



PARENT HANDBOOK

GROUPS CHILDCARE

Dee Harris, Preschool Director

deeh@westridge.com

770-222-2125 Ext. 321

Katie Johnson, Childcare Coordinator

katiej@westridge.com

770-222-2125 Ext. 368

Our Mission:

Leading kids to become fully devoted followers of Jesus Christ.

Planting seeds of faith in the lives of kids while their parents are growing through West Ridge Church groups and/or events.

Our Vision:

To fulfill the mission and values of West Ridge Church.

To partner with all our teams to provide an environment for kids and parents to become fully devoted followers of Jesus Christ.

To partner with parents as they lead their kids to become fully devoted followers of Jesus Christ.

To maintain an environment that is spiritually, emotionally, and physically safe.

To have a BLAST doing what we do!

Having childcare available is not just about watching kids while they are in our care; it is about planting seeds of faith in their lives as their parents are growing in their groups.

We want to be good stewards of the time, money, and resources we put towards our Childcare Ministry. Please help us do that following the policies and procedures in this Handbook.

We appreciate your trust in us in allowing us to minister to your kids while you continue to grow in your discipleship.

Who is on our childcare team?

Dee Harris -Preschool Ministry Director

Katie Johnson- Childcare Coordinator who facilitates a **paid staff** of over 40 people that are screened and background checked through West Ridge Church. These team members have been through an extensive interview and training process to ensure that we have the best team in place to provide the safest environment where kids can learn about Jesus and how to follow His Word.

Who is Childcare for?

*Childcare is provided for West Ridge Church approved Weekly Groups, Gatherings, Labs, Outreach Events, and Meetings.

*Groups childcare is ONLY available for kids whose parents are a part of a registered group on campus. This does not include personal meetings.

*Childcare is for ages Birth to 12 years of age, unless otherwise noted.

***Special needs: all ages are welcome but are required to register so appropriate team members can be available for them.**

***No childcare will be approved for groups who will meet off campus or leave campus for any reason.**

How is childcare funded?

Childcare is funded primarily by donations from families that attend. The suggested amount is \$10 per child or \$20 for a family per group/event. These funds support the Childcare Ministry to cover staff payroll and supplies used during childcare.

Process for requesting and canceling Childcare:

*Each week you will receive an email from the Childcare Ministry to let our team know if your kid(s) will be attending for the upcoming week. You will have an accept/decline option in the email. We ask that you accept or decline each week as soon as possible so that our team can plan accordingly for your kid(s).

*If you do not respond to each accept/decline message when you receive it, we cannot promise there will be a place for your child to attend. Childcare is staffed weekly according to the accept/decline responses to ensure that we have the correct number of staff to comply with ratio guidelines.

*There needs to be at least 3 children registered for childcare to happen. Childcare for the Group/Event will be canceled if that minimum is not met.

If you accept the childcare request and for any reason you need to cancel, it must be done no later than 5 hours prior to the start of the event.

Childcare Policies:

***Drop off time for childcare begins 15 minutes before the event starts.**

***No** children are allowed to be dropped off before the drop off time or before childcare is set up and ready.

***No** children are allowed to be dropped off with less than 2 workers present.

***No** electronics are allowed in class.

***ALL** kids need to be picked up no later than 15 minutes after the group ends! (Unless the childcare team is notified that your group will run over.) (Ex: Groups end at 9pm - kids should be picked up no later than 9:15pm)

*If kids remain in the room after 15 minutes and we are not notified that your group will run over, we will begin to reach out to the parents to come pick up their kids.

*If no kids are dropped off 15 minutes after the start of the event/group, childcare workers have been instructed to clean up, disinfect the room and leave. Please help us be good stewards of God's money and help us to keep this to a minimum by communicating with group leaders and us.

*Any snacks being provided for children from parents will need to be communicated and approved beforehand. **NO PEANUT PRODUCTS.**

Wellness Guidelines:

*To ensure the health of kids and workers alike, sick kids should not attend West Ridge Events. Kids should stay home if any of the following exist:

1. Fever over 100.5 within the last 24 hours
2. Vomiting or diarrhea within the last 24 hours
3. Any symptoms of childhood diseases such as Scarlet Fever, Mumps, Chickenpox or Whooping Cough.
4. Common cold- from onset through one week
5. Sore throat
6. Croup
7. Unexplained rash
8. Any skin infections-Ringworm or Impetigo
9. Untreated Pinkeye
10. Lice

We do not dispense any medications to kids.