

Insurance

Our church's insurance is only secondary insurance. If you have medical insurance, your carrier will be billed for medical charges in the case of illness or injury while participating in any activity.

Your insurance company: _____ Policy Number: _____

Contact: _____ Phone: _____

I give permission for my child(ren) listed above to participate in all activities as part of the MOPS (Mothers of Preschoolers) ministry of St. Timothy's Lutheran Church of San Jose, California. As parent or legal guardian of said minor(s), I accept full responsibility for my child(ren)'s participation in church activities including transportation to and from any location in connection with church events. I will assume full responsibility for any medical costs incurred in the event of an accident or other incident requiring medical treatment. I release St. Timothy's Church from any liability. In the event of an emergency in which my child(ren) is/are in need of immediate hospitalization, medical attention or surgery, and after reasonable efforts have been made to contact me or my spouse and we cannot be located for the purpose of consenting thereto, consent for the emergency attention may be given to any person standing loco parentis to my child(ren) pursuant to A.R. S.S. 44-133. It is understood that my child(ren) will obey all regulations and follow instructions of the leaders. I agree to pay any expenses including the cost of my son/daughter being sent home if discipline is deemed necessary.

Caregiver Policy

Volunteer screening and training:

1. All permanent caregivers will be subject to the same screening procedures as other childcare volunteers at St. Timothy's. This includes a background check.
2. Permanent caregivers shall complete the St. Timothy's safe-child training course.
3. One-time volunteers do not need to have background checks or complete the training, however, they will be paired with at least one permanent caregiver who has been screened. If a one-time volunteer decides to continue on as a caregiver for additional meetings, screening and training will be completed.

Safety policies:

1. All possible effort should be made that no caregiver find themselves alone with a child (or children). Two or more caregivers should always be assigned to every room.
 - a. Should it be necessary for a caregiver to be alone in a room (for example, if the second caregiver has to walk a child to the bathroom), the door to the room must be left open.
 - b. In those instances, there must be at least two children present as well.
 - c. No caregiver should ever be alone with a single child.
2. Toddler (Fireside) and infant rooms must keep the door to those rooms closed. There must always be two or more caregivers in those rooms when children are present.

Bathroom policies:

1. For children who are potty-trained or in the process of potty-training:
 - a. If the child is capable of using the restroom on their own, a caregiver may walk the child to the bathroom. The caregiver should wait in the hall outside the restroom door.
 - b. If the child requires assistance to use the bathroom, the mother will specify whether a caregiver may assist her child. If the mother has indicated that she would like caregivers to assist her child, the caregiver may enter the bathroom to do so. At least one other child should also be present. Only regular caregivers working in a child's assigned MOPPETS room should assist that child.
 - c. If a child requires assistance in the bathroom and a mother has indicated that caregivers may not assist their child, the caregiver should contact the child's mother to assist the child. Mothers can indicate whether a child needs assistance and her preference for who can assist her child on the sign-in sheet.
 - d. The schedule for Fireside and preschool rooms will include a dedicated time slot for a bathroom break. During this time, the room's caregivers will walk the entire class to the bathroom. The caregivers will supervise the children in the hall while they take turns using the bathroom.
2. Infants who are still in diapers may be changed by nursery caregivers at the discretion of their mother. Mothers can indicate their preference on the sign-in sheet.

Sign here: I have read, understand, and agree with what is written on the above three pages:

Signature: _____

Date: _____

For more information,

websites: www.MOPS.org
www.stlcsj.org/Church/ministries/MOPS
call: (408) 264-3858
email: info@stlcsj.org

Bookkeeping: Amount rec'd: _____	Check# _____
Date rec'd _____	Initials _____