



Safety Policies

Security and Safety

We take the safety of children very seriously. We have procedures in place but we also must have the cooperation of the parents. There will be only one point of entry and exit for parents and enrolled children. All other doors in the child care ministry are locked from the outside and should not be used. The point of entry and exit will remain locked and parents and/or authorized pick up people must ring the doorbell and be let in by a staff member. **Do not hold the door open or let someone into the building.** It is better to ask a staff member for assistance.

You must sign your child in and out every day. You must also make a staff member aware you are bringing or leaving a child.

We routinely practice fire and emergency drills. We have building fire and alarm systems that meet state requirements.

Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out by name and time of arrival and departure. Persons picking up may need to show I.D. Please make them aware of this if they are to pick up the child(ren) and that this is a safety measure for the child(ren). There have been some upset grandparents in the past.

Adding or changing authorized pick up people should be done in person or in writing. Guardian Angel Child Care Ministry will only accept a verbal over the phone addition/change in these situations:

- The staff member recognizes the caller as the child's mother, father or other guardian.
- If the staff member can call the child's mother, father, or guardian at a location already on file (home, work etc). If unavailable we will try other people listed on the authorization sheet for their approval.

Policy on Release of a Child to an Intoxicated or Impaired Person

If an authorized intoxicated or impaired person insists on removing children from the premises, we will immediately report the incident to the local police agency.

Policy about Children Left After Closing Time

Children are expected to be picked up by closing time. A charge of \$5.00 per minute will be assessed per child to any family picking a child up after 6:00 p.m. (closing time). If any child is not picked up 30 minutes after closing time without any contact, Child Protective Services will be contacted to pick up your child.

Court Orders

If a court order exists preventing a particular individual from having contact with a child, Guardian Angel Child Care Ministry shall comply with the order. There shall be a copy of the court order in the child's file.

Policy about Reporting Suspected Child Abuse

Guardian Angel Child Care Ministry is required by law to report any suspected child abuse or neglect to Child Protective Services.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential.

Film/Photography/Video Policy

On various occasions, children attending the child care ministry may be photographed and/or video taped, for purposes of program planning and/or public relations. Parents who do not wish their child to be photographed or taped should provide a written letter to the office.

Policy on Alcohol, Tobacco, Firearms, Illegal Substances

The use of tobacco is not allowed except in designated area outside of the building. The use or possession of drugs and /or illegal substances is strictly forbidden. The possession of firearms on the property is prohibited with the exclusion of law enforcement personnel and/or those with a carrying permit.