



**Paradise Valley
United Methodist Church**

4455 East Lincoln Drive • Paradise Valley, AZ 85253-4019
(602) 840-8360 • Fax: (602) 840-8767 • pvumc.org

**Prepared by Nursery/Child
Care Ministry Team**

Parent Guide To Child Care Services



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Paradise Valley United Methodist Church Parent's Guide to Child Care

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|--|--|--|
| <p>A Building
 A1 Sanctuary
 A2,A3 Meeting Rooms
 A4 Music Ministry</p> | <p>D Building
 D1-3 Classrooms</p> <p>E Building
 E1 Preschool Office
 E2-E13 Classrooms
 E14 Youth Lounge (Lower Level)</p> | <p>G Building
 G1 Childcare Center
 G2 Meeting Room/Library
 G3 Caring Ministries/Resource Center
 G4 Gift Shop</p> |
| <p>B Building
 Church offices</p> | <p>F Building
 F1 Fellowship Center
 Paradise Perk
 F5-F6 Meeting Rooms
 F7 Kitchen
 F8 Meeting Room</p> | <p>H Building
 H1-6 Meeting Rooms
 H7-9 Meeting Rooms (Lower Level)</p> |
| <p>C Building
 C1 Chapel
 C2 Meeting Room (Lower Level)
 C4 Prayer Room (Lower Level)</p> | | |

Paradise Valley United Methodist Church
 Child Care Center
 4455 E. Lincoln Dr., Paradise Valley, AZ 85253-4019
 (602) 840-8360, ext. 134

Sunday School

(ages & grades as of September 1st, 2010)

TODDLER & PRESCHOOL

9:30 a.m.

Baby Sunday School (8-24 months) - Child Care Center

Doves - 2's, E8

Butterflies - 3's, E7

Camels - 4's & 5's, E5

ELEMENTARY - 9:30 a.m.

Kindergarten – E4

1st Grade – E10-11

2nd Grade – E12-13

3rd Grade – H4

FAITHQUAKES 4th - 5th - 6th grades

Assembly at (9:30 in H1)

4th Grade – H2

5th Grade – H3

6th Grade – H6

Pick up in classrooms when service ends

10:30 a.m. - Minisingers, E9

For ages 3, 4, 5, and Kinder

11:00 a.m. Classes

Baby Sunday School (8-24 months) - Child Care Center

Explorers - 2-4's, E7

Godly Play - age 5 - 3rd grade, E12-13

Child Care Center

8:00 a.m. (ages 0-5)

9:30 a.m. (ages 0-2) & 11:00 a.m. (ages 0-2)

Welcome to the Paradise Valley United Methodist Church Child Care Center

"Let the little children come to me," Jesus declared, showing us all how important the children are. Caring for children is our ministry, and we share Jesus' love and model his grace.

The Child Care Center provides quality childcare during times of regularly scheduled Sunday worship services and on major holy days such as Ash Wednesday, Maundy Thursday, Good Friday and for selected services on Christmas Eve. Childcare is also available to members for any other church activity during the week provided a reservation is made 48 hours in advance. Call Childcare Coordinator, Kathy Ratliff, to leave a message at (602) 840-8360, ext. 134.

We work hard to provide a safe, clean, comfortable and loving place for children. This Guide Book will introduce you to the Child Care policies and procedures of Paradise Valley United Methodist Church. If you have any suggestions for, or special concerns about, our childcare programs or your children, please feel free to speak directly with one of our trained childcare workers or contact Kathy Ratliff, or any Nursery/ Child Care Ministry Team member. Let us know how we can help you. If you would like to join us in Children's Ministry, please give us a call. We welcome the opportunity to get to know you and your family better.

In Christ,

Andrea Andress

Rev. Andrea Andress

Associate, Children and Family Ministries

(602) 840-8360, ext. 142, andrea@pvumc.org

Eric Everett ext. 141 eric@pvumc.org Children's Ministry assistant

GENERAL INFORMATION

All childcare workers and volunteers are under the direction of the Childcare Coordinator, who reports to Rev. Andrea Andress, Associate, Children and Family Ministries. A trained childcare worker or volunteer will be on duty whenever children are scheduled to be in attendance.

