



Our Little Village | Library (OLV | Library)

Drop-off Child Care Center

Student Parent Rules and Procedures

*****Student Parents MUST stay in the library while their children are being cared for at OLV|Library.***Failure to do so will result in the loss of privilege to use OLV|Library.*****

_____ OLV|Library provides drop-off care for children ages 6 months to 10 years on a first come, first serve basis.

_____ Student parents will use OLV|Library for a maximum of three (3) hours per day. It is the student parent's responsibility to return at or prior to the 3 hour mark. Failure to do so could result in the loss of privilege to use OLV|Library.

_____ Student parents will fill out and sign a Registration and Liability Waiver Form before their child(ren) are left for the first time. This form will be kept in a confidential family file to be referred to by OLV|Library staff, if needed. *Student Parents will notify OLV|Library staff if there are any changes to the information, so the file can be updated and kept current.*

_____ Student parents will go over this document with a staff member of OLV|Library and both the student parents and a staff member will sign, before their child(ren) are left for the first time. A signed copy will be kept in the confidential family file. Another copy will be kept by the student parent, so they have it to refer to if necessary.

_____ Student parents will have a pager checked out to them upon arrival at OLV|Library. If the pager vibrates/beeps, they will respond to the page within 5 minutes by returning to OLV|Library. Upon arriving back to pick-up their child(ren) they will return the pager to an OLV|Library staff member.***If they do not respond to the page, they will lose the privilege of using OLV|Library.***

_____When student parents bring their child(ren) into OLV|Library they will take their child(ren)'s shoes off and wash their hands before letting them go play.

_____Student parents will have to show Student ID when dropping off their child(ren) and photo identification when picking up their child(ren).

_____OLV|Library staff will give bottles of breast milk or formula to babies if needed. The student parents will bring the already prepared bottle to OLV|Library, labeled with the baby's first and last name. A staff member will hold the child and feed them the bottle.

_____If a child wears diapers, the diapers and wipes will be provided by the student parent. For the safety of children and staff, diaper changing will occur in OLV|Library. Proper sanitation procedures will be followed.

_____Due to the large amount of children with food allergies, no food or drinks will be allowed in OLV|Library other than bottles as described above. If a child states they are hungry, staff will page the student parent and then they will make a decision about what they want to do. Reminder: No food or drinks in the library. Please take your child to Java II if you want to feed them at the library. OLV|Library will have Dixie cups and jugs of water available if a child gets thirsty and requests a drink.

_____If there is any chance that a student parents child(ren) will sleep while at OLV|Library, they will bring a blanket for them to sleep with/on.

_____It is critical that OLV|Library does its best to prevent the spread of illness. There are children ages 6mo. to 10yrs. in the same room. If a child has any visible signs of illness they will not be allowed to be cared for at OLV|Library. If your child has a fever, is vomiting, has diarrhea, pink eye, a severe cough, head lice, etc. you must keep them out for at least 24 hours. We will page the student parent if their child begins to show any signs of illness while in our care and they will have to take them out of care for the remainder of the day. No medication will be administered by OLV|Library staff.

_____Staff at OLV|Library are Mandatory Reporters for Child Abuse.

_____ If a student parent has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they will e-mail the Site Director, Kristi King, at kristi.king@oregonstate.edu If they do not feel that the concern/complaint was dealt with or they have a concern/complaint about the Site Director they may e-mail the Childcare and Family Resources Coordinator, Amy Luhn, at amy.luhn@oregonstate.edu or call and leave a message at 541-737-4906.

_____ The staff at OLV|Library welcomes children with disabilities. All efforts will be made by our limited staff to meet the needs of the child with special needs.

_____ The staff at OLV|Library will provide positive guidance and discipline while children are in our care. If all efforts have been exhausted by the staff in the room and/or a child is being unsafe towards staff and/or other children, the child's parent will be paged. At that time, the staff will discuss with the student parent what they tried and what was not working. The student parent will remove their child from care for the remainder of the day. OLV|Library staff are prohibited from using physical discipline (spanking, slapping, etc.) or verbal discipline (yelling, belittling, etc.) Student parent requests to use any form of punishment that is prohibited will be denied.

_____ If a child is injured while at OLV|Library, staff will follow CPR/First Aid procedures. If the injury is minor (rug burn, bumped head, etc.) the staff will let the student parent know when they pick up their child. If the injury is more severe (bit lip, hit head and it bleeds, etc.) the staff will page the student parent immediately. If the injury is very serious (broken arm, etc.) the staff will call 911 and page the student parent at the same time.

_____ In the event of an emergency, where evacuation of the library is necessary, staff will follow the OLV|Library Emergency Procedures, which are posted in the room. Staff will take the children to a safe location outside the front of the library (towards Kidder), for pick up.

Parent Signature

Date

OLV|Library Staff Signature

Date