

CHILDCARE PROCEDURES

1. Register for childcare on [volunteerspot.com](https://www.volunteerspot.com) a minimum of one (1) week prior to the planned activity.
 - a. The comment section should ONLY contain special instructions such as allergies.
 - b. Each child's name must be registered separately so that we have an accurate head count.
 - c. Each child's age must be listed as well.
2. Upon entering the childcare facility, the child's parent/guardian will sign their pre-registered child into the childcare center.
 - a. Parents who did not register their child(ren) for the days' childcare program will be placed on a wait list. In the event that a pre-registered child does not show up as scheduled, the wait list will be utilized on a first come basis.
3. For those children not fully potty-trained, parents/guardians must supply a diaper bag with their child's name on it.
 - a. The diaper bag should include diapers/pull ups, wipes and a change of clothes.
4. Provide a peanut-free snack or lunch for activities lasting longer than 2 hours.
5. The parent/guardian must sign out their child(ren) when picking them up from childcare.