A childcare worker is interviewed for employment by a Childcare Staff Hiring Committee. The worker's references are checked and the worker is fingerprinted prior to an offer for employment being made by Paradise Valley United Methodist Church. All workers and volunteers receive a Child Care Center Workers' Handbook. All childcare workers are trained in first aid, CPR, and Child Care Center policies and procedures.

Childcare workers and volunteers arrive 15 minutes prior to a scheduled event and are ready to receive children 10 minutes before a scheduled event.

Volunteer staff assist in the Child Care Center and volunteers include both adults and teenagers. All volunteers who work with our children must read and sign the Paradise Valley United Methodist Church Child Care Workers' Handbook. Anyone interested in volunteering in the Child Care Center or in Toddler classes during Sunday worship services should contact the Child Care Coordinator or Rev. Andrea Andress.

The Child Care Center occasionally faces unexpected demands for childcare during weekend worship services. When these demands are placed on the Child Care Center, you can help us maintain safe ratios of adults to children in our Child Care Center. If we have an unexpected situation -- extra children or not enough adults -- please understand that we cannot accept more children until qualified workers arrive.

COMMENTS OR QUESTIONS ABOUT CHILD CARE

The Nursery/Child Care Ministry Team (a nine-member team of church members) works to provide the best possible childcare and to lay a solid foundation for the spiritual development of infants and young children. More detailed information on policies and procedures is available on request.

Please talk to any childcare worker or to any Nursery/Child Care Ministry Team member to let us know of your family's concerns and celebrations. We want to be responsive to your needs and to share any concerns or celebrations with you.

The Nursery/Child Care Ministry Team reserves the right to review and amend these policies and procedures at any time.

FUNDING

We will work to provide the best possible care for young children during worship services and other church-sponsored events upon request. Member contributions to the annual church budget generously support this ministry. Families and individuals wishing to give to Paradise Valley United Methodist Church childcare programs in specific ways may consult with the Childcare Coordinator, Kathy Ratliff, at (602) 840-8360, ext. 134, for a "wish list" of supplies or equipment. On occasion, the Paradise Valley United Methodist Church Nursery/Child Care Ministry Team may make specific needs known.

TODDLER PROGRAMS AND POLICIES

On Sunday mornings during the 9:30 a.m. and 11:00 a.m. worship services, Paradise Valley United Methodist Church offers toddlers ages 2 & 3 years old with classroom opportunities for spiritual growth and development.

- 9:30 a.m., children age 2 years meet in E-8 for our Doves class. The class is led by trained adult volunteers, and class curriculum and instruction is supervised by Rev. Andrea Address and an early childhood educator employed by Paradise Valley United Methodist Church. The Doves class is conducted by an early childhood educator and trained adult volunteers, and the curriculum is a faith-based program entitled "Toddlers and Twos." Three-year-olds meet in E-7 at 9:30 a.m. for Butterflies class, led by a trained adult volunteer, and again drawing on a faith-based curriculum that is intended to foster spiritual growth and development in young children.
- 11:00 a.m. Paradise Valley United Methodist Church offers a Baby Sunday School program to children 8 months to 24 months in the Child Care Center. The program is led by adult volunteers who are educators by training, and it involves introducing our children to basic concepts of faith and God. Children ages 2-4 meet in E-7 at 11:00 a.m. for the Explorers class with an early childhood educator and trained adult volunteers who will help guide the children in spiritual development using a faith based curriculum, "Toddlers & Twos," stories and songs. (At times when the teacher is unavailable, ages 2 & 3 will meet in the Child Care Center. 4 year olds may attend Godly Play, Room E12-13.

All of these programs are intended to provide the children of parents in Sunday worship with an environment that is safe and caring that will support their own spiritual awakening and growth at Paradise Valley United Methodist Church. All of the policies and procedures identified in this Parent Handbook apply to these programs.

