILDCARE ROOM. Encourage the parent to talk to their children outside the room.

Remember that a Childcare worker is not required to deal with every eventuality.

WHEREABOUTS OF PARENTS / GUARDIANS

Any member using Childcare MUST be inside the Coop for the duration of their child's stay. Our insurance policy states this. Members with children in childcare can not do a "Walker" shift, be on the Bicycle committee or walk to the bank as part of their cashier responsibility. People MAY NOT leave children in the room to go get their car, or money from the bank, or anything else.

Leaving the Coop while your children are in Childcare is grounds for having Coop membership revoked. If a parent does not respond to a page, you should use the phone to ask the squad leader and the Membership Office for help in finding that parent.

If you become aware that someone has violated this rule, give the information to the Membership Office.

SIGNING KIDS OUT

When Parents/Guardians pick up their children,

Childcare workers must ask them not to leave until he/she has seen the membership card and signed the child out. Except in fire emergencies, only the parent/guardian designated as the **pick up** person can take the child out of Childcare. **Never let a child leave with some one who is not the designated pickup person.**

WORRIED ABOUT ABUSE?

If a Childcare worker or a Shift Coordinator suspects that a child is a victim of abuse, two steps must be taken:

Call Jess or Lydia; call in a confidential report at 1 (800) 422-4453, file a report with membership office.

FOUR-HOUR RULE

Four hours is the maximum time any child may use Childcare on any given day. This gives one time to work a shift and then shop. It does not allow one to do a shift plus a make-up while their child is in Childcare.

ILL HEALTH

A sick child CAN NOT enter the childcare room. A sick childcare worker needs to reschedule her/his shift. A child or Childcare Worker who is sneezing, coughing, or has a runny nose may not stay in Childcare. If a child is deemed sick after the Parent/Guardian has left, page and ask him/her to sign out the child. Even though a child may not be sick enough to stay home, the Childcare room must be considered safe and healthy.

If it is your shift as Childcare Worker and your child is sick please do not bring that child into Childcare. Call the Office and your Shopping Squad Leader as early as possible to let them know you are not coming and schedule a make-up.

WORKING CHILDCARE

Childcare Workers: please be consistent. Parents/Guardians bring the same children to their same work slot every time, and many people shop the same time every week. Children are most comfortable with people they know and the Childcare Worker has an opportunity to provide that kind of friendly, stable environment.

To that end we strongly urge workers to confine absence or lateness to REAL EMERGENCIES. If you are consistently late or absent you will be asked to take a different Coop work slot. Two consecutive absences will automatically remove you from your Childcare slot.

Childcare workers are not allowed to leave the premises during their shift.

UNHAPPY WORKERS

Having a bad day? It happens, but if you are visibly upset you will need to call the Office and the Shopping squad leader and let them know you are not coming and schedule a makeup. The Childcare room must feel cheerful and friendly; to achieve that, Childcare Workers must be in a mood to connect and communicate in

a pleasant, focused way.

SHOPPING SQUAD LEADERS

Childcare workers are members of the shopping squads. Make a point of meeting your Squad-leader. If you are not able to work and cannot find a replacement, you are required to call your SHOPPING SQUAD LEADER AND THE OFFICE as soon as possible. Do not call your Childcare Shift Coordinator or the Childcare Coordinators).

Childcare Shift Coordinator

They arrive sometime during your shift and are available to resolve problems and answer questions regarding childcare policies. They are the liaison between you and the Office; Parents/ Guardians or fellow workers. Shift coordinator come at the same time every week. One out of every four times the Shift Coordinator is allowed to check in by phone. If no shift coordinator shows up or calls in please note it in their attendance book in the Office.

Part of the Shift Coordinator's responsibility is to assure that Childcare is running smoothly and that the rules are being followed.

If a Shift Coordinators sees a problem or infringement of rules they are expected to handle it while they are checking in with you. They are expected to stay as long as it takes to resolve the situation. They can ask for help from a Membership Coordinator.

If need be you can find their phone number on the childcare committee schedule.

TRANSITION TO NEXT SHIFT

Please wait for the next shift to arrive before leaving. It helps children feel more comfortable if you wait for the new worker to get settled before leaving.

However, if the Childcare Workers from the next shift are too late, you must close the room and report their lateness to the next Squad Leader and Shift Coordinator.

As you leave please take the garbage bag from the bathroom, throw it in the outside dumpster and reline trash can. Last shift workers must be sure the area is picked up and the potty is clean.

STAY IN TOUCH

Make sure to read the communicationthe Childcare feedback book. Thanks for all your hard work!

MOST IMPORTANT RULES FOR PARENTS

Have picture ID when signing children in and out of childcare.

Do not leave the premises

Four-hour limit for stay in childcare

MOST IMPORTANT RULES FOR WORKERS

Be on time

Be vigilant while watching children

Keep the room safe

Do not use cellphones except in emergencies