

# Lansing Drop In Center Policies and Procedures

Updated March 2016

## Admission

The Lansing Drop In Center is for community members and their children from birth to 5 years of age with a 24 child maximum.

A parent or guardian must be in the designated drop in area and care for their children up to the age of 18 months.

Children 18 months to 5 years of age may be left in the care of drop in staff. If all three staff members are present, then this convenience may occur with up to 18 children in their care.

At the discretion of the Drop In Coordinator, if a parent/caretaker volunteer has agreed to stay the entire period of the morning (9:30am to 12:15pm) and assist with general duties, an additional 2 children can stay per volunteer up to 6 additional kids (making the absolute maximum 24 children).

In the event the drop in center is understaffed (staff absence, unavailability of substitute staff) and has only 2 staff members, the center can take a maximum of 12 children in their care.

## General Information

All adults and children attending the Lansing Drop In Center must adhere to the center rules.

Parents/caretakers must sign in at arrival and out upon departure on the roll sheet. In order for a child to conclude their visit to the drop in center, a parent/caretaker must sign out the child and personally notify a staff member. Parents must tell a staff member (not a volunteer) when leaving.

Only persons authorized in writing by the parent or guardian may take a child from drop in. The staff has the right to ask for proof of identification from anyone picking up a child from drop in.

Only staff members, parents or guardians are allowed to take a child outside the designated drop in area.

Volunteers are not allowed to take a child outside the designated drop in area unless under direct supervision of a staff member.

### Injuries, Incidents and Illness

If a child is injured, a staff member will call the parent or guardian and/or emergency services if necessary. If we cannot contact a parent, we will call the child's emergency contact person(s).

If a child is taken by ambulance to the emergency room, a staff member will accompany the child until a parent or guardian is present.

Children displaying visible symptoms of illness upon arrival may be refused entry to drop in. If children develop any signs of an illness, communicable disease or parasitic infestation during the day, a parent will be notified to pick up their child immediately.

Any child diagnosed with an illness, communicable disease or parasitic infestation must be symptom free for 24 hours, no longer contagious or rid of the infestation before returning to drop in. Children who are prescribed antibiotics must be on the medication for at least 24 hours before returning to drop in.

Staff members and volunteers are not permitted to administer medication.

If your child is inconsolable after you have left their presence, staff members and volunteers will attempt to console your child. If your child is not calmed in reasonable amounts of attempts and time, you and/or your emergency contacts will be called.

If your child is violent toward staff or other children, using foul language and/or exhibiting inappropriate behavior, parents and/or emergency contacts will be called for an immediate pickup. This behavior is also not allowed of adults attending drop in.

If a child at drop in is displaying behavior that requires 1:1 attention with a staff member for an extended period of time (excessive inattention to or unawareness of rules, unsafe climbing or use of toys, repeated aggressive behaviors toward other children, etc) parents/caretakers will be required to attend drop in with the child until the child has acquired the appropriate behaviors to be left without a parent/caretaker.