CHILDCARE AGES AND HOURS FOR WEEKEND WORSHIP

Childcare will be provided for Sunday services. For other events, childcare will be provided for infants through elementary school age, unless other church activities are available for these children. The schedule of childcare and church school available for weekend worship services is as follows:

Sunday Services

8:00 a.m.	Child Care Center for infants up to Age 5
9:30 a.m.	Child Care Center and Baby Sunday School infants up to 24 months Doves (E-8) for children 2 years old Butterflies (E-7) for children 3 years old Camels (E5) 4's & 5's

Consult Sandwich board signs on campus for all other church school classroom locations

11:00 a.m.	Child Care Center and Baby Sunday School for children 8-24 months Explorers (E-7) for children 2-4 years old
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Non-reservation childcare will also be provided in the Child Care Center for infants up to age 5 on Ash Wednesday, Maundy Thursday, Good Friday, and selected services on Christmas Eve.

All other services or meetings, please call (602) 840-8360, ext. 134, at least 48 hours in advance to arrange for childcare.

WEEKEND WORSHIP SERVICES

When childcare is needed on weekdays, the event organizer is responsible for coordinating childcare support with the Child Care Coordinator, Kathy Ratliff. To arrange childcare for any events other than those listed above, please call Kathy Ratliff at PVUMC, (602) 840-8360, ext. 134, at least 48 hours in advance of the scheduled event. The parent may reserve for one day or the entire month. If reservations are not made 48 hours in advance, Paradise Valley United Methodist Church cannot guarantee that childcare will be available for your children.

Should you choose to contract individually with one of the childcare workers or volunteers to work privately for you, please understand that such an arrangement must be negotiated between you and the worker. Paradise Valley United Methodist Church has no involvement in such arrangements.

CANCELLATION OF CHILDCARE

Please call Kathy Ratliff at (602) 840-8360, ext. 134, if your plans change. PVUMC is happy to pay for child care, but we ask that you help us be good stewards of limited resources. When you find that you do not need childcare, it is very important that you call and cancel any reservation that you have made.

PARENT OR GUARDIAN ON PREMISES

Parents or other adults who bring their children for childcare must remain on the Paradise Valley United Methodist Church premises at all times.

What to Bring:

- The infant's formula, water or juice if the child will need it.
- Please use unbreakable bottles. We have a refrigerator and microwave.
- At least two extra diapers and a change of clothing.
- Personal items such as a pacifier, a blanket or other special item that will make your child feel more secure.
- You do not need to bring toys from home as there will be a variety of activities and toys available to foster your infant's development.
- Label diaper bags, bottles, and other supplies you choose to bring. Labels are available in the Child Care Center.

Breast Feeding

If you nurse your child, you are welcome to do so in the nursery. We have rocking chairs and privacy protected areas in the nursery area of the Child Care Center. If we believe that your child is unable to be consoled due to hunger, we will page you.

Cleanliness

Crib sheets are changed and cribs are disinfected after each baby. Workers take extra time and effort to make sure the nursery is as free as possible from germs.

"No Cry" Policy

The childcare workers will do everything possible to calm your infant. However, if an infant cries for more than 10 minutes without settling down, we will call you to comfort your infant.

DISCIPLINE

Paradise Valley United Methodist Church's childcare environment is set up so that children will look forward to their time at Church. Your child will be given encouragement in a positive and constructive manner.

If conflicts arise, we use them as an opportunity to help children develop problem-solving skills that are age appropriate. We encourage children to share and take turns, and solve problems that arise with the help and guidance of our childcare workers. We view part of our job as helping them learn to make appropriate choices. Our #1 concern is that Paradise Valley United Methodist Church maintain a safe and comfortable environment for each child. We treat each child with respect and work with them to foster respect in themselves, for others and for property. When expected behavior is not forthcoming, then childcare workers may use one of the following methods to maintain safety and respect among everyone:

- Redirecting to another activity;
- Asking the child to stop the behavior in a constructive manner (words or gentle touch);
- Explaining why such behavior is inappropriate and suggesting alternative behavior;
- Time out may be used so long as it does not exceed one (1) minute for every year of age;
- Physical separation may be maintained if physical harm is a possibility.

Physical harm calls for an immediate separation. The child harmed will have immediate care. If a persistent problem occurs, then we will work with the parent to come to a process that helps the child.

