

**Dharma Rain Zen Center
ChildCare Policies
Dharma Garden Steering Committee**

Statement of Purpose

Childcare is offered at Dharma Rain Zen Center on Sunday mornings to provide an opportunity for parents to participate in Sunday morning practice at Dharma Rain Zen Center.

Sign-in procedures

- Parents must sign-in their children when they bring them to Childcare, listing the responsible party (usually a parent or guardian) who will be at a Dharma Rain program. Parents should know that in the event of an emergency, staff call the cell phone of the responsible party listed on the sign in sheet.
- Parents must list on the sign-in sheet the name of the person who will be picking up their children from Childcare. Childcare providers will only release children to the individual(s) listed on the sign-in sheet.

Fees

- The fees for Childcare are \$30.00 per month for one child; \$50.00 per month for two or more children within the same family.
- Drop in fees are \$10.00 per day regardless of the number of hours of Childcare.

General policy

- A Childcare registration form must be on file for every child attending Childcare. This form is separate from the Dharma School/ Dharma Camp registration forms and daily sign-in sheet. The registration form should be filled out completely once each year beginning in September.
- Children must be at least two years of age to attend Childcare. Children under than two may be present, but must be accompanied by a parent.

- While in Childcare, children will remain on the property at 3105 NE Siskiyou. Children will only be removed in case of emergency or after being signed out by the adult listed on the sign-in sheet.
- Snack is not provided during Childcare. If parents wish to bring a snack for their child and/or for their child to share, they may do so.
- A designated space is set aside for Childcare and Dharma School use in the kitchen. It contains cups, napkins and water pitchers as well as a small first aid kit.
- Children's personal belongings should be clearly labeled. Tape and Sharpies are provided for this purpose if needed.

Cancellation Policy

- Childcare will be canceled if Childcare providers are unable to be present; Childcare will be capped if the number of children present on any given day meets the maximum number of children for which the Childcare providers can safely care.
- Childcare will be canceled on days that there is no Sunday Morning Program at Dharma Rain Zen Center.
- If it is known in advance [by Friday noon] that Childcare will be canceled, and email will be sent to the parents of all children registered for Childcare based on information listed on the registration forms.
- If Childcare is canceled, a sign will be posted on the front door of the Dharma House.

Child safety

- A first aid kit is located on the Childcare/ Dharma School shelf in the kitchen. Other first aid kits are available in the first floor hall closet of the Siskiyou House.
- Parents should submit updated forms if contact information or health status changes. Childcare providers and emergency responders will use the most recently submitted registration form.
- Childcare providers will neither provide medication to children nor store/hold medication for children.

- Diapers will not be provided by childcare providers. If children are not potty trained, parents will need to provide a minimum of two diapers to the childcare provider. Childcare providers will not apply topical medications to children while changing diapers. The childcare provider must use new, disposable gloves while changing diapers and wash their hands immediately afterwards.
- For the health and welfare of children and staff, visibly ill children will not be admitted to childcare. Please keep ill children at home. Children will not be admitted if they have:
 - Fever of more than 99 degrees in the previous 24 hours
 - Vomiting or diarrhea in the previous 24 hours
 - Unexplained rash or sore
 - Discharge from eyes, ears or nose
 - Productive cough or dry cough lasting more than one week without doctor attention
 - Any illness or injury that keeps a child from participating in regular activity
- If a child becomes ill while in childcare, the adult listed on the sign-in sheet will be notified to remove the child.
- Childcare providers must be aware of any food-related allergies listed on Registration and Emergency Contact forms. No child may receive any food item to which they are listed as being allergic or sensitive.

Ratio of caregivers to children

- *At least two* childcare providers are required any time *even a single child* is present. It is preferable to have a gender balance of one female and one male childcare provider.

Caregiver training

- It is required that childcare personnel have CPR and first aid training for infants, toddlers and adults.

Childcare provider hiring procedure

- Childcare providers must submit a written application, be subject to a criminal background check and participate in a personal interview.
- The lead Childcare provider will be paid \$15/ hour; the assistant provider will be paid \$9/ hour.
- One childcare provider should be an adult (over 21); the other must be at least 15.
- Childcare providers are considered employees of Dharma Rain Zen Center and must submit appropriate tax forms. They may be dismissed at the discretion of the Dharma Garden Steering Committee.

Childcare provider general policy

- If Childcare is canceled, the Childcare Provider (lead) will receive payment of half the amount for that day.
- If Childcare is canceled due to Dharma Rain Zen Center being closed, the Childcare Provider (lead) will not receive payment for that day.