

GLECPTA Nursery Guidelines

Childcare is available during our monthly meetings. Childcare workers, who have cleared their background checks and are CPR and first-aid certified, will be provided by Trietsch Childcare Staff. Children are placed into nursery rooms by age, and the ratio is, at most, one babysitter for every 6 children. Please read below for nursery fees and guidelines.

Nursery fees:

- **The nursery fee is \$5.00 per child per meeting.** This price includes all crafts, snacks, supplies and childcare. For your convenience, you may pay for the entire semester as follows:
- ***Space is minimal and registration may fill quickly, so it's important to register early. If you do not pre-register, you can be placed on a waiting list. Once everyone has checked in then we will begin accepting those on the list.***
- Please **bring exact change or an already filled out check** payable to GLECPTA when you check in your child prior to the meeting.
- Children over the age of 9 months are discouraged from attending the General Meetings. As a courtesy to other members, and our speakers, it is appropriate to take crying or disruptive babies out of the meeting. Thank you!

Nursery Guidelines:

1. All parents are required to sign a Nursery Liability Form that releases the GLECPTA and its members from liability. This form must be filled out and signed before we can accept your child in the nursery. This information is located on our Membership forms. If you have not signed a membership form prior to check in or are a guest member, please make sure to sign a liability form the morning of check in.

2. Reservations are necessary to help determine how many sitters we need each month. **Reservations can be made by sending an email to: glecptareservations@gmail.com. You may do so beginning one week prior to the general meeting and ending at 10 PM on the Monday prior to the meeting. Please leave the following information: Child's name, Child's birth date (including year), your name and phone number.**

3. Childcare numbers are turned into the church at 10 AM on the Tuesday before the meeting. If you do not get your registration in on time, you will be waitlisted. We will let you know no later than 24 hours before the meeting, if there is space.

4. If you must cancel your reservations for any reason, please email promptly. Since nursery space is limited, **all cancellations must be done by 7:00pm the Thursday before the meeting.**

- Any cancellations after 7:00pm and before 9:30am on the morning of the meeting will be charged the regular nursery fee.

- All no shows will be charged the full \$14/child rate.

****This fee must be paid before another reservation can be made. Please be aware and respectful of this policy.****

5. When registering your child for the nursery at the meetings, you will be given a pre-printed sticker with your child's name and unique number. You will receive a sticker with the unique number so you can securely pick up your child after the meeting.

6. Nursery check-in begins at 9:30 A.M. and is completed by 9:55 A.M. Please pick your child up no later than 11:45 A.M. from the nursery.

7. Children will be provided with a snack. Please inform the sitter of any food allergies.

8. All items brought with your child need to be labeled. Please do not allow children to bring their own personal toys into the nursery.

9. We cannot accept a child who is ill. Please keep your child at home if he or she has exhibited any of the following during the 48 hours prior to the meeting: fever, vomiting, diarrhea, unexplained rash, cold symptoms or any other signs of illness.

10. PLEASE try not to walk by the childcare rooms once you have dropped off your child. If the caregivers are having trouble consoling your child or any other issue arises, **they will come get you**. **Please use discretion regarding any upset children during the meeting out of respect for other members and our speakers.

11. We ask that you wait outside of the classroom door when dropping off and picking up for the safety of the children. This excludes those with small infants that need to be settled in.

Our desire is that the nursery be a pleasant experience for you and your child. If you have any questions, comments, or concerns, please feel free to contact the Childcare Coordinator (glecptaervations@gmail.com).