Childcare Information

- Have all parents sign-in their children.
- ONLY children in K-5th grade are allowed. Any other child must remain with their parents. (Any problem alert the person in charge.)
- Children will be divided equally among childcare helpers.
- Your eyes must be on the children at all times.
- Children must be accompanied to the restroom at all times.
- No outside projects at time of childcare.
- Leave room clean. All toys/materials should be put away, start 15 minutes before end of shift.
- If furniture gets moved around it must be returned to its original place at the end of childcare.
- Last 5 minutes take children to their parents.
- If you need anything please let the person in charge know ahead of time.
- Any problems please let person in charge know ASAP!

Staff Information:
- Please see person in charge once you come in or leave.
- Make sure you arrive and leave at your scheduled time (no more no less). If you need to stay longer permission must be given in advance.
- If you are running late please text person in charge.
- Timesheets are your responsibility and MUST be done daily and turned in weekly.
- Please remember this is not social hour you need to interact with children at all times.
- You must remain in the room at all times unless there's an emergency.
- No personal use of cell phone during childcare hours.
- If not enough children show up, some staff members can be sent home.

The above form was given to me on ____________________.

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