

SCHUYLKILL WOMEN in CRISIS

Child Care Program Service Agreement Policy Form

The purpose of this document is to ensure the safe and healthful care of your child(ren) while under the supervision of Schuylkill Women in Crisis' Child Care Worker. The *Child Care Program Service Agreement Policy Form* is to be revisited and revised once every six months in order to facilitate the best care of your child(ren).

Date Reviewed: _____

PLEASE NOTE: *Should a Schuylkill Women in Crisis (SWiC) representative identify suspected child abuse while a child is in care, a report to child protective services will be made as ALL of our staff and volunteers are mandated reporters of child abuse. It is the policy to inform parents if a report has or will be made, unless extenuating circumstances prevent such notification.*

I, _____, hereby authorize Schuylkill Women in Crisis and its representatives to provide my child(ren) namely:

<i>Child's Name</i>	<i>Age</i>
_____	_____
_____	_____
_____	_____
_____	_____

with short-term child care, stipulating that I will be in close proximity, i.e., in SWiC's Counseling and Legal Center, at the Schuylkill County Courthouse, or MidPenn Legal Services, and able to respond immediately if I am needed to attend to my child. I understand and agree to only use SWiC's child care services while I am receiving: individual and group counseling, legal assistance and court services, or assistance with other needs related to the abuse.

Child Care Program Policies

Liability

I, the undersigned, hereby hold harmless SWiC and their representatives from any and all liability, claims, demands, or actions which are related to, arise out of, or are in any way connected with the participation of child care services. SWiC, therefore, does not assume any risk or responsibility for injury or lost items while under our care.

Bathroom

The parent/guardian must supply the child care worker with adequate necessities for a non-potty trained child including but not limited to: extra diapers, baby wipes, and a change of clothes to ensure the comfort of the child in the case of an accident.

Emergency Medical Attention

In the instance that a child might require emergency medical attention, the undersigned parent or legal guardian hereby expressly grants SWiC, and its representatives consent to administer emergency medical care for the child when SWiC is immediately unable to make contact with the parent/legal guardian or emergency contact as waiting for consent would jeopardize the health and welfare of the child.

Food

If a child will be spending a considerable amount of time in child care in which the child might fall hungry, the parent/guardian may provide snacks to be left with the the child care worker upon drop-off. Snacks may not contain tree nuts or any other high allergy ingredients. If, for instance, a parent/guardian might seek child care services both in the morning and again in the afternoon, it is the parent/guardian's responsibility to return to the child care location to relieve the child of care services and provide them lunch. No food will be provided by the child care worker.

Health

To ensure the health and wellness of other child program beneficiaries, child(ren) are not to be admitted to child care services with clear contagious and communicable diseases. The child may resume care only once fully recovered.

Medicine

SWiC representatives are not permitted to administer any medication, prescription or nonprescription, to children in their care.

Terms of Use

Hours of Service Availability

Child care services are available through SWiC Monday/Wednesday/Friday from 9:15 A.M. to 4:45 P.M. and Tuesday/Thursday 11:15 A.M. to 6:45 P.M. upon application submission and approval by the child care worker. Applications are to be submitted 48 hours in advance in order to be considered for use of child care services. Emergency services might be granted in the case of availability. Other hours will be taken under consideration on a case-by-case emergency basis.

Child Care Service Time Frame

Parent/guardians are only to apply for a child care time frame that reasonably lines up with the time frame of the service they are seeking, though they may allot themselves reasonable time for travel and safety. For instance, if a parent/guardian has a one-hour obligation with a one-way travel time of 15 minutes, their application should request child care for no more than one and a half hours. In general, no singular child care session is to exceed a three-hour period.

Pick-Up

Children are to be picked up at the time mutually agreed upon by the parent/guardian and child care worker. If a parent/guardian suspects they might be late for the pick-up time, a courtesy call to the child care worker is necessary in order for the child care worker to resume child care services. When a parent/guardian’s tardiness exceeds thirty minutes without a courtesy call to the child care worker, the assigned emergency person(s) will be contacted. If the assigned emergency person(s) cannot be reached by sixty minutes after the pick-up time, and at that time the parent/guardian remains unreachable, Child and Youth Services will be called to assume responsibility for the child.

Termination of Services

SWiC reserves the right to end a child care arrangement should the service be misused.

In making the decision to utilize the child care services provided by the child care worker, I agree to adhere to the policies as set out by Schuylkill Women in Crisis as aforementioned.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date