If biting or hitting (that causes harm) occurs, parents of both children will be informed. We will ask parents to speak to their children about how we treat one another and play together safely.

POLICIES FOR INFANTS IN THE CHILD CARE CENTER

PROCEDURES FOR SIGN-IN, SIGN-OUT,

All children must be signed in by the parent or adult who is leaving them with the workers.

- Children may not check themselves in.
- Siblings or another child may not check children in or out.
- Sign the childcare book as you enter.
- Tell a childcare worker that your child has arrived.
- All of the child's personal items, such as diapers, bottles, cups, should be labeled at the time of sign-in.
- *Again, please make sure that you announce your child's arrival to one of the childcare workers.*

If you have a child staying in the Child Care Center, please make sure we have your cell phone number. Please keep your phone on your person and in vibrate mode.

We will page you if you are needed in the Child Care Center for any reason. Note in the Child Care Center book where you will be while the child is in our care.

Sign Out

- Sign out using the same method you used to sign your child in.
- Take all of your child's belongings when you leave.
- Due to safety issues, please limit the number of persons picking up and dropping off children.

CHILD CARE ENVIRONMENT AT PARADISE VALLEY UNITED METHODIST CHURCH

Paradise Valley United Methodist Church provides a safe, clean and caring environment for your children. Our goal is for children to have a positive experience that fosters their trust in their child care givers and in the Church. Therefore, we have an infant "no cry policy." We will do everything possible to calm your infant. However, if an infant cries for more than 10 minutes without settling down, we will call you to comfort your infant.

We provide toys, books, videos, and other age-appropriate activities for all children while they are in our care. Therefore, we ask that you leave the child's toys at home. We do not want special toys to be lost. If you believe your child will have difficulty in separating from you and some comfort item will help with that separation, please make sure that you identify the item as belonging to your child and take it when you leave with your child.

We will provide drinks and snacks for your child while in our care. Please let our staff know of any allergies or special health needs that your child has that must be attended to while your child is in our care. If your child has any medical condition, such as epilepsy or diabetes, you must advise us so that we may care for them appropriately and handle a problem if it should occur. However, we cannot administer any medication.

We ask that you provide all diapers, cups, bottles, and for toddlers an extra pair of underwear, to ensure that your child remains healthy and comfortable while in our care. Please label all of your children's belongings with the child's first name and last initial, especially cups and bottles.

SAFETY PROCEDURES

The safety of your child is our # 1 concern. It is important to us that you and your child feel comfortable and safe here at Paradise Valley United Methodist Church. For this reason, all children in our care must wear a name tag at all times.

Please help us maintain safe ratios of adults to children at all times. If we have an unexpected situation - extra children or not enough adults - please understand that we cannot accept more children until qualified adult help arrives.

If your child is involved in any kind of accident or incident in which the

child is injured, all childcare workers are trained to complete an incident report that describes the accident. If the incident is not serious, the childcare worker is trained to advise you of its occurrence when you return to pick up your child. If the incident is serious, a childcare worker will contact you immediately based on the location information that you provided at sign-in time.

SICK CHILDREN

Please make sure that your child is well before bringing him or her to Paradise Valley United Methodist Church for childcare. Children with any of the following symptoms or conditions will be healthier and happier if they remain at home:

- Fever: Temperature in excess of 99 degrees or if child has had a fever in last 24 hours.
- Nasal Discharge: Excessive nasal drainage or discolored drainage indicates infections which are most commonly contagious.
- Rash: Any significant rash should be treated by a physician, including but not limited to thrush, foot and mouth, Fifth's disease etc.,.
- Cough: Deep coughs or coughs sounding like a "seal" (croup) usually indicate possible infectious states.
- Diarrhea: A child with unusually runny or discolored stools is best cared for at home.
- Head lice: All nits must be gone before the child can be around other children.

SICK CHILDREN MUST BE PICKED UP PROMPTLY TO ELIMINATE THE UNNECESSARY EXPOSURE OF OTHERS TO ANY CONTAGIOUS ILLNESS.

Be considerate of other children and do not bring a sick child for childcare or Sunday school classes at Paradise Valley United Methodist Church.