

Caregiving Policies

1. Give as much individualized attention as possible. Eye level contact is essential in maintaining good child rapport.
2. Personal needs of the children must always take first priority.
 - a. Frequent diaper changes and toilet supervision. You must record time of change (cards will be provided) and put your initials beside each record.
 - b. Males do not change diapers or dress/undress any child. *This is not sexual discrimination; however it is for the protection of the workers/volunteers as well as for the child.*
3. Give positive directions whenever possible. *For example, "Sit on the chair" not "Don't sit on the table."*
4. Give tactful and consistent correction of children whenever possible. Never take away snack for punishment or spank or hit a child.
5. Make sure any messages for the parent are written down on the sign-in sheet.
6. No administering of any medication. This will be the responsibility of the parent.
7. Never leave children unsupervised inside or outside and always check to make sure gates are closed and chained.
8. Supervise and instruct children to clean up toys before changing to a new activity. If they want to play in a different area of the room or with a new toy, they must clean up what they were playing with first.
9. Supervise all eating times. Document each child's food and drink intake on the card provided.
10. Most importantly, be fair, consistent, patient, and loving. Treat each child as if they were your own.